



Planning Commission Members in Attendance: Commissioners Mike Weight, Drew Hoffman, Trevor Wood, BreAnna Nixon and LaDawn Moak

Commissioner Jesse Christopher was excused from the meeting.

Others in Attendance: City Council Member Jeff Siddoway, Assistant City Manager Jason Bond, City Planner Aspen Elmer, Deputy City Recorder Gwen Butters and other members of the public.

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

INVOCATION/INSPIRATIONAL THOUGHT

Commissioner Nixon offered an inspirational quote by Coretta Scott King; “The greatness of a community is most accurately measured by the compassionate actions of its members.”

PLEDGE OF ALLEGIANCE

Commissioner Weight led the Pledge of Allegiance.

ORDER OF AGENDA ITEMS

PUBLIC FORUM

Commission Chair Wood opened the Public Forum at 7:02 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 7:02 p.m.

DISCUSSION & POSSIBLE ACTION ITEMS

1. PUBLIC HEARING: Removing the Central Business District (CBD)

A proposal to amend Santaquin City Code (SCC) 10.20.190 and 10.48.040 to repeal language from Santaquin City Code related to the Central Business District (CBD) of the Main Street Business District (MSBD) zone and to remove the Central Business District from the Santaquin City Official Zoning Map. The removed zoning on the Official Zoning Map would be replaced with approximately 3.7 acres as Main Street Residential (MSR) and approximately 20.4 acres as Main Street Commercial (MSC).

City Planner Elmer introduced the proposal to remove the CBD from the Santaquin City Official Zoning Map stating this is a continuation of the discussion at the previous Planning Commission meeting on January 13, 2026.

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

Property owner, Kenyon Anderson, addressed the Commission stating his support for removing the Central Business District from the zoning map and appreciates the discussion on the matter. His desire is for a more modern aesthetic within the area and less regulations for businesses.

Commission Chair Wood closed the Public Hearing at 7:06 p.m.

Commission Chair Wood stated that the discussion in the previous Planning Commission Meeting acknowledged the challenges of the CBD location. He expressed that his desire is not to see the CBD removed completely. His preference would be to discuss next steps rather than its removal.

Assistant City Manager Bond explained that the CBD is proposed to be replaced with MSC District zoning, except for the northern part of the current CBD area due to the existing homes in that area. That area of the CBD is proposed to be replaced with MSR District zoning. The CBD would be removed on the zoning map and the regulations and land uses allowed compared with the MSC District zone are relatively minor. The idea of a CBD zone does not go away and further explains that this is a unique language amendment and zoning map change combined into one proposal.

Commission Chair Wood agreed and would like more discussion regarding the possibility of moving the CBD South, possibly to the area surrounding the civic center.

Assistant City Manager Bond agreed and stated that for this hearing, removing the CBD from the zoning map is the first step towards having future discussions, reevaluation, and new goals for 100 South.

Commissioner Weight stated that he agrees that the CBD language should not be removed completely.

Assistant City Manager Bond referenced the Professional Office Zone as an example. This zone is not applied to an area on the zoning map at this time and could be implemented with future zoning. The CBD zone would be the same and future discussions will determine where it may be implemented, if desired.

Commission Chair Wood agreed and approved of the option to retain the language of the CBD for use at a later time rather than removing it. He encouraged future discussion of relocating the CBD.

Commissioner Nixon noted that it is understood that the discussion now is the CBD but inquires if the commission would also look at the setbacks and height requirements of the MSC or MSR zone at a future date.

Assistant City Manager Bond states that discussing or addressing the specifications of the MSC and MSR zone are not part of the current proposal, however these may be discussed at any time in the future. For this proposal, the relevance of a CBD district within that zone is being questioned. The intention of discussing the specific details with some of the requirements of the CBD or either the MSC or MSR district are not being addressed currently.

City Planner Elmer stated that many of the setback requirements of the CBD are similar to the MSC and MSR zones. The main difference is that the CBD emphasizes the urban street scape whereas the MSC and MSR reference a suburban/residential street scape.

Commission Chair Wood reiterated that the task of the commission at this meeting is to provide a recommendation to the city council regarding this proposal. Assistant City Manager Bond stated that, as a formality, if a motion is made, it should be noted that the code language be addressed as well as the zoning map to ensure that it is considered at the time of adoption. It is not in the draft ordinance now but was included in the public hearing notice.

Commissioner Hoffman stated his approval to leave the CBD as an unused zone for the time being and expressed agreement with rezoning, leaving the CBD language and future discussion.

Commissioner Weight made a motion to remove the Central Business District from the Santaquin City Official Zoning Map and retaining the CBD language in the code but unused at this time. Commissioner Hoffman seconded the motion.

Commissioner Mike Weight	Yes
Commissioner Drew Hoffman	Yes
Commissioner Trevor Wood	Yes
Commissioner BreAnna Nixon	Yes
Commissioner LaDawn Moak	Yes

The motion passed.

2. PUBLIC HEARING: Temporary Business License Durations

A proposal to amend Santaquin City Code (SCC) 3.28.010 to address a discrepancy with duration requirements for temporary business licenses that are also regulated in SCC 10.16.300.

City Planner Elmer introduced the proposal stating the discrepancy in codes and the need for amendment. Unless any specific uses are mentioned, temporary business licenses are allowed for 120 days. Within the meeting packet, the table was referenced showing that most temporary licenses are similar, but most are 150 days in duration.

Commission Chair Wood opened the Public Hearing at 7:20 p.m.

No members of the public wished to address the Planning Commission in the public hearing regarding the proposal to amend SCC 3.28.010

Commission Chair Wood closed the Public Hearing at 7:21 p.m.

Commissioner Weight and Nixon both mention the proposal is straightforward and have no questions.

Commissioner Nixon made a motion to forward a positive recommendation to amend Santaquin City Code to amend the discrepancy of duration requirements for temporary business licenses.

Commissioner Moak seconded the motion.

Commissioner Mike Weight	Yes
Commissioner Drew Hoffman	Yes
Commissioner Trevor Wood	Yes
Commissioner BreAnna Nixon	Yes
Commissioner LaDawn Moak	Yes

The motion passed.

3. PUBLIC HEARING: Amending Retaining Wall Height Measurement Requirements

A proposal to amend Santaquin City Code (SCC) 10.16.260, 10.20.120, and 10.20.230 to require all retaining walls of four feet in height or greater to be measured from the bottom of the footing to the top of the wall to match Utah State Code.

City Planner Elmer introduced the proposal to amend city codes regarding the height requirements for fences, walls and hedges within the commercial zone and the hillside development overlay zone. This is the same section where retaining walls are mentioned. This proposal is to match Utah state code requiring retaining walls to be measured from bottom of the footing to the top of the wall. At present, our city code states that it measures from top of wall to finished grade. Making this amendment will affect building permits because anything greater than four (4) feet or higher requires structural engineering and a building permit.

Commission Chair Wood opened the Public Hearing at 7:23 p.m.

No members of the public wished to address the Planning Commission in the public hearing regarding the proposal to amend SCC 10.16.260, 10.20.120, and 10.20.230

Commission Chair Wood closed the Public Hearing at 7:23 p.m.

Commissioner Weight stated his concern and inquired that if the code is amended to require retaining walls to be measured from bottom of the footing to the top of the wall, what is to prevent a resident from creating a cement wall that is 3' 11" on top of the soil. He states that this could be dangerous and has concerns that this may result in future issues.

Commissioner Chair Wood sought clarification on the inquiry. It was confirmed that, in this example, a footing would not be poured. Commissioner Hoffman stated that if the total structure is under four (4) feet in height, it is legal. It would be the responsibility of the property owner and most likely they would incur damage to their own property.

Commissioner Weight stated that he agrees the code should match Utah state code. Commissioner Hoffman also stated that he agrees the code should match Utah state code.

Commissioner Chair Wood assumes the four (4) feet limit is to ensure safety, and anything above that may cause issues. Commissioner Hoffman confirms this assumption.

Commissioner Nixon stated that she prefers the wording of the current code, however, due to the need to meet state code, she understands that the change will protect residents and their property. Commissioner Hoffman stated that the code is necessary for the proper building of retaining walls. In instances of chance were a retaining wall fails; this protects the property owner and adjacent and properties.

Commissioner Nixon made a motion to recommend approval to amend city code to require all retaining walls of four (4) feet in height or greater to be measured from the bottom of the footing to the top of the wall to match Utah State Code. Commissioner Weight seconded the motion.

Commissioner Mike Weight	Yes
Commissioner Drew Hoffman	Yes
Commissioner Trevor Wood	Yes
Commissioner BreAnna Nixon	Yes
Commissioner LaDawn Moak	Yes

The motion passed.

4. PUBLIC HEARING: Amending Parking Requirement for Attached Accessory Dwelling Units (ADUs)

A proposal to amend Santaquin City Code 10.16.080 to reduce parking space requirements for attached accessory dwelling units (ADUs) from two spaces to one per Utah State Code.

City Planner Elmer introduced the proposal stating that this is city code does not match the current Utah state code. The state requires one parking space for internal ADUs so the change proposed is from two (2) spaces to one (1).

Commission Chair Wood opened the Public Hearing at 7:27 p.m.

No members of the public wished to address the Planning Commission in the public hearing regarding the proposal to amend SCC 10.16.080 to reduce parking space requirements of ADUs.

Commission Chair Wood closed the Public Hearing at 7:27 p.m.

Commissioner Hoffman stated his understanding that this is an unpopular change, as with other parking requirements that have had to be changed. Commission Chair Wood agreed and stated understanding for the necessity to comply with state code.

Commissioner Moak made a motion to recommend approval to amend the city code to reduce parking space requirements for accessory dwelling units (ADUs) from two (2) spaces to one (1) per Utah State Code. Commissioner Nixon seconded the motion.

Commissioner Mike Weight	Yes
Commissioner Drew Hoffman	Yes
Commissioner Trevor Wood	Yes
Commissioner BreAnna Nixon	Yes
Commissioner LaDawn Moak	Yes

The motion passed.

Commission Chair Wood closed the Public Hearing at 7:27 p.m.

5. Meeting Minutes Approval

January 13, 2026

Commissioner Wood indicated that there is an error of a commissioner's name mentioned within the minutes. The error was identified and verification will be needed in order to make the correction.

Commissioner Weight made a motion to approve the January 13, 2026 Planning Commission Meeting Minutes provided that the noted correction be made. Commissioner Nixon seconded the motion.

Commissioner Mike Weight	Yes
Commissioner Drew Hoffman	Yes
Commissioner Trevor Wood	Yes
Commissioner BreAnna Nixon	Yes
Commissioner LaDawn Moak	Yes

The motion passed.

STAFF REPORTS

Staff did not have anything to report to the Planning Commission.

ADJOURNMENT

Commissioner Weight made a motion to adjourn the meeting.

The meeting was adjourned at 7:33 p.m.

Deputy City Recorder – Gwen Butters

Planning Commission Chair – Trevor Wood