



PLANNING COMMISSION

Tuesday, February 23, 2021, at 7:00 PM
Court Room/Council Chambers (2nd Floor) and Online

MEETINGS HELD ONLINE ONLY

Pursuant to recent updates from the Utah State Department of Health regarding the number of people allowed to gather physically for a public meeting, in-person participation will be limited to elected and appointed city officials only. The public is invited to participate electronically as outlined below:

- **YouTube Live** – Public meetings will be shown live on the Santaquin City YouTube Channel, which can be found at https://www.youtube.com/channel/UCTzZT_yW2H2Hd-58M2_ddSw or by searching for Santaquin City Channel on YouTube.

PUBLIC COMMENT & PUBLIC HEARING PARTICIPATION

As with all City Council and Planning Commission Meetings, we will continue to invite the public to provide “Public Comment” (30-minute duration, maximum of 5-minutes per comment). We will also continue to hold Public Hearings, as needed, and required on specific issues. We invite the public to provide comment in the following ways:

- **By Email** – Comments will be accepted by email up to 5:00 P.M. on the date of the meeting. Comments will be read during the meeting and made part of the official record of the city. Comments should be submitted to PublicComment@Santaquin.org
- **By Telephone** – For those who would like to have their own voice heard during the Public Comment or Public Hearing periods, please submit an email to PublicComment@Santaquin.org providing us your Telephone Number.

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- Submittal Requirements for Development Applications](#)

The Planning Commission will consider modifying Santaquin City Code Title 10 Chapter 68 Section 120 to require a 14 day submission requirement for development applications.

2. Salisbury Mass Grading Permit

The Planning Commission will review a requested extension of a mass grading permit for the mass grading associated with the Hills @ Summit Ridge.

3. Proposed Parking Reduction for Drive In Restaurants

The Planning Commission will review a proposed amendment to Santaquin City Code Title 10 Chapter 48 Section 040 regarding the number of parking spaces required for a drive-in restaurant.


OTHER BUSINESS

4. Approval of Meeting Minutes from
February 9, 2021

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 was e-mailed to the Payson Chronicle, Payson, UT, 84651, posted on www.santaquin.org, as well as posted on the State of Utah's Public Website.

BY: 
K. Aaron Shirley, City Recorder

MEMO



To: Planning Commission
From: Jason Bond, Community Development Director
Date: February 19, 2021
Re: **Amendment to Development Application Requirements**

It is proposed that the Planning Commission and City Council consider amending the code related to development application requirements (SCC 10.68.120). The proposed amendment is as follows:

10.68.120 DEVELOPMENT APPLICATION REQUIREMENTS

All development proposals shall include the appropriate city approved application forms; required information listed on such forms, and required fees prior to city review of the proposal. These forms include the following:

Site development review application - concept.

Site development review application.

Subdivision or condominium review application - concept.

Subdivision or condominium review application - preliminary.

Subdivision or condominium review application - final.

Complete applications or resubmittals for development proposals shall be submitted at least fourteen (14) days prior to the applicable public meeting. The Community Development Director and City Engineer may recommend that an application or resubmittal be on an agenda earlier than fourteen (14) days if they find that the submitted materials are ready for review by a public body. Applicants are encouraged to meet with city staff prior to submittal to discuss development concerns, required materials, review time frames and development options. (Ord. 03-02-2007, 3-7-2007)

Staff has been requiring applicants to submit a complete application seven days prior to a meeting in order for staff to have sufficient time to review the submittal in preparation for the public meeting. However, this requirement has not been codified and seven days is proving to be difficult for staff to accommodate especially with the amount of work that is being created with significant growth. A 14-day requirement for development applications is fairly common in other cities and it would give staff more time to manage workloads.

Staff Recommendation: It is recommended that the Planning Commission provide a recommendation to the City Council which would establish a 14-day submission requirement for development applications and resubmittals.

Recommended motion: “Motion to recommend approval of a code amendment which would establish a 14-day submission requirement for development applications and resubmittals.”



MEMORANDUM

TO: Santaquin City Planning Commission
 FROM: Jon Lundell P.E., City Engineer
 RE: **Salisbury Development – Conditional Use Permit for Mass Grading**

Planning Commission Action needed

Review a proposed mass grading conditional use permit application for conformance to Santaquin City Code and provide a recommendation to the City Council

Background

Mr. Shawn Herring of Region Engineering, representing Salisbury Development, is requesting a renewal of the Conditional Use Permit for the mass grading associated with The Hills @ Summit Ridge Residential Development. The mass grading is being completed to facilitate the development of the property. The proposed area is located south of Summit Ridge Parkway and west of the Union Pacific Railroad and contains approximately 163 acres.

Analysis

Santaquin City Code §10.16.280.C.3: *Gravel, Sand, Earth Extraction, and Mass Grading* states that a plan be provided indicating how potential impacts may be reduced with the proposed mass grading project. Additionally, the site must be inspected by the City Engineer and the City Planner to verify conformance with the approved grading plan.

Below is a table indicating the requirement and the proposed action:

City Code Section Title 10 Ch. 16 sec 280	Requirement	Status
E: Bonding	Must provide a bond for the reclamation of the site	Appropriate bonding is in place
G: Marketing of Materials	Maintain a sales office on site Current Santaquin City Business license	No initial exterior sales is contemplated or has occurred Prior to any outside sale of material a Santaquin City Business license must be obtained
J: Minimum lot size	10 acre minimum	The overall property that is proposed to be included within the mass grading is 163 acres.
K: Building Setbacks	Front – 300 Feet Rear – 50 Feet Side – 50 Feet	None indicated on the site plan.
L: Parking	One parking stall per site employee	None indicated on the site plan

M: Fencing and Screening	Fenced according to current mine safety requirements Site must be visually screened	Plans indicate that a silt fence will be placed along the downhill side of the property. Topsoil will be stockpiled in a berm along the project boundaries to provide screening of the site.
N: Hours of operation	7:00 am to 7:00 pm	7:00 am to 7:00 pm
O: Road Access	Must have Direct access to a public road	Accessing via Sageberry Dr.
P: Road Maintenance	Must maintain haul routes to minimize dust 40' pave road prior to the entrance/exit	No pavement indicated on the site plan
R: Noise standards	Maintain safe decibel levels	Use of berms and stock piles may be used to shield and deflect sounds
S: Blasting	No Blast permitted	
T: Transportation vehicle standards	Load transport vehicles in a manner to prevent material from being discharged in to the roadway	
U: Lighting	Direct all lighting way from neighboring properties	Minimal lighting due to hours of operation
V: Drainage	May not allow any storm water to flow onto adjacent properties and may not create stagnant ponds	Application indicates silt fencing and the nature of the soil will minimize the amount of drainage on the site
W: Excavation and Backfill	Mass grading to the finished elevation If backfill is necessary must be clean suitable material	Any over excavation will be backfilled using approved onsite materials
X: Vegetation	Site must be reclaimed with sufficient top soil and seeding	Replace top soil and seed with approved material

Santaquin City Engineering and Planning Site visit report:

Santaquin City Engineering and Planning visited the site to review the current status of the mass grading permit. During the visit the following observations were made:

1. The proposed grading directly west of The Hills @ Summit Ridge Plat A is within 30 feet from the rear property line of the newly constructed homes. This raises concerns with noise, dust, and vibrations that could impact the new residents of these homes. The applicant has indicated that a majority of the mass grading will be completed within 90 days of work commencing on the project.
2. There is a 16 inch culinary water main line that supplies water from the Summit Ridge Water Tank to the city. This water line runs along the gravel road that extends west from Sageberry drive and is located within a proposed area that will be lowered along the northern side of the proposed grading area. This water line must be protected to ensure that there no disruption in providing water to the system.

3. The applicant will need to provide a 2 inch meter to adequately measure water usage for the project.
4. To date, the applicant has been responsive to any concerns or issues (clean up roads, dust, etc.) that have been reported.
5. There is an existing permit from the Utah Department of Environmental Quality (DEQ) the regulates potential environmental impacts and there are no known actions taken by the DEQ.

Possible Planning Commission actions:

Possible planning commission actions included:

1. Provide a positive recommendation to the City Council.
2. Provide a negative recommendation to the City Council with findings.
3. Table the proposed Conditional use permit request with findings.

Staff Recommendation

City staff recommends the Conditional Use Permit for the Sunroc Mass Grading Operation at Summit Ridge be forwarded to the city council with a positive recommendation with the following conditions:

Conditions:

1. Indicate the location of the proposed structures and parking on site in accordance with the required setbacks.
2. Provide a drainage plan for the site
3. That all activities comply with Santaquin City regulations pertaining to mass grading operations as found in Title 10-6-28 of the Santaquin City Code.
4. Provide appropriate bonding for the site.
5. Provide a modified haul route as per engineering recommendation.
6. Address the buildability of lots located in the north west corner of the development at proposed final grading.

MEMO



To: Planning Commission

From: Jason Bond, Community Development Director

Date: February 19, 2021

Re: **Amendment to Parking Code Related to Drive-in Restaurant Requirements – 2nd UPDATE**

It is proposed that the Planning Commission and City Council consider amending the code related to the parking requirement for drive-in restaurants (SCC 10.48.040). The proposed amendment is as follows:

Restaurants:		
	Drive-in restaurants	12 off street parking spaces or sufficient off street parking spaces to accommodate all patrons or customers based on design capacity <u>1 space per 4 seats including outdoor seating or 1 space per 125 sq. ft. of gross floor area</u> , whichever is greater
	Family Restaurants	1 space per 4 seats <u>including outdoor seating</u>
	Restaurants (dinner only)	1 space per 2 seats

Staff feels that the minimum number of required parking spaces required may be too high for drive-in restaurants especially when they do not even have a dine-in option for customers. As economic development continues to happen in Santaquin, staff feels that this requirement could be onerous for future drive-in restaurants that may be interested in locating their business in Santaquin. It is felt that this amendment is worth consideration.

Staff Recommendation: It is recommended that the Planning Commission provide a recommendation to the City Council which would reduce the parking requirement for drive-in restaurants.

Recommended motion: “Motion to recommend approval of a code amendment which will reduce the minimum number of required parking stalls for a drive-in restaurant.”



Planning Commission Meeting Minutes

Tuesday, February 9, 2021

Planning Commission Members in Attendance (Attending via Zoom): Trevor Wood, Art Adcock, Kylie Lance, Kody Curtis, Drew Hoffman and BreAnna Nixon.

Other's in Attendance (Attending Via Zoom): City Manager Ben Reeves, and Community Development Director Jason Bond.

WELCOME

Commission Chair Wood called the meeting to order at 7:02 p.m.

INVOCATION/INSPIRATION THOUGHT

Commissioner Curtis offered an invocation.

PLEDGE OF ALLEGIANCE

Mr. Bond led the Pledge of Allegiance.

PUBLIC FORUM

Commission Chair Wood opened the Public Forum at 7:03 p.m. Mr. Bond read the comment received regarding requirements for Drive in Restaurants (See Attachment 'A'). Commissioner Chair Wood closed the Public Forum at 7:05 p.m.

DISCUSSION & POSSIBLE ACTION

Public Hearing- Rezone of City Hall Property

The Planning Commission will hold a Public Hearing to review a proposal to rezone approximately 5.97 acres located at approximately 65 W. 100 S. including parcels: 09:065:0008, 09:065:0006, 09:065:0001, 09:065:0002, 09:065:0007, and 09:068:0026. The proposed rezone is from the R-8 residential and Commercial Business District (CBD) zones to the Public Facility (PF) zone.

Mr. Reeves shared a presentation regarding the two proposed rezones to the Public Facility (PF) zone (See Attachment 'B'). He outlined the proposed new City Hall including its orientation on the lot. He also showed proposed renditions of the City Center. He explained that the zoning in the historic area of town has never been updated.

Mr. Reeves also outlined the proposed zone change for the property near Highland Drive to a Public Facility zone. He explained that the purpose of this rezone is to facilitate reconfiguration of the intersection to the North at Canyon Road and Highland Drive. He expounded that there is a billboard in the way of this reconfiguration that is currently located in a residential zone. This rezone would allow the City to help this property owner move the billboard to the south. Mr. Reeves clarified that the billboard would be moved to a future residential zoning. Which would allow the future residents of this area to know of the billboard upfront prior to building there.

Public Hearing:

Commission Chair Wood opened the Public Hearing at 7:13 p.m. Mr. Bond read a comment received regarding this rezone (See Attachment 'C'). Commission Chair Wood closed the Public Hearing at 7:13 p.m.

PLANNING COMMISSION MEETING
TUESDAY February 9, 2021
PAGE 2 OF 5

Commissioner Curtis asked when the new City Hall will be constructed. Mr. Reeves answered that there is a contractor on board for the project, as well as funding in place and it is anticipated that the groundbreaking will take place in the Spring. Commissioner Wood asked what the purpose of the rezone is? Mr. Bond explained that Public Facility zoning is appropriate for civic uses such as the City Hall. The rezoning is essentially aligning the appropriate zoning with the building.

Mr. Reeves addressed questions received regarding this rezone. He explained that curb and gutter will be installed along Center Street and 100 S. He stated that the intent is to maintain as much of the open grass space behind the old City Hall as possible.

Commissioner Wood asked if the existing buildings will be removed? Mr. Reeves explained that the Seniors and Veterans will continue using their current buildings during construction and will move to the new building once complete. The intent of the City is to tear down the old City Hall and Senior Center once the building is complete.

Motion: Commissioner Lance motioned to forward a positive recommendation to the City Council that the City-owned property in the core area be rezoned from R-8 Residential and Central Business District (CBD) to Public Facilities (PF). Commissioner Adcock seconded.

Roll Call:

Commissioner Wood	Aye
Commissioner Nixon	Aye
Commissioner Hoffman	Aye
Commissioner Curtis	Aye
Commissioner Adcock	Aye
Commissioner Lance	Aye

The motion was passed unanimously 6 to 0.

Public Hearing- Rezone of Property Near Highland Drive

The Planning Commission will hold a Public Hearing to review a proposal to rezone approximately 9.93 acres located west of Highland Drive, comprising the following parcel numbers: 41:977:0001, 32:017:0151, 32:017:0150, 32:017:147, 32:017:0146, 32:017:0143. The proposed rezone is from the R-10 PUD and R-15 PUD residential zones to the Public Facility (PF) zone.

Commission Chair Wood opened the Public Hearing at 7:25 p.m. there were no comments, so he closed the Public Hearing at 7:25 p.m.

Commissioner Adcock asked if this rezone would have any adverse effect on property owners? Mr. Reeves described that this rezone could arguably increase the value of property near the current billboard and could diminish property value near the future homes in the South. Mr. Bond clarified that the billboard relocation would not affect values of existing residences. Mr. Reeves explained that these areas near the future billboard location have not been parceled; no homes are currently being built there.

PLANNING COMMISSION MEETING
TUESDAY February 9, 2021
PAGE 3 OF 5

Commissioner Hoffman stated that code has certain requirements for the relocation of billboards. He asked if this billboard would meet these requirements? Mr. Bond explained that all the information still needs to be gathered, but it will be reviewed by the code to ensure that it meets the requirements. Mr. Reeves outlined a new State Bill (SB61) which if passed, would usurp city code regarding billboards.

Motion: Commissioner Lance motioned to forward a positive recommendation to the City Council that the property between Highland Drive and Interstate I-15 be rezoned from R-15 Residential PUD and R-10 Residential PUD to Public Facilities (PF). Commissioner Curtis seconded.

Roll Call:

Commissioner Lance	Aye
Commissioner Adcock	Aye
Commissioner Curtis	Aye
Commissioner Hoffman	Aye
Commissioner Nixon	Aye
Commissioner Wood	Aye

The motion passed unanimously 6 to 0.

Proposed Parking Reduction for Drive in Restaurants

The Planning Commission will review a proposed amendment to Santaquin City Code Title 10 Chapter 48 Section 040 regarding the number of parking spaces required for a drive-in restaurant.

Mr. Bond presented modified language regarding this code amendment (See Attachment 'D'). He explained that the updated language would require a rate of 1 parking space per 4 seats: instead of basing the number of required parking stalls off design capacity. He noted that this is consistent with the parking requirements for family restaurants. Mr. Bond stated that this language should address the concern that parking would be reduced too much for drive-ins with additional seating. He clarified that the proposed language still says that drive-ins without seating would have to provide 8 parking stalls rather than the current 12. Mr. Bond explained that the intent of the ordinance is to remove barriers that may prevent future businesses from coming to town that are strictly drive-ins.

Commissioner Wood stated that the new language makes more sense than the previous language. He asked the reasoning behind the switch from 12 parking stalls to 8. Mr. Bond answered that a simple analysis was done and 8 was suggested. Commissioner Lance suggested that extra parking for curbside pickup should be considered. Commissioner Curtis implied that more research is needed to foresee drive through businesses that may have a higher number of employees than 8.

Commissioner Wood explained that he has researched neighboring City's requirements, many whom tie the number of required parking spaces to the size of the building. He suggested that something like this be considered. Commissioner Curtis agreed with this. Commissioner Lance

PLANNING COMMISSION MEETING
TUESDAY February 9, 2021
PAGE 4 OF 5

stated that she wants to be cognizant and careful in the decision. Commissioner Adcock suggested that a hybrid mix based upon square footage and seating be considered. He asked to see an example of how many stalls a drive through restaurant with seating would be required to have with the proposed language. Mr. Bond stated that a sample size parking assessment could be conducted.

Commissioner Hoffman stated that he doesn't know how imperative it is to change this code right away since the Planning Commission has the authority to reduce parking on a case-by-case basis. Commissioner Wood indicated that he doesn't want extra work to turn away potential businesses.

Mr. Bond offered to provide more information for the Planning Commission at the next meeting.

Motion: Commissioner Curtis motioned to table the proposed parking reduction for drive in restaurants. Commissioner Hoffman seconded.

Roll Call:

Commissioner Wood	Aye
Commissioner Nixon	Aye
Commissioner Hoffman	Aye
Commissioner Curtis	Aye
Commissioner Adcock	Aye
Commissioner Lance	Aye

The motioned passed unanimously 6 to 0.

OTHER BUSINESS

Approval of Meeting Minutes from
 January 26, 2021

Motion: Commissioner Adcock motioned to approve the minutes from January 26, 2021. Commissioner Nixon seconded.

Roll Call:

Commissioner Wood	Aye
Commissioner Nixon	Aye
Commissioner Hoffman	Aye
Commissioner Curtis	Aye
Commissioner Adcock	Aye
Commissioner Lance	Aye

The motion passed unanimously 6 to 0.

Mr. Bond provided some updates regarding planning projects within the City. He explained that regarding the general plan update, People Plus Place has been meeting with staff to work on

PLANNING COMMISSION MEETING
TUESDAY February 9, 2021
PAGE 5 OF 5

public outreach, etc. He stated that they have established a general plan committee including residents around town. It is anticipated that the Committees first meeting would be Thursday February 18th. The Planning Commission and City Council will be included in the general plan update as well.

Mr. Bond explained that Utah State University has been doing a visioning project for Santaquin City to generate ideas and use as a medium for their class projects. He informed the Commissioners that the presentation video will be posted on the City website if they would like to watch it.

Mr. Bond stated that last year the City was awarded a grant \$50,000 from Mountainland Associations for an active transportation plan. Parametric's who will be doing the work to update an active transportation plan for the trails, recommended to have those interested to participate. He explained that some of the work Parametric's will be doing will be working directly with the Planning Commission. Residents who are interested will be invited to participate as well.

ADJOURNMENT

Commissioner Lance motioned to adjourn at 8:13 p.m.

Trevor Wood, Commission Chair

Kira Petersen, Deputy Recorder

PUBLIC FORUM

Dear Planning Commission Members,

I am writing in response to the proposed amendment to minimum parking requirements for drive-in restaurants.

In addition to parking space considerations, we have seen the problems associated with popular establishments and inadequate drive through capacity for years with our beloved Santa Queen and most recently with the hugely popular new Iceberg Drive Inn. Hopefully these problems will also be addressed and mitigated in the future, in order to enhance safety and reduce customer frustration. It is wonderful to live in a community with so many thriving businesses.

What is confusing to me in this latest proposal is that the amended statute does not differentiate between drive in restaurants without seating and drive in restaurants with seating. Am I missing something? It seems like there is a huge difference between a business where no one stays to eat a meal and the majority of parking spaces will be used for quick pick ups and employee vehicles, versus a restaurant with seating inside as well. Although I would certainly agree that the 12 space minimum does seem somewhat onerous for a restaurant with no seating whatsoever, it seems that it would be inadequate for one with even a few tables. And transferring the parking burden to nearby businesses seems shortsighted and unfair.

Thanks so much for your careful consideration of this matter, and all your hard work for our city.

Sincerely,

Jody Reid



Planning Commission

February 9, 2021

Public Facility (PF) Zone Changes

Public Facility (PF) Zone Change #1

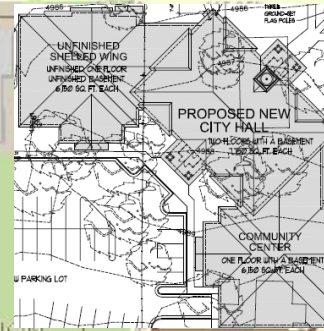
09:068:0026
SANTAQUIN CITY...
Value: \$0 - 1.05 acres
Entry# 44283-1983
Santaquin
City Library

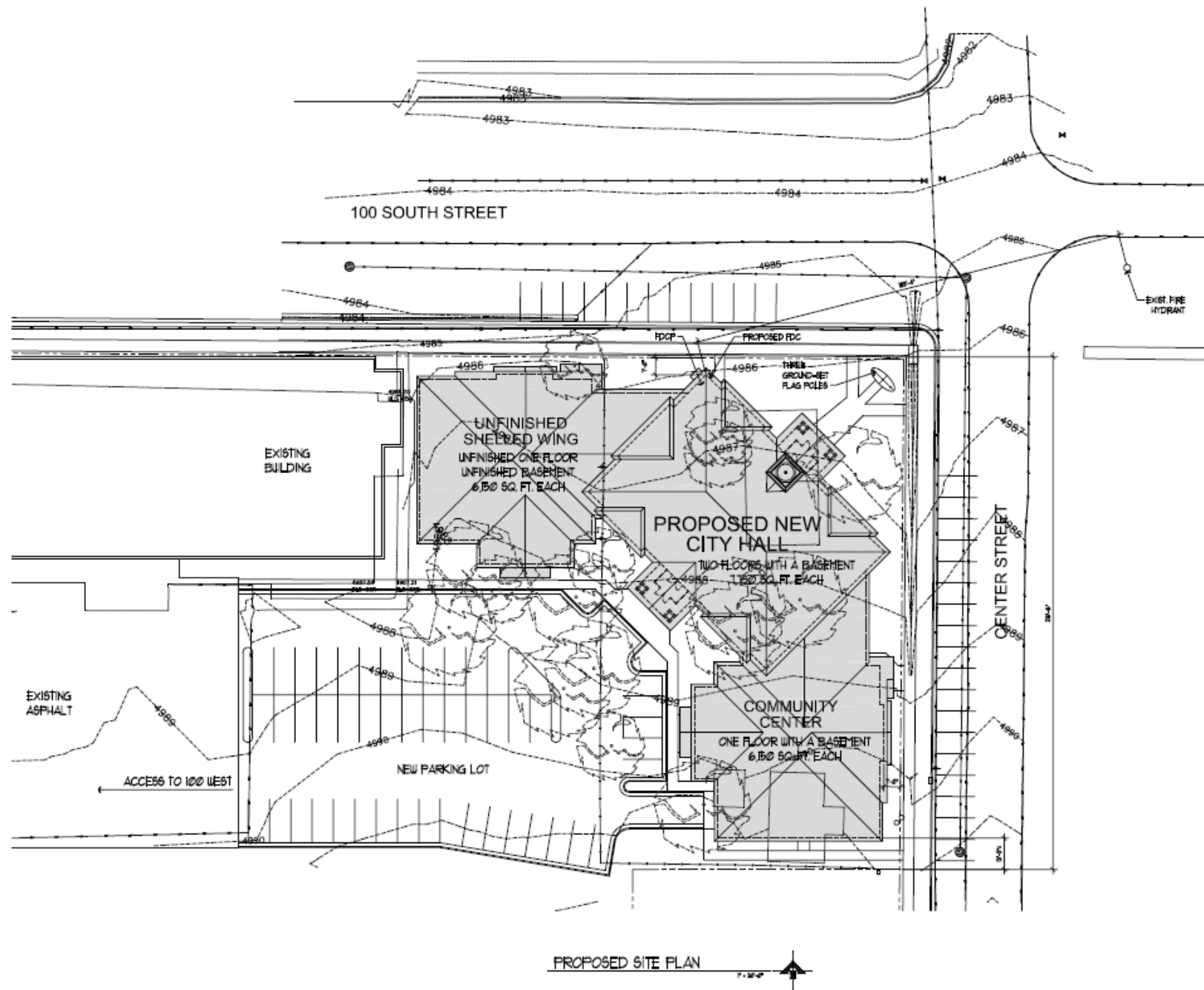
Item 4.

New City Hall

Historic Santaquin
Junior High School

09:065:0008
SANTAQUIN CITY CORPORATION...
65 W 100 SOUTH - SANTAQUIN
Value: \$0 - 4.31 acres
Entry# 24735-1983

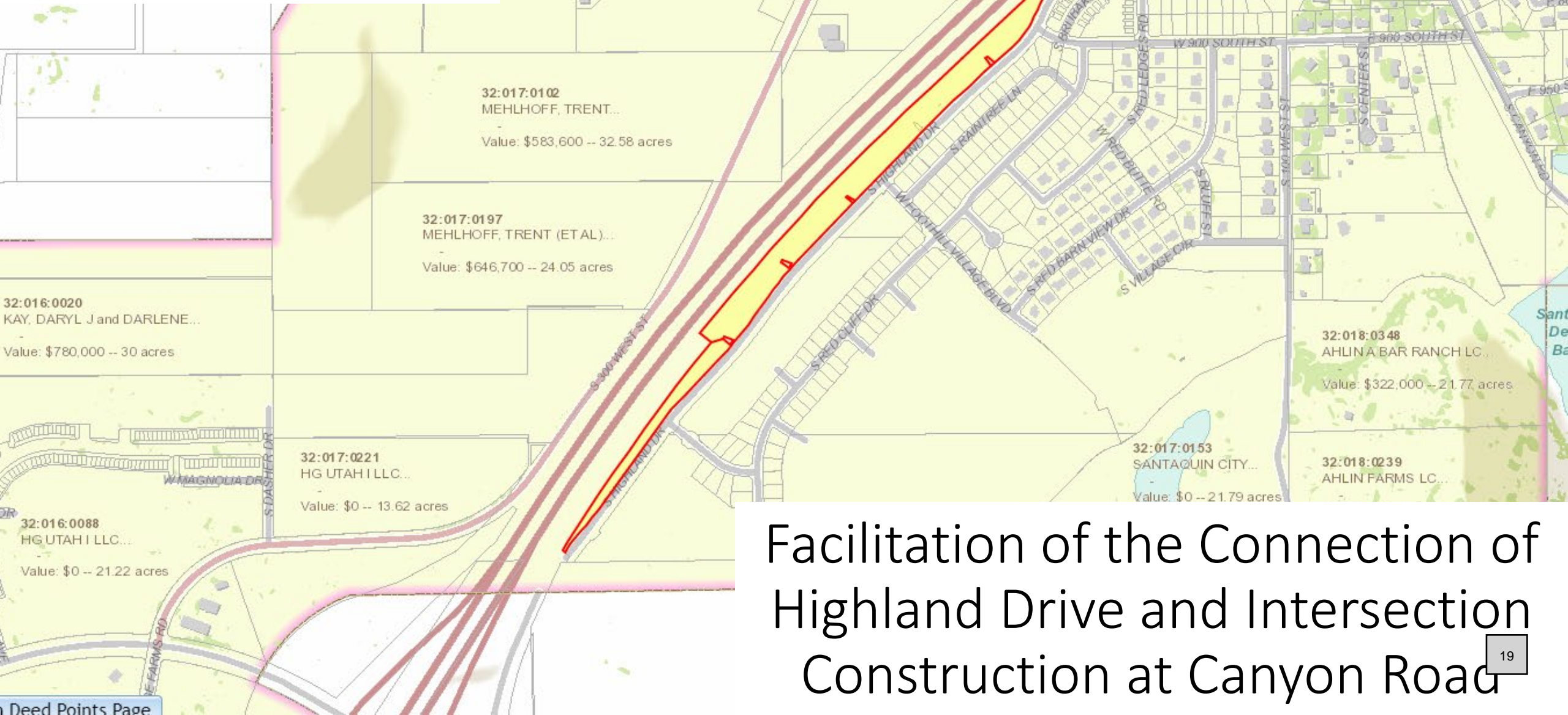




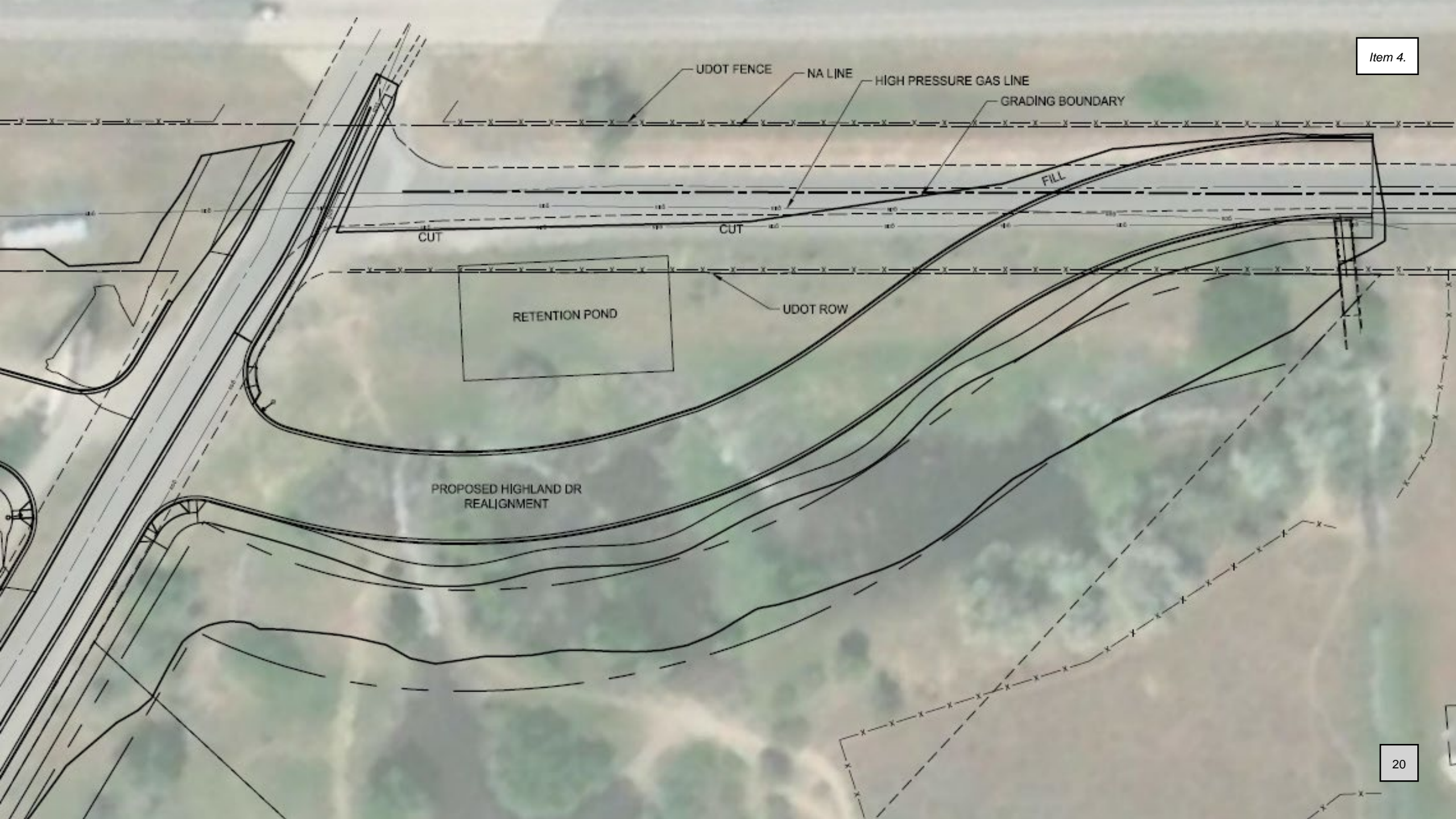


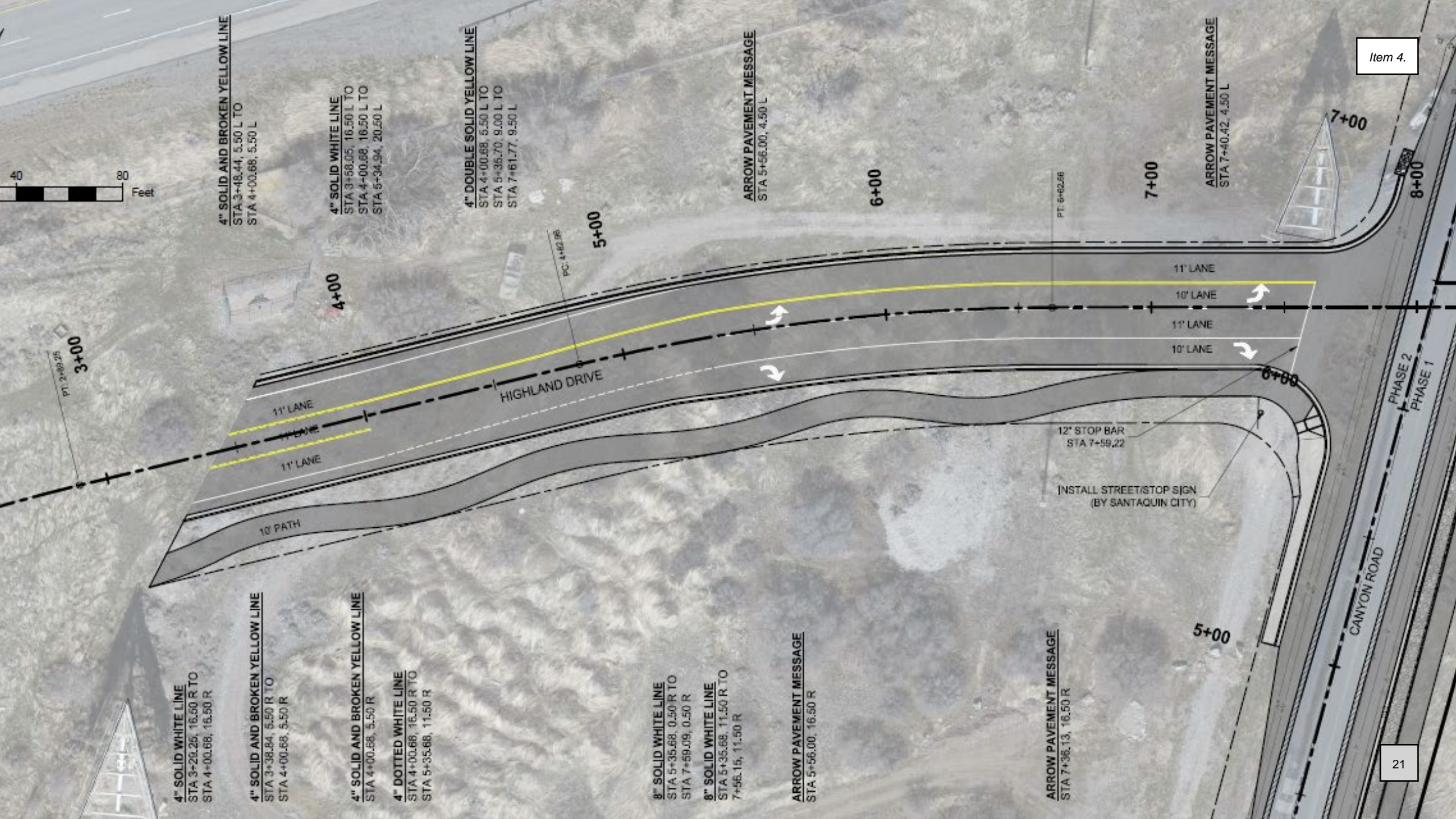
① NORTHEAST ELEVATION
1/8" = 1'-0"

Public Facility (PF) Zone Change #2



Facilitation of the Connection of
Highland Drive and Intersection
Construction at Canyon Road





Item 4.



Item 4.

Potential
Relocation
Site



Existing Reagan
Billboards (x5)

Potential
Evans Sign
Relocation





N 86°38'59"E -- 284.92 ft

58.0

32.017:0152

S 22°15'00" -- 457.77 ft
N 20°02'00" W 22°15'00" -- 457.77 ft

32.017:0142

Potential Sign Location



Questions



City Center Rezone Public Comment:

My wife and I own the home at 160 S. Center St., Santaquin, and as such have a strong interest in the intentions of the Santaquin City Planning Commission regarding the construction of the new city hall on property adjacent to ours. I request the following questions be addressed during the meeting:

1. What are the planned dimensions of the new structure, how tall and how close to our property will the new building be?
2. Will property line surveys be conducted?
3. Are there plans for curb and gutter on Center St.?
4. What are the plans for storm drainage for the new structure?
5. Will the park/grass space to the south of the current City buildings be kept intact?
6. Are there plans for fencing around the proposed project?

Finally, how can we access the online open meeting at 7:00 pm on February 9? The notice fails to list that information.

Thank you for your consideration.

Roger Hiatt
(801) 361-9918

What is the long range plan for the 3 remaining homes on Center St between 100 South and 200 South?

Are there plans for the remaining park/lawn on the south and west side of the City Center block?

Have you considered a park with splash pad? Similar to what Springville City has?

Thank you for your response in advance.
Roxanne Lamb

MEMO



To: Planning Commission

From: Jason Bond, Community Development Director

Date: February 5, 2021

Re: **Amendment to Parking Code Related to Drive-in Restaurant Requirements - UPDATE**

It is proposed that the Planning Commission and City Council consider amending the code related to the parking requirement for drive-in restaurants (SCC 10.48.040). The proposed amendment is as follows:

Restaurants:		
	Drive-in restaurants	12 8 off street parking spaces or sufficient off street parking spaces to accommodate all patrons or customers based on design capacity <u>a rate of 1 space per 4 seats</u> , whichever is greater
	Family restaurants	1 space per 4 seats
	Restaurants (dinner only)	1 space per 2 seats

Staff feels that the minimum number of required parking spaces required may be too high for drive-in restaurants especially when they do not even have a dine-in option for customers. As economic development continues to happen in Santaquin, staff feels that this requirement could be onerous for future drive-in restaurants that may be interested in locating their business in Santaquin. It is felt that this amendment is worth consideration.

Staff Recommendation: It is recommended that the Planning Commission provide a recommendation to the City Council which would reduce the parking requirement for drive-in restaurants.

Recommended motion: “Motion to recommend approval of a code amendment which will reduce the minimum number of required parking stalls for a drive-in restaurant.”