



Planning Commission Members in Attendance: Commissioners Trevor Wood, Michael Romero, BreAnna Nixon, Mike Weight, Ladawn Moak, Drew Hoffman, and Jessica Tolman.

Others in Attendance: Senior Planner Ryan Harris, Planner Aspen Stevenson, City Council Member Jeff Siddoway, City Manager Norm Beagley, Recorder Amalie Ottley, Neil Craig, Cameron Spencer, and other various members of the public.

Commission Chair Wood called the meeting to order at 7:00 p.m.

INVOCATION/INSPIRATIONAL THOUGHT

Commissioner Romero offered an inspirational thought.

PLEDGE OF ALLEGIANCE

Commissioner Nixon led the Pledge of Allegiance.

PUBLIC FORUM

Commission Chair Wood opened the Public Forum at 7:03 p.m.

No members of the public wished to address the Planning Commission in the Public Forum.

Commission Chair Wood closed the Public Forum at 7:03 p.m.

DISCUSSION & POSSIBLE ACTION ITEMS:

1. Public Hearing: Scenic Ridge Development Agreement

Senior Planner Harris presented the proposed Scenic Ridge Development Agreement. He explained that Mayor Dan Olson and Santaquin City staff have worked with Mr. Neil Craig and his team to draft a development agreement for property that he owns which is on the east side of Santaquin City and which has already received partial development approval in a subdivision called Scenic Ridge Estates. There were some zoning requirements that were specifically discussed, and some exceptions have been negotiated in the development agreement. In order for those exceptions to be valid, a legislative review needs to take place. Planner Harris explained the benefits to Santaquin City that come from the development agreement which include:

- Approximately 5.19 acres of property (in exchange for 2 acres of currently owned City property) will be dedicated to Santaquin City for the purpose of a debris basin and conveyance channel which design and construction will be funded by the federal government as authorized by the National Resource Conservation Service (NRCS).
- Certain portions of the dedicated acreage will also serve as open space and trails that will connect to the mountains.
- A perpetual easement consisting of approximately 1 acre will be granted to Santaquin City along the existing conveyance channel.

The negotiated exceptions that benefit the owner of the property are:

- A minimum lot size zoning regulation would be reduced from 12,000 square feet to 10,841 square feet for one building lot on the west side of an anticipated future extension of 1100 East Street.
- The construction of a 30-foot wide driveway on parcel numbers 32:040:0078 and 32:040:0077 located at the east end of the recently completed 430 south and the intersection of 430 South

and 1200 East that is adjacent to the property would satisfy the frontage requirement for construction of a single-family residence on said parcel.

- A minimum width and frontage requirement will be reduced from 100 feet to 60 feet for one residential lot to be located on parcel number 32:040:0080.
- The developer would be allowed to install a private home drinking water booster pump to serve a single-family home on parcel 32:040:0078.
- To assist the developer in construction of adequate water facilities, the City would allow the 3 Item 1. water service laterals to be located on the downhill side of the lot, for a maximum of two lots only.
- The dedication and transfer of property to the City would satisfy the developer's open space dedication requirement in the Hillside Overlay Zone.

Commission Chair Wood opened the Public Hearing at 7:07 p.m.

City Manager Norm Beagley read the following comment he received regarding the Scenic Ridge Development Agreement.

"Good afternoon!

I just wanted to share some of my concerns regarding the Scenic Ridges Estates development by Bastian Homes and would appreciate this email being shared with the public and the planning commission.

The information for this meeting was made available Friday, November 8th. Then the city offices were closed Saturday, November 9th through Monday, November 11th (Veteran's Day). The meeting occurs tonight, November 12, and I have not been able to view the information and prepare for the meeting. In the future, may we have 5 BUSINESS days to review any proposals as it pertains to our community?

Previously, the development agreement permitted 8 lots. Since that time, the lots have not been purchased by homebuyers. So I don't understand the urgency to expand this development at this time.

Additionally, our water issues have not been addressed. Our water pressure is very low. Additional homes & families will put more users on the existing infrastructure. We need a pump station at the very least to address concerns from the existing residents before expanding.

Santaquin is a beautiful community. We elect our city council members and mayor with trust that they will make decisions in the best interests of the citizens they serve. Please continue to keep us informed and allow us to add our perspective to things that directly impact us. Transparency and open communication serves to further that trust.

*Thank you!
Jessica Mitchell"*

Commission Chair Wood closed the Public Hearing at 7:10 p.m.

Manager Beagley addressed the noticing that was cited in the resident's comments. Per State Law, Public Hearing notices for Planning Commission items are published 10 days or more in advance of any hearing. Agendas and packets are published the Friday before the upcoming Tuesday meetings. State law requires that agendas and packets be published at least 24 hours in advance. Although the City

Offices were open on Veteran's Day, Manager Beagley stated that he will express the concerns of the resident regarding noticing to members of the city council and Mayor Olson.

Manager Beagley addressed the resident's concerns regarding water pressure. He indicated that two separate engineering firms have analyzed and tested the infrastructure that has been installed at the 18 lots in the Scenic Ridge Development. Both engineering firms agreed that the infrastructure would have no detrimental effects on neighboring developments. He added that all infrastructure and improvements meet current State standards. Commissioner Nixon inquired about the lot that would have a exceptions due to the water pressure. Manager Beagley confirmed that one home would have a private booster pump station, as allowed by State code, and two other homes would have service laterals on the lot on the downhill side. He added that those service laterals are already installed. Commissioner Moak inquired about the need for a personal pump station. Commissioner Hoffman explained that a personal pump station would be required for a home that doesn't currently meet the State standards for fire suppression.

Commissioner Tolman inquired if the City has plans for the property to be transferred to the City other than a basin and open space. Manager Beagley indicated that the dedicated land would be part of the open space in the hillside overlay zone. He stated the basin will be completed by the City and the improved trails would be the responsibility of both the City and the developer.

Commissioner Weight inquired if there were concerns about the reduction in footage on the frontage of properties. Senior Planner Harris answered that the reduction in size of lots still meets fire code and is not a concern for the fire department.

Commissioner Moak inquired if the city owned property will be rezoned to the Public Facility (PF) zone. Manager Beagley indicated that there is a possibility that the city property becoming a PF zone as the City has been working towards rezoning other city owned properties this past year. However, he indicated there are no current plans to rezone it at this time.

Commissioner Wood inquired if there were concerns about the building envelope on the lot with reduced frontage as there are no exceptions to setbacks. Senior Planner Harris indicated that there is enough buildable area on that specific lot. Commissioner Weight inquired about roads being put through in that area. Senior Planner Harris stated that the plans are currently for a residential home to be built rather than putting the indicated road through.

Commissioner Nixon asked about the one-acre debris basin south of the development. Manager Beagley confirmed that the debris basin is adjacent to the channel. Senior Planner Harris showed where the debris basin and the channel will be constructed. Commissioner Tolman inquired about the construction progress of the debris basin. Manager Beagley stated that the City has been working on the design of the debris basin for approximately 8 years but has not broken ground. He stated that the City received money in the past to work on 5 separate debris basins on the east bench with concerns of burnt-over conditions. Commissioner Tolman confirmed with Manager Beagley that should the development agreement not be approved, that the debris basin would not likely be completed.

Commissioner Romero inquired about the resident that submitted the concern regarding the development. He asked if any other individuals submitted concerns. Manager Beagley stated that only one statement was submitted to the City.

Commissioner Nixon made a motion to provide a positive recommendation to the City Council regarding the Santaquin City Code exceptions that were negotiated in the Scenic Ridge Estates Development Agreement. Commissioner Hoffman seconded the motion.

Commissioner Hoffman	Yes
Commissioner Moak	Yes
Commissioner Nixon	Yes
Commissioner Romero	Yes
Commissioner Tolman	Yes
Commissioner Weight	Yes
Commissioner Wood	Yes

The motion passed.

2. Stratton Meadows Preliminary Plan

Senior Planner Harris introduced the Stratton Meadows Preliminary Plan. The Stratton Meadows Subdivision is located at 800 N 200 E. The proposed subdivision is in the R10 Residential zone, with thirty-seven lots on 11.84 acres. Lots within the R-10 zone must have a minimum lot size of 10,000 square feet.

On October 22, 2024, the Development Review Committee (DRC) reviewed the preliminary plans for the Stratton Meadows Subdivision and forwarded a favorable recommendation to the Planning Commission, on the condition that redlines be addressed. The applicant has submitted updated plans with a few minor redlines on the plat that can be fixed with the final plat review. Minor issues include closure edits on a few lots that will not affect the design or layout of the lots, and the mailbox easement needs to be removed.

Commissioner Wood inquired what the term “closure” meant in the preliminary plan. Manager Beagley stated that closure is an engineering term indicating that the boundary of a lot or a boundary of a subdivision closes in the legal description on the plat and makes sure that all of the lots don’t have any open boundaries.

Commissioner Moak inquired about the ownership of Nebo School District on the plat. Senior Planner Harris indicated that the note on the plat indicated that Nebo School District will need to sign their approval of the preliminary and final plans.

The applicant, Cameron Spencer, attended the meeting. He indicated that he sent an email from USPS indicating the location of the cluster mailboxes. Mr. Spencer thanked the Planning Commission for their thorough review of the plans. He spoke to the plans for the connectivity to the development in the future.

Commissioner Tolman made a motion to approve the preliminary plans for the Stratton Meadows Subdivision with the following conditions: that the redlines on the plat be addressed at the final plat and the developer submits USPS acknowledgment on the amount and location of the cluster mailboxes before final plans are submitted. Commissioner Weight seconded the motion.

Commissioner Hoffman	Yes
Commissioner Moak	Yes

Commissioner Nixon	Yes
Commissioner Romero	Yes
Commissioner Tolman	Yes
Commissioner Weight	Yes
Commissioner Wood	Yes

The motion passed.

3. Detached Accessory Dwelling Units Discussion

Senior Planner Ryan Harris and Planner Aspen Stevenson presented research that they have conducted in the State of Utah on detached accessory dwelling units (ADUs). They also presented feedback received from residents who attended a public open house meeting held in Santaquin. (See attachments). Aspen listed the benefits of ADUs for residents. Feedback from residents and developers listed amending the height requirements of ADUs, reducing setbacks from property lines, determining if home occupations should be allowed in ADUs, and redefined the rear yard on corner lots.

In a previous meeting, the Planning Commission determined that they were not in agreement in amending height requirements for ADU and leaving the provision that the ADU may not be higher than the main home. Senior Planner Harris clarified that currently, the setback requirements shall be at least 12 feet from the primary dwelling and 10 feet from the side and rear property lines and 25 feet from the street side yard. Planner Harris pointed out that in the R8 Zone that the setback requirements for main homes and accessory buildings are 8 feet. He suggested that the setbacks for detached ADUs be changed to 8 feet to be more congruent with the code. Planner Stevenson reported on the setbacks used for accessory dwellings in other cities. Senior Planner Harris went over requirements in our code regarding minor and major home occupations. Planner Stevenson reported on home occupation requirements in other cities. Senior Planner Harris discussed the current code requirements in rear yards and suggested that the city extend the rear lot of corner lots to the property line along the road. Commission members discussed the 25-foot side setback and parking requirements. Planner Stevenson reported on rear setback requirements in other cities. Commissioners also discussed footprint requirements in Santaquin versus other cities.

Senior Planner Harris reported on the interest the Planning Department has received from residents regarding detached ADUs. Commissioner Nixon expressed her approval of extending the rear lot of corner lots to the property line. Commissioner Hoffman pointed out that any code changes for accessory dwelling units should also take into account other accessory buildings. Commissioner Nixon inquired about how setbacks may be different in a Planned Unit Development (PUD). Senior Planner Harris recommended that all developments, including PUDs, have a standardized setback across the board. Commissioner Wood requested that staff present a table showing setbacks in each zone for future consideration. Commissioner Weight inquired about offsite employees in home occupations. Planner Harris indicated that the City Code currently allows for 1-2 offsite employees in a minor home occupation. Commissioner Wood indicated that minor home occupations would be agreeable in an ADU as long as it was the homeowner occupying the space.

OTHER BUSINESS

4. 2025 Chair and Deputy Chair Nominations

Commissioner Nixon nominated Commission Chair Wood to be the 2025 Commission Chair.
Commissioner Moak also nominated Commission Chair Wood to be the 2024 Commission Chair.

Commissioner Hoffman	Yes
Commissioner Moak	Yes
Commissioner Nixon	Yes
Commissioner Romero	Yes
Commissioner Tolman	Yes
Commissioner Weight	Yes
Commissioner Wood	Yes

The nomination passed.

Commissioner Hoffman nominated Commissioner Weight to be the 2024 Deputy Chair.

Commissioner Hoffman	Yes
Commissioner Moak	Yes
Commissioner Nixon	Yes
Commissioner Romero	Yes
Commissioner Tolman	Yes
Commissioner Weight	Yes
Commissioner Wood	Yes

The nomination passed.

5. 2025 Planning Commission Meeting Schedule

Commission Chair Wood presented the 2025 Meeting Schedule for approval.

Commissioner Hoffman	Yes
Commissioner Moak	Yes
Commissioner Nixon	Yes
Commissioner Romero	Yes
Commissioner Tolman	Yes
Commissioner Weight	Yes
Commissioner Wood	Yes

The schedule was approved.

Meeting Minutes Approval

Commissioner Weight made a motion to approve the October 22, 2024 Meeting Minutes. Commissioner Romero seconded the motion.

Commissioner Hoffman	Yes
Commissioner Moak	Yes
Commissioner Nixon	Yes
Commissioner Romero	Yes

Commissioner Tolman	Yes
Commissioner Weight	Yes
Commissioner Wood	Yes

The motion passed.

Senior Planner Harris went over an upcoming training opportunity for Planning Commission members. He also went over anticipated meetings for the rest of the year.

ADJOURNMENT

Commissioner Nixon made a motion to adjourn the meeting.

The meeting was adjourned at 8:28 p.m.

City Recorder – Amalie R. Ottley

Planning Commission Chair – Trevor Wood

DRAFT

Accessory Dwelling Units



Benefits of ADUs

1. Affordable housing
2. Multigenerational living
3. Sustainable neighborhood development
4. Long-term investment
5. Provides living space for a caregiver or nurse



RECAP: ADU OPEN HOUSE DISCUSSION



Feedback From Residents

1. Amend the height requirement for ADU's.
2. Reduce setbacks from property lines
3. Determine if Home Occupations should be allowed in ADU's.
4. Redefine the rear yard on corner lots



Amend the height requirements for ADU's

SIZE AND SETBACKS: THE MAXIMUM FOOTPRINT OF A DETACHED ACCESSORY DWELLING UNIT SHALL BE 800 SQUARE FEET. THE MAXIMUM SQUARE FOOTAGE OF A DETACHED ACCESSORY DWELLING UNIT SHALL BE 1,600 SQUARE FEET. THE MAXIMUM HEIGHT OF A DETACHED ACCESSORY DWELLING UNIT SHALL NOT EXCEED THE HEIGHT OF THE PRIMARY DWELLING UNIT OR 24 FEET, WHICHEVER IS LESS. THE SETBACKS OF A DETACHED ACCESSORY DWELLING UNIT SHALL BE AT LEAST 12 FEET FROM THE PRIMARY DWELLING AND 10 FEET FROM THE SIDE AND REAR PROPERTY LINES.

SUGGESTIONS FROM RESIDENTS:

ALLOW THE MAXIMUM HEIGHT OF THE ADU TO BE 24 FEET IN HEIGHT. REMOVE THE PROVISION THAT IT CAN'T BE HIGHER THAN THE MAIN HOME.

REDUCE SETBACKS FROM PROPERTY LINES

Size and Setbacks: The maximum footprint of a detached accessory dwelling unit shall be 800 square feet. The maximum square footage of a detached accessory dwelling unit shall be 1,600 square feet. The maximum height of a detached accessory dwelling unit shall not exceed the height of the primary dwelling unit or 24 feet, whichever is less. The setbacks of a detached accessory dwelling unit shall be at least 12 feet from the primary dwelling and 10 feet from the side and rear property lines.

Suggestions from residents:

- 1. Allow a single-story ADU to be 3 feet from property line. Accessory building are allowed within 3 feet if they are fire rated. If it is a two-story ADU, keep it at 10 feet.**
- 2. The other suggestions were to allow the ADU to be between 3–8 feet from the property line.**

Staff Suggestion: At minimum, reduce the side yard setback to 8 feet. The R-8 Zone allows for an 8-foot side yard for the main dwelling. There are a few development (i.e. Foothill Subdivision) that allow for the main dwelling to be 5' from the side yard.

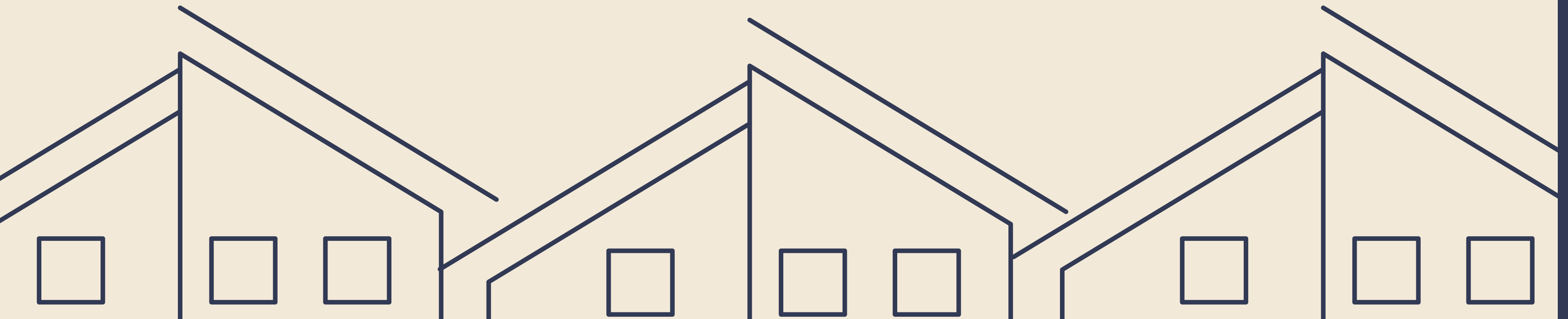
Setbacks

UT County Examples

- American Fork – 5' rear & side, 12' from main dwelling (17.5.134)
- Provo – 10' from all property lines (14.30.030)
- Lehi – 5' if walls have windows 10' (26.030)
- Eagle Mountain – 6' from main dwelling, meet same setbacks as primary dwelling (17.70 & 17.25.040)
- Payson 10' side and rear (13.20.221)
- Pleasant Grove 25' rear, 10' side and 10' from main dwelling (10-10-9)

Home Occupations

CURRENTLY, SANTAQUIN CITY CODE IS SILENT ON HOME OCCUPATION IN ADU'S. THE HOME OCCUPATION ORDINANCE ALLOWS A HOME OCCUPATION TO BE WITHIN THE HOME (500 SQUARE FEET OR 25% WHICHEVER IS LESS) OR THEY CAN USE 50% OF A GARAGE, SHED, ETC.



Home Occupations

Almost all cities within Utah County allow home occupation business licenses within ADUs



01 OFFICE USE ONLY

Pleasant Grove allows office use if they have written permission from the property owner (10-15-47).

02 NO CUSTOMERS, DELIVERIES OR OFF SITE EMPLOYEES

Orem allows home occupations as long as no customers, deliveries or off site employees are coming to the ADU (22-14-15).



Redefine the rear yard on corner lots

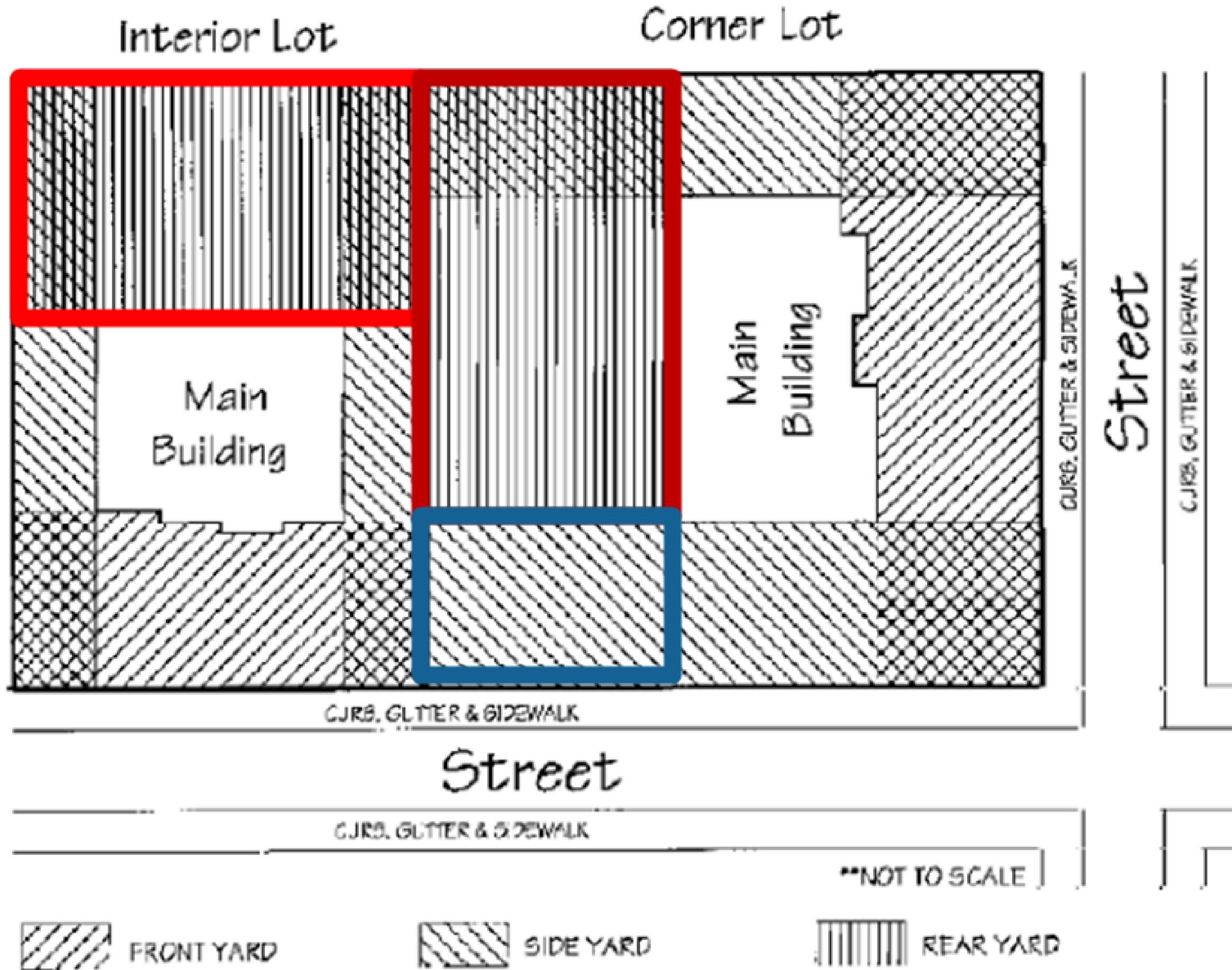
LOCATION: DETACHED ACCESSORY DWELLING UNITS SHALL ONLY BE ALLOWED IN THE REAR YARD OF A SINGLE-FAMILY DWELLING. DETACHED ACCESSORY DWELLING UNITS CANNOT BE SUBDIVIDED FROM THE PRIMARY DWELLING AND CANNOT BE SOLD SEPARATELY FROM THE PRIMARY DWELLING. EITHER THE PRIMARY DWELLING OR THE DETACHED ACCESSORY DWELLING UNIT NEED TO BE OWNER OCCUPIED. DETACHED ACCESSORY DWELLING UNITS CANNOT BE LEASED FOR A TERM LONGER THAN 2 YEARS WITHOUT A RENEWAL AGREEMENT. SCC 10.16.140 AREA OF ACCESSORY BUILDINGS

ACCESSORY BUILDINGS IN ANY RESIDENTIAL ZONE SHALL NOT COVER MORE THAN A COMBINED TOTAL OF TWENTY FIVE PERCENT (25%) OF THE REAR OR SIDE YARD, AS APPLICABLE.

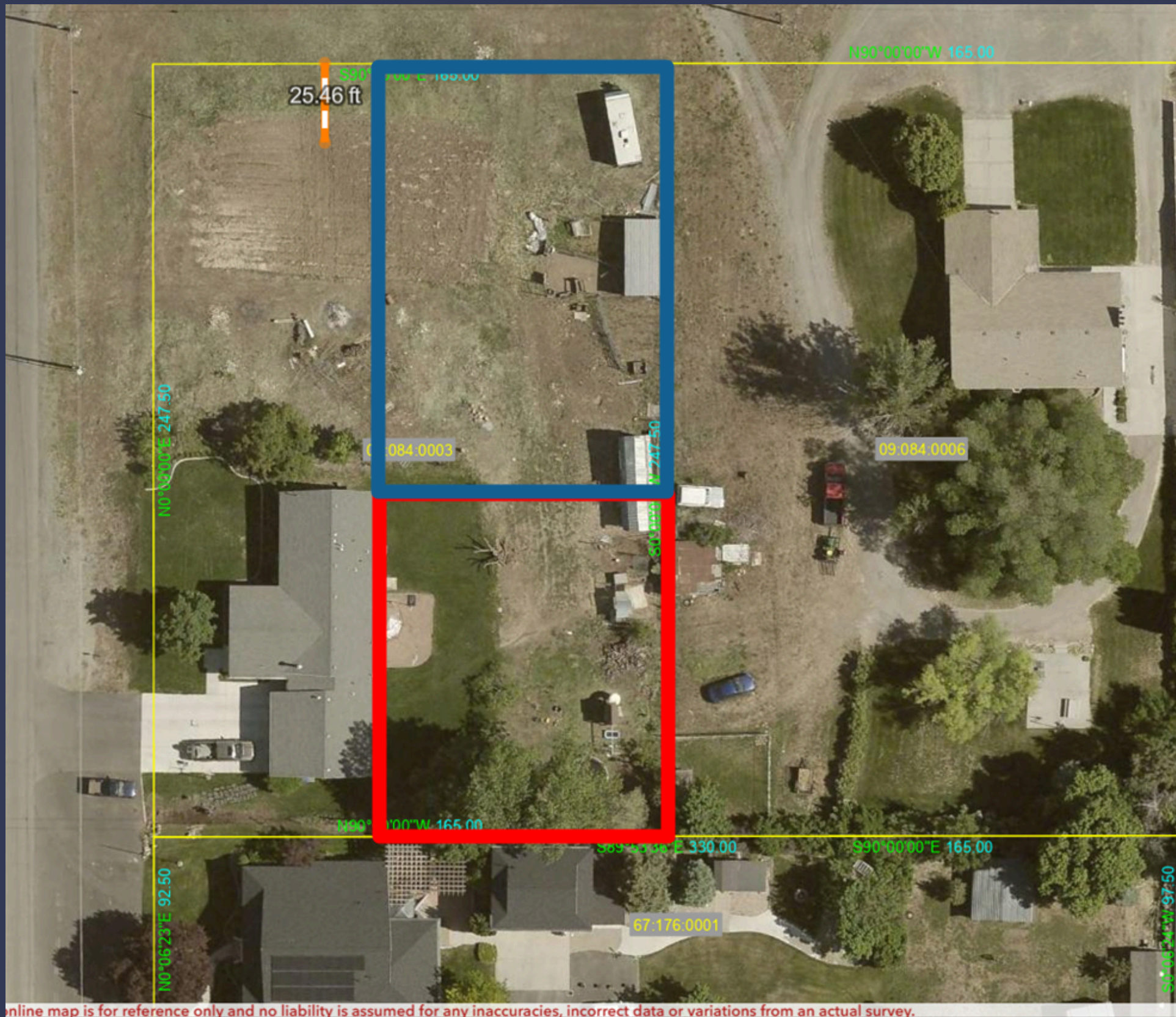
**SUGGESTIONS FROM RESIDENTS:
EXTEND THE REAR LOT OF CORNER LOTS TO THE PROPERTY LINE ALONG THE ROAD.**



Yard Designation

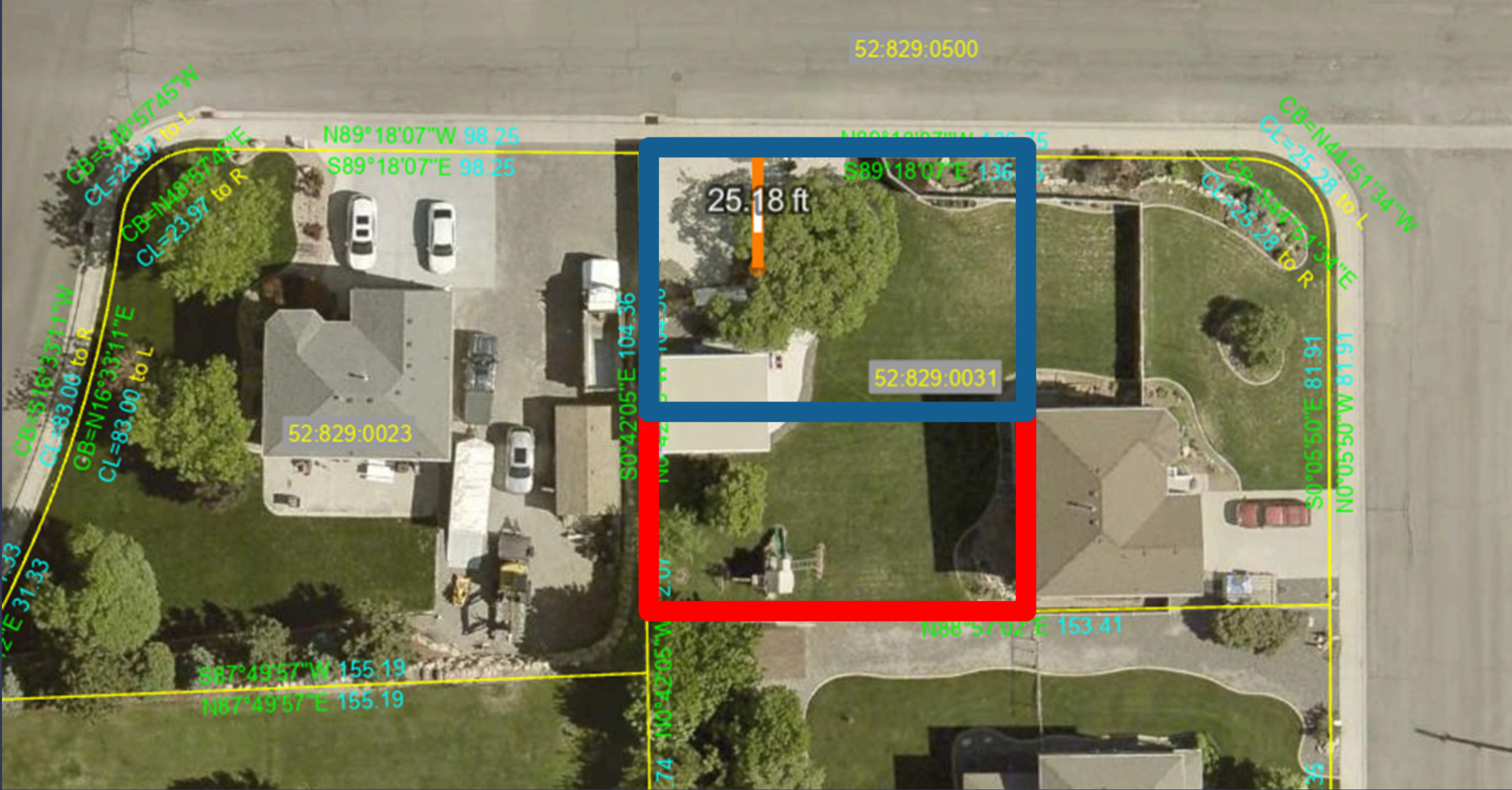


EXAMPLE #1



Online map is for reference only and no liability is assumed for any inaccuracies, incorrect data or variations from an actual survey.

EXAMPLE #2



EXAMPLE #3



TOTAL LOT AREA

• 8,400 SQUARE FEET

RED AREA

- 1,209 SQUARE FEET.
- 25% = 302 SQUARE FEET

RED AND BLUE AREA

- 3,040 SQUARE FEET
- 25% = 760 SQUARE FEET.

Corner Lots

Most cities define rear yard as anything behind the house (See diagram on next slide)

To ensure ADUs are not taking priority of the full yard:

- Lehi 26.030 ADUs cannot cover more than **30%** of the rear yard.
- Payson 13.20.221, Salem 14-1-065, Lindon 17.46.100, and Highland 3-624 require ADUs to be built on **6,000** sq ft lots or larger.
- Eagle Mountain 17.70, Payson 13.20.221, Lindon 17.46.100 require ADUs to be **no more than 1,200 sq ft.**



UT Examples

BLUFFDALE 11.340.040

- Setbacks same as accessory building
- Allow home occupations
- Corner lot has 2 front yards must be 20' back along street sides.
- Don't allow separate addresses for ADUs

SALT LAKE ADU HANDBOOK

- 3' rear and side setbacks
- Corner lot side setbacks are 10'
- Can't exceed 50% of the rear yard.
- Offer a few pre-approved plans

TREMONTON CHPT 1.21 & 1.

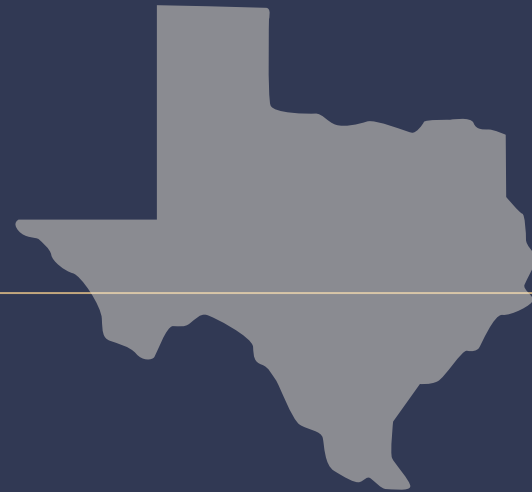
- 5' or 10' setbacks depending on the zone
- Can't exceed 30% of rear yard
- Currently, no code is written to deny or allow home occupations.

Out of State Examples



- 10' setbacks
- Can't exceed 40% of rear yard
- Allow 2 per property
- Can be used as airbnbs

SEATTLE, WASHINGTON



- 3' setbacks
- Can't Exceed 50% of primary dwelling
- Houston offers preapproved downloadable plans created by Grad students at Rice university to reduce permit approval time.

DENTON & HOUSTON,
TEXAS



- 4' setbacks
- Allow JADUs no more than 500' sq can share main bathroom.
- Require impact fees and separate utilities

Nevada County

Conclusion

REDUCING SETBACKS AND REDEFINING THE REAR YARD WILL ALLOW MORE
RESIDENTS TO BUILD ADUS WHICH WILL
INCREASE MODERATE INCOME HOUSING OPTIONS
PROVIDE LONG TERM INVESTMENT OPPORTUNITIES
AND ENSURE SUSTAINABLE NEIGHBORHOOD DEVELOPMENT

