



PLANNING COMMISSION

Tuesday, August 22, 2023, at 7:00 PM
Court Room/Council Chambers (2nd Floor) and Online
275 W. Main Street, Santaquin, UT 84655

MEETINGS HELD IN PERSON & ONLINE

The public is invited to participate as outlined below:

- **In Person** – Meetings are held on the 2nd floor in the Court Room/Council Chambers at City Hall
- **YouTube Live** – 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: Greenhalgh 6-lot Subdivision Concept Plan](#)

[The Planning Commission will conduct a Public Hearing to receive public input on a proposed 6-lot subdivision located at approximately 100 N 100 W.](#)

2. [Public Hearing: Stratton Acres Phase 2 Concept Plan](#)

[The Planning Commission will hold a Public Hearing to receive public input regarding the proposed plan of Phase 2 of the Stratton Acres Subdivision located at approximately 840 N 200 E.](#)

OTHER BUSINESS

3. [Meeting Minutes Approval](#)

[June 13, 2023](#)

[August 8, 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 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.

BY:



Amalie R. Ottley, City Recorder

MEMO



To: Planning Commission

From: Ryan Harris, Senior Planner

Date: August 18, 2023

RE: **Greenhalgh 6-Lot Subdivision Concept Review**

Zone: R-8
Size: 1.876 Acres
Lots: 6

Kirk Greenhalgh is proposing to subdivide a 1.876-acre lot (Parcel No. 09:073:0016) into six (6) residential lots ranging from 10,692 square feet (0.25 acres) to 11,873 square feet (0.27 acres). The subdivision also includes the creation of a city cul-de-sac extending from 100 North which will provide the required primary access for each lot. Subdivision policy seeks to avoid the creation of double or reverse frontage lots which may require access to 100 W to be prohibited. The subdivision is located within and subject to the regulations of the R-8 Residential Zone. The R-8 zone requires each lot to have a minimum of 80 feet of frontage and a minimum lot size of 8,000 square feet. Santaquin City Code 11.24.080.I.3 lists how the frontage is calculated for cul-de-sacs.

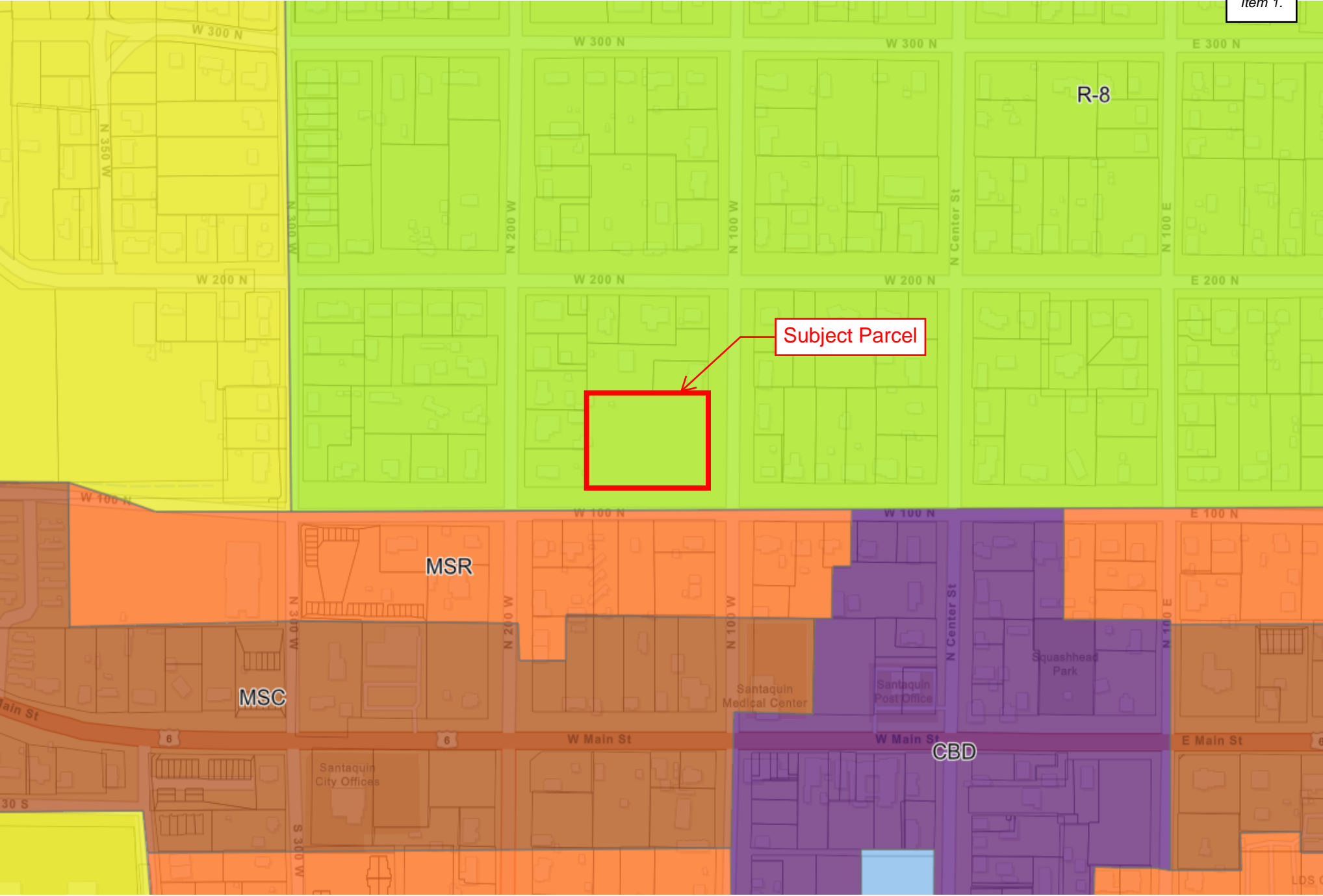
This is a subdivision concept review and is for the Planning Commission to give feedback to the developer. The review of the concept plan shall not constitute an approval of any kind.

After the concept review, the developer will submit preliminary plans. The Preliminary plans will provide more details (utilities, grading, open space, parking, etc.) and will also address comments given during the concept review. Preliminary plans will be reviewed by the Development Review Committee (DRC) and a recommendation will be forwarded to the Planning Commission. The Planning Commission will forward a recommendation to the City Council who will be the land use authority for preliminary plans.

The DRC will need to approve the final plat before any lots will be recorded. The DRC may only approve a plat submittal after finding that the development standards of subdivision title, the zoning title, the laws of the State of Utah, and any other applicable ordinances, rules, and regulations have been or can be met prior to the recordation or construction beginning (Santaquin City Code 11.20.060(B)).

Attachments:

1. Zoning and Location Map
2. Concept Plan



MEMORANDUM



To: Planning Commission

From: Ryan Harris, Senior Planner

Date: August 18, 2023

RE: **Stratton Acres, Plat B Subdivision Concept Review**

Zone: R-10
Size: 9.32 Acres
Lots: 28

Stratton Acres LLC is proposing to subdivide a 9.32-acre lot (Parcel No. 09:073:0016) into 28 residential lots ranging from 10,192 square feet (0.23 acres) to 13,245 square feet (.30 acres) at approximately 840 N and 200 East. The proposed subdivision is located within and subject to the regulations of the R-10 Residential Zone. The R-10 zone requires each lot to have a minimum frontage of 10,000 square feet and have a minimum lot frontage of 80 feet. Corner lots are required to have 95 feet of frontage. There is one retention basin being proposed for storm water retention. Due to this being a standard subdivision, amenities and open space are not required.

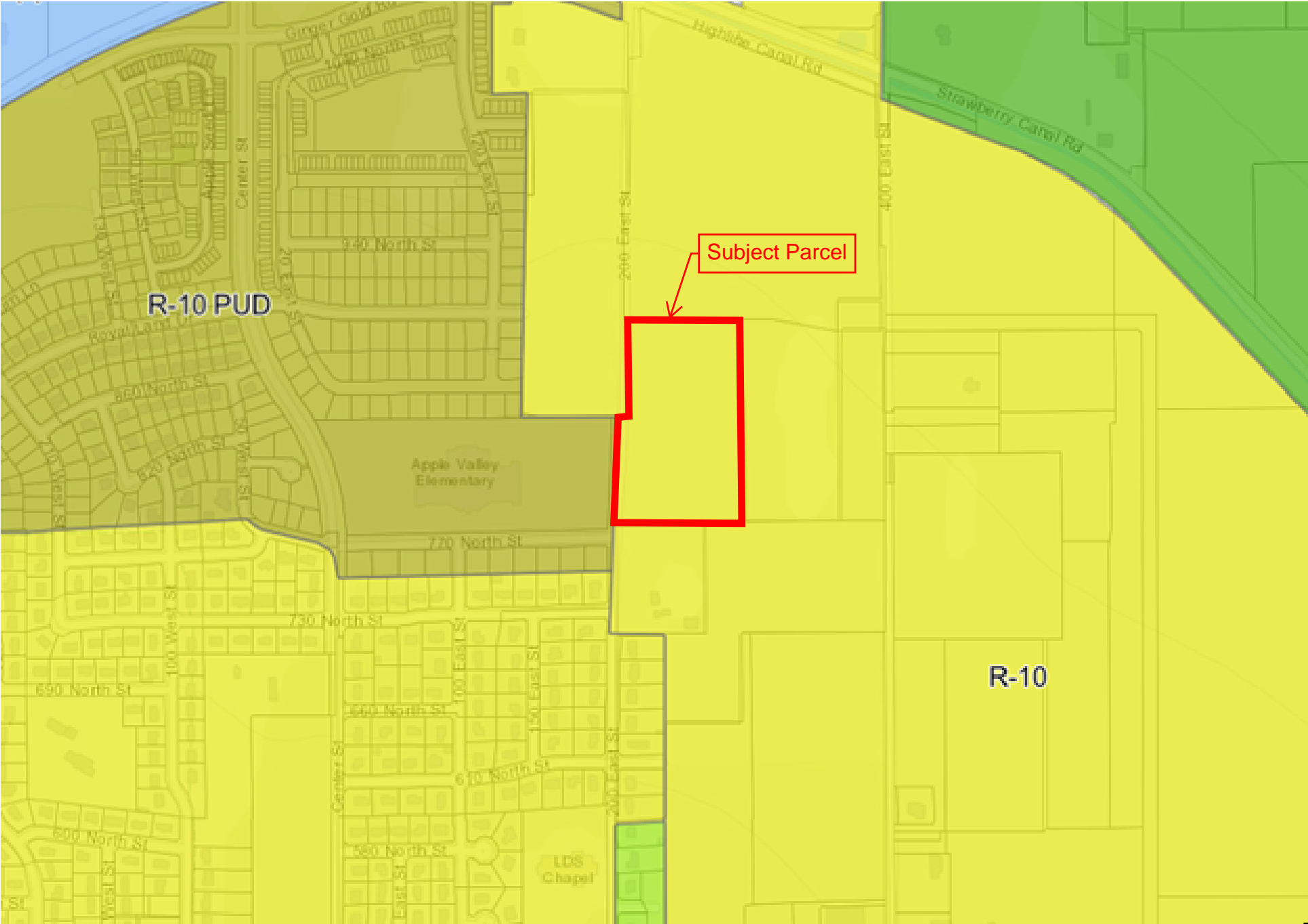
This is a subdivision concept review, and this review is for the Planning Commission to give feedback to the developer. The review of the concept plan shall not constitute an approval or recommendation of any kind.

After the concept review, the developer will need to submit preliminary plans. Preliminary plans will be reviewed by the Development Review Committee (DRC) and a recommendation will be forwarded to the Planning Commission. The Planning Commission will forward a recommendation to the City Council and the City Council will be the land use authority for preliminary plans.

The DRC will need to approve the final plat before any lots will be recorded. The DRC may only approve a plat submittal after finding that the development standards of subdivision title, the zoning title, the laws of the State of Utah, and any other applicable ordinances, rules, and regulations have been or can be met prior to the recordation or construction beginning (Santaquin City Code 11.20.060(B)).

Attachments:

1. Zoning and Location Map
2. Concept Plan





Planning Commission Members in Attendance: Commission Chair Wood, Commissioner Lance, Commissioner Nixon, Commissioner Romero, Commissioner Moak, Commissioner Weight, Commissioner Hoffman.

Others in Attendance: City Council Member Jeff Siddoway, Andrew Griffin (via Zoom).

No members of the public attended the meeting in person.

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

INVOCATION/INSPIRATIONAL THOUGHT

Commissioner Romero offered an inspirational thought.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Weight.

INTRODUCTION OF NEW COMMISSION MEMBER

Commission Chair Wood introduced the newest member of the Planning Commission. LaDawn Moak expressed her appreciation and excitement at being appointed. Commission Chair Wood also expressed his appreciation to past Planning Commissioner Nicci McNeff for her service to the community.

PUBLIC FORUM

Commission Chair Wood opened the public forum at 7:07 p.m.

No members of the public wished to address the commission in the public forum.

Commission Chair Wood closed the public forum at 7:07 p.m.

DISCUSSION & POSSIBLE ACTION ITEMS:

1. Griffin Subdivision Final Plan

Assistant Manager Bond presented the Griffin Subdivision Final Plan. The Andrew Griffin 2-Lot Subdivision is located at 270 S 300 E. Lot 1 would be 0.483 acres and contains an existing residential dwelling. Lot 2 would be a 0.234-acre corner lot. The subdivision is located within and subject to the regulations of the R-8 Residential Zone. Santaquin City Code requires that all street improvements be put in with any new subdivision. The developer requested to defer the street improvements (i.e., sidewalk, curb and gutter, asphalt, etc.) to a later date. The City Council approved a deferral agreement for the Griffin Subdivision on May 16, 2023. Subdivisions with three lots or less may have a streamlined review process. After the concept review, the developer will need to submit final subdivision plans for a streamlined process. This development qualifies for this streamlined process. The preliminary/final plans were reviewed on May 16, 2023, by the Development Review Committee, and a positive recommendation with a condition that all redlines be addressed was forwarded to the Planning Commission.

The applicant, Andrew Griffin, attended the meeting via Zoom. He did not have anything to add to Assistant Manager Bond's introduction of the subdivision plans.

Commission Chair Wood expressed his approval of the subdivision stating that he couldn't see any issues with the plans or frontage. No commission members had any questions or concerns. Commissioner Nixon inquired if there was a deadline for the deferral agreement. Assistant Manager Bond indicated that deferral agreements in general have a sunset clause of around 10 years.

Commissioner Lance made a motion to approve the Griffin 2-Lot Subdivision on the condition that all redlines be addressed. 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.

2. Public Hearing: Planned Unit Development (PUD) Amendment

Assistant Manager Bond presented the Planned Unit Development Amendment and implementation to comply with State of Utah Moderate Income Housing Requirements. It is proposed that section 10.20.170.E of the Santaquin City Code be amended to create an option for developers to receive a density bonus in a Planned Unit Development (PUD) if moderate income housing is incorporated in the development and a deed restriction is recorded with the Utah County Recorder's office on a subdivision plat or other appropriate deed restriction means. This proposal was created to address one of five strategies the city chose in order to meet the State moderate income housing requirements. The applicable strategy and implementation plan is as follows: Implement zoning incentives for moderate income units in new developments.

The following language is proposed to be added to the city code in the anticipated amendment: "Moderate Income Housing: Developments which provide moderate income housing for at least six percent (6%) of the total residential units are eligible for a six percent (6%) density increase. Units will only be identified as moderate-income housing when a deed restriction is recorded with the Utah County Recorder's office on a subdivision plat or other appropriate deed restriction means which states that the "units must be reserved for occupancy by households with a gross household income equal to or less than eighty percent (80%) of the median gross income for households of the same size in Utah County."

Commission Chair Wood opened the Public Hearing at 7:24 p.m.

No members of the public wished to address the commission in the public forum.

Commission Chair Wood closed the Public Hearing at 7:24 p.m.

Commissioner Weight inquired what happens to lot numbers and sizes when a density bonus comes into effect. Assistant Manager Bond indicated the developers may choose to apply for a Planned Unit Development and qualify for more homes and/or smaller lots if they meet the additional amenities requirements as laid out in the city code. Commission Chair Wood asked how language in the code

stating that “units must be reserved for occupancy by households with a gross household income equal to or less than eighty percent (80%) of the median gross income for households of the same size in Utah County” will be enforced in a Planned Unit Development. Assistant Manager Bond discussed that the city would enforce the proposed changes in the code through plat notes and deed restrictions through the County Recorder’s office. Assistant Manager Bond and commission members discussed the difficulty meeting the proposed standards and State requirements given the current housing market. As the city does not have control over the housing market, the city is proposing a code change in order to take action implementing moderate-income housing as required by the State of Utah. Assistant Manager Bond addressed what other actions the city is taking to meet moderate-income housing. Commissioner Nixon inquired about taking action on the required 3 strategies for the state, rather than 5, so that additional moderate-income housing tactics can be considered in the future. Commission Chair Wood clarified that the current topic is the third moderate-income housing strategy being passed by the city. Assistant Manager Bond indicated that two additional strategies are being considered but have not yet been approved.

Commissioner Romero made a motion to recommend approval to the City Council of the proposed amendment to section 10.20.170E of Santaquin City Code which provides a density bonus for the implementation of moderate-income housing in a Planned Unit Development, and which helps implement one of the approved strategies to comply with the State moderate income housing requirements. Commissioner Wood seconded the motion.

Commissioner Wood	Yes
Commissioner Lance	Yes
Commissioner Moak	Yes
Commissioner Nixon	No
Commissioner Romero	Yes
Commissioner Weight	No
Commissioner Hoffman	Yes

The motion passed.

3. Parks, Recreation, Trails, and Open Space (PRTOS) Master Plan Update

Assistant Manager Bond presented the draft of the Parks, Recreation, Trails, and Open Space (PRTOS) Master Plan update and the associated Impact Fee Facilities Plan (IFFP) Impact Fee Analysis (IFA). This plan was put together by the City’s consultant, Zion’s Public Finance.

Commissioner Weight inquired about the future increase in funds that will be allocated to the PRTOS Master Plan. He asked if any of the increases in cost to be in keeping with the parks, trails, etc. will be allocated by the proposed tax increase. Assistant Manager Bond specified that the increase in funds proposed in the PRTOS Master Plan will be solely based on impact fees and not the proposed tax increase. He added that the increase in funds for the PRTOS Master Plan will aid the city in keeping a level of service to the community. Commissioners discussed the increase in impact fees as similarly raised in cost of living as well as when developments will be affected after the impact fee is put into place. Commission Chair Wood inquired about analysis conducted in the master plan process and what impact fees may or may not be used for in city projects.

Commissioner Lance made a motion to recommend approval of the Parks, Recreation, Trails, and Open Space Master Plan Update to the City Council. Commissioner Weight 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:

4. Meeting Minutes Approval

Commissioner Nixon made a motion to approve the minutes from the May 23, 2023 Planning Commission Meeting. Commissioner Romero seconded the motion.

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

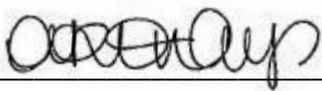
Commissioner Moak abstained from voting as she was not a member of the Planning Commission at the time of the May 23, 2023 meeting.

The motion passed unanimously.

Adjournment

Commissioner Weight made a motion to adjourn the meeting.

The meeting was adjourned at 8:10 p.m.



City Recorder – Amalie R. Ottley

Commission Chair – Trevor Wood



Planning Commission Members in Attendance: Chair Trevor Wood, Kylie Lance, BreAnna Nixon, Michael Weight, Michael Romero, and Drew Hoffman

Commissioner LaDawn Moak was excused from the meeting.

Others in Attendance: City Council Member Jeff Siddoway, Assistant City Manager Jason Bond, Senior Planner Ryan Harris, Recorder Amalie Ottley.

No members of the public attended the meeting.

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

INVOCATION/INSPIRATIONAL THOUGHT

Commissioner Romero offered an inspirational thought.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Hoffman.

PUBLIC FORUM

Commission Chair Wood opened the public forum at 7:03 p.m.

No members of the public wished to address the commission in the public forum.

Commission Chair Wood closed the public forum at 7:03 p.m.

DISCUSSION & POSSIBLE ACTION ITEMS:

1. Discussion on Moderate-Income Housing Strategies

Assistant City Manager Jason Bond presented recent Moderate-Income Housing Strategies and the plans that Santaquin City is taking to meet the strategies as required by State Law. Assistant Manager Bond and Senior Planner Harris discussed the fines that will be imposed on the City should they not follow the State mandated guidelines for Moderate-Income Housing. The current strategies and implementation plans are as follows:

Strategy 1: Create or allow for, and reduce regulations related to, internal or detached accessory dwelling units in residential zones.

Implementation Plan – Santaquin City will consider modifying zoning regulations to expand the area where detached accessory dwelling units are permitted. Considerations to permit detached accessory dwelling units in more residential zones will be reviewed on an annual basis. Additionally, efforts will be made to provide an educational resource to the public so that the individual and community benefits of accessory dwelling units can be better understood. Benchmarks and Timeline – A legislative process will be initiated by the end of 2022. Action taken to allow detached ADUs in more zone(s) and/or educational materials prepared for the residents that own property which qualify to have a detached ADU, will be implemented by October 1, 2023.

Strategy 2: Reduce, waive, or eliminate impact fees related to moderate income housing.

Implementation Plan – Santaquin City will work with third-party financial, engineering, and planning firms as each Santaquin City master plan is updated over the next five years to study utility efficiencies from accessory dwelling units which could proportionately reduce impact fees for accessory dwelling units. The City will start asking for this data in their request for proposals (RFP) and consider modifications to impact fees upon completion of each master plan update, accordingly. Benchmarks and Timeline – In 2022, the Parks, Recreation, Trails, and Open Space (PRTOS) Master Plan has started the process to be updated and it is expected that it will be completed before October 1, 2023. As this is done, Santaquin will work with our financial consultant to determine if an appropriate reduction, waiver, or elimination of the applicable impact fee for accessory dwelling units is justified.

Strategy 3: Zone or rezone for higher density or moderate-income residential development in commercial or mixed-use zones near major transit investment corridors, commercial centers, or employment centers.

Implementation Plan – Santaquin City will work with landowners, developers, and builders to develop and/or redevelop property that is commercially zoned, and identified as being effectively located near public transportation, commercial activities, and other services, to include moderate-income housing. Santaquin City officials will identify specific areas for consideration and will proactively contact property owners to explore opportunities. Benchmarks and Timeline – Santaquin City Officials will identify strategic areas and contact property owners in those identified areas to discuss the potential of rezoning property to facilitate moderate-income residential developments. Discussions and planning will take place before October 1, 2023.

Strategy 4: Develop a moderate-income housing project for residents who are disabled or 55 years old or older.

Implementation Plan – Santaquin City will work with landowners, developers, and builders to develop and/or redevelop property for a senior oriented community that qualifies as moderate-income housing. Santaquin City officials will identify specific areas for consideration and will proactively contact property owners to explore opportunities. Benchmarks and Timeline – Santaquin City Officials will identify strategic areas and contact property owners in those identified areas to facilitate a development that would serve residents who are disabled or who are 55+ years old. Discussions and planning will take place before October 1, 2023.

Strategy 5: Implement zoning incentives for moderate income units in new developments.

Implementation Plan – Santaquin City will consider modifying zoning regulations to include moderate income housing as a way to earn a density bonus in a Planned Unit Development (PUD). Benchmarks and Timeline – A legislative process will be initiated by July 1, 2023. Possible action will be implemented by October 1, 2023.

Assistant Manager Bond discussed at length how the City plans to take considerable actions and steps each year to meet the mandates imposed by the State of Utah. He asked Planning Commissioners to brainstorm ideas or submit suggestions on how the City may continue to meet code requirements. Assistant Manager Bond pointed out the actions taken by both the Planning Commission and City Council this year that have been reported to the State. All of the Planning Commissioners expressed their concern that the end-user/consumer of homes in the area would not see the impacts of actions the City has taken for Moderate-Income Housing because developers and sellers will seek top price for the homes they sell, regardless of the strict guidelines imposed by the State of Utah. Members of the

Planning Commission agreed that Santaquin specifically needs moderately priced homes to buy or rent to help those in the area with low incomes. The Planning Commission discussed how the State of Utah mandates do not do enough to support low-income families because of the current housing market and high price of housing. Members of the Commission discussed the State's attempt to control the housing market and inability to sufficiently support low to moderate-income families. Members of the Planning Commission also agreed that as the State is requiring these mandates that funding for Moderate-Income housing should come from State funds and not City funds. Planning Commissioners discussed how it's almost impossible for the City to make significant strides or change for moderate to low-income needs due to the housing market and the high prices developers are selling homes for. Members also discussed how redevelopment or housing projects affect communities in other states. Assistant Manager Bond and Senior Planner Harris brought up ideas for implementation of the strategies for future years. Assistant Manager Bond asked that the Planning Commission to research and continue to brainstorm ideas for how the City may implement these strategies.

OTHER BUSINESS

2. Meeting Minutes Approval

Commissioner Weight made a motion to approve the Planning Commission Minutes from the July 11th meeting. Commission Nixon seconded the motion.

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

The motion passed unanimously.

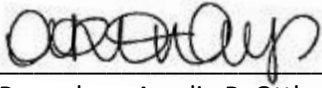
ADJOURNMENT

Commissioner Lance made a motion to adjourn the meeting. Commissioner Wood seconded the motion.

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

The motion passed unanimously.

The meeting was adjourned at 8:32 p.m.



City Recorder – Amalie R. Ottley

Commission Chair – Trevor Wood

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