



Planning Commission Members in Attendance: Commissioners Trevor Wood, Kylie Lance, Michael Weight, Drew Hoffman, and Michael Romero.

Commissioner Andrea Howard, BreAnna Nixon, and Nicci McNeff were excused from the meeting.

Others in Attendance: Assistant City Manager Jason Bond, Senior Planner Loren Wiltse, Recorder Amalie Ottley, Assistant Kathy Swenson, Kai Tohinaka representing Parametrix, Andrea Urban, City Council Member Jeff Siddoway, and Mike Wall with Santaquin PD.

No other members of the public attended the meeting.

Commission Chair Trevor Wood called the meeting to order at 7:01 p.m.

INVOCATION/INSPIRATIONAL THOUGHT

An invocation was offered by Commissioner Weight.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Romero.

PUBLIC FORUM

Commission Chair Wood opened the public forum at 7:06 p.m.

Andrea Urban wished to address the Planning Commission regarding Detached Accessory Dwelling Units. She presented her perspective and the many pros for the ability to build a Detached ADUs on her lot. She spoke about the benefits a Detached ADU would provide for herself and other families in the area. She also addressed the current specifications in the proposed ordinances and current code requirements. Ms. Urban reflected on the numerous hours of research she has done on the subject and encouraged the Planning Commission to make a positive recommendation to the City Council to expand the allowance of Detached ADUs to the R10 zone within the city.

No other members of the public wished to address the Planning Commission.

Commission Chair Wood closed the public forum at 7:12 p.m.

DISCUSSION & POSSIBLE ACTION ITEMS:

1. Public Hearing: Active Transportation Plan

Assistant Manager Bond introduced Mr. Kai Tohinaka from Parametrix. He presented the Active Transportation Plan in which the city can plan impact fee uses and development. The Active Transportation Plan acts in accordance with the Santaquin City General Plan. During the process of working through the general plan, feedback was received from residents and committees asking for more trails and connectivity in the city. The plan aids the city in laying out active transportation routes, trails, bike lanes, etc.

Mr. Kai Tohinaka presented the three phases of the proposed Active Transportation Plan: 1) Existing Conditions; 2) Public Engagement; and 3) Recommendations. Mr. Tohinaka walked through each map with proposed networks and pathways in the city. The existing conditions summary provides facilities

and roadways that exist today and allow a starting point for future analysis and recommendations. Community destinations were considered when looking at additional connectivity. Mobility barriers were also considered and how the city might overcome those barriers. Mr. Tohinaka also took regional active transportation plan published by the Mountainland Association of Governments (MAG). Though small in reported numbers, bike trips and recreational trips were taken into account. An in-depth safety analysis was conducted to gain a better understanding of pedestrian, bicycle, and vehicle accidents including hot spots around the city. The existing conditions analysis moved forward in tandem with the general plan using the information as a launch point for the community engagement survey. After taking the existing conditions and survey responses, along with working with the general plan team, Mr. Tohinaka was able to propose an active transportation network in the city. The network includes paved multi-use pathways, urban active transportation routes, shared roadways, community pedestrian corridors, regional unpaved trails, UDOT priority active transportation route(s), vision multi-use pathways, barrier improvements, future trails project area, and the existing urban active transportation route. Finally, as part of the recommendations, all of the network routes were broken up into phases, specific projects, and priorities.

Mr. Bond pointed out the Active Transportation Plan allows the city to plan for projects in future budgets. Mr. Tohinaka added that funding sources through UDOT require that municipalities have an Active Transportation Plan in place to be eligible for funding.

Commission Chair Wood opened the Public Hearing at 7:26 p.m.

No members of the public wished to address the Planning Commission

Commission Chair Wood closed the Public Hearing at 7:26 p.m.

Assistant Manager Bond and Mr. Tohinaka added discussion points addressed by the Community Services Board. Commissioner Lance commended Mr. Tohinaka for his thorough work on the Active Transportation Plan.

Commissioner Weight inquired about barrier improvements at multiple points in the city near the railroad where connections over or under the railroad tracks would be required. Mr. Tohinaka stated that studies would have to be completed to address grading and overpassing of trails that cross the railroads. Commissioner Weight inquired about access points of the paved multi-use trails. Assistant Manager Bond stated that the proposed trails and project points are in the planning stage and are proposed in the Active Transportation Plan to allow for the city to plan future right-of-way use all over the city.

Commission Chair Wood inquired about current transportation routes and proposed routes around the Tanner Annexation area. He pointed out recent discussions in Planning Commission meetings where commissioners requested more connectivity between the Tanner Annexation Area and Summit Ridge and the core area of town. Commission Chair Wood asked about implementation of bridges and right-of-way trails in the city. Assistant Manager Bond spoke to the City Council's purview to set impact fees in the Fee Schedule and approve funding for projects should the City Council see fit to prioritize active transportation improvements matters in the future as development occurs in the city.

Commissioner Lance made a motion to make a positive recommendation to the City Council to adopt the Active Transportation Plan as presented. Commissioner Weight seconded the motion.

Commissioner Wood	Yes
Commissioner Lance	Yes
Commissioner Hoffman	Yes
Commissioner Howard	Absent
Commissioner McNeff	Absent
Commissioner Nixon	Absent
Commissioner Weight	Yes
Commissioner Romero	Yes

The motion was unanimously approved.

2. Public Meeting: Annexation Policy Plan Update

Assistant Manager Bond presented the Annexation Policy Plan draft. He spoke to the purpose of updating the plan when in April 2021, Santaquin and Payson cities came to an agreement of where the cities' boundaries would occur, and jurisdictions would lie. Mr. Bond addressed the benefits of understanding where the future boundaries of the city would be should landowners request an annexation. Commission Chair Wood expressed his interest while reading the Annexation Policy about Santaquin and Payson cities' implementing a cooperative agreement.

A Public Hearing to address the Annexation Policy Plan is set for the next Planning Commission meeting on November 22nd.

3. Detached Accessory Dwelling Units

Assistant Manager Bond presented the City Council's request for the Planning Commission to re-evaluate the ordinance that would allow for Accessory Dwelling Units in the R10 zone on top of the already allowed R8 zone. Assistant Manager Bond spoke about concerns the City Council brought up which included privacy, ownership, turnover, and enforcement.

Commission Chair Wood asked for more details regarding the concerns that were brought up by both a resident and the City Council members.

Commissioner Lance inquired about the 10,000 ft minimum lot size. Assistant Manager Bond confirmed that the special requirements for the code are self-governing in that lot size will either be big enough for a detached ADU or not. Assistant Manager Bond also pointed out that that the proposed ordinance would also meet the requirements of the Moderate Incoming Housing Plan.

Commissioner Lance inquired if there was a limit of one detached ADU per parcel. Assistant Manager Bond confirmed that the code does specify that only one detached ADU is allowed per residential lot. The commission discussed the setback requirements for the detached ADU code versus other accessory building(s) or structure(s) in the code. The commission discussed the reduction of the setback requirements from 10 feet to 8 feet within the code regarding privacy for neighboring lots.

Mr. Bond addressed the owner-occupied requirements and parking requirements in the detached ADU code. The commission discussed the difficulty in enforcement of owner occupancy in either the detached ADU or main dwelling.

Commissioner Weight inquired about the limit of square footage of the main floor given that an applicant may already meet the setback requirements. Mr. Bond stated a footprint of 800 square feet was agreed upon with the intention to limit the size of the unit rather than have the appearance of a large second home. Commissioner Weight stated that the limit of the square footage was his only concern in the code.

Both Commission Chair Wood and Commissioner Hoffman stated that they agreed with the proposed code as written.

Commissioner Weight inquired about the responsibility of the owner to have utility meters in their name in both the main dwelling and the detached unit.

The commission readdressed the setback requirements in the proposed code and possible privacy concerns. Commissioner Weight requested that the sentence in Section C) 2. be struck that limits the footprint of the detached ADU to 800 square feet. The Commission discussed the language in C) 2. versus the language in C) 5. Commissioner Lance agreed that the language between those sections could be clarified.

Senior Planner Loren Wiltse spoke about his experience with Accessory Dwelling Units whether detached or attached and recommended keeping the footprint small enough to make the unit incidental to the primary dwelling unit and not a secondary large home.

Commissioner Lance made a motion to make a recommendation to the City Council, upon additional review of the proposed amendments to the Detached ADU code draft language and concerns related to privacy, ownership, turnover, and enforcement, to approve the ordinance as drafted. Commissioner Hoffman seconded the motion.

Commissioner Wood	Yes
Commissioner Lance	Yes
Commissioner Hoffman	Yes
Commissioner Howard	Absent
Commissioner McNeff	Absent
Commissioner Nixon	Absent
Commissioner Weight	Yes
Commissioner Romero	Yes

The motion was unanimously approved.

4. 2023 Planning Commission Meeting Schedule

Commissioner Weight made a motion to approve the 2023 Planning Commission Meeting Schedule. Commissioner Romero seconded the motion.

Commissioner Wood	Yes
Commissioner Lance	Yes
Commissioner Hoffman	Yes
Commissioner Howard	Absent
Commissioner McNeff	Absent
Commissioner Nixon	Absent
Commissioner Weight	Yes
Commissioner Romero	Yes

The motion was unanimously approved.

5. Approval of Meeting Minutes

Commissioner Lance made a motion to approve the October 25, 2022, minutes with previously suggested changes. Commissioner Romero seconded the motion.

Commissioner Wood	Yes
Commissioner Lance	Yes
Commissioner Hoffman	Yes
Commissioner Howard	Absent
Commissioner McNeff	Absent
Commissioner Nixon	Absent
Commissioner Weight	Yes
Commissioner Romero	Yes

The motion was unanimously approved.

Other Business

Assistant Manager Bond thanked commission members for attending the recent MAG Statewide Growth Workshop on November 7th, 2022. Mr. Bond also reminded members of an upcoming meeting to address the Public Hearing for the Annexation Policy Plan and an additional proposed ordinance change on November 22nd, 2022.

Adjournment

Commissioner Weight made a motion to adjourn the meeting. Motion seconded by Commissioner Romero.

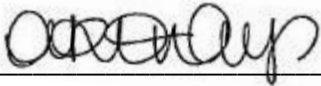
Commissioner Wood	Yes
Commissioner Lance	Yes
Commissioner Hoffman	Yes
Commissioner Howard	Absent
Commissioner McNeff	Absent
Commissioner Nixon	Absent

Commissioner Weight
Commissioner Romero

Yes
Yes

The motion was unanimously approved.

The meeting adjourned at 8:39 p.m.

A handwritten signature in black ink, appearing to read "A. Ottley", written over a horizontal line.

City Recorder – Amalie R. Ottley

A handwritten signature in blue ink, appearing to read "T. Wood", written over a horizontal line.

Commission Chair – Trevor Wood