



## **SPECIAL PLANNING COMMISSION MEETING**

Tuesday, November 22, 2022, at 7:00 PM  
Court Room/Council Chambers (2nd Floor) and Online  
275 W. Main Street, Santaquin, UT 84655

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### **MEETINGS HELD IN PERSON & ONLINE**

The public is invited to participate as outlined below:

- **In Person** – Meetings are held on the 2<sup>nd</sup> 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.
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### **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: Automotive Service and Repair Parking Requirements**

The Planning Commission will review a proposed ordinance amending Santaquin City Code Title 10 Chapter 48 to provide a single parking standard and Title 10 Chapter 20 Section 120 to combine Automotive Service and Repair (Major) and Automotive Service and Repair (Minor) into a single designated use.

#### **2. Public Hearing: Annexation Policy Plan**

The Planning Commission will review a proposed amendment of the Santaquin City Annexation Policy.

#### **3. Detached Accessory Dwelling Units**

The Planning Commission will review Santaquin City Code Title 10 Chapter 16 Section 080, and Title 10 Chapter 20 Section 080, related to regulations for detached accessory dwelling units in the R-10 zone of Santaquin City.

### **OTHER BUSINESS**

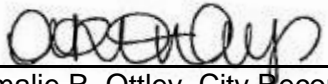
#### **4. Approval of Meeting Minutes**

November 8, 2022

## 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 posted on [www.santaquin.org](http://www.santaquin.org), Santaquin City Social Media sites, posted in three physical locations (Santaquin City Public Safety Building, Zions Bank, Santaquin Post Office), and posted on the State of Utah's Public Notice Website.

BY:   
Amalie R. Ottley, City Recorder

# MEMO



To: Planning Commission  
From: Loren Wiltse, Senior Planner

Date: November 17, 2022

Re: Amendment to Title 10, Chapter 48 “Parking and Circulation Standards” and Title 10, Chapter 20, Section 120 Commercial Zones (Permitted Uses).

It is proposed that the Planning Commission and City Council consider amending Title 10, Chapter 48 related to parking requirements for “Automotive Service and Repair” and Title 10, Chapter 20, Section 120 to combine “Automotive Service and Repair (Major) and “Automotive Service and Repair (Minor) into a single land use designation.

Staff recently discovered two sections of the City Code were inadvertently not amended as necessary in Ordinance 08-02-2022, adopted on August 9, 2022, combining the definition of Automotive Service and Repair (Major) and Automotive Services and Repair (Minor) into a single land use designation (definition).

~~AUTOMOTIVE SERVICE AND REPAIR, MAJOR: An establishment primarily engaged in the repair or maintenance of motor vehicles, trailers, and similar large mechanical equipment, including but not limited to brake, muffler, tire repair and change, lubrication, tune ups, safety inspections and emission testing, detailing shops, paint, body and fender and engine and engine parts, provided, it is conducted within a completely enclosed building or behind a sight obscuring fence. Accessory activities may include a car wash service that complies with the provisions of SCC 10.48.060 or obtains a conditional use permit thereunder.~~

~~AUTOMOTIVE SERVICE AND REPAIR, MINOR: An establishment primarily engaged in the repair or maintenance of motor vehicles, trailers, and similar mechanical equipment, including brake, muffler, tire repair and change, lubrication, tune ups, safety inspections and emission testing, detailing shops, overhaul or transmission work, but does not include an establishment that qualifies as a major automotive service and repair facility, and provided it is conducted within a completely enclosed building. Accessory activities may include a car wash service that complies with the provisions of SCC 10.48.060 or obtains a conditional use permit thereunder.~~

The Draft Ordinance (see attached) reflects the following amendments:

- It combines “Automotive Services and Repair” into a single land use designation in both Title 10-20 “Commercial Zones” and Title 10-48 “Parking Circulation Standards”
- It amends the commercial zones permitted use table to allow Automotive Service and Repair (as now defined) as a permitted use in the C-1 zone.
- It combines and amends the parking requirements for Automotive Services and Repair.

Staff Recommendation: It is recommended that, Title 10, Chapter 48 “Parking and Circulation Standards” and Title 10, Chapter 20, Section 120 “Commercial Zones” permitted uses be amended for the purpose of combining “Automotive Service and Repair (Major) and “Automotive Service and Repair (Minor) into a single designation, as reflected in Attachment (1. Draft Ordinance).

Recommended motion: “Motion to recommend approval of the Draft Ordinance amending Title 10, Chapter 48 “Parking and Circulation Standards” related to parking requirements for “Automotive Service and Repair” and Title 10, Chapter 20, Section 120 “Commercial Zones” to combine “Automotive Service and Repair (Major) and “Automotive Service and Repair (Minor) into a single designation, as currently defined in Santaquin City Code.”

## ATTACHMENT:

1. Draft Ordinance\_

**ORDINANCE NO. DRAFT**

**AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO MODIFY TITLE 10, CHAPTER 48 RELATED TO PARKING REQUIREMENTS FOR AUTOMOTIVE SERVICE AND REPAIR AND TITLE 10, CHAPTER 20, SECTION 120 TO COMBINE AUTOMOTIVE SERVICE AND REPAIR (MAJOR) AND AUTOMOTIVE SERVICE AND REPAIR (MINOR) INTO A SINGLE DESIGNATION, 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 City Council has specific authority pursuant to Title 10, Chapter 9a Utah Code Ann. (1953 as amended) to adopt a zoning plan including an ordinance and map which divide the municipality into districts or zones and within such districts to regulate the erection, construction, reconstruction, alteration, repair and uses of buildings and structures and the uses of land; 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 adopted Ordinance 08-02-2022 on August 9, 2022 combining the definitions of "Automotive Services and Repair, Major and Automotive Services and Repair, Minor" into a single land use designation (definition); and

**WHEREAS**, the City Council desires to amend Santaquin City Code Title 10, Chapter 20, Section 120 (C) Permitted Uses (table) to be consistent with the single land use designation of "Automotive Service and Repair" adopted by Ordinance 08-02-2022; and

**WHEREAS**, the City Council desires to amend sections of Santaquin City Code Title 10, Chapter 48, to clarify parking standards specific to "Automotive Service and Repair"; and

**WHEREAS**, the Santaquin City Planning Commission held a public hearing on November 22, 2022, which hearing was preceded by the posting of public notice in at least three public places within the City limits of Santaquin City in accordance with Section 10-9a-205 of the Utah State Code; 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 20, Section 120 is amended as follows:** (underlined text is added, stricken text is deleted)

- C. Permitted Uses: General land uses within commercial zones shall complement the city's general plan for their respective areas. Those uses allowed in the city's commercial zones are listed in the following matrix. Abbreviations and alphabetic use designations in the matrix have the following meanings:

|   |   |
|---|---|
| P | The listed use is a permitted use within the represented area, based on city development standards and ordinances.  |
| C | The listed use requires a conditional use permit within the represented area in addition to complying with all applicable development standards and ordinances. |
| A | The listed use is only permitted as an accessory use within the represented area.   |
| N | The listed use is a prohibited use within the represented area.   |

| Use   | C-1                   | PO           |
|---|-----------------------|--------------|
| Automotive service and repair, <del>major</del> | <del>C</del> <u>P</u> | N            |
| <del>Automotive service and repair, minor</del> | <u>P</u>              | <del>N</del> |

(Ord. 03-04-2014, 3-19-2014, eff. 3-20-2014; amd. Ord. 02-01-2018, 2-7-2018, eff. 2-8-2018)

**Title 10, Chapter 48, Section 040 is amended as follows:** (underlined text is added, stricken text is deleted)

### **10.48.040 NUMBER OF PARKING SPACES REQUIRED**

1. Rules For Computing Required Off Street Parking Spaces: For the purpose of computing required off street parking spaces which are required by this title, the following rules shall apply:
  1. "Floor area" shall mean gross floor area, unless otherwise specified for a particular use.
  2. In stadiums, sports arenas, churches, and other places of assembly in which benches or pews are used in place of seats, each eighteen inches (18") of length of such benches or pews shall be counted as one seat. Any remaining length of any one bench or pew shall be considered to be a whole seat. (Ord. 12-01-2006, 12-6-2006)

2. Minimum Requirements: The number of off street spaces required below for each land use is established as minimum requirements:

| Use   | Parking Required  |
|---|---|
| Residential:  |   |
| Assisted living center, nursing home, convalescent home, or other similar use | 1 visitor parking space per 3 patients' beds, plus 1 parking space for each employee at work during the largest shift   |
| Attached single-family units <sup>1</sup>                                     | 2 parking spaces per unit. Garages will be counted as 1 parking space unless the garage dimension is a minimum of 24' x 24' with at least 20' for the opening, whether 1 door or 2 door, for vehicle entrance in which it would count as 2 parking spaces   |
| Bed and breakfast facility  | 1 parking space for each bedroom and 1 space for each employee at work during the largest shift   |
| Duplex  | 2 parking spaces per unit   |
| Mixed use development with residential dwellings <sup>1</sup>                 | 2 parking spaces per unit. Additional parking is required per nonresidential uses as provided below. Garages will be counted as 1 parking space unless the garage dimension is a minimum of 24' x 24' with at least 20' for the opening, whether 1 door or 2 door, for vehicle entrance in which it would count as 2 parking spaces |
| Multiple-unit dwelling (apartments) <sup>1</sup>                              | 2 parking spaces per unit. Garages will be counted as 1 parking space unless the garage dimension is a minimum of 24' x 24' with at least 20' for the opening, whether 1 door or 2 door, for vehicle entrance in which it would count as 2 parking spaces   |
| Single-family as part of a PUD  | 2 car garage per unit   |
| Retail commercial:  |   |

|  |  |
|--|--|
| Ancillary commercial   | 2 spaces per 1,000 sq. ft.   |
| Automotive service and repair <del>(major)</del>                               | <del>4</del> 5 spaces per 1,000 sq. ft. plus 2 stalls per <del>major</del> service bay for the temporary storage of customer vehicles.   |
| <del>Automotive service and repair, minor</del>                                | <del>2 spaces per 1,000 sq. ft.</del>  |
| Automotive service station   | 5 spaces per 1,000 sq. ft.   |
| Convenience commercial   | 5 spaces per 1,000 sq. ft.   |
| Heavy commercial   | 5 spaces per 1,000 sq. ft.   |
| Retail sales and services  | 5 spaces per 1,000 sq. ft.   |
| Commercial services, offices:  |  |
| Commercial recreation  | 1 parking space per 2 patrons, based on the design capacity of the facility  |
| Hotels and motels  | 1 parking space per room or suite, plus 1 parking space for each employee at work during the largest shift   |
| Medical clinics or offices, includes dentists and other healing art facilities | 6 parking spaces per staff doctor, plus 1 parking space for each employee on the property during the largest shift   |
| Mortuaries and funeral parlors   | 30 parking spaces or 1 space for each 25 sq. ft. of combined floor space in all assembly rooms, whichever is greater, plus 1 space for each employee typically at work during normal facility function |
| Professional office or financial services                                      | 1 parking space per 200 sq. ft. of floor area in the building minus storage and bathroom areas   |

|   |  |
|---|--|
| Industrial:   |  |
| Business/research park  | 1 space per 1,000 sq. ft. of floor area or 1 space per 2 employees at work during the largest shift with Planning Commission approval                                |
| Industrial, heavy   | 1 space per 1,000 sq. ft. of floor area  |
| Industrial, light   | 1 space per 1,000 sq. ft. of floor area  |
| Storage unit facility   | 1 space per site employee/manager on duty and 3 spaces per 50 units with a maximum of 8 spaces required. See also storage unit facility standards below <sup>2</sup> |
| Restaurants:  |  |
| Drive-in restaurants  | 1 space per 4 seats including outdoor seating or 1 space per 125 sq. ft. of gross floor area, whichever is greater   |
| Restaurants   | 1 space per 4 seats, including outdoor seating   |
| Public:   |  |
| Churches  | 1 parking space per 4 seating spaces in the main assembly room based on the design capacity of the structure   |
| Hospitals   | 1 visitor parking space per 3 patients' beds, plus 1 parking space for each employee at work during the largest shift  |
| Places of assembly (e.g., theaters, auditoriums, sports arenas, etc.) | 1 parking space per 4 seating spaces   |
| Private clubs or lodges   | 1 parking space per 2 persons based on the design capacity of the facility   |
| Schools - commercial, vocational                                      | 1 space per teacher and staff member plus 1 space for every 5 students based on design capacity  |



|   |  |
|---|--|
| Schools - public, private or quasi-public                                   | Parking spaces required for public schools shall be determined by the Nebo or Juab School Districts, or the State of Utah as applicable. Private schools shall utilize similar standards as applied to public schools  |
| Special review:   |  |
| Automotive equipment sales or rental<br>Impound yards<br>Uses not mentioned | The required off street parking for any use not listed above shall be determined by the Planning Commission. The Planning Commission shall make the determination based on similar uses listed above, nature and impact of the use on public streets and adjoining properties, and typical customer and employee needs |

Notes:

<sup>1</sup> Additional guest parking shall be provided as follows: The first 5 residential units ( $1 \leq \text{units} \leq 5$ ) in a development require 1 parking space per residential unit. The next 5 residential units ( $5 < \text{units} \leq 10$ ) in a development require 0.75 parking space per residential unit. The next 5 residential units ( $10 < \text{units} \leq 15$ ) in a development require 0.50 parking space per residential unit. Residential units above 15 ( $\text{units} > 15$ ) in a development require 0.25 parking space per residential unit. (Fractional spaces shall require a whole space.)

<sup>2</sup> Businesses with warehouse and storage areas may utilize a 0.5 space per 1,000 square feet of storage area when determining required number of stalls.

## **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, ?, 2022**. 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 ?th day of ?, 2022**

\_\_\_\_\_  
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 ?th day of ?, 2022, entitled

**“AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO MODIFY TITLE 10, CHAPTER 48 RELATED TO PARKING REQUIREMENTS FOR AUTOMOTIVE SERVICE AND REPAIR AND TITLE 10, CHAPTER 20, SECTION 120 TO COMBINE AUTOMOTIVE SERVICE AND REPAIR (MAJOR) AND AUTOMOTIVE SERVICE AND REPAIR (MINOR) INTO A SINGLE DESIGNATION, 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 ?th day of ?, 2022.

\_\_\_\_\_  
 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 I posted in three (3) public places the ordinance, which is attached hereto on the ?th day of ?, 2022.

The three places are as follows:

1.     Zions Bank
2.     Post Office
3.     City Office

I further certify that copies of the ordinance so posted were true and correct copies of said ordinance.

\_\_\_\_\_  
 Amalie R. Ottley  
 Santaquin City Recorder

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public



# Annexation Policy Plan & Map

Adopted December ?, 2022

Ordinance No. 12-??-2022



## ANNEXATION POLICY PLAN

### I. Introduction

In accordance with Section 10-2-401.5, Utah State Code, “no municipality may annex unincorporated area located within a specified county unless the municipality has adopted an annexation policy plan.” An Annexation Policy Plan is a guide for the City to make decisions regarding future annexations and helps the city plan for future expansion in conjunction with neighboring political entities. The Annexation Policy Plan works in conjunction with the general plan. Open communication between a city and other political entities, particularly Utah County, is a priority in the process of developing and implementing an Annexation Policy Plan. The following document addresses the requirements outlined in Section 10-2-401.5.

~~During the 2001 General Session, the Utah legislature adopted Chapter 206 of the State Code, pertaining to municipal annexations of property. It states in part, “after December 31, 2002, no municipality may annex an unincorporated area located within a specified county unless the municipality has adopted an annexation policy plan as provided in this section.”~~

~~Since this requirement was passed, Santaquin City adopted an annexation policy plan (Annexation Plan) in November 2002 (City Ordinance 11-02-2002). The expansion area shown in that plan was changed by adoption of the Santaquin City Long Range Master Plan on April 6, 2005. In October 2006, the City Council initiated a revision of the General Plan to address community character, increased development pressures and the City’s ability to provide services and facilities amidst unanticipated growth. These revisions would establish goals and policies to sustain a high quality of life for residents of the community and promote economic development for existing and future businesses. The Santaquin City General Plan: A Community Prospering in Country Living (General Plan) was adopted May 2, 2007 by Ordinance 05-02-2007, effective May 7, 2007. The City’s Annexation Policy Plan was amended June 15, 2007 in accordance with that plan. This current plan was adopted to address annexation petitions which were not within the previous plan boundaries.~~

### II. Purpose

The purpose of this plan is to remain in compliance with State requirements as well as the goals and policies of the recently adopted General Plan. The General Plan addresses the impacts of the City’s increasing population and demand for housing developments. It also outlines appropriate development types in unincorporated areas which the City may annex in the future. This plan establishes an expansion area and policies for expansion consistent with the General Plan.

### III. The Plan



## ANNEXATION POLICY PLAN

Utah State Code Annotated (UCA), Section 10-2-401.5 requires that each Policy Plan include the following:

- (a) A map of the expansion area which may include territory located outside the county in which the municipality is located;
- (b) A statement of the specific criteria that will guide the municipality's decision whether or not to grant future annexation petitions, addressing matters relevant to those criteria including:
  - (i) The character of the community;
  - (ii) The need for municipal services in developed and undeveloped unincorporated areas;
  - (iii) The municipality's plans for extension of municipal services;
  - (iv) How the services will be financed;
  - (v) An estimate of the tax consequences to residents both currently within the municipal boundaries and in the expansion area; and
  - (vi) The interests of all affected entities;
- (c) Justification for excluding from the expansion area any area containing urban development within 1/2 mile of the municipality's boundary; and
- (d) A statement addressing any comments made by affected entities at or within ten days after the public meeting required by U.C.A. 10-2-401.5.

### **IV. Map of the Expansion Area**

The amended expansion area map is attached hereto as Exhibit A.

### **V. Criteria for Granting of Future Annexation Petitions**

Except under the very limited circumstances established in section 10-2-418 of the Utah Code, the process of annexation does not occur without a petition that is signed by the owners of the majority of the privately owned property covered by the petition. The Santaquin City Council believes that annexation should only occur when: (1) the owners of the property and the City agree that annexation will benefit the owners of the property proposed for annexation; and (2) when the annexation will not result in substantial negative impact to existing residents of the City.

This Annexation Policy Plan includes certain areas that are covered by a pending petition for annexation into the City. Any petition must be evaluated under the criteria found in Utah State Code Title 10-2-403.5(3) which include the criteria below:

#### **Character of the Community**





## ANNEXATION POLICY PLAN

~~The General Plan title states that Santaquin is “A Community Prospering in Country Living.”~~ The community vision stated in the General Plan is:

~~“To provide a small-town atmosphere with well-planned and organized growth, a family oriented, clean, fun and friendly community that is a great place to live, a crossroads for southern Utah County characterized by its agricultural heritage, good parks and recreation facilities and a strong business tax base.”~~

“Santaquin residents enjoy living in a community featuring orchards, wilderness access, world-class recreation, a historical mining district, and working lands, while having access to regional opportunities—all hallmarks of the lifestyle that Santaquin residents have enjoyed for generations. Our families value these qualities and are committed to preserving Santaquin’s small town character while nurturing the City as it grows.”

Together, we will:

- Plan proactively, working with the market to encourage development patterns that align with community goals while honoring private property rights.
- Encourage a focused growth strategy as a part of actively supporting and preserving agricultural pursuits and community heritage.
- Expand opportunities for farmers to continue farming if they choose.
- Create and maintain a variety of welcoming neighborhoods so our families and future generations can thrive.
- Enhance downtown, creating a place to gather and enjoy time together.
- Grow our recreational opportunities to better enjoy our community, the mountains, and the great outdoors.”

The present boundaries of Santaquin City and most of the proposed Expansion Area includes a large amount of crop producing lands that are consistent with the City’s agricultural heritage. Having these lands in the City enables Santaquin to better encourage the future uses and development of the gateways to the City. The City also encourages planning and forethought regarding the considerable amount of vacant ground in the area.

Some of the area that is included in the amended Expansion Area includes sensitive lands that back onto United States Forest Service property or State of Utah Division of Wildlife Resource lands. Access to these public lands and associated recreation opportunities has been a major concern for residents of the area. With these lands in Santaquin City, access points, trails, and open space areas can be established, which allow continued access and enjoyment of public lands by area citizens and City residents.





## ANNEXATION POLICY PLAN

### The Need for Municipal Services in Developed and Undeveloped Unincorporated Areas

Services currently provided by Santaquin City include sewer and water systems, waste disposal, drainage and facilities for them, public utilities, rights-of-way, easements, police and fire protection, and other public services, including parks and recreation facilities. Many of these facilities or systems are addressed with the City's Capital Improvement Plans (CIP). These plans are an important part of the City's operations, and, periodically, must be reviewed and updated within the context of all General Plan or other CIP elements which may change against the broader context of economic, social, and political standards of the City. These plans should especially be reviewed when considering petitions for annexation of areas which do not currently have services or where services must be updated or improved to meet City standards.

Culinary and irrigation services for much of the northern plan area are currently serviced by the Spring Lake Water Users Association or private wells. Extension of the City's culinary and irrigation services will be development driven and financed. However, the City is presently expanding its ability to provide culinary and pressurized irrigation water in areas of the City and has contemplated additional capacity in lines where future development, including future development in the expansion area, is anticipated to occur in the near future. Until such time as City service lines are available, Santaquin will need to contract with the Spring Lake Water Users Association for continued services to those properties currently serviced. Persons utilizing well water will be able to continue use of those wells without having to dedicate them to the City before development of their property occurs.

Most of the existing homes within the expansion area utilize septic tanks for sewage disposal. Until additional trunk lines and a new wastewater treatment facility are constructed for Santaquin, these properties will be able to continue use of the septic system in accordance with State health codes and standards.

Waste disposal for most of the expansion area is currently handled through Utah County. Santaquin City contracts with a commercial waste disposal company and has provided in the service agreement for the availability for such service in areas that are annexed into the City.

Power needs in the areas north of the Highline Canal are handled through the South Utah Valley Electric Company. Santaquin will seek to establish appropriate franchise agreements with this company for continued service as needed.

Part of this area is currently within the Payson City EMS service area. However, the Santaquin City Department of Public Safety has also provided such service to the area as needed and with the recently completed expansion of its Public Safety facilities is



## ANNEXATION POLICY PLAN

equipped to provide Police, Fire, and EMS services in the expansion area in connection with reasonably anticipated growth.

### The Municipality's Plans for Extension of Municipal Services

As is discussed above, many homes and areas within this annexation plan are currently provided services through private or personal means. Police, Fire, EMS and Residential Waste Disposal services will be provided to all areas upon annexation and will be expanded as necessary with development. Extension of City utility services within this area will be based on development driven demands. Santaquin City has adopted, and regularly updates, capital facility master plans for water, sewer, storm drainage transportation, and park/recreational amenities. These plans include many of the areas outlined in the Annexation Policy Plan. When areas aren't included in the studies of the capital facility master plans, the City requires that studies are complete and the associated master plans are updated accordingly in order to provide sufficient capacity for future growth. ~~The City's General Plan, Chapter 7, Public Facilities and Services Element, outlines Goal and Policies for providing and extending public services. Those Goals and Policies include the following:~~

~~**Goal 1** Have a system of community facilities which provides for the general public safety, health, and welfare through efficient and effective delivery of high-quality public services.~~

~~**Policy 1** Have up to date Capital Improvement Plans which anticipate the needs of the City's infrastructure and facilities.~~

~~**Policy 2** Take advantage of new or expanded public facilities or services which can enhance the overall quality of life in Santaquin.~~

~~**Policy 3** Acquire and otherwise preserve sites for future community facilities within growth areas prior to new development.~~

~~**Policy 4** Cooperate with nearby communities, other governmental agencies, and public and private agencies to improve and expand the range and quality of public services and facilities available to Santaquin residents.~~

~~**Goal 2** Public buildings and facilities must be exemplary of high-quality facilities and services to be provided to the public.~~

~~**Policy 1** Provide and maintain adequate sites and facilities for all City departments.~~

~~**Policy 2** Ensure that all public sites and buildings are attractive and well-maintained, and that preventative maintenance is undertaken as required.~~



## ANNEXATION POLICY PLAN

**Policy 3** — ~~Future public buildings and facilities should be located in the City where they can be a resource and provide optimal service to the surrounding residents and property owners.~~

**Policy 4** — ~~The City Hall should be the primary focus for community activities and city administrative services.~~

**Policy 5** — ~~City facilities, especially those that citizens need to visit on a regular basis, should be grouped wherever possible.~~

**Goal 3** — ~~Provide the greatest level of service to the community with a limited amount of burden on the existing population of the City.~~

**Policy 1** — ~~New developments should provide for all of the required utilities and services to provide for its needs.~~

**Policy 2** — ~~Seek new sources of revenue, such as grants, donations, or low interest loans or bonding, to be utilized in the betterment of the community.~~

### How the services will be financed

Much of the infrastructure costs will be born by the developers of properties in the area. ~~Goal 3 Policy 2 of the General Plan, Chapter 7, Public Facilities and Services Element states that the City will “Seek new sources of revenue, such as grants, donations, or low interest loans or bonding, to be utilized in the betterment of the community.”~~ The City has also established Impact Fees, in accordance with U.C.A. 11-36: Impact Fees Act to help fund many improvements. Current impact fees include Water, Sewer, Public Safety, and Parks and Recreation. These impact fees are reviewed as needed. The City Council has initiated a study for a circulation impact fee as well as establishing a Santaquin Special Service District to provide City services.

### An estimate of the tax consequences to residents both currently within the municipal boundaries and in the expansion area

The following table shows the current tax rates in Santaquin and on those unincorporated properties around Santaquin.

| Taxing Unit        | Utah County District 120* | Utah County District 125* | Juab County** | Santaquin |            |
|--------------------|---------------------------|---------------------------|---------------|-----------|------------|
|                    |                           |                           |               | Utah Co.* | Juab Co.** |
| County             | 0.000661                  | 0.000661                  | 0.001851      | 0.000661  | 0.001851   |
| Central Utah Water | 0.0004                    | 0.0004                    | 0.000400      | 0.0004    | 0.000400   |
| State A/C          | 0.000015                  | 0.000015                  | 0.000015      | 0.000015  | 0.000015   |
| Local A/C          | 0.000111                  | 0.000111                  | 0.000319      | 0.000111  | 0.000319   |
| School             | 0.007583                  | 0.007583                  | 0.005539      | 0.007583  | 0.005539   |
| Basic School       |                           |                           | 0.001652      |           | 0.001652   |
| Charter School     |                           |                           | 0.000017      |           | 0.000017   |



## ANNEXATION POLICY PLAN

|                  |          |          |          |          |          |
|------------------|----------|----------|----------|----------|----------|
| City             |          |          |          | 0.000935 | 0.000858 |
| East Juab WCD    |          |          | 0.000140 |          | 0.000140 |
| Law Enforcement  |          |          |          |          |          |
| Fire             |          |          | 0.000521 |          | 0.000521 |
| Special District | 0.001409 | 0.001156 |          |          |          |
| Total Tax Rate   | 0.010179 | 0.009926 | 0.010454 | 0.009705 | 0.011312 |

\* Information obtained from Utah County Auditors Website, July 26, 2022

\*\* Information obtained from Juab County Treasurers Office, July 28, 2022

~~The South County Animal Service District in Utah County is approved and functioning which may levy taxes in the future. This would increase the tax rate for both unincorporated and incorporated properties.~~

Currently Santaquin has a lower overall tax rate than those properties located in Districts [120](#) and [125](#) of Utah County. This is the majority of developed and useable properties between Spanish Fork and Santaquin. ~~Utah County District 125, which includes those lands which are limited by topography and have little development potential, does have a lower tax rate than Santaquin.~~ Those properties in Juab County would see an increase of ~~.001883~~ [0.000858](#) or ~~0.1883~~ [0.0858](#) percent if annexed into Santaquin.

### The Interests of All Affected Entities

After required notification was provided, the Santaquin City Planning Commission held a public meeting on [November 8, 2022](#) to discuss this plan with affected entities, as defined in Utah Code Ann. § 10-2-401 including Utah County, Juab County, the Towns of Genola and Rocky Ridge, and Nebo School District, and others in attendance. The following expressions of interest and concerns were raised by affected entities in attendance at that meeting.

- Rocky Ridge Planning Commission member, Dave Bunker, expressed interest in Santaquin City's future land use plans near the border of their community. Rocky Ridge anticipates additional housing to the west of their community and that the existing cabinet shop and industrial uses will remain. Mr. Bunker wanted to relate this information in order to coordinate planning efforts better with Santaquin.
- Responding to a recent annexation petition, Utah County expressed concern that annexation boundaries should be drawn to facilitate logical lines for the provision of services.

No other Affected Entity has commented or otherwise expressed interest to Santaquin City regarding the Annexation Policy Plan, including the proposed expansion area.



## ANNEXATION POLICY PLAN

Santaquin City's planning policies include coordination of land uses and circulation plans with neighboring jurisdictions and planning agencies. Santaquin City elected officials and staff will coordinate planning efforts with each adjacent jurisdiction.

### Comments from Other Entities

- Allan Christensen, representing the US Bureau of Reclamation and the Highline/Strawberry Canal property expressed concerns about utilities, fencing standards, and developments along the canal's right-of-way.

Santaquin City subdivision regulations require that any development along irrigation canals, railroads or State maintained roads, must seek approval from those affected agencies prior to final approvals from Santaquin City.

- Several property owners expressed concern about the dedication of Strawberry water rights to the city and how existing private delivery lines would be affected by future development.

Santaquin City has met with representatives of the Strawberry/Highline canal company to discuss these same issues. Santaquin City understands that all Strawberry water rights will remain with the land to which they are attached. Water rights will not be transferred to Santaquin City for general civic uses or for application to areas not previously benefiting from the shares. The canal company will continue to be responsible for delivery of that water, whether through existing private lines or through City controlled irrigation systems.

Any existing irrigation lines, ditches, easements, etc historically utilized for the delivery of water to private properties, will remain after annexation. Development around these lines must be coordinated and respect the existence of such. It is possible that some lines may be routed differently to increase development potential, but even this must be done in accordance with water users rights to those lines.

- One resident asked about the traffic impacts from future development in the area and how existing Spring Lake roads would be impacted.

Prior to any development occurring around Spring Lake, a traffic impact analysis will need to be prepared by a licensed traffic engineer. This analysis will need to address impacts on existing Santaquin City streets, I-15 and state highways. Recommendations from that analysis must be implemented to assure circulation and safety standards are met on all streets affected.

In addition to comments addressed above, [the Santaquin City Council and Payson City Council approved an inter-local agreement on April 7, 2021 to establish a future](#)



## ANNEXATION POLICY PLAN

~~boundary line between the respective cities (see Exhibit B). from affected entities at the March 27, 2008 Planning Commission meeting, Payson City has written a letter in protest of the annexation plan amendment. It states that 1) "there is an overlap interest between communities" and 2) the [Highline] canal is and has been a historic boundary between the two communities."~~

~~The overlap between the two community's policy plans is recognized by Santaquin City. Policy plans are not limiting upon other jurisdictions and do not prevent Payson from annexing areas within Santaquin's plan area where the overlap occurs. These plans are analytical studies for feasibility and policy which do greatly affect the long range planning efforts of a jurisdiction and the anticipated land uses, populations, resources, and revenue of a City. Additional discussion between elected bodies should take place to address this and limit waste of resources and time towards overlap areas. It is not uncommon for neighboring jurisdictions to establish inter-local agreements on matters like jurisdiction boundaries. No such agreements are in place or documented, especially relative to the highline canal being the "boundary between the two communities".~~

### VI. Urban Development within 1/2 mile of the Municipality's Boundary

There are currently no urban developments, as defined by U.C.A., Section 10-2-401 Definitions, within ½ mile of the City's boundary. However, the hamlet of Spring Lake, which is an unincorporated community, abuts this annexation plan area. The community consists of approximately 60 homes built on ½ acre or larger lots. This community was established about the same time as Santaquin and included the residence of Benjamin F. Johnson who settled Summit City (renamed Santaquin City). Residents in this area have a strong sense of identity and association amongst themselves as an independent affiliate with Payson or Santaquin. Many residents believe either Payson or Santaquin will annex them in the future, but prefer to remain disassociated with either at this time.

### VII. Additional Considerations

Section 10-2-401.5(4) of the Utah Code identifies areas to be considered by the Planning Commission and the City Council in establishing an Annexation Policy Plan. Each of these areas is listed in the chart below with a corresponding summary of the consideration.

| Item for Consideration  | Consideration  |
|---|--|
| Attempts to avoid gaps between or overlaps with the expansion areas of other municipalities | <p>With this amendment, there are no gaps between the Santaquin, Genola, Rocky Ridge, or the Payson Expansion Areas.</p> <p>There is an existing overlap of 0.75 square miles or 480 acres with Genola. <del>Prior to this amendment there has been an overlap with Payson of nearly 3.8 square miles (over 2,400 acres). This amendment adds another 680 overlapping acres (1.06 square</del></p> |





## ANNEXATION POLICY PLAN

|  |  |
|--|--|
|  | <p>miles)</p> <p><del>Santaquin City officials and Mayor have met with the Mayor and other representatives of Payson City to discuss this plan. The Payson City Council has also invited the Santaquin City Council to attend a meeting to discuss these overlap areas.</del></p>  |
| Population growth projections for the municipality and adjoining areas for the next 20 years   | <p>A development proposal for the majority of vacant ground south of Spring Lake could add over 400 homes (approx. 1500 people) to the area in the next 15 years. Other housing increases east of I-15 would likely be small ranchette or farm related housing in accordance with the City's General Plan.</p> <p>Projections for areas north of the City have been addressed in the Santaquin City General Plan: <del>A Community Prospering in Country Living.</del></p> <p>Future development on prime agriculture areas would be predicated upon the timing of the interchange installation at 12400 South and I-15. This will be a catalyst for larger commercial and housing related developments north of Santaquin City. The UDOT plans show this as a possibility after 2030.</p> |
| Current and projected costs of infrastructure, urban services, and public facilities necessary: (i) to facilitate full development of the area within the municipality (ii) to expand the infrastructure, services, and facilities into the area being considered for inclusion in the expansion area; | <p>Costs of materials to construct necessary infrastructure are continuing to increase. The ability of the City to finance future improvements and expand infrastructure has been addressed above and in the Santaquin City General Plan: <del>A Community Prospering in Country Living</del>, which is incorporated herein by reference. Capital Facilities studies have been initiated by the City to address costs for expansion of water systems, sewer expansion plans, roads, storm water, and parks facilities.</p>   |
| in conjunction with the municipality's general plan, the need over the next 20 years for additional land suitable for residential, commercial, and industrial development  | <p>Areas east of I-15 for commercial development will likely occur at the intersection of 12400 South and Highway 198. Other areas within the City have been designated in the General Plan for more intense commercial or industrial uses.</p>  |
| the reasons for including agricultural lands, forests, recreational areas, and wildlife management areas in the municipality   | <p><b>Agricultural Lands</b></p> <p>This is addressed in detail within the Santaquin City General Plan: <del>A Community Prospering in Country Living</del>. Santaquin City was recognized by the State legislature in 2007 for its efforts to establish a State Farming Heritage District in the area. The large amounts of crop producing lands and equestrian focused properties within this plan are consistent with this recognition and the City's agricultural heritage.</p> <p><b>Forest Lands</b></p> <p>40 acres of currently USDA Forest Service property has been included in the expansion area. These lands were included because the Uinta National Forest had suggested exchanging the property to private ownership.</p> <p><b>Recreational Lands</b></p>                 |



## ANNEXATION POLICY PLAN

|  |   |
|--|---|
|  | <p>There are no Federal or State Recreation lands included in the Expansion Area</p> <p><b>Wildlife Management Areas</b></p> <p>The Plan includes approximately 350 acres of BLM or State-owned ground in the northwest area. This property is included because of future development potential and to avoid gaps between the Genola and Santaquin expansion areas.</p> <p>Near the south end of the expansion area the City has included nearly 400 acres of State-owned property currently used for Elk management. Of the 400 acres only 60 acres could be easily developed for commercial purposes being located within 300 feet of the southern Santaquin I-15 interchange. Note: State law dictates that Fire protection on State owned property which has been incorporated must be paid for by the City in which the property is located.</p> |
|--|---|

### VIII. Conclusions

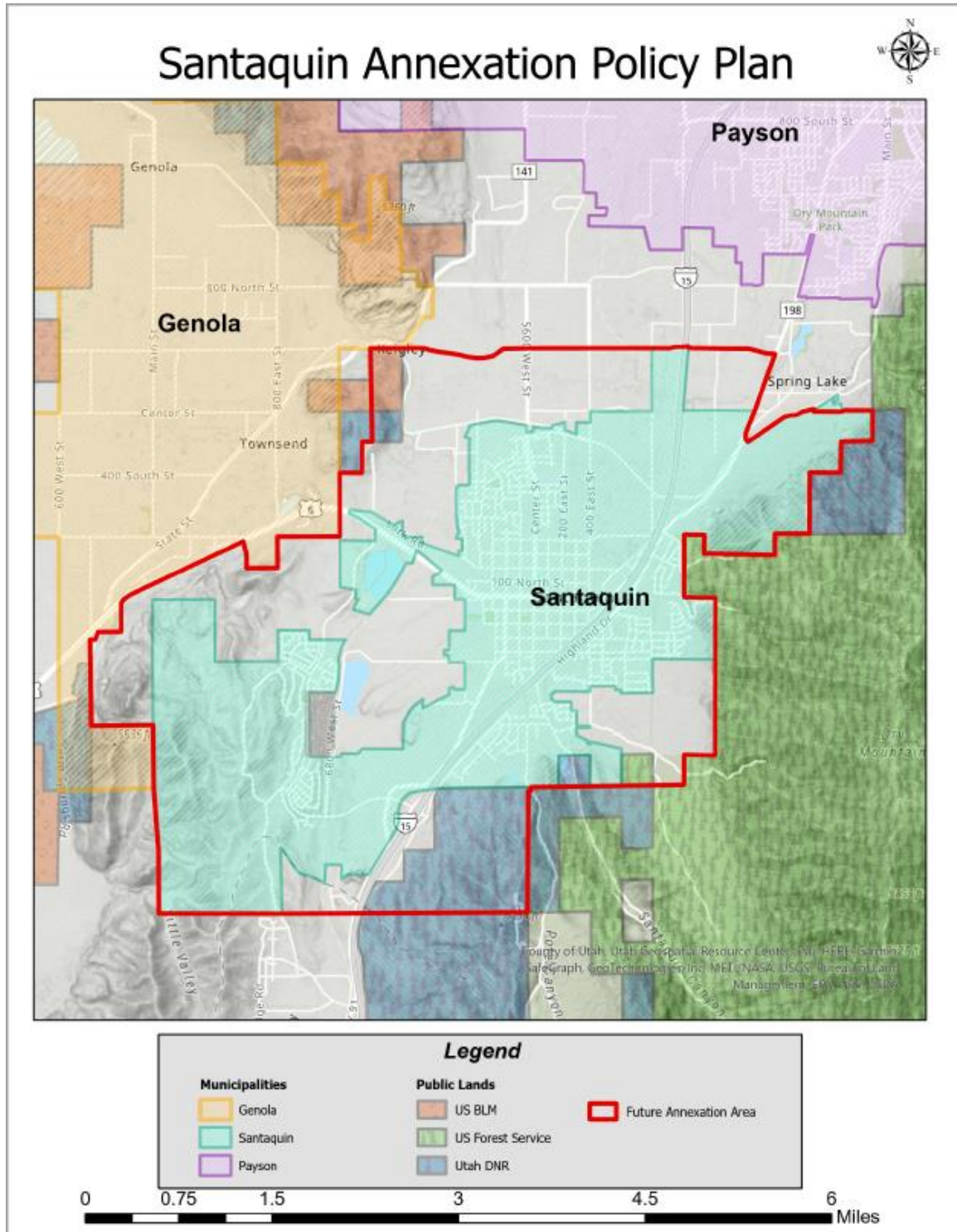
This plan addresses each of the items required by U.C.A. 10-2-401.5. It is created to comply with State requirements and further the goals and policies of the Santaquin City General Plan: ~~A Community Prospering in Country Living~~. Santaquin City's aim is to provide a small-town atmosphere with well-planned and organized growth, a family oriented, clean, fun and friendly community that is a great place to live, a crossroads for southern Utah County characterized by its agricultural heritage, good parks and recreation facilities and a strong business tax base. The acceptance of future annexation petitions and development proposals should be based on adherence to this plan and the General Plan of the City.





## ANNEXATION POLICY PLAN

### Santaquin City Annexation Policy Plan – Exhibit A





## ANNEXATION POLICY PLAN

### Inter-Local Agreement with Payson City – Exhibit B

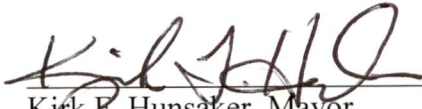


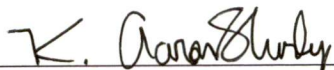
**RESOLUTION 04-07-2021**  
**A RESOLUTION APPROVING AN ADDENDUM TO**  
**INTERLOCAL COOPERATION AGREEMENT ESTABLISHING**  
**THE PAYSON/SANTAQUIN ANNEXATION BOUNDARY**

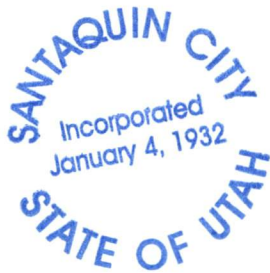
**SECTION 1:** The attached document represents an Addendum to the Interlocal Cooperation Agreement Establishing the Payson/Santaquin Annexation Boundary

**SECTION 2:** This Resolution shall become effective upon passage.

Approved on this the 6<sup>th</sup> day of April 2021.

  
Kirk F. Hunsaker, Mayor

  
K. Aaron Shirley, City Recorder



**ADDENDUM TO INTERLOCAL COOPERATION AGREEMENT ESTABLISHING  
THE PAYSON/SANTAQUIN ANNEXATION BOUNDARY**

WHEREAS, Payson and Santaquin ("Cities") entered into an Interlocal Cooperation Agreement ("Agreement") on August 25, 2011; and

WHEREAS, the Cities created the Agreement to reach the goal of deciding upon a common boundary line along Payson's southern border and Santaquin's northern border. The agreement also contemplated an Interstate 15 interchange in the area and the Cities sharing sales tax revenue generated within 2000 feet of the interchange for 50 years; and

WHEREAS, the Agreement term was for 10 years and expires on August 25, 2021; and

WHEREAS, the Cities agree to abide by the Agreement through the expiration on August 25, 2021; and

WHEREAS, pursuant to Section 10-2-401.5(6) Utah Code Annotated, two or more cities can cooperate and negotiate in establishing each municipality's expansion area under an annexation policy plan.


NOW THEREFORE the parties hereto contract, covenant, and agree as follows:

1. The Cities agree to immediately request their respective Planning Commissions commence the process to amend their Annexation Policy Plans to establish a common annexation policy plan boundary line at 12400 South west of I-15 and east of I-15 to SR198 as described in Exhibit A, and will in good faith work together to get the Interstate 15 interchange at 12400 South; and
2. The Cities intent is to amend and retract their respective Annexation Policy Plans to reflect 12400 South as the expansion area boundary line between the Cities pursuant to Section 10-2-401.5 Utah Code Annotated.
3. The Cities agree to consent in writing to annexation of parcels within the overlapped area and consistent with the boundaries established in this Addendum until August 25, 2021.
4. The Cities will continue to agree to equally share the sales tax revenue generated within 2000 feet of the new Interstate 15 interchange through August 25, 2061 irrespective of location.
5. Santaquin will take the necessary steps to disconnect the portion of its city, as described in Exhibit B, in order to keep the Spring Lake Community together and to be included in Payson's Annexation Policy Plan.
6. The cities will continue to work together on land use and utility planning. This will be important for the future interchange area.
7. The provisions of this Addendum will survive the expiration of the Agreement.


Dated this 7th day of April, 2021.




## PAYSON CITY

  
William R. Wright, Mayor

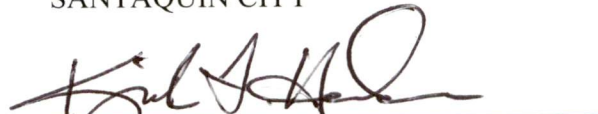
ATTEST:

  
Kim E. Holindrake, City Recorder

APPROVED AS TO FORM

  
Jason Sant, Payson City Attorney

## SANTAQUIN CITY

  
Kirk F. Hunsaker, Mayor

ATTEST:

  
Aaron Shirley, City Recorder

APPROVED AS TO FORM

  
Brett Rich, Santaquin City Attorney

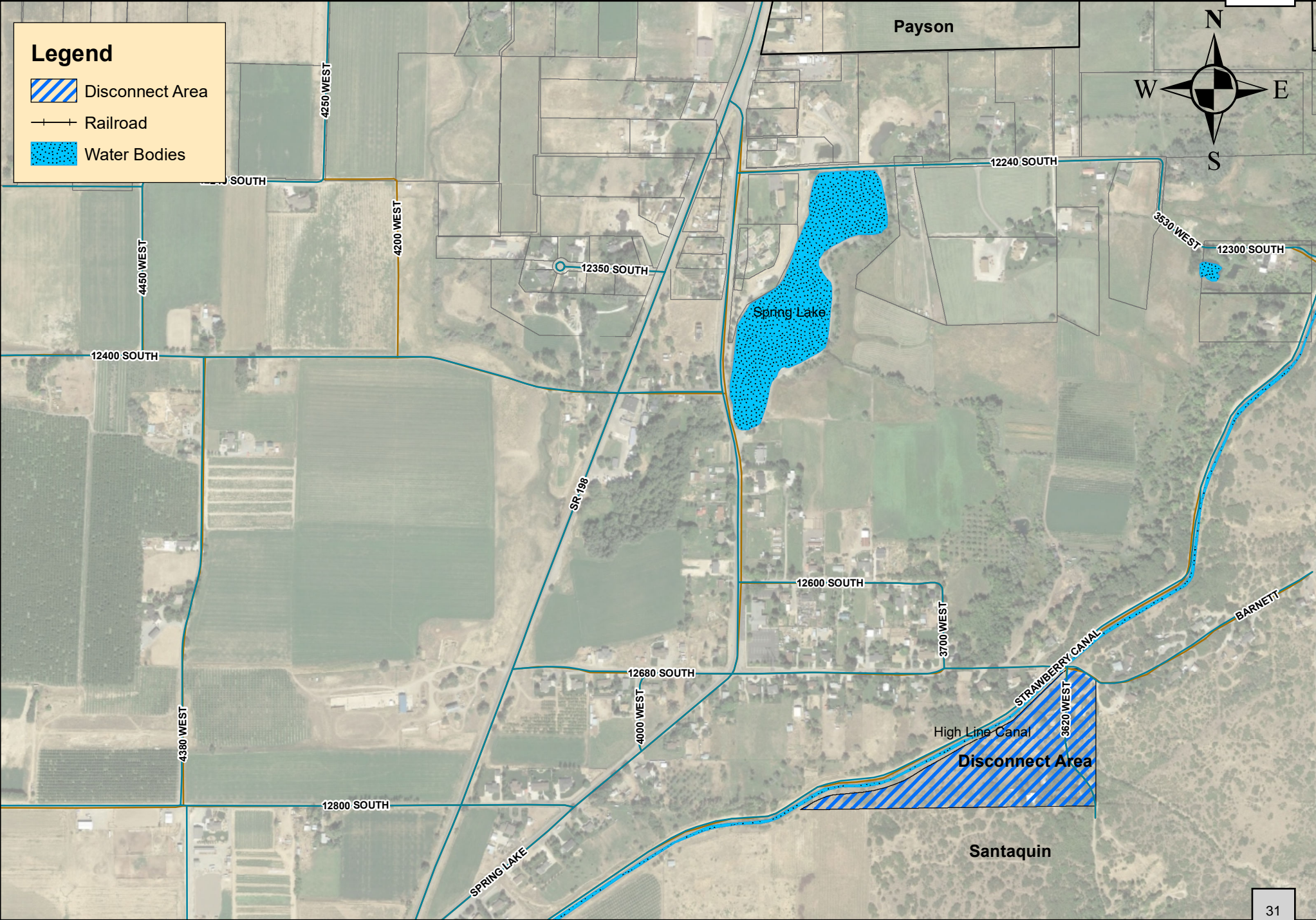
*Item 2.*





# EXHIBIT B

Item 2.



1,000 500 0 1,000 Miles

# MEMO



To: Planning Commission  
 From: Jason Bond, Assistant City Manager  
 Date: November 17, 2022  
 Re: **Proposed Amendment Related to Detached Accessory Dwelling Units**

---

On November 8, 2022, the Planning Commission reviewed the proposed amendments to Santaquin City Code which would allow detached accessory dwelling units (ADU) in the R-10 zone. This happened based on direction given from the City Council to review things again with some specific concerns in mind. Specifically, the Council asked that the Planning Commission discuss whether two-story units should even be allowed. In other words, should detached ADUs be limited to one-story?

The current height restrictions for detached accessory dwelling units is as follows:

“The maximum height of a detached accessory dwelling unit shall not exceed the height of the primary dwelling unit or 24 feet, whichever is less.” (SCC 10.16.080.C2)

To ensure that all concerns are acknowledged and clearly understood, the concerns from a resident (expressed to the Mayor and City Councilmembers in an email), is also being provided below:

Dear Mayor and City Council,

I don't often take the formal chance to voice concerns with city affairs, but since I've had the opportunity to sit in on probably all meetings concerning Detached Accessory Dwellings, and I know there was a public notice about possible restrictions on these types of dwellings, I want to bring up some growing concerns that I have had about them. I have talked to a few of you about them already.

I understand the pros concerning these types of dwellings, but I'm hoping you will consider and discuss some possible cons and put a few restrictions in place when allowing them in new and existing zones.

## Concern #1–

Adding another dwelling on the property will obviously add more people, cars and noise for the neighborhood, but I am mainly concerned with how it will affect the privacy of neighbors. Privacy fences are put up to keep prying eyes out of backyards, but if a two-story dwelling is allowed eight feet from a property line, the fence will be inconsequential. Especially since the main view from the house will be the neighboring backyard and the back of the house, which will be quite easy to see into at night unless curtains are drawn.

I am very uncomfortable with the fact that children who usually play in fenced yards, will be the main view, from the two story dwelling, as well as backyard BBQ's etc. Since there will be nothing else to look at from the small house.

I hope you will consider not allowing the two story dwellings in small backyards, or in close proximity to fence lines. Allowing instead, only a one story with a basement for privacy purposes.

## Concern #2

I know it is believed most builders will want family living in these dwellings, but since there are currently no restrictions about who they can rent them to; the reality is some builders will strictly see income potential. In which case, tenants could potentially change every six months, or even every night if they choose to use



them as vacation rentals. Making the need for keeping privacy in tact for neighboring houses even more important.

#### Concern #3

I am also courteous about another item. The code will state that the owner must live in one of the dwellings, but how will that be controlled, especially when the property sells? Will it need to be sold under that stipulation? How can that even be monitored? Or will there be potential for both properties to be rented out under new ownership? If that's the case, and because there will be little in place to ensure otherwise, dynamics of neighborhoods could change as owners decide they no longer are in need of these structures for family etc, and sell the property to investors. And we know investors are currently buying up all sorts of property.

Thank you for reading and considering these points of concern. As always thanks for serving our city and for being so wonderful to work with.

**Staff Recommendation:** It is recommended that the Planning Commission review the expressed concerns regarding the proposal to allow detached accessory dwelling units within the R-10 zone to determine if more language needs to added or changed. Then provide a recommendation to the City Council.

## ORDINANCE NO. 10-02-2022

**AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO MODIFY REGULATIONS FOR DETACHED ACCESSORY DWELLING UNITS AND PERMIT DETACHED ACCESSORY DWELLING UNITS IN THE R-10 RESIDENTIAL ZONE, 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 City Council has specific authority pursuant to Title 10, Chapter 9a Utah Code Ann. (1953 as amended) to adopt a zoning plan including an ordinance and map which divide the municipality into districts or zones and within such districts to regulate the erection, construction, reconstruction, alteration, repair and uses of buildings and structures and the uses of land; 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 16, Section 080 and Title 10, Chapter 20, Section 080 to modify some regulations for and permit detached accessory dwelling units in the R-10 Residential Zone; and

**WHEREAS**, the City Council hereby implements one of their strategies in the Moderate-Income Housing Plan, as required by Utah Code Annotated 10-9a-408, in order address the need for moderate income housing within Santaquin City; and

**WHEREAS**, the Santaquin City Planning Commission held a public hearing on October 11, 2022, 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 16 Section 080 is amended as follows:** (underlined text is added, stricken text is deleted)

#### **10.16.080 ACCESSORY DWELLING UNITS**

- A. Number of Accessory Dwelling Units: A maximum of one accessory dwelling unit, either attached or detached, shall be allowed on any one parcel.
- B. Attached (i.e., Accessory Apartments): Attached accessory dwelling units shall be allowed in any residential zone, subject to the following criteria: (Ord. 2-01-2002, 2-5-2002, eff. 2-5-2002; amd. Ord. 03-02-2007, 3-7-2007)
  - 1. Location: Attached accessory dwelling units shall not be allowed on any parcel except those containing a single-family dwelling.
  - 2. Parking: Any property containing an attached accessory dwelling unit shall provide two off-street parking spaces for residents of the unit. Tandem parking will not qualify as approved parking.
  - 3. Utility Meters: A single-family dwelling with an attached accessory dwelling unit may have up to two (2) meters for each water and pressurized irrigation service. (Ord. 04-01-2003, 4-2-2003, eff. 4-3-2003; amd. Ord. 03-02-2007, 3-7-2007)
  - 4. Building Code: All construction and remodeling shall comply with building codes in effect at the time of construction or remodeling. (Ord. 2-01-2002, 2-5-2002, eff. 2-5-2002; amd. Ord. 04-01-2003, 4-2-2003, eff. 4-3-2003; Ord. 03-02-2007, 3-7-2007)
  - 5. Building Entrances: In order to preserve the single-family residential appearance of the building, a new single-family structure approved with an attached accessory dwelling unit shall not have a separate entrance at the front of the building or side of the building facing a street where the sole purpose of the entrance is to provide access to the attached accessory dwelling unit. An attached accessory dwelling unit approved in an existing structure may use existing entrances on any side of the structure. (Ord. 04-01-2003, 4-2-2003, eff. 4-3-2003; amd. Ord. 03-02-2007, 3-7-2007)
  - 6. Construction And Remodeling: Any person constructing, causing the construction of a residence that has an attached accessory dwelling unit, remodeling, or causing the remodeling of a residence for an attached accessory dwelling unit, or any person desiring an attached accessory dwelling unit shall obtain a building permit from the city of Santaquin. Before a permit may be issued, the applicant shall:
    - a. Submit a site plan drawn accurately to scale that shows property lines and dimensions, the location of existing buildings and building entrances, proposed buildings or additions, dimensions from buildings or additions to property lines, the location of parking stalls, and utility meters.
    - b. Include detailed floor plans drawn to scale with labels on rooms indicating uses or proposed uses.
    - c. Pay fees in accordance with the city of Santaquin resolution establishing fees and charges.
  - 7. Prior Uses: For preexisting attached accessory dwelling units, a permit for the attached accessory dwelling unit shall be required, in addition to any permit required for the work to be done, at such time that construction, remodeling, or change of use occurs to the structure in which the attached accessory dwelling unit is located. The city building official shall issue a

permit for any such attached accessory dwelling unit prior to construction, remodeling, or change of use and upon finding compliance with the uniform building code and the following conditions:

- a. The attached accessory dwelling unit is in compliance with the zoning ordinance, and
  - b. A building permit was issued when the unit was constructed or remodeled. If no building permit was issued at the time of construction or remodeling, the applicant shall pay an inspection fee and the chief building official (CBO) or designee shall inspect the unit for life safety violations. All violations identified by the CBO shall be corrected before a permit may be issued. (Ord. 2-01-2002, 2-5-2002, eff. 2-5-2002; amd. Ord. 04-01-2003, 4-2-2003, eff. 4-3-2003; Ord. 03-02-2007, 3-7-2007)
8. Other Similar Units: Attached accessory dwelling units shall include basement rentals, caretaker apartments, and other units of a similar nature and shall be a permitted use in all zones where single-family dwellings are permitted. (Ord. 04-01-2003, 4-2-2003, eff. 4-3-2003; amd. Ord. 03-02-2007, 3-7-2007)
- C. Detached (i.e., Cottages, Casitas): Detached accessory dwelling units shall be allowed in the Main Street Residential (MSR) area of the Main Street Business District zone, ~~and~~ the Residential R-8 zone, and the Residential R-10 zone, subject to the following criteria:
  1. Location: Detached accessory dwelling units shall only be allowed in the rear yard of a single-family dwelling. Detached accessory dwelling units cannot be subdivided from the primary dwelling and cannot be sold separately from the primary dwelling. Either the primary dwelling or the detached accessory dwelling unit need to be owner occupied. Detached accessory dwelling units cannot be leased for a term longer than 2 years without a renewal agreement.
  2. Size and Setbacks: The maximum footprint of a detached accessory dwelling unit shall be 800 square feet. The maximum square footage of a detached accessory dwelling unit shall be 1,600 square feet. The maximum height of a detached accessory dwelling unit shall not exceed the height of the primary dwelling unit or 24 feet, whichever is less. The setbacks of a detached accessory dwelling unit shall be at least 12 feet from the primary dwelling and 8 feet from the side and rear property lines.
  3. Foundation: Detached accessory dwelling units shall be on a permanent foundation. Recreational vehicles and mobile homes shall not be considered detached accessory dwelling units.
  4. Design: The architectural style and color of a detached accessory dwelling unit shall be compatible with the primary dwelling and approved by the Zoning Administrator.
  5. Garages: Accessory dwelling units which are connected to a detached garage, together, shall not exceed a height of 24 feet regardless of the height of the primary dwelling. The maximum square footage of an accessory dwelling unit, inclusive of the garage area, shall be 1,600 square feet. A

carport will not be counted towards the square footage of the accessory dwelling unit, but it must meet the setback requirements in Subsection C2 of this Section.

6. Parking: Any property containing a detached accessory dwelling unit shall provide two off-street parking spaces for residents of the unit. Tandem parking will not qualify as approved parking.
7. Utility Meters: A single-family dwelling with a detached accessory dwelling unit may have up to two (2) meters for each water and pressurized irrigation service.
8. Trash: Each detached accessory dwelling unit shall have their own trash can.
9. Building Code: All construction and remodeling shall comply with building codes in effect at the time of construction or remodeling.
10. Construction And Remodeling: Any person constructing, causing the construction of a residence that has a detached accessory dwelling unit, remodeling, or causing the remodeling of a residence for a detached accessory dwelling unit, or any person desiring a detached accessory dwelling unit shall obtain a building permit from the city of Santaquin. Before a permit may be issued, the applicant shall:
  - a. Submit a site plan drawn accurately to scale that shows property lines and dimensions, the location of existing buildings and building entrances, proposed buildings or additions, dimensions from buildings or additions to property lines, the location of parking stalls, and utility meters.
  - b. Include detailed floor plans drawn to scale with labels on rooms indicating uses or proposed uses.
  - c. Pay fees in accordance with the city of Santaquin resolution establishing fees and charges.
11. Prior Uses: For preexisting detached accessory dwelling units, a permit for the detached accessory dwelling unit shall be required, in addition to any permit required for the work to be done, at such time that construction, remodeling, or change of use occurs to the structure in which the detached accessory dwelling unit is located. The city building official shall issue a permit for any such detached accessory dwelling unit prior to construction, remodeling, or change of use and upon finding compliance with the uniform building code and the following conditions:
  - a. The detached accessory dwelling unit is in compliance with the zoning ordinance, and
  - b. A building permit was issued when the unit was constructed or remodeled. If no building permit was issued at the time of construction or remodeling, the applicant shall pay an inspection fee and the chief building official (CBO) or designee shall inspect the unit for life safety violations. All violations identified by the CBO shall be corrected before a permit may be issued.

**Title 10 Chapter 20 Section 080 is amended as follows:** (underlined text is added, stricken text is deleted)

**10.20.080 R-10 RESIDENTIAL ZONE**

- A. Objectives And Characteristics: The objective in establishing the R-10 Residential Zone is to encourage the creation and maintenance of residential areas within the City which are characterized by smaller to medium sized lots on which single-family dwellings are situated, surrounded by well kept lawns, trees, and other plantings. A minimum of vehicular and pedestrian traffic and quiet residential conditions favorable to family living are also characteristic of this zone. The uses permitted in this zone shall be single-family dwellings and certain other public facilities needed to promote and maintain stable residential neighborhoods. (Ord. 04-01-2003, 4-2-2003, eff. 4-3-2003)

In order to accomplish the objectives and purposes of this title and to promote the characteristics of this zone, the following regulations shall apply in the R-10 Zone. (Ord. 2-01-2002, 2-5-2002, eff. 2-5-2002)

- B. Permitted Uses: Land uses in the R-10 Residential Zone are permitted as follows. Alphabetic use designations in the table below have the following meanings:

|   |   |
|---|---|
| P | The listed use is a permitted use within the represented area, based on City development standards and ordinances.  |
| C | The listed use requires a conditional use permit within the represented area in addition to complying with all applicable development standards and ordinances. |
| N | The listed use is a prohibited use within the represented area.   |

| Use   | R-10 |
|---|------|
| <a href="#">Accessory use</a>                                       | P    |
| Adult daycare   | C    |
| Assisted living facility - large                                    | C    |
| Assisted living facility - small                                    | P/C  |
| Caretaker facilities associated with a permitted or conditional use | C    |
| Cemeteries  | P    |

|   |                          |
|---|--------------------------|
| Child daycare centers   | C                        |
| <a href="#"><u>Dwelling, accessory unit attached</u></a>  | <a href="#"><u>P</u></a> |
| <a href="#"><u>Dwelling, accessory unit detached</u></a>  | <a href="#"><u>P</u></a> |
| <a href="#"><u>Dwellings, single-family detached</u></a>  | <a href="#"><u>P</u></a> |
| Golf courses and golf clubhouses (private and public)   | P                        |
| Gravel, sand, earth extraction, and mass grading when necessary to accomplish the intent of a development project permitted within and in association with the R-10 Zone and with City Council approval and Planning Commission recommendation for approval of a plan detailing the scope and time schedule for the work to be done | C                        |
| Home occupations, in accordance with SCC 10.40  | P/C                      |
| Large scale developments  | C                        |
| Parks   | P                        |
| Public and quasi-public buildings   | P                        |
| Recreational vehicle (RV) parks   | N                        |
| Religious center  | P                        |
| Residential facilities for persons with a disability pursuant to SCC 10.60  | P                        |
| Residential facilities for the elderly pursuant to SCC 10.56  | P                        |
| Residential support facility  | P                        |
| Schools   | P                        |
| Sheltered workshop  | C                        |
| <del>Single family dwellings and related accessory uses</del>   | <del>P</del>             |

|  |   |
|--|---|
| Telecommunications sites. See SCC 10.16.340 paragraph D    |   |
| Temporary uses, subject to the provisions of SCC 10.16.300 | P |
| Treatment facility   | N |

(Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011; amd. Ord. 03-02-2014, 4-16-2014, eff. 4-17-2014; Ord. 02-01-2018, 2-7-2018, eff. 2-8-2018)

## **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, October 19, 2022. 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 18<sup>th</sup> day of October 2022.

\_\_\_\_\_  
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 18<sup>th</sup> day of October 2022, entitled

**“AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO MODIFY REGULATIONS FOR DETACHED ACCESSORY DWELLING UNITS AND PERMIT DETACHED ACCESSORY DWELLING UNITS IN THE R-10 RESIDENTIAL ZONE, 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 18<sup>th</sup> day of October 2022.

---

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 I posted in three (3) public places the ordinance, which is attached hereto on the 18<sup>th</sup> day of October 2022.

The three places are as follows:

1.       Zions Bank
2.       Post Office
3.       City Office

I further certify that copies of the ordinance so posted were true and correct copies of said ordinance.

\_\_\_\_\_  
 Amalie R. Ottley  
 Santaquin City Recorder

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by Amalie R. Ottley.

\_\_\_\_\_

Notary Public



**Planning Commission Members in Attendance:** Commissioners Trevor Wood, Kylie Lance, Michael Weight, Drew Hoffman, and Michael Romero.

Commissioner Andrea Howard, BreAnna Nixon, and Nicci McNeff were excused from the meeting.

**Others in Attendance:** Assistant City Manager Jason Bond, Senior Planner Loren Wiltse, Recorder Amalie Ottley, Assistant Kathy Swenson, Kai Tohinaka representing Parametrix, Andrea Urban, City Council Member Jeff Siddoway, and Mike Wall with Santaquin PD.

No other members of the public attended the meeting.

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

#### **INVOCATION/INSPIRATIONAL THOUGHT**

An invocation was offered by Commissioner Weight.

#### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Commissioner Romero.

#### **PUBLIC FORUM**

Commission Chair Wood opened the public forum at 7:06 p.m.

Andrea Urban wished to address the Planning Commission regarding Detached Accessory Dwelling Units. She presented her perspective and the many pros for the ability to build a Detached ADUs on her lot. She spoke about the benefits a Detached ADU would provide for herself and other families in the area. She also addressed the current specifications in the proposed ordinances and current code requirements. Ms. Urban reflected on the numerous hours of research she has done on the subject and encouraged the Planning Commission to make a positive recommendation to the City Council to expand the allowance of Detached ADUs to the R10 zone within the city.

No other members of the public wished to address the Planning Commission.

Commission Chair Wood closed the public forum at 7:12 p.m.

#### **DISCUSSION & POSSIBLE ACTION ITEMS:**

##### **1. Public Hearing: Active Transportation Plan**

Assistant Manager Bond introduced Mr. Kai Tohinaka from Parametrix. He presented the Active Transportation Plan in which the city can plan impact fee uses and development. The Active Transportation Plan acts in accordance with the Santaquin City General Plan. During the process of working through the general plan, feedback was received from residents and committees asking for more trails and connectivity in the city. The plan aids the city in laying out active transportation routes, trails, bike lanes, etc.

Mr. Kai Tohinaka presented the three phases of the proposed Active Transportation Plan: 1) Existing Conditions; 2) Public Engagement; and 3) Recommendations. Mr. Tohinaka walked through each map with proposed networks and pathways in the city. The existing conditions summary provides facilities

and roadways that exist today and allow a starting point for future analysis and recommendations. Community destinations were considered when looking at additional connectivity. Mobility barriers were also considered and how the city might overcome those barriers. Mr. Tohinaka also took regional active transportation plan published by the Mountainland Association of Governments (MAG). Though small in reported numbers, bike trips and recreational trips were taken into account. An in-depth safety analysis was conducted to gain a better understanding of pedestrian, bicycle, and vehicle accidents including hot spots around the city. The existing conditions analysis moved forward in tandem with the general plan using the information as a launch point for the community engagement survey. After taking the existing conditions and survey responses, along with working with the general plan team, Mr. Tohinaka was able to propose an active transportation network in the city. The network includes paved multi-use pathways, urban active transportation routes, shared roadways, community pedestrian corridors, regional unpaved trails, UDOT priority active transportation route(s), vision multi-use pathways, barrier improvements, future trails project area, and the existing urban active transportation route. Finally, as part of the recommendations, all of the network routes were broken up into phases, specific projects, and priorities.

Mr. Bond pointed out the Active Transportation Plan allows the city to plan for projects in future budgets. Mr. Tohinaka added that funding sources through UDOT require that municipalities have an Active Transportation Plan in place to be eligible for funding.

Commission Chair Wood opened the Public Hearing at 7:26 p.m.

No members of the public wished to address the Planning Commission

Commission Chair Wood closed the Public Hearing at 7:26 p.m.

Assistant Manager Bond and Mr. Tohinaka added discussion points addressed by the Community Services Board. Commissioner Lance commended Mr. Tohinaka for his thorough work on the Active Transportation Plan.

Commissioner Weight inquired about barrier improvements at multiple points in the city near the railroad where connections over or under the railroad tracks would be required. Mr. Tohinaka stated that studies would have to be completed to address grading and overpassing of trails that cross the railroads. Commissioner Weight inquired about access points of the paved multi-use trails. Assistant Manager Bond stated that the proposed trails and project points are in the planning stage and are proposed in the Active Transportation Plan to allow for the city to plan future right-of-way use all over the city.

Commission Chair Wood inquired about current transportation routes and proposed routes around the Tanner Annexation area. He pointed out recent discussions in Planning Commission meetings where commissioners requested more connectivity between the Tanner Annexation Area and Summit Ridge and the core area of town. Commission Chair Wood asked about implementation of bridges and right-of-way trails in the city. Assistant Manager Bond spoke to the City Council's purview to set impact fees in the Fee Schedule and approve funding for projects should the City Council see fit to prioritize active transportation improvements matters in the future as development occurs in the city.

Commissioner Lance made a motion to make a positive recommendation to the City Council to adopt the Active Transportation Plan as presented. Commissioner Weight seconded the motion.

|                      |        |
|----------------------|--------|
| Commissioner Wood    | Yes    |
| Commissioner Lance   | Yes    |
| Commissioner Hoffman | Yes    |
| Commissioner Howard  | Absent |
| Commissioner McNeff  | Absent |
| Commissioner Nixon   | Absent |
| Commissioner Weight  | Yes    |
| Commissioner Romero  | Yes    |

The motion was unanimously approved.

## **2. Public Meeting: Annexation Policy Plan Update**

Assistant Manager Bond presented the Annexation Policy Plan draft. He spoke to the purpose of updating the plan when in April 2021, Santaquin and Payson cities came to an agreement of where the cities' boundaries would occur, and jurisdictions would lie. Mr. Bond addressed the benefits of understanding where the future boundaries of the city would be should landowners request an annexation. Commission Chair Wood expressed his interest while reading the Annexation Policy about Santaquin and Payson cities' implementing a cooperative agreement.

A Public Hearing to address the Annexation Policy Plan is set for the next Planning Commission meeting on November 22<sup>nd</sup>.

## **3. Detached Accessory Dwelling Units**

Assistant Manager Bond presented the City Council's request for the Planning Commission to re-evaluate the ordinance that would allow for Accessory Dwelling Units in the R10 zone on top of the already allowed R8 zone. Assistant Manager Bond spoke about concerns the City Council brought up which included privacy, ownership, turnover, and enforcement.

Commission Chair Wood asked for more details regarding the concerns that were brought up by both a resident and the City Council members.

Commissioner Lance inquired about the 10,000 ft minimum lot size. Assistant Manager Bond confirmed that the special requirements for the code are self-governing in that lot size will either be big enough for a detached ADU or not. Assistant Manager Bond also pointed out that that the proposed ordinance would also meet the requirements of the Moderate Incoming Housing Plan.

Commissioner Lance inquired if there was a limit of one detached ADU per parcel. Assistant Manager Bond confirmed that the code does specify that only one detached ADU is allowed per residential lot. The commission discussed the setback requirements for the detached ADU code versus other accessory building(s) or structure(s) in the code. The commission discussed the reduction of the setback requirements from 10 feet to 8 feet within the code regarding privacy for neighboring lots.

Mr. Bond addressed the owner-occupied requirements and parking requirements in the detached ADU code. The commission discussed the difficulty in enforcement of owner occupancy in either the detached ADU or main dwelling.

Commissioner Weight inquired about the limit of square footage of the main floor given that an applicant may already meet the setback requirements. Mr. Bond stated a footprint of 800 square feet was agreed upon with the intention to limit the size of the unit rather than have the appearance of a large second home. Commissioner Weight stated that the limit of the square footage was his only concern in the code.

Both Commission Chair Wood and Commissioner Hoffman stated that they agreed with the proposed code as written.

Commissioner Weight inquired about the responsibility of the owner to have utility meters in their name in both the main dwelling and the detached unit.

The commission readdressed the setback requirements in the proposed code and possible privacy concerns. Commissioner Weight requested that the sentence in Section C) 2. be struck that limits the footprint of the detached ADU to 800 square feet. The Commission discussed the language in C) 2. versus the language in C) 5. Commissioner Lance agreed that the language between those sections could be clarified.

Senior Planner Loren Wiltse spoke about his experience with Accessory Dwelling Units whether detached or attached and recommended keeping the footprint small enough to make the unit incidental to the primary dwelling unit and not a secondary large home.

Commissioner Lance made a motion to make a recommendation to the City Council, upon additional review of the proposed amendments to the Detached ADU code draft language and concerns related to privacy, ownership, turnover, and enforcement, to approve the ordinance as drafted. Commissioner Hoffman seconded the motion.

|                      |        |
|----------------------|--------|
| Commissioner Wood    | Yes    |
| Commissioner Lance   | Yes    |
| Commissioner Hoffman | Yes    |
| Commissioner Howard  | Absent |
| Commissioner McNeff  | Absent |
| Commissioner Nixon   | Absent |
| Commissioner Weight  | Yes    |
| Commissioner Romero  | Yes    |

The motion was unanimously approved.



#### 4. 2023 Planning Commission Meeting Schedule

Commissioner Weight made a motion to approve the 2023 Planning Commission Meeting Schedule. Commissioner Romero seconded the motion.

|                      |        |
|----------------------|--------|
| Commissioner Wood    | Yes    |
| Commissioner Lance   | Yes    |
| Commissioner Hoffman | Yes    |
| Commissioner Howard  | Absent |
| Commissioner McNeff  | Absent |
| Commissioner Nixon   | Absent |
| Commissioner Weight  | Yes    |
| Commissioner Romero  | Yes    |

The motion was unanimously approved.

#### 5. Approval of Meeting Minutes

Commissioner Lance made a motion to approve the October 25, 2022, minutes with previously suggested changes. Commissioner Romero seconded the motion.

|                      |        |
|----------------------|--------|
| Commissioner Wood    | Yes    |
| Commissioner Lance   | Yes    |
| Commissioner Hoffman | Yes    |
| Commissioner Howard  | Absent |
| Commissioner McNeff  | Absent |
| Commissioner Nixon   | Absent |
| Commissioner Weight  | Yes    |
| Commissioner Romero  | Yes    |

The motion was unanimously approved.

#### Other Business

Assistant Manager Bond thanked commission members for attending the recent MAG Statewide Growth Workshop on November 7<sup>th</sup>, 2022. Mr. Bond also reminded members of an upcoming meeting to address the Public Hearing for the Annexation Policy Plan and an additional proposed ordinance change on November 22<sup>nd</sup>, 2022.

#### Adjournment

Commissioner Weight made a motion to adjourn the meeting. Motion seconded by Commissioner Romero.

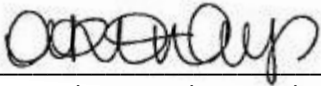
|                      |        |
|----------------------|--------|
| Commissioner Wood    | Yes    |
| Commissioner Lance   | Yes    |
| Commissioner Hoffman | Yes    |
| Commissioner Howard  | Absent |
| Commissioner McNeff  | Absent |
| Commissioner Nixon   | Absent |

Commissioner Weight  
Commissioner Romero

Yes  
Yes

The motion was unanimously approved.

The meeting adjourned at 8:39 p.m.



City Recorder – Amalie R. Ottley

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Commission Chair – Trevor Wood