



PLANNING COMMISSION

Tuesday, November 14, 2023, at 7:00 PM
Council Chambers at City Hall Building and Online
110 S. Center Street, Santaquin, UT 84655

MEETINGS HELD IN PERSON & ONLINE

The public is invited to participate as outlined below:

- **In Person** – The meeting will be held in the Council Chambers on the Main Floor in the City Hall Building
- **YouTube Live** – Some public meetings will be shown live on the Santaquin City YouTube Channel, which can be found at <https://bit.ly/2P7ICfQ> or by searching for Santaquin City Channel on YouTube.

ADA NOTICE

If you are planning to attend this Public Meeting and due to a disability need assistance in understanding or participating in the meeting, please notify the City Office ten or more hours in advance and we will, within reason, provide what assistance may be required.

AGENDA

WELCOME

INVOCATION/INSPIRATION THOUGHT

PLEDGE OF ALLEGIANCE

ORDER OF AGENDA ITEMS

PUBLIC FORUM

DISCUSSION & POSSIBLE ACTION

1. [Public Hearing: Access Requirements Code Amendment](#)

[The Planning Commission will hold a Public Hearing to consider an amendment to Santaquin City Code 10.48.080.E "Access to Parking Facilities", related to second access requirements.](#)

2. [Public Hearing: Standard Specifications & Drawings](#)

[The Planning Commission will hold a Public Hearing to consider an update to the Santaquin City Standard Specifications & Drawings.](#)

3. [2024 Planning Commission Meeting Schedule](#)

4. [2024 Chair and Vice-Chair Nominations](#)

OTHER BUSINESS

5. [Approval of Meeting Minutes](#)

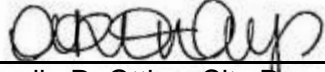
[October 24, 2023](#)

ADJOURNMENT

CERTIFICATE OF MAILING/POSTING

The undersigned duly appointed City Recorder for the municipality of Santaquin City hereby certifies that a copy of the foregoing Notice and Agenda may be found at www.santaquin.org, in three physical locations (Santaquin City Hall, Zions Bank, Santaquin Post Office), and on the State of Utah's Public Notice Website, <https://www.utah.gov/pmn/index.html>. A copy of the notice may also be requested by calling (801)754-1904.

BY:



Amalie R. Ottley, City Recorder



MEMO

To: Mayor Olson and City Council

From: Ryan Harris, Senior Planner

Date: November 9, 2023

RE: **Amendment Related to the Parking Area Access Requirements**

It is proposed that the Planning Commission and City Council consider amending language related to the parking area access requirements contained in SCC 10.48.050.E.

At the September 5th City Council Work Session, the Mayor and Council discussed concerns about the limited access for businesses along UDOT controlled right-of-way. The council gave direction to staff that the DRC (Development Review Committee) and the Planning Commission should look at the code to determine if code changes need to be made to the access requirements for business.

The City Council asked the DRC to provide a recommendation to the Planning Commission. The Council and Mayor wanted the DRC to look at the proposed code change from a technical standpoint.

The DRC reviewed the proposal and provided the following recommendation:

Motion: Assistant Manager Bond made a motion to recommend to the Planning Commission and City Council an increase of ADT to 500 on UDOT roads only, no change to ADT for single access on City owned rights-of-way and allowing site queuing and internal circulation requirements to remain the same. Manager Beagley seconded the motion.

Police Officer Kayson Shepherd, Yes; Public Works Director Jason Callaway, Yes; Fire Chief Ryan Lind, Yes; City Manager Norm Beagley, Yes; Assistant City Manager Jason Bond, Yes; Building Official Randy Spadafora, Yes; City Engineer Jon Lundell, Yes; The motion passed unanimously.

Please see the draft ordinance attached to review the proposed changes.

Recommended motion: “Motion to recommend approval/denial of the proposed code amendment which amends the parking area access requirements.”

ORDINANCE NO. **DRAFT**

AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO MODIFY THE SECOND ACCESS REQUIREMENT TO A PARKING FACILITY, PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER'S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.

WHEREAS, the City of Santaquin is a fourth-class city of the state of Utah; and

WHEREAS, the State Legislature has granted general welfare power to the City Council, independent, apart from, and in addition to, its specific grants of legislative authority, which enables the city to pass ordinances which are reasonably and appropriately related to the objectives of that power, i.e. providing for the public safety, health, morals, and welfare; and

WHEREAS, the City Council desires to amend Santaquin City Code Title 10 Chapter 48 Section 050 regarding when a second access is required to a parking facility.

WHEREAS, the Santaquin City Planning Commission held a public hearing on November 14, 2023, which hearing was preceded by the posting of public notice in at least three public places within the City limits of Santaquin City; and

WHEREAS, after the noted public hearing, the Santaquin City Planning Commission forwarded a recommendation to the City Council;

NOW, THEREFORE, BE IT ORDAINED by the City Council of Santaquin City, State of Utah, as follows:

Section I. Amendments

Title 10 Chapter 48 Section 050 is amended as follows: (underlined text is added, stricken text is deleted)

10.48.050 ACCESS TO PARKING FACILITIES

- E. ~~Any development with a single point of access (ingress and egress) shall have a maximum ADT (average daily trips) of two hundred fifty (250) trips.~~ Any development that exceeds an ADT (average daily trips) of two hundred fifty (250) trips shall provide a secondary access for ingress to and egress from the site. When a site is adjacent to a UDOT controlled right-of-way, the maximum ADT allowed before needing a secondary access for ingress to and egress from the site is five hundred (500) trips.

Section II. Severability

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in

the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

Section III. Contrary Provisions Repealed

Any and all other provisions of the Santaquin City Code that are contrary to the provisions of this Ordinance are hereby repealed.

Section IV. Codification, Inclusion in the Code, and Scrivener’s Errors

It is the intent of the City Council that the provisions of this ordinance be made part of the Santaquin City Code as adopted, that sections of this ordinance may be re-numbered or re-lettered, and that the word ordinance may be changed to section, chapter, or other such appropriate word or phrase in order to accomplish such intent regardless of whether such inclusion in a code is accomplished. Typographical errors which do not affect the intent of this ordinance may be authorized by the City without need of public hearing by its filing a corrected or re-codified copy of the same with the City Recorder.

Section V. Posting and Effective Date

This ordinance shall become effective at 5:00 p.m. on Wednesday, December 20, 2023. Prior to that time, the City Recorder shall deposit a copy of this ordinance in the official records of the City and place a copy of this ordinance in three places within the City.

PASSED AND ADOPTED this 19th day of December 2023.

Daniel M. Olson, Mayor

Councilmember Art Adcock	Voted	___
Councilmember Elizabeth Montoya	Voted	___
Councilmember Lynn Mecham	Voted	___
Councilmember Jeff Siddoway	Voted	___
Councilmember David Hathaway	Voted	___

ATTEST:

Amalie R. Ottley, City Recorder

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, AMALIE R. OTTLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the City Council of Santaquin City, Utah, on the 19th day of December 2023, entitled

“AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO MODIFY THE SECOND ACCESS REQUIREMENT TO A PARKING FACILITY, PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER’S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.”

“
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Santaquin City Utah this 19th day of December 2023.

Amalie R. Ottley
Santaquin City Recorder

(SEAL)

AFFIDAVIT OF POSTING

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, AMALIE R. OTTLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that prior to the ordinance taking effect, I posted a short summary of the ordinance on the Utah Public Notice Website as required by Utah State Code 10-3-711(1)(b) as a Class A Notice and Santaquin City Code 1-2-050(D)

I further certify that copies of the ordinance were posted online at www.santaquin.org, in three physical locations (Santaquin City Public Safety Building, Zions Bank, Santaquin Post Office), and on the State of Utah’s Public Notice Website, <https://www.utah.gov/pmn/index.html>. A copy of the notice may also be requested by calling (801)754-1904.

AMALIE R. OTTLEY
Santaquin City Recorder

The foregoing instrument was acknowledged before me on this ____ day of ____ 2023, by
AMALIE R. OTTLEY.
My Commission Expires:

Notary Public

Residing at Utah County



Memorandum

To: Santaquin City Planning Commission
 From: Jon Lundell, P.E., City Engineer
 Date: November 10, 2023
 Re: **Santaquin City Standards and specifications update**

Periodically Santaquin City's Standards and specifications must be updated to address issues discovered with previous construction materials and methods and to bring specifications in line with modifications to Utah State Code.

The current update addresses the following:

1. Division 1: The proposed change is to update the pre-construction meeting location.
2. Division 2: The proposed change updates the pipe embedment material to match American Public Works Association (APWA) specifications.
3. Division 3A: The proposed change changes the standard Culinary Water service meter box ring & lid for meter boxes that are located within a concrete surface (i.e., not in a landscaped area).
4. Standard Drawings
 - a. ST1 – Standard Street Cross section update
 - i. Added note: "As approved by City Council on March 1, 2022, this is the required minimum cross section for all local streets/roads approved for development prior to December 19, 2023.
 - ii. Removed 26' rural private lane cross section.
 - iii. Relocated 5 lane/no parking 90' Arterial cross section from ST2.
 - b. ST2 – Standard Street Cross section update
 - i. Added New 58' 2 lane local road cross section. This addresses the maximum asphalt width of 32' as required by Utah State Code.
 - ii. Relocated 5 lane/no parking 90' Arterial cross section to ST1.

These updates will address concerns expressed by Santaquin City Public Works and the recent changes to the Utah State Code.

Recommended Motion:

The Planning Commission forwards a positive recommendation to the City Council for approval of the proposed Standard and Specifications update.



Draft

Standard Specifications and Drawings

Prepared by
Santaquin City Engineering and Public Works.
(Portions of text and Unaltered Drawings
Provided by J-U-B Engineers, Inc.)

**Approval by the Santaquin City Council
December 19, 2023**

This Manual Updated Yearly

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DRAFT

Chapter 4

Standard Specifications

DRAFT

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2023 Standard and Specifications and Drawings Updates

Errata for

Changes made to the Santaquin City Standard Specification and Drawings

Division 1

- The proposed change is to update the pre-construction meeting location.

Section 1.05.

A pre-construction meeting with the Developer, Developer's Engineer, the Contractor(s) involved in the subdivision construction, ~~and with~~ representatives of all utility companies that will provide service to the development ~~invited~~ shall be held with the Public Works Representative/Engineer, Public Works Inspector, and any other City Personnel deemed necessary prior to commencement of any work. The meeting will not be conducted until payment has been made for all fees, street lights, and traffic signs. The location of the meeting shall be at the Santaquin City Community Development Office, ~~110 South Center Street~~ ~~275 West Main Street~~, Santaquin, Utah 84655 ~~or at another location determined by the Public Works Representative/Engineer~~. The date and time of the conference shall be ~~set up~~ ~~determined~~ by the Developer and the Public Works Representative/Engineer.

Division 2

- The proposed change updates the pipe embedment material to match American Public Works Association (APWA) specifications.

Section 2.07, Subsection A:

i. Bedding and Initial Backfill Material:

~~a. Ductile iron pipe One hundred percent (100%) less than two inch (2") and maximum of five percent (5%) passing a No. 200 sieve.~~

~~b. PVC or polyethylene pipe One hundred percent (100%) less than three quarter inch (3/4") and maximum five percent (5%) passing a No. 200 sieve.~~

~~c.a. Concrete pipe Refer to Section 4.06 (Concrete Pipe / Pipe Bedding) One Hundred percent passing the #4 sieve and less than 15 percent passing the #200 sieve.~~

Division 3A

- The proposed change requires that if a Culinary Water service meter box ring & lid is located within a concrete surface (i.e., not in a landscaped area) the ring and lid must be a larger diameter to allow for public works crews to access the meter for servicing

Section 3A.05 Subsection E:

- If a meter box is located within a ~~drive approach concrete surface~~ the standard meter box shall be replaced with ~~an H-20 or HS-20 load traffic rated box and a 2 foot diameter traffic rated lid and associated ring.~~

Standards Drawing

- ST1 – Standard Street Cross section update
 - Added note: "As approved by City Council on March 1, 2022, this is the required minimum cross section for all local streets/roads approved for development prior to December 19, 2023.
 - Removed 26' rural private lane cross section
 - Relocated 5 lane/no parking 90' Arterial cross section from ST2

- ST2 – Standard Street Cross section update
 - Added New 58'2 lane local road cross section. This addresses the maximum asphalt width of 32' as required by Utah State Code.
 - Relocated 5 lane/no parking 90' Arterial cross section to ST1

DRAFT

CHAPTER 4

STANDARD SPECIFICATIONS

TABLE OF CONTENTS

DIVISION 1: GENERAL REQUIREMENTS

Section 1.01 PURPOSE OF DOCUMENTS.....pg. 1

Section 1.02 DEFINITIONS pg. 1

Section 1.03 EXCAVATION PERMIT, FEES, AND BONDING REQUIRED pg. 1

 Sub-Section A. Permit Application

 Sub-Section B. Fee Assessment

 Sub-Section C. Bonding

Section 1.04 CONTRACTOR AND CONSTRUCTION PLAN APPROVAL pg. 2

Section 1.05 PRE-CONSTRUCTION CONFERENCEpg. 2

Section 1.06 TIMELY COMPLIANCE WITH THE ISSUED PERMIT pg. 3

 Sub-section A. Inspections

 Sub-section B. Notification of Needed Inspections

 Sub-section C. Responsibility of the Developer

 Sub-section D. Conflict

Section 1.07 ELECTRONIC AND RECORD DRAWINGS..... pg. 3

Section 1.08 TEMPORARY SERVICES pg. 4

Section 1.09 CODES AND STANDARDS pg. 4

Section 1.10 STATE AND LOCAL LAWSpg. 4

Section 1.11 COMPLIANCE WITH GOVERNMENTAL REGULATIONS pg. 4

 Sub-section A. United States Occupational Safety and Health Administration Regulations

 Sub-section B. Utah State Industrial Commission Regulations

 Sub-section C. City Codes and Ordinances

 Sub-section D. UDOT Requirements

 Sub-section E. Permits

Section 1.12 FEDERAL, STATE, AND LOCAL INSPECTING AGENCIES.....pg. 5

Section 1.13 PUBLIC SAFETY AND CONVENIENCE..... pg. 5

 Sub-section A. Compliance with Rules and Regulations

 Sub-section B. Road Closures and Obstructions

 Sub-section C. Protection of the Traveling Public

 Sub-section D. Hazardous Conditions

 Sub-section E. Dust and Debris Control

Section 1.14 CONFINEMENT OF WORK AND ACCESS TO RIGHT-OF-WAY AND EASEMENTS pg. 6

Section 1.15 NOTIFICATION OF RESIDENTSpg. 6

Section 1.16 WEATHER CONDITIONS pg. 6

Section 1.17 LAND MONUMENTSpg. 6

Section 1.18 SOURCE OF MATERIALS.....pg. 7

Section 1.19 CONSTRUCTION WATER..... pg. 7

Section 1.20 OPERATION AND MAINTENANCE MANUALSpg. 7

Section 1.21 INTERFERING STRUCTURES, UTILITIES AND FACILITIESpg. 7

Section 1.22 MATERIAL AND COMPACTION TESTING..... pg. 7

Section 1.23 TESTING AND PROCESS CONTROL..... pg. 8

 Sub-section A. Quality Assurance

 Sub-section B. Submittals

 Sub-section C. Sampling

 Sub-section D. Soil Classification Test

 Sub-section E. Compaction Test of Soil and Untreated Base Course

 Sub-section F. Test Roll of Roadway Sub-grade

- Sub-section G. Gradation Test of Untreated Base Course
- Sub-section H. Extraction – Gradation Testing of Bituminous Surface Course
- Sub-section I. Compaction Testing of Bituminous Surface Course
- Sub-section J. Compressive Strength Testing of Concrete Cylinders
- Sub-section K. Additional Concrete Testing
- Sub-section L. Certifications
- Sub-section M. Summary Table of Tests and Certifications
- Section 1.24 INSTALLATION OF UTILITY CONDUITS pg. 14
- Section 1.25 PHOTOGRAPHS..... pg. 14

DIVISION 2: TRENCH EXCAVATION AND BACKFILL

- Section 2.01 GENERALpg. 15
- Section 2.02 BARRICADESpg. 15
- Section 2.03 BLASTING pg. 15
- Section 2.04 SHEETING, BRACING AND SHORING OF EXCAVATIONSpg. 15
- Section 2.05 CONTROL OF GROUNDWATER.....pg. 15
- Section 2.06 TRENCH EXCAVATIONpg. 16
 - Sub-section A. Normal Excavation
 - Sub-section B. Authorized Over-Excavation
 - Sub-section C. Unauthorized Over-Excavation
 - Sub-section D. Trench Width
 - Sub-section E. Trenches in Embankments
 - Sub-section F. Placement of Excavated Material
 - Sub-section G. Fine Grading the Trench Bottom
- Section 2.07 TRENCH BACKFILLpg. 17
 - Sub-section A. Imported Granular Material
 - Sub-section B. Foundation Placement
 - Sub-section C. Pipe Embedment
 - Sub-section D. Final Backfill
 - Sub-section E. Clay Dams
 - Sub-section F. Compaction
- Section 2.08 TRENCH CROSSINGS AND EASEMENTSpg. 19
- Section 2.09 RESTORATION OF CONSTRUCTION SITEpg. 20
- Section 2.10 OPEN TRENCHES IN PUBLIC THOROUGHFARESpg. 20
- Section 2.11 DEVELOPER/CONTRACTOR RESPONSIBILITY pg. 20

DIVISION 3: PRESSURE PIPE - PRESSURE IRRIGATION

- Section 3.01 GENERALpg. 21
- Section 3.02 DUCTILE IRON PIPE pg. 21
 - Sub-section A. Materials
 - Sub-section B. Joints
 - Sub-section C. Coatings and Linings for Ductile Iron Pipe
 - Sub-section D. Flanges
 - Sub-section E. Fittings
- Section 3.03 PVC PIPE pg. 22
 - Sub-section A. Materials
 - Sub-section B. Joints
 - Sub-section C. Fittings.
- Section 3.04 PIPE INSTALLATIONpg. 22
 - Sub-section A. Cutting
 - Sub-section B. Dewatering of Trench
 - Sub-section C. Laying of Pipe
 - Sub-section D. Thrust Blocking & Megalug Joint Restraint
 - Sub-section E. Connections to Existing Water Lines
 - Sub-section F. Corrosion Protection and Soil Tests
 - Sub-section G. Tracer Wire

Sub-section H. Dead end Pressure Irrigation Lines.

Section 3.05 PRESSURE IRRIGATION SERVICE CONNECTIONpg. 24

Sub-section A. Service Saddle Specifications

Sub-section B. Polyethylene Tubing

Sub-section C. Compression Connection

Sub-section D. Service Fittings

Sub-section E. Angle Ball Service Valve

Sub-section F. Service Box and Meter

Sub-section G. PVC Pipe

Sub-section H. Hose Bib

Sub-section I. Location of Stub Pipes

Sub-section J. Service Pipe Installation

Section 3.06 TESTING AND FLUSHING pg. 27

Sub-section A. Pressure Test

Sub-section B. Leakage Test

Sub-section C. Flushing

DIVISION 3A: PRESSURE PIPE - CULINARY WATER

Section 3A.01 GENERALpg. 30

Section 3A.02 DUCTILE IRON PIPE pg. 30

Sub-section A. Materials

Sub-section B. Joints

Sub-section C. Coatings and Linings for Ductile Iron Pipe

Sub-section D. Flanges

Sub-section E. Fittings

Section 3A.03 PVC PIPE pg. 31

Sub-section A. Materials

Sub-section B. Joints

Sub-section C. Fittings

Section 3A.04 PIPE INSTALLATIONpg. 31

Sub-section A. Cutting

Sub-section B. Dewatering of Trench

Sub-section C. Laying of Pipe

Sub-section D. Separation

Sub-section E. Pipe Bedding

Sub-section F. Thrust Blocking & Megalug Joint Restraints

Sub-section G. Connections to Existing Water Lines

Sub-section H. Corrosion Protection and Soil Tests

Sub-section I. Tracer wire

Sub-section J. Damage and Repair of Water Mains and Appurtenances

Sub-section K. Dead end water lines

Section 3A.05 WATER SERVICE LATERALS pg. 34

Sub-section A. Extent of Laterals

Sub-section B. Excavation and Backfill

Sub-section C. Connection to Main

Sub-section D. Meter, Meter Setter Assembly, Meter Box and Cover

Sub-section E. Special Joints and Fittings

Sub-section F. Separation

Sub-section G. Location of Stub Pipes

Sub-section H. Flushing, Testing, and Disinfecting

Section 3A.06 FLUSHING, DISINFECTING, AND TESTINGpg. 36

Sub-section A. Flushing

Sub-section B. Disinfection

Sub-section C. Bacteriological Test

Sub-section D. Pressure Test

Sub-section E. Leakage Test

Section 3A.07 SURFACE WATER CROSSINGpg. 40
 Sub-Section A. Crossing Type
 Sub-Section B. Water Crossings greater than 15 feet (15')

DIVISION 4: CONCRETE PIPE

Section 4.01 GENERALpg. 41
 Section 4.02 PIPEpg. 41
 Sub-section A. Reinforced Concrete Pipe
 Sub-section B. Non-Reinforced Concrete Pipe
 Sub-section C. Bell and Spigot Joints
 Sub-section D. Minimum size and Slope Requirements
 Section 4.03 PIPE LAYINGpg. 42
 Section 4.04 GRAVEL FOUNDATION FOR PIPEpg. 42
 Section 4.05 INSTALLATION REQUIREMENTS FOR LINE AND GRADEpg. 42
 Section 4.06 PIPE BEDDINGpg. 42
 Section 4.07 TESTSpg. 43
 Sub-section A. Displacement Test
 Sub-section B. Infiltration Test
 Sub-section C. Exfiltration Test
 Sub-section D. Air Testing
 Sub-section E. Televising
 Section 4.08 MANHOLE CONNECTIONSpg. 44
 Section 4.09 SEWER SERVICE LATERALSpg. 44
 Sub-section A. Extent and Location of Laterals
 Sub-section B. Excavation and Backfill
 Sub-section C. Pipe
 Sub-section D. Connection to Main
 Sub-section E. Cover Over Sewer Lateral Lines
 Sub-section F. Sewer Clean Outs
 Sub-section G. Location of Stub Pipes
 Sub-section H. Testing
 Sub-section I. Damage and Repair of Sewers and Appurtenances

DIVISION 4A: PVC PLASTIC PIPE

Section 4A.01 GENERALpg. 47
 Section 4A.02 PIPEpg. 47
 Sub-section A. Minimum Size and Slope Requirements
 Section 4A.03 FITTINGSpg. 47
 Section 4A.04 PIPE LAYINGpg. 47
 Section 4A.05 GRAVEL FOUNDATION FOR PIPEpg. 48
 Section 4A.06 INSTALLATION REQUIREMENTS FOR LINE AND GRADEpg. 48
 Section 4A.07 PIPE BEDDINGpg. 48
 Section 4A.08 TESTSpg. 48
 Sub-section A. Displacement Test
 Sub-section B. Infiltration Test
 Sub-section C. Exfiltration Test
 Sub-section D. Air Testing
 Sub-section E. Televising
 Section 4A.09 MANHOLE CONNECTIONSpg. 50
 Section 4A.10 SEWER LATERAL CONNECTIONSpg. 50
 Section 4A.11 SEWER SERVICE LATERALSpg. 50
 Sub-section A. Extent of Laterals and Location of Laterals
 Sub-section B. Excavation and Backfill
 Sub-section C. Pipe
 Sub-section D. Connection to Main

- Sub-section E. Cover Over Sewer Lateral Lines
- Sub-section F. Sewer Clean Outs
- Sub-section G. Location of Stub Pipes
- Sub-section H. Testing
- Sub-section I. Damage and Repairs of Sewers and Appurtenances
- Section 4A.12 "GO/NO-GO" MANDREL PROOF TESTING.....pg. 51

DIVISION 4B: POLYETHYLENE CORRUGATED PIPE

- Section 4B.01 GENERALpg. 53
- Section 4B.02 PIPE pg. 53
- Section 4B.03 JOINTS pg. 53
- Section 4B.04 PERFORATIONS.....pg. 53
- Section 4B.05 PIPE LAYINGpg. 54
- Section 4B.06 GRAVEL FOUNDATION FOR PIPEpg. 54
- Section 4B.07 INSTALLATION REQUIREMENTS FOR LINE AND GRADE.....pg. 54
- Section 4B.08 PIPE BEDDINGpg. 54
- Section 4B.09 TESTS pg. 55
 - Sub-section A. Displacement Test
 - Sub-section B. Televising
- Section 4B.10 MANHOLE CONNECTIONS.....pg. 55
- Section 4B.11 LATERAL CONNECTIONSpg. 55

DIVISION 4C: POLYETHYLENE CORRUGATED PIPE WITH WATER TIGHT JOINTS

- Section 4C.01 GENERALpg. 56
- Section 4C.02 PIPE pg. 56
- Section 4C.03 FITTINGS pg. 56
- Section 4C.04 PIPE LAYINGpg. 56
- Section 4C.05 GRAVEL FOUNDATION FOR PIPEpg. 57
- Section 4C.06 INSTALLATION REQUIREMENTS FOR LINE AND GRADE.....pg. 57
- Section 4C.07 PIPE BEDDINGpg. 57
- Section 4C.08 TESTS pg. 58
 - Sub-section A. Displacement Test
 - Sub-section B. Infiltration Test
 - Sub-section C. Ex-filtration Test
 - Sub-section D. Air Testing
 - Sub-section E. Televising
- Section 4C.09 MANHOLE CONNECTIONS.....pg. 59
- Section 4C.10 LATERAL CONNECTIONSpg. 59
- Section 4C.11 "GO/NO-GO" MANDREL PROOF TESTING.....pg. 59

DIVISION 5 MANHOLES

- Section 5.01 GENERALpg. 60
- Section 5.02 CONCRETE BASEpg. 60
- Section 5.03 BACKFILL REQUIREMENTSpg. 60
- Section 5.04 WALL AND CONE SECTIONSpg. 60
 - Sub-section A. Manholes Shall be Furnished with Steps
- Section 5.05 DROP MANHOLESpg. 61
 - Sub-section A. Cement
 - Sub-section B. Fly Ash
 - Sub-section C. Fine Aggregate
 - Sub-section D. Mix Design
- Section 5.06 MANHOLE FRAMES AND COVERSpg. 61
 - Sub-section A. Setting Manhole Frames and Covers
- Section 5.07 CONNECTIONS TO EXISTING SEWER.....pg. 62
- Section 5.08 INCOMING SEWER LINES.....pg. 63
- Section 5.09 PREVENTING MATERIALS FROM ENTERING THE SEWER MAINpg. 63

Section 5.10 TESTING OF MANHOLES, GREASE INTERCEPTORS & SAND/OIL INTERCEPTORS.....pg. 63
 Section 5.11 Pipe Connections to Manholespg. 64

DIVISION 6: VALVES, COUPLINGS, AND FIRE HYDRANTS

Section 6.01 GENERAL pg. 65
 Section 6.02 RESILIENT SEATED GATE VALVE..... pg. 65
 Section 6.03 BUTTERFLY VALVE pg. 66
 Section 6.04 VALVE BOXES..... pg. 66
 Section 6.05 COUPLINGS pg. 67
 Section 6.06 FIRE HYDRANTS..... pg. 67
 Section 6.07 BLOWOFF VALVE..... pg. 67
 Section 6.08 PRESSURE IRRIGATION 2-INCH AIR INLET AND REMOVAL FACILITY . pg. 68
 Section 6.09 PRESSURE IRRIGATION DRAINS pg. 68
 Section 6.10 PRESSURE IRRIGATION 4-INCH FLUSHING AIR INLET AND REMOVAL FACILITY pg. 68

DIVISION 7: EARTHWORK

Section 7.01 GENERAL pg. 70
 Section 7.02 EXCAVATION FOR STRUCTURES..... pg. 70
 Section 7.03 GRANULAR FOUNDATION BORROW pg. 70
 Section 7.04 BACKFILL AROUND STRUCTURES pg. 70
 Section 7.05 CONSTRUCTION OF EMBANKMENTS AND FILLS pg. 70
 Sub-section A. Foundation Preparation
 Sub-section B. Placement
 Sub-section C. Borrow
 Section 7.06 COMPACTION OF MATERIALS pg. 72
 Sub-section A. Under Roadways
 Sub-section B. Under Sidewalk and Driveways
 Section 7.07 REMOVAL OF DEFECTIVE FILL AND PLACEMENT OF ACCEPTABLE FILL .. pg. 73

DIVISION 8: PORTLAND CEMENT CONCRETE

Section 8.01 GENERAL pg. 74
 Section 8.02 MATERIALS pg. 74
 Sub-section A. Portland Cement
 Sub-section B. Aggregate
 Sub-section C. Water
 Sub-section D. Air-Entraining Agent
 Sub-section E. Steel Reinforcement
 Sub-section F. Water-Reducing and Set-Retarding Admixtures
 Sub-section G. Curing Compound
 Section 8.03 CLASS OF CONCRETE pg. 76
 Section 8.04 COMPOSITION OF CONCRETE pg. 76
 Sub-section A. Aggregate
 Sub-section B. Water
 Sub-section C. Air-Content
 Sub-section D. Admixtures
 Section 8.05 DESIGN OF THE CONCRETE MIX pg. 77
 Section 8.06 OBSERVATION AND TESTING pg. 77
 Section 8.07 HANDLING AND MEASUREMENT OF MATERIALS pg. 77
 Section 8.08 MIXERS AND MIXING pg. 77
 Section 8.09 FORMS pg. 78
 Section 8.10 PREPARATION OF FORMS AND SUBGRADE..... pg. 78
 Section 8.11 CONVEYING..... pg. 78
 Section 8.12 PLACING pg. 78
 Section 8.13 CONSTRUCTION JOINTS..... pg. 79

Section 8.14 EXPANSION AND CONTRACTION JOINTSpg. 79
 Section 8.15 WATERSTOPpg. 80
 Section 8.16 REMOVAL OF FORMS.....pg. 80
 Section 8.17 FINISHING FORMED SURFACESpg. 80
 Section 8.18 FINISHING UNFORMED SURFACES.....pg. 80
 Section 8.19 CURING AND PROTECTIONpg. 80
 Section 8.20 REMOVAL OR REPAIRpg. 81
 Section 8.21 CONCRETING IN COLD WEATHER.....pg. 81
 Section 8.22 CONCRETING IN HOT WEATHER.....pg. 81

DIVISION 9: REINFORCING STEEL

Section 9.01 GENERALpg. 82
 Section 9.02 FABRICATION AND PLACING REINFORCEMENTpg. 82
 Sub-section A. Fabrication
 Sub-section B. Clearances
 Sub-section C. Support
 Sub-section D. Splicing
 Section 9.03 EPOXY COATINGpg. 83
 Sub-section A. Prequalify all Coatings
 Sub-section B. Coat Bars as Specified
 Sub-section C. Handling
 Section 9.04 FIELD CUTTING EPOXY-COATED BARSpg. 84
 Sub-section A. Cutting
 Sub-section B. Repairing

DIVISION 10: RESTORATION OF SURFACE IMPROVEMENTS

Section 10.01 GENERALpg. 85
 Section 10.02 FIELD VERIFICATION OF IMPROVEMENTSpg. 85
 Section 10.03 REMOVAL OF PAVEMENT, SIDEWALKS, CURBS, ETCpg. 85
 Section 10.04 MATERIALSpg. 85
 Sub-section A. Untreated Base Course
 Sub-section B. Bituminous Surface Course
 Sub-section C. Concrete
 Section 10.05 RESTORING BITUMINOUS, CONCRETE, OR ASPHALT STREET SURFACES.....pg. 86
 Sub-section A. Before Excavation
 Sub-section B. Temporary Graded Surface
 Sub-section C. Preparation for Paving
 Sub-section D. Bituminous Surface
 Section 10.06 GRAVEL SURFACEpg. 86
 Sub-section A. Layer Thickness
 Sub-section B. Placement
 Sub-section C. Gradation
 Section 10.07 MISCELLANEOUS IMPROVEMENTSpg. 87
 Section 10.08 RESTORATION OF SURFACESpg. 87
 Section 10.09 CLEANUPpg. 87
 Section 10.10 PAVEMENT MARKINGSpg. 87

DIVISION 11: ROADWAY CONSTRUCTION

Section 11.01 GENERALpg. 88
 Section 11.02 MINIMUM ROADWAY CROSS SECTION.....pg. 88
 Section 11.03 PULVERIZINGpg. 88
 Section 11.04 EARTHWORKpg. 88
 Section 11.05 ROADWAY EXCAVATIONpg. 88
 Section 11.06 SUBGRADE PREPARATIONpg. 88
 Section 11.07 DRAIN ROCKpg. 89

Section 11.08 GRANULAR BORROWpg. 89

Section 11.09 GRANULAR BACKFILL BORROWpg. 89

Section 11.10 FLOWABLE BACKFILL.....pg. 89

Sub-section A. Cement

Sub-section B. Fly Ash

Sub-section C. Fine Aggregate

Sub-section D. Mix Design

Section 11.11 BASE COURSE.....pg. 90

Section 11.12 TACK COATpg. 91

Section 11.13 BITUMINOUS ASPHALT CEMENT PAVEMENTpg. 91

Section 11.14 ADJUSTING MANHOLES AND VALVE BOXES TO FINAL GRADEpg. 92

Section 11.15 PAVEMENT CRACK SEAL.....pg. 93

Sub-section A. Quality Assurance

Sub-section B. Filler and Sealer Materials

Sub-section C. Equipment

Sub-section D. Advanced Preparation

Sub-section E. Application

Sub-section F. Backer Rod

Section 11.16 CHIP SEAL.....pg. 95

Sub-section A. Submittals

Sub-section B. Quality Assurance

Sub-section C. Paving Asphalt

Sub-section D. Cover Material

Sub-section E. Preparation

Sub-section F. Application

Sub-section G. Rolling

Sub-section H. Fog Seal

Sub-section I. Cleanup and Repair

Sub-section J. Acceptance

Section 11.17 PAVEMENT MARKINGSpg. 98

Sub-section A. Materials

Sub-section B. Preparation

Sub-section C. Application

Sub-section D. Removing Pavement Markings

DIVISION 12: CONCRETE CURB, GUTTER AND SIDEWALK

Section 12.01 GENERALpg. 100

Section 12.02 CONCRETE.....pg. 100

Section 12.03 GRADEpg. 100

Section 12.04 FORMSpg. 100

Section 12.05 SUBGRADE PREPARATION.....pg. 100

Section 12.06 CONSTRUCTION OF CURB, GUTTER AND SIDEWALK pg. 101

Section 12.07 CONCRETE CURBWALLpg. 102

Section 12.08 6-INCH CONCRETE DRIVE APPROACH pg. 102

Section 12.09 ACCESSIBILITY STANDARDS IN PUBLIC RIGHTS-OF-WAY pg. 102

Sub-section A. Sidewalks

Sub-section B. Curb Ramps

Sub-section C. Landings

Sub-section D. Side Flares

Sub-section E. Built up Curb Ramps

Sub-section F. Obstructions

Sub-section G. Location of Marked Crossings

Sub-section H. Diagonal Curb Ramps

Sub-section I. Curb Ramps Associated with Trails

Sub-section J. Detectable Warnings
 Sub-section K. Islands
 Sub-section L. Pedestrian Crossings
 Section 12.10 LANDSCAPE RESTORATION..... pg. 105

DIVISION 13: STORM DRAINS

Section 13.01 GENERAL pg. 106
 Section 13.02 PIPE INSTALLATION..... pg. 106
 Section 13.03 PIPE pg. 106
 Section 13.04 MANHOLESpg. 106
 Section 13.05 CONCRETE..... pg. 106
 Section 13.06 REINFORCING STEELpg. 106
 Section 13.07 STORM DRAIN AND INLET BOXES.....pg. 106
 Sub-section A. Concrete Inlet Boxes
 Sub-section B. PVC Inlets
 Section 13.08 PIPE CONNECTING INLET BOXES TO EXISTING STORM DRAINSpg. 107

DIVISION 14: UTAH DEPARTMENT OF TRANSPORTATION RIGHTS-OF-WAY

Section 14.01 GENERALpg. 108
 Section 14.02 UTILITY LINE AGREEMENT..... pg. 108
 Section 14.03 INSPECTION FEES.....pg. 108

DIVISION 15: CASINGS

Section 15.01 GENERALpg. 109
 Section 15.02 MATERIALS pg. 109
 Section 15.03 CONSTRUCTION METHODSpg. 109
 Section 15.04 LINE AND GRADE pg. 109
 Section 15.05 CARRIER PIPE INSTALLATION THROUGH CASINGSpg. 109
 Section 15.06 CASING SPACERSpg. 110
 Section 15.07 CASING END SEALS..... pg. 110

DIVISION 16: DETENTION BASINS

Section 16.01 GENERALpg. 111
 Section 16.02 EARTHWORKpg. 111
 Section 16.03 CONCRETE AND REINFORCING STEELpg. 111
 Section 16.04 PIPING pg. 111
 Section 16.05 TOPSOILpg. 111

DIVISION 17: CONDUIT

Section 17.01 GENERALpg. 112
 Section 17.02 UTILITY CONDUIT pg. 112
 Sub-section A. Materials
 Sub-section B. Location
 Sub-section C. Magnetic Locator Tape
 Section 17.03 INSTALLATION..... pg. 112
 Sub-section A. Cutting
 Sub-section B. Dewatering of Trench
 Sub-section C. Laying of Conduit
 Sub-section D. Bedding

DIVISION 18: RESIDENTIAL & SMALL COMMERCIAL PUMP SYSTEMS

Section 18.01 GENERALpg. 114
 Sub-section A. Installation
 Sub-section B. Inspection and Testing
 Sub-section C. Deviation from Requirements

DIVISION 19: STREET LIGHTING

Section 19.01 GENERALpg. 117

Section 19.02 STREET LIGHTS ALONG LOCAL AND COLLECTOR STREETS.....pg. 117

 Sub-section A. Placement

 Sub-section B. Luminaire

 Sub-section C. Pole and Base

 Sub-section D. Lamp

 Sub-section E. Installation

Section 19.03 STREET LIGHTS ALONG MAIN STREET pg. 118

 Sub-section A. Placement

 Sub-section B. Luminaire

 Sub-section C. Pole and Base

 Sub-section D. Lamp

 Sub-section E. Installation

Section 19.04 STREET LIGHTS ALONG ARTERIAL STREETS..... pg. 118

 Sub-section A. Placement

 Sub-section B. Luminaire

 Sub-section C. Pole and Base

 Sub-section D. Lamp

 Sub-section E. Foundation

DIVISION 20: LANDSCAPING

Section 20.01 GENERALpg. 120

Section 20.02 TOPSOIL REQUIREMENTS AND PLACEMENTpg. 120

Section 20.03 GRAVEL DRIVE APPROACHES.....pg. 120

Section 20.04 IRRIGATION SYSTEM – MATERIALSpg. 120

 Sub-section A. Basic Irrigation Requirements

 Sub-section B. Pipe

 Sub-section C. Fittings

 Sub-section D. Automatic Controller

 Sub-section E. Automatic Control Valve

 Sub-section F. Rotary Sprinkler

 Sub-section G. Plastic Nozzles

 Sub-section H. Valve Box

 Sub-section I. Control Wire, Wire Connectors and Sealing Cement

 Sub-section J. Valves and Couplers

 Sub-section K. Main Line Connections

Section 20.05 IRRIGATION SYSTEM – INSTALLATION.....pg. 123

 Sub-section A. Trenching

 Sub-section B. Pipe Installation

Section 20.06 SEEDING OF TURF pg. 126

 Sub-section A. Seeding

 Sub-section B. Sodding

 Sub-section C. Maintenance

Section 20.07 TREES pg. 128

 Sub-section A. Approved Tree Species List

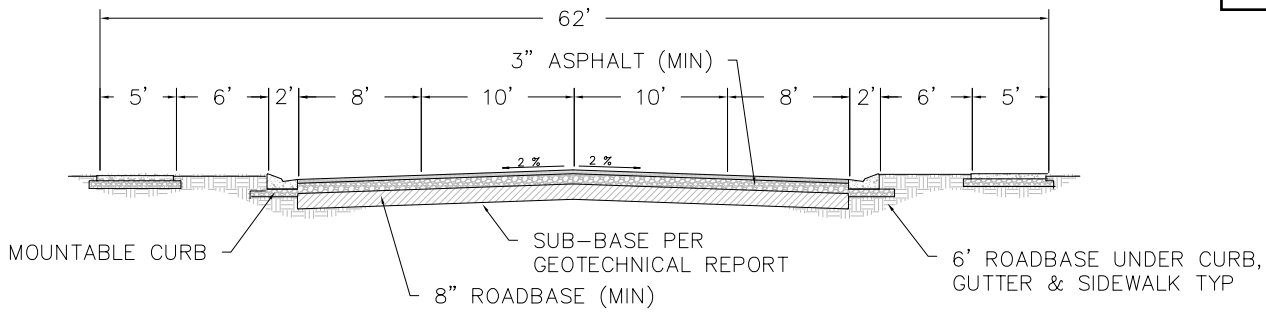
 Sub-section B. Trees Prohibited in Park Strips

 Sub-section C. Tree Substitutions for Unique Environments

 Sub-section D. Streetscape Substitutions

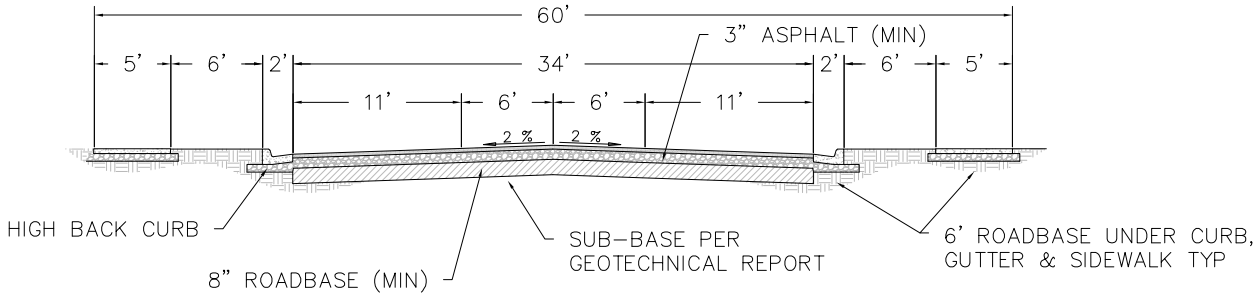
 Sub-section E. Tree and Shrub Installation

Section 20.08 Bondingpg. 138



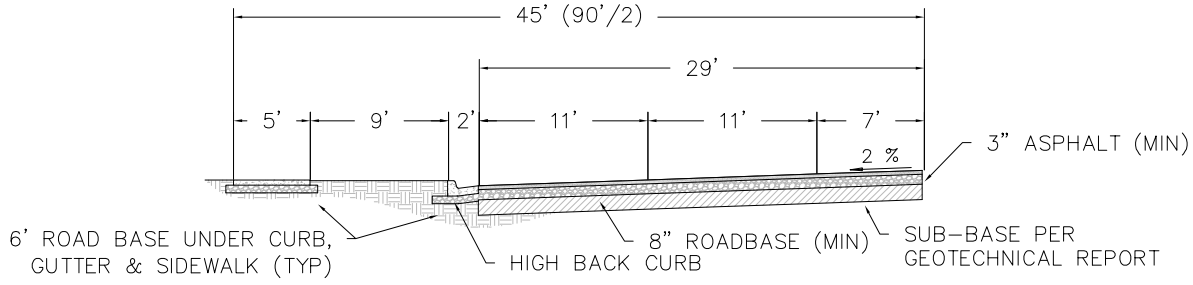
- NOTES:
1. THE DEVELOPMENT REVIEW COMMITTEE (DRC) MAY REQUIRE THE ADDITION OF RIGHT TURN LANES AT INTERSECTIONS.
 2. THE DEVELOPMENT REVIEW COMMITTEE (DRC) MAY MODIFY THIS SECTION FOR DEVELOPMENTS WITH AVERAGE BUILDABLE SLOPE > 10%.
 3. AS APPROVED BY CITY COUNCIL ON MARCH 1, 2022, THIS IS THE REQUIRED MINIMUM CROSS SECTION FOR ALL LOCAL STREETS/ROADS APPROVED FOR DEVELOPMENT PRIOR TO DECEMBER 19, 2023

2-LANE/PARKING BOTH SIDES
62' LOCAL
 NOT TO SCALE



- NOTES:
1. THE DEVELOPMENT REVIEW COMMITTEE (DRC) MAY REQUIRE THE ADDITION OF RIGHT TURN LANES AT INTERSECTIONS.
 2. THE DEVELOPMENT REVIEW COMMITTEE (DRC) MAY MODIFY THIS SECTION FOR DEVELOPMENTS WITH AVERAGE BUILDABLE SLOPE > 10%.

3-LANE/NO PARKING
60' COLLECTOR
 NOT TO SCALE



- NOTES:
1. THE DEVELOPMENT REVIEW COMMITTEE (DRC) MAY REQUIRE THE ADDITION OF RIGHT TURN LANES AT INTERSECTIONS.
 2. THE DEVELOPMENT REVIEW COMMITTEE (DRC) MAY MODIFY THIS SECTION FOR DEVELOPMENTS WITH AVERAGE BUILDABLE SLOPE > 10%.

5-LANE/NO PARKING
90' ARTERIAL
 NOT TO SCALE

NOTES:
 STANDARD ROAD CROSS SECTIONS MAY BE MODIFIED IN HILLSIDE DEVELOPMENT ZONES ACCORDING TO A DEVELOPMENT AGREEMENT.

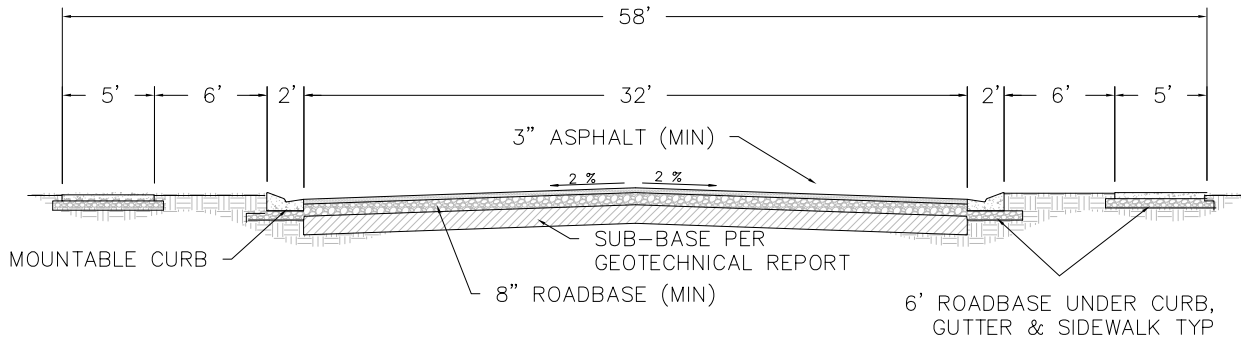
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REVISION			
NO.	BY	APR	DATE



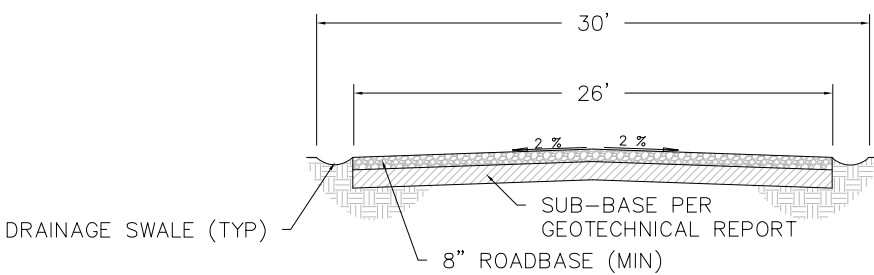
STANDARD STREET CROSS SECTION
 SANTAQUIN CITY
 110 SOUTH CENTER STREET

ST1
 ADOPTED DATE



2-LANE MINIMUM ASPHALT WIDTH
58' LOCAL
NOT TO SCALE

- NOTES:
1. THE DEVELOPMENT REVIEW COMMITTEE (DRC) MAY REQUIRE THE ADDITION OF RIGHT TURN LANES AT INTERSECTIONS.
 2. THE DEVELOPMENT REVIEW COMMITTEE (DRC) MAY MODIFY THIS SECTION FOR DEVELOPMENTS WITH AVERAGE BUILDABLE SLOPE > 10%.
 3. AS APPROVED BY CITY COUNCIL ON DECEMBER 19, 2023, THIS IS NOW THE MINIMUM CROSS SECTION FOR ALL NEW LOCAL STREETS/ROADS



26' RURAL PRIVATE LANE
NOT TO SCALE

- NOTES:
- TURN-A-ROUND MUST MEET THE REQUIREMENTS OF THE INTERNATIONAL FIRE CODE APPENDIX D (LATEST ADOPTED VERSION)

- NOTES:
1. THE DEVELOPMENT REVIEW COMMITTEE (DRC) MAY REQUIRE THE ADDITION OF RIGHT TURN LANES AT INTERSECTIONS.
 2. THE DEVELOPMENT REVIEW COMMITTEE (DRC) MAY MODIFY THIS SECTION FOR DEVELOPMENTS WITH AVERAGE BUILDABLE SLOPE > 10%.

NOTES:
 STANDARD ROAD CROSS SECTIONS MAY BE MODIFIED IN HILLSIDE DEVELOPMENT ZONES ACCORDING TO A DEVELOPMENT AGREEMENT.

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REVISION			
NO.		BY	DATE



STANDARD STREET
CROSS SECTION
 SANTAQUIN CITY
 110 SOUTH CENTER STREET

ST2
 ADOPTED DATE: 26



Planning Commission 2024 Regular Meeting Schedule

Month	1 st Meeting	2 nd Meeting
January	Tuesday, January 9	Tuesday, January 23
February	Tuesday, February 13	Tuesday, February 27
March	Tuesday, March 12	Tuesday, March 26
April	Tuesday, April 9	Tuesday, April 23
May	Tuesday, May 14	Tuesday, May 28
June	Tuesday, June 11	Tuesday, June 25
July	Tuesday, July 9	Tuesday, July 23
August	Tuesday, August 13	Tuesday, August 27
September	Tuesday, September 10	Tuesday, September 24
October	Tuesday, October 8	Tuesday, October 22
November	Tuesday, November 12	No Meeting (Thanksgiving)
December	Tuesday, December 10	No Meeting (Christmas)



Santaquin City Planning Commission By-laws and Rules of Procedure

A. ORGANIZATION

1. Appointment of the Chair and Deputy Chair.

- a. At one of the last regularly scheduled meetings of each year, the Commission shall have an agenda time to appoint a new Chair and Deputy Chair for the next calendar year. Appointees shall assume their duties as of the first regularly scheduled meeting in January.
- b. Appointment of the Chair and Deputy Chair shall be done separately through open nomination for appointment from any Commissioner. If only one Commissioner is nominated for appointment for either position, an approval vote of the Commission shall determine the appointment. If more than one Commissioner is nominated for either appointment, a simple majority of the Commissioners present during a silent vote shall determine the appointee. Any Commissioner may serve more than one term and/or in both appointed positions if properly nominated and appointed.

2. Duties of the Chair.

- a. To review and approve agendas prior to Commission meetings;
- b. To call meetings of the Commission to order on the day and time scheduled and proceed with the order of business;
- c. To receive and submit, in the proper manner, all motions, recommendations, and propositions presented by the Commissioners;
- d. To put to vote all issues and items which are properly moved upon, or necessarily arise in the course of the proceedings and to announce the result of any such actions taken;
- e. To inform the Commission, when necessary, on any point of order or practice. In the course of discharge of this duty, the Chair shall have the right to call upon legal counsel or staff for advice;
- f. To authenticate by signature all of the acts, findings, orders, and proceedings of the Commission;

- g. To maintain order at all meetings of the Commission including the maintenance of a respectful, orderly, appropriate, and professional atmosphere;
 - h. To move the agenda along, reduce redundancy by limiting time allowed for comment, whenever possible, set guidelines for public input, and reference handouts and procedures during meetings;
 - i. Recognize speakers and Commissioners prior to receiving comments and presentations;
 - j. Ensure the legal due process to all items and people involved in each item of each meeting agenda; and
 - k. Facilitate the elimination of any and all public clamor during meetings.
3. Duties of the Deputy Chair. The Deputy Chair shall have and perform all of the duties and functions of the Chair in the absence of the Chair.
4. Temporary Chair.
- a. In the event of the absence or disability of the Chair and Deputy Chair, and with a proper quorum present, a temporary Chair shall be appointed to conduct business prior to any agenda item to serve as the temporary Chair until the return of the either the Chair or Deputy Chair.
 - b. The temporary Chair shall be nominated and appointed in the same manner as the regular nomination and appointment of the Chair.
5. Quorum. The number of Commissioners necessary to constitute a quorum is four (4) or more. No action of the Commission shall be official or have any effect except when a quorum of the Commissioners are present. While Santaquin City encourages the physical attendance of all of its Commissioners at the meeting anchor location, there is, from time to time, a need for Commissioners to connect to meetings via electronic means. Acceptable means of electronic connection include telephone, computer, satellite, or wireless communications. At a minimum, one Commissioner must be physically in attendance at the meeting anchor site. Commissioners must give notice to the Commission secretary forty-eight (48) hours in advance of the meeting as to what electronic means they intend to utilize to attend the meeting. The Commission secretary must give proper public notice of the meeting twenty-four (24) hours in advance which shall include the name and connection method of all Commissioners who intend to connect electronically to the meeting. Once four (4) or more Commissioners are in attendance at the meeting, either physically or electronically, the Commission is considered to be in full quorum.
6. Placing Items on the Agenda. A request for an item to be on a Commission meeting agenda may be initiated by the Chair, three Commissioners, the staff

with the support of the Chair, the Mayor, the City Council, or an applicant that has submitted a complete application.

B. MEETINGS

1. Meeting Schedule.

- a. At one of the last regularly scheduled meetings of each year, the Commission shall have an agenda item to determine the General Meeting schedule for the following calendar year. Meetings of the Commission are typically held on the 2nd and 4th Tuesdays of each month, with the exception of those meetings rescheduled or cancelled, are to begin promptly at 7:00 p.m., and are to be held in the City Council Chambers of Santaquin City Hall. Alteration to the time of day or place a meeting is to be held may be made through special notice and advertisement of the meeting which states the specific alteration(s).
- b. The determination of the General Meeting Schedule shall take into consideration the dates for which meetings will be scheduled, conflict with City observed holidays, and the possibility of special meetings or the cancellation of meetings to avoid conflicts.
- c. Following determination of a General Meeting Schedule, the Commission shall approve the schedule through the proper approval process. Following approval, the adopted meeting schedule shall be posted by the Commission Secretary in the Community Development Department, distributed to each Commissioner, and advertised in a newspaper of general circulation throughout the City.
- d. Open Meetings. Every meeting of the Commission is to be open to the public and conducted in accordance to the Utah State Open and Public Meetings Act (U.C.A. 52-4-1 et. Seq.).

2. General Order of Business. The business of the Commission at its meetings shall generally be conducted in accordance with the following order, unless otherwise specified

- Roll Call
- Pledge of Allegiance
- Invocation/Inspirational Thought
- Public Forum
- Agenda Items and Public Hearings
 - General Plan and Amendments
 - Conditional Use Permit Applications
 - Rezoning Applications
 - Annexation Applications
 - Subdivision Applications
 - Site Plan Review

- Code Amendments
- Commission New Business
- Minutes
- Reports of Officials and Staff
- Discussion Items
- Adjournment

3. Public Forum. This portion of the Commission agenda is designed to allow members of the general public to address the Commission regarding issues which are not listed on the posted agenda and shall adhere to the following parameters:
- a. Time Limit. This portion of the agenda should not last more than approximately 30 minutes combined for all speakers. Speakers should limit their comments, under the jurisdiction of the Chair, to approximately two minutes. Speakers declaring their representation of a group of the general public present may be allotted an extended amount of time to address the Commission, at the discretion of the Chair, so long as the extension does not limit the ability or time for other members of the general public to address the Commission.
 - b. Speaker Sign-In. All persons wishing to be heard shall place their name onto the designated sign-in sheet at the entrance to the meeting. The Commission Chair shall review the sign-in sheet and call each individual to the speaker's podium to address the Commission. If no names appear on the sign-in sheet, it shall be to the discretion of the Chair to discontinue the public forum portion of the meeting or allow members of the general public present but no signed-in to address the Commission.
 - c. Speakers to be Heard. Speakers wishing to be heard shall make their comments from the speaker's podium within the City Council chambers, or other locations of the meeting, with the exclusion of recognized exceptions due to a disability of the speaker. All comments shall be directed towards the Commission and should be made in a respectful and concise manner.
 - d. Written Comments. Members of the general public may, and are encouraged to submit written comments relating to any item of City business to the Community Development Department, prior to the close of business on the day of a Commission meeting, and said comments may be read and distributed to the Commission for their review. The Commission may conduct discussion as deemed appropriate regarding any comments submitted.
 - e. Repetitious Comments. Members of the general public addressing the Commission shall not present the same, or substantially same items or arguments to those provided by other members of the general public. Once an item has been heard by the Commission and determined to necessitate an action or necessitate no action the same, or substantially

same, item may not be presented by the same member of the general public or any other.

4. Procedure of Consideration of Agenda Items. The following procedure will normally be observed for all agenda items, however, it may be rearranged at the discretion of the Chair for an individual item, for the expeditious conduct of business:
 - a. Introduction of the item by the Chair;
 - b. Staff presentation and recommendation;
 - c. Presentation of the proposal by the applicant(s);
 - d. Public Hearing to be conducted according to paragraph B5 below.
 - e. Commission discussion. The discussion shall be confined to the Commission unless any Commissioner requests specific additional information from staff, the applicant(s), or a member of the general public present who is or may be directly involved or impacted by the issue under consideration; and
 - f. Motion and Vote. The Chair may outline the possible actions of approval, approval with conditions, tabling, or denial prior to entertaining a motion. Voting shall be in accordance with section F below.

5. Public Hearings.
 - a. Procedure
 1. Opening of the public hearing by the Chair.
 2. Testimony by citizens present to discuss the item through comment or testimony of facts or arguments;
 3. Rebuttal and concluding comments by the applicant; as the burden of proof rests with the applicant and is therefore given an opportunity to provide closing comments and testimony;
 4. Closure of the public hearing by the Chair.
 - b. Public Comment During Public Hearings. Comments, testimony, and presentations from the public shall be respectful, pertinent, relevant, concise, and confined within a two-minute timeframe. A spokesman for a group of citizens wishing to make similar comments regarding the agenda item should be allowed a reasonable amount of additional time. Public comments should be non-repetitious. The Commission Chair shall have the ability to discontinue the receipt of public comment at his/her discretion if the commentary and testimony becomes repetitious,

disrespectful, rude, or otherwise rowdy. All public comment shall be directed toward the Commission and may only be received in writing or from the speaker's podium, with the exclusion of recognized exceptions due to a disability of the speaker, within the location of the meeting. Public comment not originated from the podium shall not be accepted or considered by the Commission.

- c. Commission Action. No Commission action shall be taken in a formal public hearing. Comments from the public shall be received and weighted but not responded to by the Commission during the public hearing.
- 6. Continuance of Agenda Items. Review of any agenda item being held or noticed to be held by the Commission at any meeting of the Commission may, by order or notice of continuance, be continued or re-continued to any subsequent meeting.
- 7. Adjournment. No Commission meeting shall be permitted to extend past 10:00 p.m. unless a unanimous vote of the Commissioners present determines an extension of the meeting past 10:00 p.m. With such a vote, the motion for extension shall include a specific amount of time for the extension of the meeting and a determination of which remaining agenda items are to be considered in the extension. Remaining agenda items for any meeting not extended past 10:00 p.m., or otherwise not fully addressed within the extended time, shall have a motion for continuance made upon them, either to the next regularly scheduled meeting or to a specially called meeting, prior to the meeting's adjournment. No item on a noticed agenda shall be left without action being taken regarding that item, through formal action or continuance, prior to the adjournment of any meeting.

C. RIGHTS AND DUTIES OF THE COMMISSIONERS.

- 1. Meeting Attendance. Every Commissioner shall attend each meeting of the Commission unless excused or unable to attend due to extenuating circumstances. Any Commissioner expecting to be absent from a meeting of the Commission shall notify the Community Development Department and/or the Chair.
- 2. Conflict of Interest.
 - a. If any Commissioner has a conflict of interest with an item on an agenda, the Commissioner shall declare the conflict before any testimony for that item is heard. The Commissioner may then choose to step down from the Commission table and withdraw from discussion and voting on the agenda item. Following action by the Commission on the agenda item, the Commissioner may return to the Commission table and resume his/her duties as a Commissioner. In the event the commissioner declines his/her option to step down after declaring a conflict of interest, the Chair shall ask if any Commissioner wishes to request a vote on the conflict.
 - (1) If a request is made, the Commissioner making the request shall detail his/her request including any request to have the Commissioners step

down and/or withdraw from discussion or voting. The remaining Commissioners, other than the Commissioner declaring the conflict of interest, shall vote as to the request. A simple majority of the remaining Commissioners voting in favor of the request shall approve the request. The Commissioner declaring the conflict of interest shall then comply with the approved request. If an approval is not achieved, the Commissioner declaring a conflict of interest may proceed under his/her own recognizance.

- (2) If no such request is made, the Commissioner declaring a conflict of interest may proceed under his/her own recognizance.
- b. Any Commissioner who feels he/she, or another Commissioner, may have an actual, apparent, or reasonably foreseeable conflict of interest shall declare such feelings. Such declarations shall be determined and handled as in Section C-2-a herein.
 - c. No Commissioner with an actual, or possible, conflict of interest shall, at any time before, during, or after the meeting, attempt to use his/her influence with another Commissioner with regard to the agenda item in question.
 - d. Conflicts of interest are determined to be any personal, familial, or financial tie between the Commissioner and the applicant or the item of any manner of business.
 - e. A Commissioner may appear before the Commission through his/her employment or as an advocate or agent for a proponent, or as the applicant, only after declaring his/her conflict of interest and stepping down from the Commission table.
 - f. A Commissioner shall not sell or offer to sell services, or solicit prospective clients or employment, by starting an ability to influence Commission decisions or on the basis of being a Commissioner.
 - g. A Commissioner must not use the power of his/her appointed office as a Commissioner to seek or obtain any special advantage.
3. Not to Vote Unless Present. No Commissioner shall be permitted to vote on any question, matter of business, or agenda item unless the Commissioner is present at the meeting in which the vote is taken and the result is announced regarding the issue. No Commissioner shall give his/her proxy to any other person to vote on any issue.
4. Special Meetings. A Special meeting may be requested by any Commissioner to hear matters of Commission business. It shall be at the discretion of the Chair to grant or deny such a request and schedule such a meeting, as necessary.
5. Quorum. A simple majority of the total of the Commissioners present shall constitute a quorum for the transaction of business. Any Commissioner choosing to abstain from a vote on an agenda item shall be included when in consideration of a quorum. Any

Commissioner disqualified under the terms of a conflict of interest shall not be included when considering the presence of a quorum. When a conflict of interest results in a lack of Commissioners present to approve a motion, the issue, at the discretion of the Chair, may be heard by the Commission but may not have action taken upon it until an adequate amount of Commissioners can be present to properly vote on the issue.

6. Lack of a Quorum. No matters of business shall be heard, unless caused by a conflict of interest disqualification, unless a proper quorum is present. In the event a quorum is not present for a scheduled meeting of the Commission, the meeting shall be canceled, only after a reasonable allowance of time for a quorum to arrive through a motion for adjournment. No second shall be required for such motion. In such an event, a proper quorum shall ratify the motion to adjourn due to lack of quorum before any matters of business are heard at the next scheduled Commission meeting.
7. Commissioner Decorum.
 - a. Appearance. Commissioners in attendance at each meeting shall portray an appropriate appearance as a representative of Santaquin City to conduct the meeting in a serious, respectful, and sincere manner.
 - b. Actions. At no time shall any Commissioner make any comments, gestures, or other similar actions which is or can be portrayed to be demeaning, insulting, or disrespectful of the other Commissioners, staff, applicant(s), or any member of the general public.

D. ORDER AND DECORUM.

1. General Decorum. The atmosphere of a Commission meeting shall be conducted with the utmost respect for and by all parties. All those in attendance shall conduct themselves in a courteous, mindful, professional, sincere, and appropriate manner for the nature of the proceedings. Things and actions such as booing, hissing, cheering, clapping, throwing objects, obscene gestures, harassing comments, or other similar or obnoxious behavior shall not be tolerated.
2. Public Clamor. Public Clamor shall not be allowed in any meeting of the Planning Commission, nor during any portion of any meeting.
3. Due Process. The Commission Chair shall conduct each meeting in such a manner so as to afford due process throughout the proceedings.
4. Chair's Authority. It shall be the authority and discretion of the Commission Chair to order the removal of any individual member of the general public present at a Commission meeting, groups of the general public, or the removal of the general public present in its entirety, for the duration of the discussion and consideration regarding any single agenda item, or for the remainder of the meeting, if said person or groups of people become rude, disrespectful, disruptive, or otherwise rowdy towards the Commission, any single Commissioner, staff, the applicant, or other members of the general public.

5. Chair's Adjournment. In the event of refusal to leave the meeting by any member of the general public under the authority granted under Section D-4 herein, it shall be the authority and discretion of the Commission Chair to promptly adjourn any meeting of the Commission when said meeting becomes out of hand, unruly, overly disruptive, or otherwise inhibitive to the conduct of the City's business until such time as business can be conducted in an appropriate manner.

E. MOTIONS.

1. Making a Motion. Any Commissioner, including the Chair, may make or second any motion.
2. Findings. Motions for approval, denial, or approval with conditions should state reasons, issues, and facts leading to the motion within the motion.
3. Motions Repeated. Motions may be repeated for clarification, further understanding, or consideration at the request of any Commissioner, or by staff for the purpose of clarification for the official record.
4. Legal Counsel. Any Commissioner may request legal advice from the City legal counsel in the preparation, discussion, and/or deliberation of any motion.
5. Second Required. Each motion of the Commission must be seconded with the exception of a motion to adjourn the Commission meeting.
6. Withdrawing a Motion. After a motion has been stated, the motion resides in the possession of the Commission but may be withdrawn by the author of the motion at any time prior to the motion being put to vote. Withdrawal of a second shall become automatic with the withdrawal of the motion.
7. Motion to Table. A motion to table an agenda item shall be accompanied by the reasoning and rationale for the tabling, such as further study or pending further information or review, and whenever possible, a specific date for which the issue would be reheard.
8. Amending Motions. When a motion is pending before the Commission, any Commissioner may suggest a motion amendment to the author of the motion at any time prior to the motion being put to vote. The amendment must be accepted by the author of the motion and the author of the second in order to amend a motion. Amendments to an amended motion shall be handled in the same manner.
9. Reconsideration of Motions. Any Commissioner who voted in favor of any approved motion may offer a motion to reconsider the motion at any time during the meeting in which the vote took place or during the review of the minutes of the meeting in which the vote took place. A motion to reconsider must pass an approval vote in order to reconsider the action taken. If reconsideration finds that the previously approved motion should stand, no formal vote shall be necessary. If the former motion is to be amended or made void, the reconsideration motion shall be put to a formal vote of the Commission.

10. Motion to Recess. Any Commissioner may offer a motion for recess, and have said motion considered and voted upon, at any point during a Commission meeting. Any such motion shall contain a specific time to reconvene the meeting. No such recess shall be made for a period of time greater than one hour.
11. Dead Motions and New Motions. In the event that a seconded motion does not carry due to the lack of an adequate sustaining vote, the motion is determined to be dead and the discussion and consideration of the agenda item shall continue until another motion and second are offered and approved.
12. Motion to Adjourn. A motion to adjourn shall be required to conclude every Planning Commission meeting, following the addressing of each item on the agenda for that specific meeting. No second shall be required for a motion to adjourn so long as the Chair declares the meeting closed.

F. VOTING.

1. Changing a Vote. No Commissioner shall be permitted to change his/her vote once the Chair has declared the result of the decision.
2. Abstention. Any Commissioner may choose to abstain from voting on any agenda item if the Commissioner perceives a personal legal implication or other conflict. Commissioners wishing to abstain may remain at the Commission table and participate in the discussion. Reasoning for abstention is not required to be revealed prior to the vote being taken, but must be disclosed as a part of the Commissioner's vote for abstention in order to ensure that no conflict of interest has occurred. Without limitation, Commissioners may abstain from voting to approve the Commission minutes for any Commission meeting at which that Commissioner was not present.
3. Process of Voting. Any agenda item requiring a vote of the Commission to determine a decision or a recommendation, with the exception of those items requiring a roll call vote, shall be conducted follow the Chair's recognition of a motion and a second regarding the agenda item and the allowance for Commission discussion, by:
 - a. The Chair's request for "All those in favor of the motion regarding...";
 - b. The simultaneous vocalization of "Aye" by the Commissioners voting in favor of the motion;
 - c. The Chair's request for "All those opposed to the motion regarding...";
 - d. The simultaneous vocalization of "Nay" by the Commissioners voting in opposition to the motion;
 - e. the Chair's request for "All those wishing to abstain from voting on the motion regarding...";
 - f. The simultaneous vocalization of "Abstain" by the Commissioners wishing to abstain from voting on the motion; and

- g. The Chair's declaration of the voting results.
4. Unanimous or Total Votes. At any time during the voting procedure, described in Section F-3 herein, that a unanimous vote occurs or all Commissioners declare their vote prior to the completion of the process in its entirety, the Chair may immediately supersede the procedure, declare the result of the vote, and proceed with the remainder of the agenda.
5. Roll Call Vote. A roll call vote shall be held to vote on motions made regarding:
- a. The approval of an agenda item where the Commission is the designated approving body;
 - b. Recommendations to the City Council regarding ordinances, amendments to the City Code, adoption or amendment of the General Plan, or the adoption or amendment of any City master plan; or
 - c. The adoption of any Commission resolution.
6. Conducting a Roll Call Vote. When a roll call vote is necessary, the Planning Commission Chair shall, following a motion, second, and Commission discussion, request a vote individually from each Commissioner present. Each Commissioner shall, when called upon, declare their vote orally by stating "Aye" if voting in favor of the motion being considered. "Nay" if voting in opposition of the motion being considered, or "I abstain from voting due to ...". When a roll call vote is necessary, each Commissioner's vote shall be recorded individually in the official minutes of the meeting.

G. SUSPENSION OF RULES.

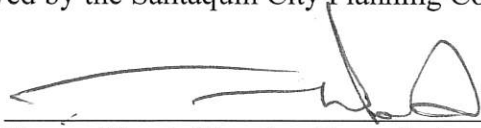
1. Non-Exclusive Rules. The rules set forth are not exclusive and do not limit the inherent power or general legal authority of the Commission, or its Chairperson, to govern the conduct of Commission meetings as may be considered appropriate from time to time or in particular circumstances for the purposes of orderly and effective conduct of the affairs of the City.
2. Amendment and adoption of Commission by-laws to supersede those contained herein shall follow the same procedure as the adoption of these by-laws. A motion may be made by any Commissioner to review the by-laws for amendment at any time following their inception. A sustaining vote shall be required to open the review of the by-laws for amendment.
3. The adoption of these by-laws, and any successors, shall be done only after the publication of a notice of review and adoption of these by-laws in a newspaper of general circulation within the City at least 14 days prior to the meeting in which the adoption will be considered.

4. The general public shall have the opportunity to review and comment upon these by-laws prior to the adoption by the Commission.

H. RECORDING OF BY-LAWS.

1. These by-laws, and all subsequent amendments, shall be recorded by the City Recorder and copies of which shall be distributed to each Commissioner and the Community Development Department.

Approved by the Santaquin City Planning Commission this 12th day of November, 2019



Trevor Wood, Planning Commission Chair

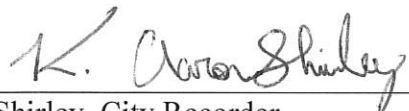
Attest: 

Kira Petersen, Deputy Recorder

Approved by the Santaquin City Council this 17th day of December, 2019



Kirk Hunsaker, Mayor

Attest: 

Aaron K. Shirley, City Recorder



Planning Commission Members in Attendance: Commissioners Trevor Wood, Drew Hoffman, Michael Weight, BreAnna Nixon, Michael Romero, LaDawn Moak, Kylie Lance.

Others in Attendance: Senior Planner Ryan Harris, Recorder Amalie Ottley, City Councilor Jeff Siddoway.

Various members of the public attended the meeting.

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

INVOCATION/INSPIRATIONAL THOUGHT

Michael Romero offered an inspirational thought.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Kylie Lance.

PUBLIC FORUM

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

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

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

DISCUSSION & POSSIBLE ACTION ITEMS:

1. Public Hearing: Andrea Lee Property Rezone Request (55 S. 300 E.)

Senior Planner Ryan Harris presented an application submitted by Andrea Lee proposing to rezone her property at 55 S. 300 E. It is proposed that the Santaquin City Zoning Map be changed on the lot at 55 S. 300 E. (parcel ID 09:091:0012) from Main Street Residential (MSR) to Main Street Commercial (MSC). The area proposed to be rezoned is 0.4688 acres and currently has a single-family dwelling on the premises.

Commission Chair Wood opened the Public Hearing at 7:04 p.m.

No members of the public wished to address the commission in the Public Hearing.

Commission Chair Wood closed the Public Hearing at 7:05 p.m.

The applicant, Andrea Lee, addressed members of the Planning Commission stating that she has faced challenges selling her home as a residential lot because Holiday Oil is next door. She indicated that due to zoning she hasn't been able to sell it to anyone interested in building a multi-family unit there similar to the one east of her property.

Commissioner Lance inquired about the multi-family unit east of the property. Commissioner Nixon stated that the Main Street Commercial zone is a buffer between the Main Street Commercial and strictly residential zones and didn't see a problem with the rezone given the property's surroundings. Commission Chair Wood echoed Commissioner Nixon's thoughts on the different zones and the transitions between. Commissioner Nixon added that any commercial business that would be interested in the lot would not likely be large enough to negatively impact areas around in on such a small lot.

Commission Chair Wood pointed out that any residential unit that went into that property, should the zone be changed, that there would be a requirement for a commercial aspect on the main floor.

Commissioner Weight made a motion to forward a positive recommendation to the City Council that 55 S. 300 E. be rezoned from Main Street Residential (MSR) Zone to Main Street Commercial (MSC) Zone. Commissioner Moak seconded the motion.

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

The motion passed unanimously.

2. Public Hearing: Subdivision Review Process Code Amendment

Senior Planner Harris presented the proposed code amendment to the City's subdivision process. In the past legislative session, Senate Bill 174 was passed. Part of this bill created a standard review process that all cities must follow. The bill requires all cities to update their subdivision review process to match State Code requirements. There are several things that will be changing in the subdivision review process. Some of the major changes are listed below.

- Cities can no longer require a concept plan. An applicant can request a pre-application meeting where we can give feedback to the developer. The City must have the pre-application meeting within 15 days of the request.
- The City Council is no longer allowed to be part of the subdivision review process. Currently, the City Council is the land use authority for preliminary plans. This code amendment removes the Council from the standard subdivision review process. The City Council will still approve agreements, PUD's, special exceptions, etc., but will not be part of the subdivision approval process.
- Subdivision reviews will go through the following process:
 - ✓ Preliminary plans will be reviewed by the Development Review Committee (DRC).
 - ✓ The DRC will forward a recommendation to the Planning Commission.
 - ✓ The Planning Commission will be the land use authority for preliminary plans.
 - ✓ Final plans will be reviewed by the DRC and the DRC will be the land use authority for final plans.
- There is no longer a streamlined process for subdivisions that have 3-lots or less. Senate Bill 174 has streamlined the subdivision process. All subdivisions will be required to follow the process above.
- The subdivision review process is explained in several parts of Santaquin City Code. The proposed ordinance deletes them and puts the subdivision review process in one section.

Planner Harris also discussed staff's recommendation to remove public hearings from the subdivision process. He reviewed the difference between administrative and legislative decision making at the city level. Planner Harris stated the following ideas in support of removing public hearings from the subdivision process.

- Public hearings can create a false sense of hope for members of the public that want to convince a land use authority to deny an administrative application.
- Public hearings can be detrimental to the community by causing unnecessary division of a review of a proposal that is solely based on whether it meets the City Code or not.
- Public hearings tend to invite frustration and can create feelings that the City doesn't care about the public's input and that the City's mind is already made up.
- Public hearings can sometimes make the land use authority feel like they need to choose between listening to their neighbors or following Santaquin City Code. This can feel like a no-win situation.
- Public hearings don't provide constructive ways to improve a project.
- If the public would still like to address a given proposal, they still have the opportunity to do so in the Public Forum.

Planner Harris reiterated that the removal of public hearings is for administrative decisions only like the subdivision process.

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

No members of the public wished to address the commission in the Public Hearing.

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

Commission Chair Wood expressed his agreement in removing public hearings from the subdivision process. He added that he liked the Concept Review phase as it did provide good feedback for any applicants and would include a public hearing time for residents to comment at a meeting where no formal action was taken. He added that in the new mandates from SB 174 that people can still comment during a public forum if they choose to do so. Planner Harris agreed that the Concept Plan meeting was a nice way to hash out any issues with applicants so that they could be better prepared for the Preliminary Plan phase. Commissioner Lance inquired about the difference in cost and time for applicants with the proposed code changes. Planner Harris estimated that the cost will be a difference of two to three hundred dollars per application. He added that changes to subdivision regulations and laws are happening nationwide. Commission Chair Wood inquired how deferral agreements will work with the new process. Planner Harris confirmed that any deferral agreement or exceptions would have to be approved by the City Council.

Commissioner Lance made a motion to recommend approval of the proposed code amendment as presented which amends the subdivision review process to meet state requirements. Commissioner Nixon seconded the motion.

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

The motion passed unanimously.

OTHER BUSINESS

3. Meeting Minutes Approval

Commissioner Nixon made a motion to approve the October 10, 2023 Planning Commission Meeting Minutes. Commissioner Romero seconded the motion.

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

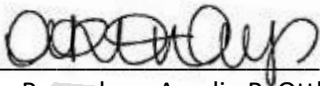
The motion passed unanimously.

Senior Planner Harris discussed items that may be on upcoming Planning Commission meetings.

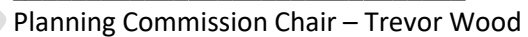
ADJOURNMENT

Commissioner Moak made a motion to adjourn the meeting.

The meeting was adjourned at 7:39 p.m.



City Recorder – Amalie R. Ottley



Planning Commission Chair – Trevor Wood