



## PLANNING COMMISSION

Tuesday, June 13, 2023, at 7:00 PM  
Court Room/Council Chambers (2nd Floor) and Online  
275 W. Main Street, Santaquin, UT 84655

### MEETINGS HELD IN PERSON & ONLINE

The public is invited to participate as outlined below:

- **In Person** – Meetings are held on the 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.

### 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. **[Griffin Subdivision Final Plan](#)**

[The Planning Commission will review the final plans for a 2-lot subdivision located at 270 S. 300 E.](#)

2. **[PUBLIC HEARING: Planned Unit Development \(PUD\) Amendment](#)**

[The Planning Commission will conduct a Public Hearing to review an amendment to section 10.20.170.E of the Santaquin City Code which provides a density bonus for the inclusion of moderate income housing in a Planned Unit Development and which helps implement one of the approved strategies to comply with the State moderate income housing requirements.](#)

3. **[Parks, Recreation, Trails, and Open Space \(PRTOS\) Master Plan Update](#)**

[The Planning Commission will review a draft of the Parks, Recreation, Trails, and Open Space \(PRTOS\) Master Plan update and the associated Impact Fee Facilities Plan \(IFFP\) Impact Fee Analysis \(IFA\).](#)

### OTHER BUSINESS

4. **[Meeting Minutes Approval](#)**


[05-23-2023](#)

## ADJOURNMENT

### CERTIFICATE OF MAILING/POSTING

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

BY:

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

# MEMO



To: Planning Commission

From: Loren Wiltse, Senior Planner

Date: June 9, 2023

RE: **Griffin 2-Lot Subdivision Preliminary/Final**

Zone: R-8 Size: 0.72 Lots: 2
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The Andrew Griffin 2-Lot Subdivision is located at 270 S 300 E. Lot 1 would be 0.483 acres and contain an existing residential dwelling. Lot 2 would be a 0.234-acre corner lot. The subdivision is located within and subject to the regulations of the R-8 Residential Zone.

Santaquin City Code requires that all street improvements be put in with any new subdivision. The developer requested to defer the street improvements (i.e., sidewalk, curb and gutter, asphalt, etc.) to a later date. The City Council approved a deferral agreement for the Griffin Subdivision on May 16, 2023.

Subdivisions with three lots or less may have a streamlined review process. After the concept review, the developer will need to submit final subdivision plans for a streamlined process. This development qualifies for this streamlined process. The preliminary/final plans were reviewed on May 16, 2023 by the Development Review Committee, and a positive recommendation with a condition that all redlines be addressed was forwarded to the Planning Commission.

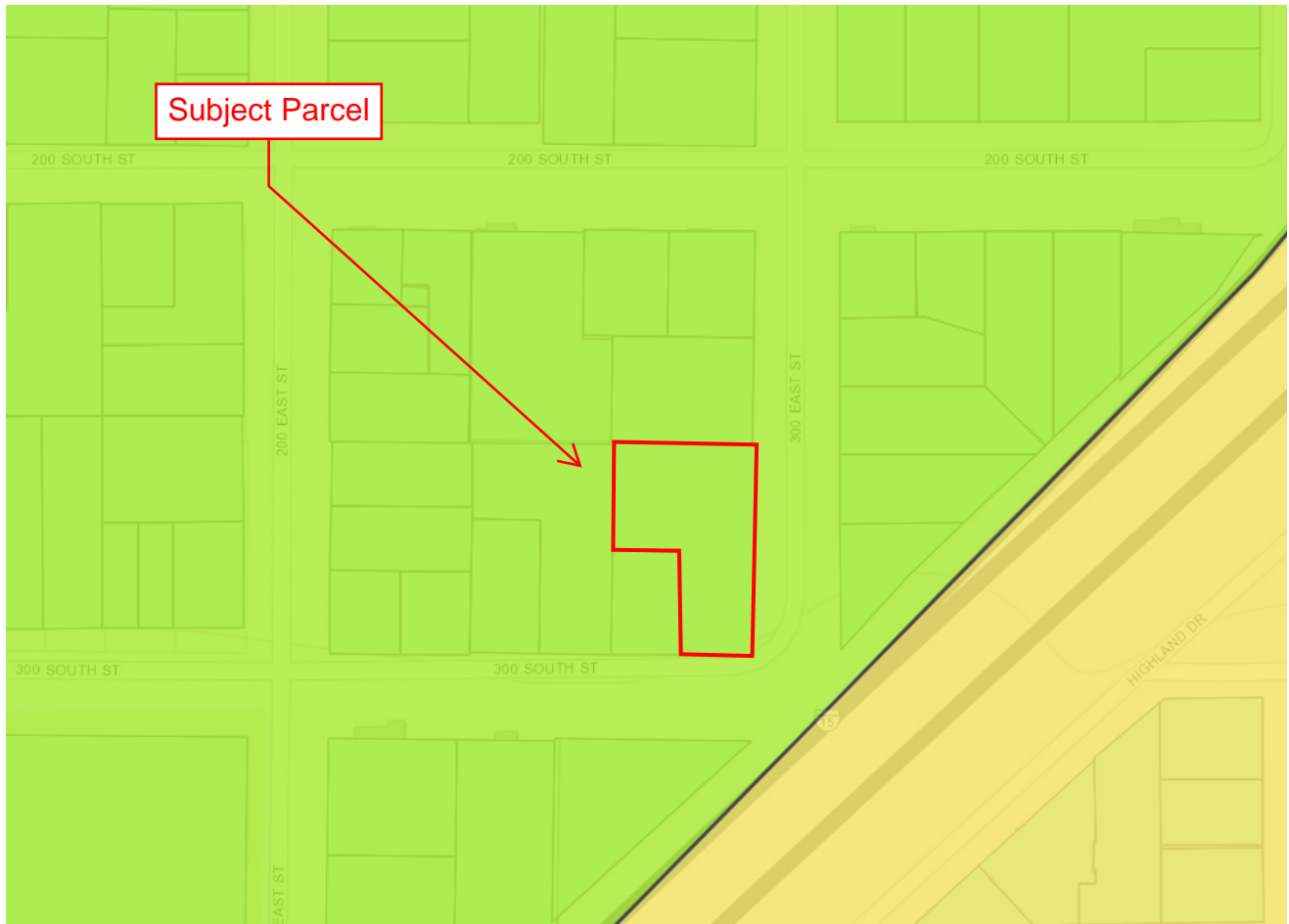
The Planning Commission will be the land use authority for the streamlined process. The subdivision has vested rights once it receives final approval by the Planning Commission.

**Recommended Motion:** “Motion to approve the Griffin 2-Lot Subdivision with the following condition:

- All redlines be addressed.

**Attachments:**

1. Zoning and Location Map
2. Preliminary/Final Plan

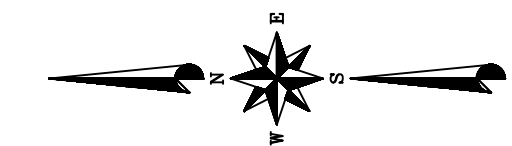




[illegible]







SCALE 1" = 30'  
FOR 24" X 36" PAPER

OWNER/DEVELOPER

CONTACT: ANDREW GRIFFIN  
PHONE: 435-619-3465

SITE ADDRESS: 270 S. 300 E.  
SANTAQUIN, UT.  
84655

SETBACK REQUIREMENTS

FRONT TO GARAGE 25'  
FRONT TO LIVING SPACE 20'  
FRONT TO PORCH 15'  
SIDE = 8'  
REAR = 25'

UTILITY STATEMENT:

The underground utilities shown have been drawn from general information provided by the City of Santaquin. The Surveyor makes no guarantee that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The Surveyor further does not warrant that the underground utilities shown are in the exact location indicated and that they are to be used for preliminary purposes only. The Surveyor has not physically located the underground utilities.

LEGEND

- EXISTING WATER - CULINARY
- PROPOSED WATER - CULINARY
- EXISTING PRESSURIZED IRRIGATION (PI)
- PROPOSED PRESSURIZED IRRIGATION (PI)
- EXISTING SANITARY SEWER
- EXISTING FENCE
- EXISTING FIRE HYDRANT
- SANITARY SEWER MANHOLE
- EXISTING POWER - OVERHEAD

NOTES:

- PRELIMINARY - NOT FOR CONSTRUCTION.
- ALL CONSTRUCTION MUST MEET SANTAQUIN CITY STANDARDS.
- ALL EXISTING UTILITY LATERALS MUST BE INSPECTED AND MEET CODE PRIOR TO USE.

SITE PLAN

GRIFFIN SUBDIVISION PLAT 'A'

D	PART OF:	DATE
C	SANTAQUIN TOWNSITE	05-27-23
A	BLOCK 9, PLAT 'B'	SCALE
	SEC. 1, T. 10 S., R. 1 E. S.L.B.M.	1" = 30'
		JOB NO.
		2207

DCA SURVEYING, 688 PINE ROCK DR	SHEET:
Santaquin, Utah 84655	2 OF 2
801-608-2134	

# MEMO



To: Planning Commission

From: Jason Bond, Assistant City Manager

Date: June 9, 2023

RE: **Planned Unit Development (PUD) Amendment (Implementation to Comply with State Moderate Income Housing Requirement)**

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

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

**Implementation Plan** – Santaquin City will consider modifying zoning regulations to include moderate income housing as a way to earn a density bonus in a Planned Unit Development (PUD).

**Benchmarks and Timeline** – A legislative process will be initiated by July 1, 2023. Possible action will be implemented by October 1, 2023.

An ordinance has been drafted and is being provided to the Planning Commission for their review. When reviewing this proposal, there are a few points to remember. First, a PUD is only applied to a development if the developer and City enter into a development agreement. This is a discretionary action and is similar to a rezone. Second, this code amendment gives a developer the choice to incorporate moderate income housing in their development and if they do, they could receive a density bonus. This would not guarantee that moderate income housing will be present in every PUD in the future. Third, a residential unit type (single-family detached, condominium, apartment, etc.) is not implied when considering moderate income housing. In other words, as long as units are reserved for occupancy by households with a gross household income equal to or less than eighty percent (80%) of the median gross income for households of the same size in Utah County, the 6% density bonus may be applied regardless of the unit type.

An amendment to the code is a legislative action and requires the Planning Commission to hold a public hearing and provide a recommendation to the City Council.

**Recommended Motion:** “Motion to recommend approval of the proposed amendment to section 10.20.170.E of Santaquin City Code which provides a density bonus for the implementation of moderate income housing in a Planned Unit Development and which helps implement one of the approved strategies to comply with the State moderate income housing requirements.



## ORDINANCE NO. **DRAFT**

**AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO MODIFY THE PLANNED UNIT DEVELOPMENT (PUD) SECTION TO PROVIDE A DENSITY BONUS FOR THE INCLUSION OF QUALIFIED MODERATE-INCOME HOUSING IN A DEVELOPMENT, 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 state legislature requires that a moderate income housing element be included in the general plan of the City and that it include strategies and an implementation plan to provide moderate income housing; and

**WHEREAS**, the City Council approved a strategy and an implementation plan related to zoning incentives for moderate income units in new developments; and

**WHEREAS**, the City Council desires to amend Santaquin City Code Title 10 Chapter 20 Section 170 to create a density bonus for qualified moderate income housing which will help satisfy state moderate income housing requirements; and

**WHEREAS**, the Santaquin City Planning Commission held a public hearing on June 13, 2023, which hearing was preceded by the posting of public notice on the City's website ([www.santaquin.org](http://www.santaquin.org)), on the State of Utah's Public Notice Website, and in at least three public places within the City limits of Santaquin City in accordance with Section 10-3-711 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 170 is amended as follows:** (underlined text is added, stricken text is deleted)

**10.20.170 PLANNED UNIT DEVELOPMENT (PUD)**

E. Density Bonuses: An applicant for a PUD is eligible for a density bonus based on additional amenities provided in the project approval. Density in excess of the base density may be considered for projects which satisfy the requirements of one or more of the density bonus amenities listed below:

1. Base Density: For purposes of this section, the base density for a development shall be based upon a yield plan prepared by the developer. Yield plans are to be reviewed by the community development director and planning commission as part of development concept review and be finalized prior to a recommendation on the development for PUD designation to the city council. The resulting yield plan shall represent the total number of base units appropriate for the development site. Yield plans are to be prepared under the following requirements:
  - a. Yield Plan Layout: Yield plans must be prepared as conceptual layout plans in accordance with the standards of the subdivision ordinance, containing proposed lots, streets, rights of way, and other pertinent features. Although it must be drawn to scale, it need not be based on a field survey. However, it must be a realistic layout reflecting a development pattern that could reasonably be expected to be implemented, taking into account the presence of floodplains, geologic hazard areas, steep slopes, drainage channels, existing easements or other encumbrances.
  - b. Yield Plan Dimensional Standards: Yield plans must reflect the dimensional standards for lots in the underlying zone. No more than fifty percent (50%) of the minimum required lot area may consist of sensitive lands, including wetlands, slopes greater than thirty percent (30%), and land under high tension electrical transmission lines (69 kV or greater). (Ord. 08-01-2008, 8-6-2008, eff. 8-7-2008)
  - c. Yield Plan Lot Buildability Standards: The determined buildable area on lots must be contiguous, unencumbered, and contain nonsensitive lands. Minimum buildable areas, not including underlying zone setbacks, shall be as follows:

<b>Zone</b>	<b>Minimum Buildable Area On Lots</b>
RC	2,900 square feet
R-10	3,500 square feet
R-12	4,100 square feet

R-15	5,000 square feet
R-20	8,000 square feet

2. **Density Bonus Amenities:** An application for a planned unit development may include one or more of the following amenities in the design of the subdivision and be considered for a density bonus in accordance with this section. Each amenity is followed by a percentage increase in total project density for providing the amenity. The density increases for the amenities outlined herein shall be cumulative with a maximum density bonus equal to a forty five percent (45%) increase in dwelling units above the base density. The density increases listed represent the maximum allowed, and the city council, after receiving recommendation from the planning commission, is entitled to approve less than the maximum amount listed.
- a. **Active Recreation:** Active recreation facilities which are provided for residents of the planned unit development, or the citizens of Santaquin City, are entitled to a density bonus. Active recreation areas may include swimming pools, sports courts, spas, common buildings or facilities constructed for use by the residents of the project, or citizens of the community, for meetings, indoor recreation, receptions, classes, or other similar uses and other similar areas are eligible for up to a twenty percent (20%) density increase based on the following table:

<b>Amenity Per 100 Units Or Equivalent</b>	<b>Percent Increase</b>
Tot lot sized for ages 12+	2.0
30,000 square foot sports court or similar	3.0
400 square foot bowery with tables and barbecue areas	4.0
Community clubhouse (per thousand square feet)	2.0
Community size swimming pool and clubhouse	6.0
Equestrian facilities (stabling, exercise arena, etc.) for up to 20 horses	6.0
Others subject to approval by city council proportionate to above increases	

- b. Design Theme: Developments which incorporate design elements into the project consistent with an architectural style or motif encouraged by the city in a manner compatible with surrounding or planned development are eligible for up to a four percent (4%) density increase.
- c. Fencing: Developments which incorporate fencing throughout the project in harmony with the architectural features of the structures such as brick columns with vinyl or wood fencing, decorative iron, or cast in place walls and have provisions for the perpetual maintenance of such are eligible for up to a six percent (6%) density increase based on the following table. Chainlink fencing is not permitted. Vinyl coated chainlink is not allowed unless utilized around sports courts or similar facilities, or along natural open space/sensitive lands boundaries. All fencing and decorative materials or treatments must be approved by the city.

Fencing Type	Percent Increase
Vinyl or wood slat fencing	0.5
Decorative vinyl or wood fencing (e.g., split rail, partial trellis, etc.)	1.0
Decorative vinyl or wood fencing with masonry pillars maximum 24 foot spacing	2.0
Cast in place concrete wall (must be color treated and have antigraffiti coating)	4.0
Decorative fencing (i.e., decorative iron, full brick masonry, real stone, etc., but excluding CMU products)	5.0
Decorative fencing with masonry pillars maximum 10 foot spacing and half walls along fence	6.0

- d. Open Space In Addition To Fifteen Percent Minimum: Developments which provide either active or passive open space which meets the same standards for open space as outlined above, in addition to the fifteen percent (15%) minimum requirement are eligible for an equal percentage of density increase as illustrated in the following table:



<b>Additional Open Space Above Required 15 Percent Minimum</b>	<b>Percent Increase</b>
5 percent (equal to 20 percent total)	5.0
15 percent (equal to 30 percent total)	15.0
25 percent (equal to 40 percent total)	25.0

Lands being reserved as additional open space do not have to be improved for recreation purposes. However, if open spaces are to remain in a natural state, then such must be owned, managed, administered, and maintained by Santaquin City, or a recognized land trust or conservancy, or any other entity approved by the city council and have permanent conservation easements established upon them to prevent future development in such areas.

All improved open space areas for recreation purposes shall be maintained by the owner of the project if held in single ownership, a homeowners' association if sold separately, or dedicated to and accepted by the city for maintenance purposes. However, the city shall be under no obligation to accept such dedication.

- e. **Special Features:** Developments which provide special features such as fountains, streams, architectural features, design themes, or other features that are used commonly and are highly visible in the project are eligible for up to a five percent (5%) density increase based on the following table:

<b>Special Feature</b>	<b>Percent Increase</b>
Landscaped entry sign/feature area	1.0
Stream or other water feature, fountain, pond, etc.	2.0
Themed lighting throughout the development which is superior to city standard lighting	2.0
Public art consistent with the natural or rural setting of the development	3.0

- f. Nonresidential Uses: Nonresidential uses such as schools, religious centers, care facilities, etc., which may be located within a project area typically provide additional amenities or cultural opportunities to area residents and thus increase the quality of life and experiences in a project area. As such, some site elements associated with these uses and which are generally accessible to the public may be counted toward bonus density eligibility under the following standards:

(1) Religious or cultural sites may be eligible for bonus density based on the following:

- (A) The amount of bonus density shall be the number of residential units that could be built on the site, as calculated by the number of units possible under the base zoning.
- (B) No additional bonus density is available for on site amenities provided by the nonresidential uses.
- (C) Uses under this paragraph E,2,f shall have a minimum three (3) acre site and be owned, operated and maintained by a public or tax exempt entity.
- (D) Written acknowledgment and intent to accept the site by the anticipated public or tax exempt entity is required to receive the bonus density under this section.

(2) School sites may be eligible for bonus density based on the following:

- (A) Half of any grass playing field areas may be counted as additional open space under paragraph E,2,d.
- (B) The amount of bonus density shall also include the number of residential units that could be built on half of the school site, as calculated by the number of units possible under the base zoning.
- (C) Written acknowledgment and intent to accept the site by a school entity is required to receive bonus density under this section.

(3) Because some religious, cultural or educational facilities use more water than the potential number of homes on a similar area, sufficient water shall be dedicated to cover the anticipated usage of the nonresidential use under this paragraph E,2,f.

- g. Moderate Income Housing: Developments which provide moderate income housing for at least six percent (6%) of the total residential units are eligible for a six percent (6%) density increase. Units will only be identified as moderate income housing when a deed restriction is recorded with the Utah County Recorder's office on a subdivision plat or other appropriate deed restriction means which states that the "units must be reserved for occupancy by households with a gross household income equal to or less than eighty percent (80%) of the median gross income for households of the same size in Utah County".
3. Total Project Density: Total project density is determined by increasing the base density by the total percent of density increase earned through the approval and implementation of amenities into the development. In no case will the total project density exceed forty five percent (45%) more than the base density (i.e., if the base density for a project is 50

units and a density increase of 35 percent is earned, the maximum total project density shall be 67 units). (Ord. 07-02-2016, 10-20-2016, eff. 10-20-2016)

## **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, June 21, 2023. Prior to that time, the City Recorder shall deposit a copy of this ordinance in the official records of the City and place a copy of this ordinance in three places within the City.

PASSED AND ADOPTED this 20<sup>th</sup> day of June, 2023

\_\_\_\_\_  
Daniel M. Olson, Mayor

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

ATTEST:

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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 20<sup>th</sup> day of June 2023, entitled

**“AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO MODIFY THE PLANNED UNIT DEVELOPMENT (PUD) SECTION TO PROVIDE A DENSITY BONUS FOR THE INCLUSION OF QUALIFIED MODERATE-INCOME HOUSING IN A DEVELOPMENT, 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 20<sup>th</sup> day of June 2023.

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Amalie R. Ottley  
 Santaquin City Recorder

(SEAL)



## AFFIDAVIT OF POSTING

STATE OF UTAH                    )  
   ) ss.  
 COUNTY OF UTAH                )

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

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

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

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

My Commission Expires:

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

Residing at Utah County

# MEMO



To: Planning Commission

From: Jason Bond, Assistant City Manager

Date: June 9, 2023

Re: **Parks, Recreation, Trails, and Opens Space (PRTOS) Master Plan Update**

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

With guidance from the General Plan, the attached documents propose to update information related to PRTOS in Santaquin City and provides modifications and new plans as recommended by staff. The IFFP and IFA go into further detail about anticipated costs and growth projections and become the justification for changes to associated impact fees.

Since the topic is closely associated with planning, the draft documents are being presented to the Planning Commission for your review and recommendations to the City Council.

**Recommended Motion:** "Motion to recommend approval of the Parks, Recreation, Trails, and Open Space Master Plan update."



## INVOICE

**Bill To**

Norm Beagley  
**Santaquin City**  
275 West Main Street  
Santaquin, UT 84655

**Inv. #** 2260  
**Date** 05-31-2023  
**Period** 03-01-2023 - 04-30-2023  
**Due** 05-31-2023  
**Project** 21-204 - Santaquin Parks, Recreation, Trails and  
Open Space Master Plan Update

## PROJECT SUMMARY

DESCRIPTION	BUDGET	BILLED	CURRENT	COMPLETE	REMAINING
1 - Existing Inventory and Analysis and LOS Analysis	\$10,200.00	\$9,180.00	<b>\$1,020.00</b>	100.0%	\$0.00
2 - Master Plan Update	\$51,400.00	\$46,260.00	<b>\$5,140.00</b>	100.0%	\$0.00
3 - IFFP and IFA	\$11,500.00	\$5,750.00	<b>\$5,750.00</b>	100.0%	\$0.00
Fee Total	\$73,100.00	\$61,190.00	<b>\$11,910.00</b>	100.0%	\$0.00
Expense Total	\$0.00	\$0.00	<b>\$0.00</b>	-	\$0.00
Adjustments	-	\$1,550.00	<b>-\$1,550.00</b>	-	\$0.00
<b>Project Total</b>	<b>\$73,100.00</b>	<b>\$62,740.00</b>	<b>\$10,360.00</b>	<b>100.0%</b>	<b>\$0.00</b>
<b>AMOUNT DUE</b>			<b>\$10,360.00</b>		

## FINANCIAL ADJUSTMENTS

DESCRIPTION	AMOUNT
Billing Adjustment	-\$1,550.00
<b>Adjustments Total</b>	<b>-\$1,550.00</b>

**Please Send Payment To**

**blu line designs**  
8719 S. Sandy Parkway  
Sandy, UT 84070

Labor Subtotal	\$11,910.00
Direct Expenses Subtotal	\$0.00
<b>Invoice Total</b>	<b>\$11,910.00</b>
Adjustments	-\$1,550.00
<b>Adjusted Total</b>	<b>\$10,360.00</b>
<b>AMOUNT DUE</b>	<b>\$10,360.00</b>





# INVOICE

## Aging

< 30 Days	30 Days	60 Days	90 Days	120+ Days
\$3,701.25	\$0.00	\$11,910.00	\$7,266.50	\$19,348.75

## Comments

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Invoice includes services through April 30, 2023 including final design, IFFP and IFA.



## Santaquin City

# DRAFT Parks, Recreation, Trails and Open Space Impact Fee Facilities Plan

June 2023



ZIONS PUBLIC FINANCE, INC.

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## Summary

### Background

Santaquin City ("City") is experiencing increased demand on its parks, trails and recreation facilities from the residential growth that is rapidly occurring in the City. In order to maintain service levels, the City is updating its current Parks, Recreation, Trails and Open Space Impact Fees Master Plan to reflect current growth conditions, service levels and growth-related facility needs.

The City has determined that there is one service area citywide and that there is no excess capacity in any of the City's parks, recreation, trails and open space facilities. Only residential development is considered to create demand for parks, recreation, trails and open space facilities and therefore only residential growth has been considered in the determination of impact fees.

Projections for population growth in the City are as follows:

TABLE 1: PROJECTED POPULATION GROWTH, 2023-2030

Year	Population
2023	17,253
2030	21,218
Population Growth, 2023-2030	<b>3,966</b>

Source: Santaquin City; ZPFI

### Identify the Existing and Proposed Levels of Service and Excess Capacity

Utah Code 11-36a-302(1)(a)(i)(ii)(iii)

The IFFP considers only *system* facilities in the calculation of impact fees. For the City, this has been determined to mean neighborhood and community parks and trail systems. Pocket parks are considered *project* improvements and have not been included in the calculation of impact fees.

Existing service levels are based on the current (2023) levels of service in the City for parks and trails. Existing and proposed service levels are shown in the table below. Proposed service levels are to *at least* maintain existing service levels.

TABLE 2: EXISTING AND PROPOSED SERVICE LEVELS

	Existing	Proposed	Excess Capacity
Parks - impact fee eligible land acres per 1,000 population	2.03	2.03	0
Parks - open space acres per 1000 population	6.96	6.96	0
Parks - impact fee eligible improvement acres per 1,000 population	8.97	8.97	0
Trails - asphalt linear feet (lf) per capita	1.50	1.50	0
Trails - concrete linear feet (lf) per capita	0.25	0.25	0

The City intends to at least maintain current service levels for parks and trails. Any increased service levels will be funded through means other than impact fees.

### Identify Demands Placed Upon Existing Public Facilities by New Development Activity at the Proposed Level of Service

*Utah Code 11-36a-302(1)(a)(iv)*

The table below shows the declining service levels that would occur in the City, due to population growth, if no new facilities are added. Each of these declining service levels is discussed in more detail in the body of this report.

**TABLE 3: IMPACTS TO SERVICE LEVELS DUE TO NEW DEVELOPMENT IF NO IMPROVEMENTS ARE MADE**

	2023	2030 LOS
Parks – land acres per 1000 population	2.03	1.65
Parks - open space per 1000 population	6.96	5.66
Parks - improvement acres per 1000 population	8.97	7.30
Trails – asphalt lf per capita	1.50	1.22
Trails – concrete lf per capita	0.25	0.20

### Identify How the Growth Demands Will Be Met

*Utah Code 11-36a-302(1)(a)(v)*

In order to maintain the existing level of service for parks and trails facilities, the City will need to spend over \$7 million by 2030.

**TABLE 4: NEW FACILITIES NEEDED TO MEET THE DEMANDS OF NEW GROWTH, 2023-2030**

Facilities	Amount
Parks	\$6,179,746
Trails - asphalt and concrete	\$851,377
<b>TOTAL</b>	<b>\$7,031,123</b>

### Consideration of Revenue Sources to Finance Impacts on System Improvements

*Utah Code 11-36a-302(2)*

This Impact Fee Facilities Plan includes a thorough discussion of all potential revenues sources for parks, recreation, trails and open space improvements. These revenue sources include grants, bonds, interfund loans, transfers from the General Fund, impact fees and anticipated or accepted dedications of system improvements.

## Utah Code Legal Requirements

Utah law requires that communities prepare an Impact Fee Facilities Plan (IFFP) before preparing an Impact Fee Analysis (IFA) and enacting an impact fee. Utah law also requires that communities give notice of their intent to prepare and adopt an IFFP. This IFFP follows all legal requirements as outlined below. The City has retained Zions Public Finance, Inc. (ZPFI) to prepare this Impact Fee Facilities Plan in accordance with legal requirements.

### *Notice of Intent to Prepare Impact Fee Facilities Plan*

A local political subdivision must provide written notice of its intent to prepare an IFFP before preparing the Plan (Utah Code §11-36a-501). This notice must be posted on the Utah Public Notice website. The City has complied with this noticing requirement for the IFFP by posting notice.

### *Preparation of Impact Fee Facilities Plan*

Utah Code requires that each local political subdivision, before imposing an impact fee, prepare an impact fee facilities plan. (Utah Code 11-36a-301).

Section 11-36a-302(a) of the Utah Code outlines the requirements of an impact fee facilities plan which is required to identify the following:

- (i) identify the existing level of service;
- (ii) establish a proposed level of service;
- (iii) identify any excess capacity to accommodate future growth at the proposed level of service;
- (iv) identify demands placed upon existing facilities by new development activity at the proposed level of service; and
- (v) identify the means by which the political subdivision or private entity will meet those growth demands.

Further, the proposed level of service may:

- (i) exceed the existing level of service if, independent of the use of impact fees, the political subdivision or private entity provides, implements, and maintains the means to increase the existing level of service for existing demand within six years of the date on which new growth is charged for the proposed level of service; or
- (ii) establish a new public facility if, independent of the use of impact fees, the political subdivision or private entity provides, implements, and maintains the means to increase the existing level of service for existing demand within six years of the date on which new growth is charged for the proposed level of service.

In preparing an impact fee facilities plan, each local political subdivision shall generally consider all revenue sources to finance the impacts on system improvements, including:

- (a) grants;
- (b) bonds;
- (c) interfund loans;
- (d) transfers from the General Fund;
- (e) impact fees; and



- (f) anticipated or accepted dedications of system improvements.

### *Certification of Impact Fee Facilities Plan*

Utah Code states that an impact fee facilities plan shall include a written certification from the person or entity that prepares the impact fee facilities plan. This certification is included at the conclusion of this analysis.

## Existing Service Levels, Proposed Service Levels and Excess Capacity

*Utah Code 11-36a-302(1)(a)(i)(ii)(iii)*

### Growth in Demand

Impacts on parks and trails facilities will come from residential development only. Residential growth is projected as follows:

TABLE 5: HISTORICAL AND PROJECTED POPULATION GROWTH

Year	Population
2023	17,253
2024	17,770
2025	18,303
2026	18,852
2027	19,418
2028	20,000
2029	20,600
2030	21,218
<b>Population Growth, 2023-2030</b>	<b>3,966</b>

Source: Santaquin City; ZPFI

### Existing Service Levels

#### Parks

City parks are shown in the table below. The property for some of these parks was donated to the City, or acquired with grant funds, therefore the property acquisition for some of these parks has not been included in the impact fee eligible LOS.

TABLE 6: IMPACT-FEE ELIGIBLE SYSTEM PARKS

Name	Location	Donated	Size (Acres)
Rodeo Arena	200 South 400 West	No	7.50
City Ball Complex	200 South 400 West	No	5.23
Centennial Park	200 South 400 West	No	6.25
City Center Park	200 South Center Street	No	3.50
Eastside Park	400 North Cherry Lane	Improvement and land dedicated with Eastside Estates Subdivision	3.00

Name	Location	Donated	Size (Acres)
Orchard Hills (Santaquin Meadows)	268 East 610 South	Property dedicated with Santaquin Meadows Subdivision	3.81
Orchard Cove Park	300 West Royal Land Drive	Property dedicated with Orchard Cove Subdivision	3.19
Sunset Trails Park	750 Summit Ridge Parkway	Property dedicated with Sunset Trails Subdivision	2.79
Theodore Ahlin Park	1200 South 100 West	Property Dedicated as part of Ahlin Property annexation	21.78
City Cemetery	400 South Center Street	No	12.60
Peter Rabbit Springs		Property Dedicated with Oak Summit Subdivision	32.64
Stone Hollow Park	350 South Summit Ridge Parkway	Property dedicated with Stone Hollow Subdivision	12.54
Highline Park	1200 North Center Street	Property Dedicated with Orchards Development	7.98
Harvest View Sports Park	1592 W Summit Ridge Parkway	Property Dedicated with Summit Ridge Annexation	34.98
Highland Drive Linear Park	Foothill Village Blvd and Highland Drive	Property Dedicated with Foothill Village	
Prospector View Trailhead		No	120
Summit Ridge Dog Park		Donated	
<b>Total Impact-Fee Eligible Land Acres</b>			<b>35.08</b>
<b>Total Open Space Acres</b>			<b>120</b>
<b>TOTAL Impact-Fee Eligible Improvement Acres</b>			<b>157.79</b>

Park improvements have been identified for each eligible park as shown in the table below. While the land for many of the parks shown in Table 6 above cannot be included because the land was donated or granted, in most cases the City has paid for the improvements at those parks. Therefore, those improvements can be included in the impact-fee eligible LOS. A summary of improvements is shown in Table 7. A detailed list of improvements by park is included in Appendix A.

TABLE 7: EXISTING PARK IMPROVEMENTS

Improvement	# of Units	Cost per Unit	Total Cost
Park Acres	35.08	\$350,000	\$12,278,000
Open Space Acres	120.00	\$10,000	\$1,200,000
Mowed Sq Ft.	1,988,374	\$2.25	\$4,473,841
Parking Stalls	533	\$2,000	\$1,066,000
Restrooms	9	\$150,000	\$1,350,000
Dry Restroom (Forest Service/Pit Toilet)	1	\$65,000	\$65,000
Pavilions - Small	6	\$25,000	\$150,000
Pavilions - Medium	2	\$75,000	\$150,000
Pavilions - Large	3	\$150,000	\$450,000
Picnic Tables	30	\$2,000	\$60,000
Playgrounds	5	\$175,000	\$875,000



Improvement	# of Units	Cost per Unit	Total Cost
Skate Park	0		\$0
Tennis Courts	2	\$140,000	\$280,000
Pickleball Courts	8	\$75,000	\$600,000
Basketball Courts	4	\$75,000	\$300,000
Soccer Fields	8	\$5,000	\$40,000
Softball Field	2	\$70,000	\$140,000
Baseball Field, Little League	3	\$75,000	\$225,000
Baseball Field, Standard	1	\$100,000	\$100,000
Splashpad	1	\$125,000	\$125,000
Sand Volleyball	1	\$25,000	\$25,000
Disc Golf Course	1	\$10,000	\$10,000
Cornhole courts	2	\$2,000	\$4,000
Concession Stand	3	\$100,000	\$300,000
Walking Paths linear feet (not counted in trails)	810	\$120	\$97,200
Sports Lighting			\$1,125,000
Recreation Center			\$1,394,162
<b>TOTAL</b>			<b>\$26,883,203</b>

### Trails

The City currently has 25,872 linear feet (lf) of impact-fee eligible asphalt trail miles and 4,279 linear feet of concrete trail miles. The cost for asphalt trails is \$120 per lf; the cost for concrete trails is \$140 per lf.

TABLE 8: EXISTING SYSTEM IMPACT-FEE ELIGIBLE TRAIL IMPROVEMENTS AND COSTS

Trail Cost Breakdown	Linear Feet	Cost per Linear Foot	Total Cost
Asphalt	25,872	\$120.00	\$3,104,640
Concrete	4,279	\$140.00	\$599,032
<b>TOTAL</b>	<b>30,151</b>		<b>\$3,703,672</b>

### Proposed Service Levels

The City has determined that its parks and trails are currently at capacity and that it desires to at least maintain existing service levels in the future, as new development occurs.

The City has recently completed a Parks and Trails Master Plan which identifies the need for future projects as follows:

TABLE 9: FUTURE PLANNED PARKS AND TRAILS

Park #	Name	Type	Acres
17	Cliff Park	Neighborhood	2.60
18	Flood Control Parcels Park	Multi-Use	7.26
19	Foothill Badger Way Park	Neighborhood	1.31
20	Foothill Village Linear Park	Multi-Use	11.59
21	Foothill Village Park	Neighborhood	1.25
22	Grey Cliffs Open Space	Natural Open Space	155.00

Park #	Name	Type	Acres
23	Highline Park	Neighborhood	7.98
24	Juniper Ridge Park	Neighborhood	4.81
25	Nebo School District Park	Community	18.07
26	Peter Rabbit Springs	Natural Open Space	32.65
27	Recreation Center Park	Community	31.33
28	Sage Meadows Park	Neighborhood	2.54
29	Sageberry Drive Park	Neighborhood	3.66
30	Santaquin Estates Debris Basin	Multi-Use	1.58
31	Stone Hollow Park	Community	166.68
32	Summit Creek Reservoir #2	Community	152.28
33	Summit Ridge Open Space	Natural Open Space	26.00
34	Sunset Park	Neighborhood	2.67

Source: Santaquin City Parks and Trails Master Plan

### Identify Excess Capacity

The City has determined that there is currently no excess capacity in its parks or trails.

### Identify Demands Placed on Existing Public Facilities by New Development Activity at Proposed Level of Service and How Those Demands Will Be Met

Utah Code 11-36a-302(1)(a)(iv)(v)

### Demand Placed on Facilities by New Development Activity

#### Park Land

Existing park land (impact fee eligible) service levels would decline, due to new development activity, from the existing service level of 2.03 impact-fee eligible acres (land) per 1,000 persons to 1.65 per 1,000 persons if no improvements are made.

TABLE 10: PARK LAND IMPACTS FROM NEW DEVELOPMENT ACTIVITY, 2023-2030

Year	Population	LOS with No New Improvements (Acres per 1,000 Persons)
2023	17,253	2.03
2024	17,770	1.97
2025	18,303	1.92
2026	18,852	1.86
2027	19,418	1.81
2028	20,000	1.75
2029	20,600	1.70
2030	21,218	1.65

### Open Space

Existing open spaced service levels would decline, due to new development activity, from the existing service level of 6.96 acres per 1,000 persons to 5.66 acres per 1,000 persons if no improvements are made.

TABLE 11: OPEN SPACE IMPACTS FROM NEW DEVELOPMENT ACTIVITY, 2023-2030

Open Space	Population	Open Space Acres	Acres per 1,000 Population
2023	17,253	120	6.96
2024	17,770	120	6.75
2025	18,303	120	6.56
2026	18,852	120	6.37
2027	19,418	120	6.18
2028	20,000	120	6.00
2029	20,600	120	5.83
2030	21,218	120	5.66
<b>Growth 2023-2030</b>	<b>3,966</b>		

### Park Improvements

Existing improved acre service levels would decline, due to new development activity, from the existing service level of 8.97 acres per 1,000 persons to 7.30 acres per 1,000 persons if no improvements are made.

TABLE 12: PARK IMPROVEMENT IMPACTS FROM NEW DEVELOPMENT ACTIVITY, 2023-2030

Year	Population	Impact-Fee Eligible Improvement Acres	LOS - Acres per 1,000 Population
2023	17,253	154.79	8.97
2024	17,770	154.79	8.71
2025	18,303	154.79	8.46
2026	18,852	154.79	8.21
2027	19,418	154.79	7.97
2028	20,000	154.79	7.74
2029	20,600	154.79	7.51
2030	21,218	154.79	7.30

### Trails

The existing level of service of 1.50 asphalt linear feet per capita will decline to 1.22 linear feet per capita if no new improvements are made.

TABLE 13: ASPHALT TRAIL LINEAR FEET PER CAPITA SERVICE LEVEL IMPACTS FROM NEW DEVELOPMENT ACTIVITY, 2023-2030

Year	Population	LOS with No New Improvements (If per capita)
2023	17,253	1.50
2024	17,770	1.46
2025	18,303	1.41
2026	18,852	1.37
2027	19,418	1.33
2028	20,000	1.29

Year	Population	LOS with No New Improvements (lf per capita)
2029	20,600	1.26
2030	21,218	1.22

The existing level of service of 0.25 concrete linear feet per capita will decline to 0.20 linear feet per capita if no new improvements are made.

TABLE 14: CONCRETE TRAIL LINEAR FEET PER CAPITA SERVICE LEVEL IMPACTS FROM NEW DEVELOPMENT ACTIVITY, 2023-2030

Year	Population	LOS with No New Improvements (lf per capita)
2023	17,253	0.25
2024	17,770	0.24
2025	18,303	0.23
2026	18,852	0.23
2027	19,418	0.22
2028	20,000	0.21
2029	20,600	0.21
2030	21,218	0.20

### Identify the Means by Which the Political Subdivision Will Meet the Growth Demands

#### Park Land

In order to maintain current service levels, the City will need to invest over \$2.8 million in park land by 2030.

TABLE 13: PARK FACILITY NEEDS FROM NEW DEVELOPMENT ACTIVITY, 2023-2030

Year	Population	Total Park Acres to Maintain Proposed LOS	Costs
2023	17,253	36.07	\$12,278,000
2024	17,770	37.09	\$12,646,340
2025	18,303	38.14	\$13,025,730
2026	18,852	39.21	\$13,416,502
2027	19,418	40.32	\$13,818,997
2028	20,000	41.46	\$14,233,567
2029	20,600	42.63	\$14,660,574
2030	21,218	43.83	\$15,100,391
<b>Growth 2023-2030</b>	<b>3,966</b>	<b>8.06</b>	<b>\$2,822,391</b>

#### Open Space

In order to maintain current service levels, the City will need to invest over \$275,000 in open space by 2030.

TABLE 14: OPEN SPACE NEEDS FROM NEW DEVELOPMENT ACTIVITY, 2023-2030

Year	Population	Total Open Space Acres to Maintain Proposed LOS	Costs
2023	17,253	120.00	\$1,200,000
2024	17,770	123.60	\$1,236,000
2025	18,303	127.31	\$1,273,080
2026	18,852	131.13	\$1,311,272
2027	19,418	135.06	\$1,350,611
2028	20,000	139.11	\$1,391,129
2029	20,600	143.29	\$1,432,863
2030	21,218	147.58	\$1,475,849
<b>Growth 2023-2030</b>	<b>3,966</b>	<b>27.58</b>	<b>\$275,849</b>

### Park Improvements

In order to maintain current service levels, the City will need to invest nearly \$3.1 million in park improvements by 2030.

TABLE 15: PARK IMPROVEMENT NEEDS FROM NEW DEVELOPMENT ACTIVITY, 2023-2030

Year	Population	Total Acres with Improvements to Maintain Proposed LOS	Costs
2023	17,253	154.79	\$13,405,203
2024	17,770	159.43	\$13,807,359
2025	18,303	164.22	\$14,221,579
2026	18,852	169.14	\$14,648,227
2027	19,418	174.22	\$15,087,674
2028	20,000	179.44	\$15,540,304
2029	20,600	184.83	\$16,006,513
2030	21,218	190.37	\$16,486,708
<b>Growth 2023-2030</b>	<b>3,966</b>	<b>35.58</b>	<b>\$3,081,506</b>

### Trails

In order to maintain current service levels, the City will need to invest an estimated \$851,377 in trail facilities by 2030, including asphalt and concrete trails.

TABLE 16: TRAIL FACILITY NEEDS FROM NEW DEVELOPMENT ACTIVITY, 2022-2030

Year	Population	Asphalt LF to Maintain LOS	Concrete LF to Maintain LOS	Asphalt Costs	Concrete Costs	TOTAL Trail Costs
2023	17,253	25,872	4,279	\$3,104,640	\$599,032	\$3,703,672
2024	17,770	26,648	4,407	\$3,197,779	\$617,003	\$3,814,782
2025	18,303	27,448	4,539	\$3,293,713	\$635,513	\$3,929,226
2026	18,852	28,271	4,676	\$3,392,524	\$654,578	\$4,047,102

Year	Population	Asphalt LF to Maintain LOS	Concrete LF to Maintain LOS	Asphalt Costs	Concrete Costs	TOTAL Trail Costs
2027	19,418	29,119	4,816	\$3,494,300	\$674,216	\$4,168,515
2028	20,000	29,993	4,960	\$3,599,129	\$694,442	\$4,293,571
2029	20,600	30,893	5,109	\$3,707,103	\$715,276	\$4,422,378
2030	21,218	31,819	5,262	\$3,818,316	\$736,734	\$4,555,049
<b>Increase, 2023-2030</b>	<b>3,966</b>	<b>5,947</b>	<b>984</b>	<b>\$713,676</b>	<b>\$137,702</b>	<b>\$851,377</b>

## Consideration of All Revenue Sources

*Utah Code 11-36a-302(2)*

### Grants

The City anticipates that future trail land will be acquired through easements and grants, as it has in the past, and has therefore not included any cost for trail land in the calculation of impact fees. The City is unaware of any potential grant sources for future parks and trails facilities. However, should it be the recipient of any such grants, it will then look at the potential to reduce impact fees.

While the City has been donated some park property in the past, it has no future indication of any gifts that will be received by the City. Further, the City has conservatively excluded any donated properties, or properties acquired through grant funds, from establishing its level of service used in the calculation of impact fees.

### Bonds

The City has no outstanding bonds for parks and trails facilities. While the City could issue bonds in the future in order to fund parks or trail facilities, no bonds are currently being contemplated and therefore no costs associated with bond issuance have been included in the calculation of impact fees.

### Transfer from General Fund

To the extent that the City is able to generate net revenues in its General Fund, it may choose to transfer all or a portion of the net revenues to the City's capital fund for parks and trails. It is most likely that, if net revenues should be generated, they will be used to increase service levels and not to offset the capital costs associated with new development.

### Impact Fees

Because of the growth anticipated to occur in the City, impact fees are a viable means of allowing new development to pay for the impacts that it places on the existing system. This IFFP is developed in accordance with legal guidelines so that an Impact Fee Analysis for Parks, Recreation, and Trails may be prepared and the City may charge impact fees for Parks, Recreation, and Trails.

### Anticipated or Accepted Dedications of System Improvements

Any item that a developer funds must be included in the IFFP if a credit against impact fees is to be issued and must be agreed upon with the City before construction of the improvements.

## Certification

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Zions Bank Public Finance certifies that the attached impact fee facilities plan:

1. Includes only the costs of public facilities that are:
  - a. allowed under the Impact Fees Act; and
  - b. actually incurred; or
  - c. projected to be incurred or encumbered within six years after the day on which each impact fee is paid;
2. Does not include:
  - a. costs of operation and maintenance of public facilities; or
  - b. costs for qualifying public facilities that will raise the level of service for the facilities, through impact fees, above the level of service that is supported by existing residents;
3. Complies in each and every relevant respect with the Impact Fees Act.

## Appendix A

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DRAFT





# Santaquin City

## DRAFT Parks, Recreation, Trails and Open Space Impact Fee Analysis

June 2023



ZIONS PUBLIC FINANCE, INC.

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## Summary of Impact Fee Analysis (IFA)

### Background

Santaquin City ("City") is experiencing increased demand on its parks, trails, recreation and open space facilities from the rapid residential growth that is occurring in the City. In order to maintain service levels, the City has updated its current Parks, Trails, Recreation and Open Space Master Plan and Impact Fees to reflect current growth conditions, service levels and growth-related facility needs.

The City has determined that there is one service area citywide and that there is no excess capacity in any of the City's parks, trails, recreation and open space facilities. Only residential development is considered to create demand for parks, trails and recreation facilities and therefore only residential growth has been considered in the determination of impact fees. The City has further decided not to include its recreation facilities in the calculation of impact fees.

Population projections are for growth of 3,966 persons by 2030.

TABLE 1: PROJECTED POPULATION GROWTH, 2023-2030

Year	Population
2023	17,253
2030	21,218
Population Growth, 2023-2030	<b>3,966</b>

Source: Santaquin City; ZPFI

This IFA is organized based on the legal requirements of Utah Code 11-36a-304.

### Impact on Consumption of Existing Capacity - Utah Code 11-36a-304(1)(a)

The IFFP considers only *system* facilities in the calculation of impact fees. For the City, this has been determined to mean neighborhood and community parks and trail systems. Pocket parks are considered *project* improvements and have not been included in the calculation of impact fees.

### Impact on System Improvements by Anticipated Development Activity - Utah Code 11-36a-304(1)(b)

The table below shows the declining service levels (LOS) that would occur in the City due to population growth if no new facilities are added.

TABLE 2: IMPACTS TO SERVICE LEVELS DUE TO NEW DEVELOPMENT IF NO IMPROVEMENTS ARE MADE

	2023	2030 LOS
Parks – land acres per 1000 population	2.03	1.65
Parks - open space acres per 1000 population	6.96	5.66
Parks - improvement acres per 1000 population	8.97	7.30
Trails – asphalt linear feet per capita	1.50	1.22
Trails – concrete linear feet per capita	0.25	0.20

**Relationship of Anticipated Impacts to Anticipated Development Activity - Utah Code 11-36a-304(1)(c)**

The demand placed on existing public park facilities by new development activity is attributable to population growth. The City has a 2023 population of 17,253 persons and as a result of anticipated development activity will grow to a projected 21,218 persons by 2030 – an increase of 3,966 persons. As growth occurs as a result of increased development activity, more parks and trails are needed to maintain existing service levels.

**Proportionate Share Analysis - Utah Code 11-36a-304(1)(d)(i)(iii)****Costs Reasonably Related to New Development Activity**

The cost of new system improvements required to maintain the service levels related to new development activity are based on the costs of system-wide park, open space and trail facilities, as well as the consultant fees for the preparation of the Impact Fee Facilities Plan and the Impact Fee Analysis.

The maximum cost calculated is \$1,411.72 per capita. However, the actual fee charged will be based on the average household size of a residential unit.

**TABLE 3: SUMMARY OF MAXIMUM IMPACT FEE CALCULATION – PER CAPITA**

<b>Summary of Impact Fees</b>	
Park Land and Improvements	\$1,488.67
Trails - Asphalt	\$179.95
Trails - Concrete	\$34.72
Consultant Cost	\$2.77
Fund Balance - Credit	(\$294.40)
<b>Cost per Capita</b>	<b>\$1,411.72</b>

The per capita cost is then multiplied by the average household size to arrive at the maximum impact fee that can be charged.

**TABLE 4: MAXIMUM IMPACT FEE CALCULATION**

<b>Residential Unit Type</b>	<b>HH Size</b>	<b>Max Fee</b>
Single-Family	3.89	\$5,491.58
Multi-Family	3.18	\$4,489.26
Overall HH Size	3.78	\$5,336.29

**Manner of Financing - Utah Code 11-36a-304(2)(c)(d)(e)(f)(g)(h)**

An impact fee is a one-time fee that is implemented by a local government on new development to help fund and pay for all or a portion of the costs of public facilities that are needed to serve new development. Additionally, impact fees allow new growth to share in the cost of existing facilities that have excess capacity.

### Impact Fee Credits

The Impact Fees Act requires credits to be paid back to development for future fees that may be paid to fund system improvements found in the IFFP so that new development is not charged twice. No future fees are anticipated and no credits have been made. Further, the City does not have any bonds currently outstanding for parks, open space or trails.

## Utah Code 11-36a

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*Preparation of Impact Fee Analysis.* Utah Code requires that “each local political subdivision... intending to impose an impact fee shall prepare a written analysis (Impact Fee Analysis or IFA) of each impact fee” (Utah Code 11-36a-303). This IFA follows all legal requirements as outlined below. Santaquin City has retained Zions Public Finance, Inc. (ZPFI) to prepare this Impact Fee Analysis in accordance with legal requirements.

Section 11-36a-304 of the Utah Code outlines the requirements of an impact fee analysis which is required to identify the following:

- anticipated impact on or consumption of any existing capacity of a public facility by the anticipated development activity;

- anticipated impact on system improvements required by the anticipated development activity to maintain the established level of service for each public facility;

- how anticipated impacts are reasonably related to the anticipated development activity

- the proportionate share of:

  - costs for existing capacity that will be recouped; and

  - costs of impacts on system improvement that are reasonably related to the new development activity; and

  - how the impact fee was calculated

Further, in analyzing whether or not the proportionate share of the costs of public facilities are reasonably related to the new development activity, the local political subdivision or private entity, as the case may be, shall identify, if applicable:

- the cost of each existing public facility that has excess capacity to serve the anticipated development resulting from the new development activity;

- the cost of system improvements for each public facility;

- other than impact fees, the manner of financing for each public facility such as user charges, special assessments, bonded indebtedness, general taxes, or federal grants;



the relative extent to which development activity will contribute to financing the excess capacity of and system improvements for each existing public facility, by means such as user charges, special assessments, or payment from the proceeds of general taxes;

the relative extent to which development activity will contribute to the cost of existing public facilities and system improvements in the future;

the extent to which the development activity is entitled to a credit against impact fees because the development activity will dedicate system improvements or public facilities that will offset the demand for system improvements, inside or outside the proposed development;

extraordinary costs, if any in servicing the newly developed properties; and

the time-price differential inherent in fair comparisons of amounts paid at different times.

**Calculating Impact Fees.** Utah Code 11-36a-305 states that for purposes of calculating an impact fee, a local political subdivision or private entity may include the following:

construction contract price;

cost of acquiring land, improvements, materials, and fixtures;

cost for planning, surveying, and engineering fees for services provided for and directly related to the construction of the system improvements; and

for a political subdivision, debt service charges if the political subdivision might use impact fees as a revenue stream to pay the principal and interest on bonds, notes or other obligations issued to finance the costs of the system improvements.

Additionally, the Code states that each political subdivision or private entity shall base impact fee amounts on realistic estimates and the assumptions underlying those estimates shall be disclosed in the impact fee analysis.

**Certification of Impact Fee Analysis.** Utah Code 11-36a-306 states that an impact fee analysis shall include a written certification from the person or entity that prepares the impact fee analysis. This certification is included at the conclusion of this analysis.

**Impact Fee Enactment.** Utah Code 11-36a-202 states that a local political subdivision or private entity wishing to impose impact fees shall pass an impact fee enactment in accordance with Section 11-36a-402. Additionally, an impact fee imposed by an impact fee enactment may not exceed the highest fee justified by the impact fee analysts. An impact fee enactment may not take effect until 90 days after the day on which the impact fee enactment is approved.

**Notice of Intent to Prepare Impact Fee Analysis.** A local political subdivision must provide written notice of its intent to prepare an IFA before preparing the Analysis (Utah Code 11-36a-503(1)). This notice must be posted on the Utah Public Notice website. The City has complied with this noticing requirement for the IFA by posting notice.

## Impact Fee Analysis

Utah Code allows cities to include only system-wide parks for the purpose of calculating impact fees. Project-wide parks cannot be used to establish levels of service eligible to be maintained through impact fees. Based on input from the City and the consultants, a system-wide park is defined as a park that serves more than one local development area. System improvements in Santaquin include neighborhood and community parks, open space, and trail systems.

This IFA is organized based on the legal requirements of Utah Code 11-36a-304.

### 1 Impact on Consumption of Existing Capacity

*Utah Code 11-36a-304(1)(a): an impact fee analysis shall identify the anticipated impact on or consumption of any existing capacity of a public facility by the anticipated development activity*

#### Demand Placed on Facilities by New Development Activity

##### Park Land

Existing park land (impact fee eligible) service levels would decline, due to new development activity, from the existing service level of 2.03 impact-fee eligible acres (land) per 1,000 persons to 1.65 per 1,000 persons if no improvements are made.

TABLE 5: PARK LAND IMPACTS FROM NEW DEVELOPMENT ACTIVITY, 2023-2030

Year	Population	LOS with No New Improvements (Acres per 1,000 Persons)
2023	17,253	2.03
2024	17,770	1.97
2025	18,303	1.92
2026	18,852	1.86
2027	19,418	1.81
2028	20,000	1.75
2029	20,600	1.70
2030	21,218	1.65

##### Open Space

Existing open spaced service levels would decline, due to new development activity, from the existing service level of 6.96 acres per 1,000 persons to 5.66 acres per 1,000 persons if no improvements are made.

TABLE 6: OPEN SPACE IMPACTS FROM NEW DEVELOPMENT ACTIVITY, 2023-2030

Open Space	Population	Open Space Acres	Acres per 1,000 Population
2023	17,253	120	6.96
2024	17,770	120	6.75

Open Space	Population	Open Space Acres	Acres per 1,000 Population
2025	18,303	120	6.56
2026	18,852	120	6.37
2027	19,418	120	6.18
2028	20,000	120	6.00
2029	20,600	120	5.83
2030	21,218	120	5.66
<b>Growth 2023-2030</b>	<b>3,966</b>		

### Park Improvements

Existing improved acre service levels would decline, due to new development activity, from the existing service level of 8.97 acres per 1,000 persons to 7.30 acres per 1,000 persons if no improvements are made.

TABLE 7: PARK IMPROVEMENT IMPACTS FROM NEW DEVELOPMENT ACTIVITY, 2023-2030

Year	Population	Impact-Fee Eligible Improvement Acres	LOS - Acres per 1,000 Population
2023	17,253	154.79	8.97
2024	17,770	154.79	8.71
2025	18,303	154.79	8.46
2026	18,852	154.79	8.21
2027	19,418	154.79	7.97
2028	20,000	154.79	7.74
2029	20,600	154.79	7.51
2030	21,218	154.79	7.30

### Trails

The existing level of service of 1.50 asphalt linear feet per capita will decline to 1.22 linear feet per capita if no new improvements are made.

TABLE 8: ASPHALT TRAIL LINEAR FEET PER CAPITA SERVICE LEVEL IMPACTS FROM NEW DEVELOPMENT ACTIVITY, 2023-2030

Year	Population	LOS with No New Improvements (lf per capita)
2023	17,253	1.50
2024	17,770	1.46
2025	18,303	1.41
2026	18,852	1.37
2027	19,418	1.33
2028	20,000	1.29
2029	20,600	1.26
2030	21,218	1.22

The existing level of service of 0.25 concrete linear feet per capita will decline to 0.20 linear feet per capita if no new improvements are made.



TABLE 9: CONCRETE TRAIL LINEAR FEET PER CAPITA SERVICE LEVEL IMPACTS FROM NEW DEVELOPMENT ACTIVITY, 2023-2030

Year	Population	LOS with No New Improvements (lf per capita)
2023	17,253	0.25
2024	17,770	0.24
2025	18,303	0.23
2026	18,852	0.23
2027	19,418	0.22
2028	20,000	0.21
2029	20,600	0.21
2030	21,218	0.20



## 2

## Impact on System Improvements by Anticipated Development Activity

*Utah Code 11-36a-304(1)(b): an impact fee analysis shall identify the anticipated impact on system improvements required by the anticipated development activity to maintain the established level of service for each public facility;*

### Park Land

In order to maintain current service levels, the City will need to invest over \$2.8 million in park land by 2030.

TABLE 10: PARK FACILITY NEEDS FROM NEW DEVELOPMENT ACTIVITY, 2023-2030

Year	Population	Total Park Acres to Maintain Proposed LOS	Costs
2023	17,253	36.07	\$12,278,000
2024	17,770	37.09	\$12,646,340
2025	18,303	38.14	\$13,025,730
2026	18,852	39.21	\$13,416,502
2027	19,418	40.32	\$13,818,997
2028	20,000	41.46	\$14,233,567
2029	20,600	42.63	\$14,660,574
2030	21,218	43.83	\$15,100,391
<b>Growth 2023-2030</b>	<b>3,966</b>	<b>8.06</b>	<b>\$2,822,391</b>

### Open Space

In order to maintain current service levels, the City will need to invest over \$275,000 in open space by 2030.

TABLE 11: OPEN SPACE NEEDS FROM NEW DEVELOPMENT ACTIVITY, 2023-2030

Year	Population	Total Open Space Acres to Maintain Proposed LOS	Costs
2023	17,253	120.00	\$1,200,000
2024	17,770	123.60	\$1,236,000
2025	18,303	127.31	\$1,273,080
2026	18,852	131.13	\$1,311,272
2027	19,418	135.06	\$1,350,611
2028	20,000	139.11	\$1,391,129
2029	20,600	143.29	\$1,432,863
2030	21,218	147.58	\$1,475,849
<b>Growth 2023-2030</b>	<b>3,966</b>	<b>27.58</b>	<b>\$275,849</b>

### Park Improvements

In order to maintain current service levels, the City will need to invest nearly \$3.1 million in park improvements by 2030.

TABLE 12: PARK IMPROVEMENT NEEDS FROM NEW DEVELOPMENT ACTIVITY, 2023-2030

Year	Population	Total Acres with Improvements to Maintain Proposed LOS	Costs
2023	17,253	154.79	\$13,405,203
2024	17,770	159.43	\$13,807,359
2025	18,303	164.22	\$14,221,579
2026	18,852	169.14	\$14,648,227
2027	19,418	174.22	\$15,087,674
2028	20,000	179.44	\$15,540,304
2029	20,600	184.83	\$16,006,513
2030	21,218	190.37	\$16,486,708
<b>Growth 2023-2030</b>	<b>3,966</b>	<b>35.58</b>	<b>\$3,081,506</b>

### Trails

In order to maintain current service levels, the City will need to invest an estimated \$851,377 in trail facilities by 2030, including asphalt and concrete trails.

TABLE 13: TRAIL FACILITY NEEDS FROM NEW DEVELOPMENT ACTIVITY, 2022-2030

Year	Population	Asphalt LF to Maintain LOS	Concrete LF to Maintain LOS	Asphalt Costs	Concrete Costs	TOTAL Trail Costs
2023	17,253	25,872	4,279	\$3,104,640	\$599,032	\$3,703,672
2024	17,770	26,648	4,407	\$3,197,779	\$617,003	\$3,814,782
2025	18,303	27,448	4,539	\$3,293,713	\$635,513	\$3,929,226
2026	18,852	28,271	4,676	\$3,392,524	\$654,578	\$4,047,102
2027	19,418	29,119	4,816	\$3,494,300	\$674,216	\$4,168,515
2028	20,000	29,993	4,960	\$3,599,129	\$694,442	\$4,293,571
2029	20,600	30,893	5,109	\$3,707,103	\$715,276	\$4,422,378
2030	21,218	31,819	5,262	\$3,818,316	\$736,734	\$4,555,049
<b>Increase, 2023-2030</b>	<b>3,966</b>	<b>5,947</b>	<b>984</b>	<b>\$713,676</b>	<b>\$137,702</b>	<b>\$851,377</b>

## 3

## Relationship of Anticipated Impacts to Anticipated Development Activity

*Utah Code 11-36a-304(1)(c): an impact fee analysis shall subject to Subsection (2), demonstrate how the anticipated impacts described in Subsections (1)(a) and (b) are reasonably related to the anticipated development activity;*

The demand placed on existing park and trail facilities by new development activity is attributed to population growth. The City has a 2023 population of 17,253 persons and as a result of anticipated development activity will grow to a projected 21,218 persons by 2030 – an increase of 3,966 persons. As growth occurs as a result of increased development activity, more parks and trails are needed to maintain existing service levels.

## 4

## Proportionate Share Analysis

*Utah Code 11-36a-304(1)(d)(i)(ii): an impact fee analysis shall estimate the proportionate share of costs for existing capacity that will be recouped; and the costs of impacts on system improvements that are reasonably related to the new development activity;*

### Costs for Existing Excess Capacity

The City has no parks, open space or trails facilities with excess capacity in 2023.

### Costs Reasonably Related to New Development Activity

The cost of new system improvements required to maintain the existing level of parks and trail services related to new development activity is based on the cost of system-wide park and trail facilities, as well as consultant fees for the preparation of the Impact Fee Facilities Plan and the Impact Fee Analysis.

The cost per capita for maintaining existing service levels for parks and open space is \$1,558.22.

TABLE 14: PER CAPITA COST TO MAINTAIN LOS FOR PARK LAND, OPEN SPACE AND IMPROVEMENTS

Description	Amount
<b>Park Land</b>	
2023 LOS Park Land Acres per 1000	2.033
Cost per Acre Land	\$350,000
Acres Needed, 2023-2030	8.06
Land Investment Required, 2023-2030	\$2,822,391
<b>Park Land Cost per Capita</b>	<b>\$711.66</b>
<b>Park Improvements</b>	
2023 Park Improvement Acres per 1000	8.97
Cost per Acre of Improvements	\$86,603
Improvement Acres Needed, 2023-2030	35.58
Improvement Investment Required, 2023-2030	\$3,081,506
<b>Improvement Cost per Capita</b>	<b>\$777.00</b>
<b>Open Space</b>	
2023 Open Space Acres per 1000	6.96

Description	Amount
Cost per Acre	\$10,000
Open Space Acres Needed, 2023-2030	27.58
Open Space Investment Required, 2023-2030	\$275,849
<b>Open Space Cost per Capita</b>	<b>\$69.56</b>
<b>TOTAL COST PER CAPITA</b>	<b>\$1,558.22</b>

The per capita cost to maintain the existing level of service for trails is \$214.67 for asphalt and concrete trails combined.

TABLE 15: PER CAPITA COST TO MAINTAIN LOS FOR TRAILS

TRAILS	Amount
<b>Asphalt</b>	
Asphalt Trails If	25,872
2023 LOS - If per capita	1.50
Cost per If	\$120.00
Linear feet needed, 2023-2030	5,947
Investment Needed	\$713,676
<b>Cost per capita - Asphalt</b>	<b>\$179.95</b>
<b>Concrete</b>	
Concrete Trails If	4,279
2023 LOS - If per capita	0.2480
Cost per If	\$140.00
Linear feet needed, 2023-2030	983.58
Investment Needed	\$137,702
<b>Cost per capita - Concrete</b>	<b>\$34.72</b>
<b>TOTAL TRAILS</b>	<b>\$214.67</b>

The Impact Fee Facilities Plan and Impact Fee Analysis consultant cost is \$2.77 per capita.

TABLE 16: PER CAPITA CONSULTANT COSTS

Description	Amount
Consultant Costs	\$11,000
Population Growth, 2023-2030	3,966
<b>Cost per Capita</b>	<b>\$2.77</b>

A credit must be made for the impact fee fund balance of nearly \$1.2 million that can be used to offset the costs associated with new development.

TABLE 17: FUND BALANCE CREDIT

<b>Impact Fee Fund Balance</b>	
Fund Balance	\$1,167,549.71
Growth, 2023-2030	3,966
<b>Credit per Capita</b>	<b>(\$294.40)</b>

The total cost is \$1,411.72 per capita.

TABLE 18: COST PER CAPITA

Summary of Impact Fees	
Park Land and Improvements	\$1,488.67
Trails - Asphalt	\$179.95
Trails - Concrete	\$34.72
Consultant Cost	\$2.77
Fund Balance - Credit	(\$294.40)
<b>Cost per Capita</b>	<b>\$1,411.72</b>

The per capita cost is then multiplied by the average household size to arrive at the maximum impact fee that can be charged.

TABLE 19: MAXIMUM ALLOWABLE IMPACT FEE

Residential Unit Type	HH Size	Max Fee
Single-Family	3.89	\$5,491.58
Multi-Family	3.18	\$4,489.26
Overall HH Size	3.78	\$5,336.29

## 5

### Manner of Financing

*Utah Code 11-36a-304(2)(c)(d)(e)(f)(g)(h): an impact fee analysis shall identify, if applicable: other than impact fees, the manner of financing for each public facility such as user charges, special assessments, bonded indebtedness, federal taxes, or federal grants;*

An impact fee is a one-time fee that is implemented by a local government on new development to help fund and pay for all or a portion of the costs of public facilities that are needed to serve new development. These fees are usually implemented to help reduce the economic burden on local jurisdictions that are trying to deal with population and commercial growth within the area. As a matter of policy and legislative discretion, a City may choose to have new development pay the full cost of its share of new public facilities if the facilities would not be needed except to service new development. However, local governments may use other sources of revenue to pay for the new facilities required to service new development and use impact fees to recover the cost difference between the total cost and the other sources of revenue. Additionally, impact fees allow new growth to share in the cost of existing facilities that have excess capacity.

At the current time, no other sources of funding other than impact fees have been identified, but to the extent that any are identified and received in the future, then impact fees will be reduced accordingly.

Additional system-wide park land and recreation facility improvements beyond those funded through impact fees that are desired to maintain a higher proposed level of service will be paid for by the community through other revenue sources such as user charges, special assessments, GO bonds, general taxes, etc.

### Impact Fee Credits

The Impact Fees Act requires credits to be paid back to development for future fees that may be paid to fund system improvements found in the IFFP so that new development is not charged twice. Credits may also be paid back to developers who have constructed or directly funded items that are included in the IFFP or donated to the City in lieu of impact fees, including the dedication of land for system improvements. This situation does not apply to developer exactions or improvements required to offset density or as a condition for development. Any item for which a developer receives credit should be included in the IFFP and must be agreed upon with the City before construction begins.

In the situation that a developer chooses to construct facilities found in the IFFP in lieu of impact fees, the arrangement must be made through the developer and the City.

The standard impact fee can also be decreased to respond to unusual circumstances in specific cases in order to ensure that impact fees are imposed fairly. In certain cases, a developer may submit studies and data that clearly show a need for adjustment.

In order to meet the City's moderate income housing objectives, impact fees may be modified for moderate-income housing, although alternate sources of funding for the recreation facilities must be identified. Moderate income housing objectives are required by the State of Utah.

### Certification

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Zions Public Finance, Inc. certifies that the attached impact fee analysis:

1. includes only the costs of public facilities that are:
  - a. allowed under the Impact Fees Act; and
  - b. actually incurred; or
  - c. projected to be incurred or encumbered within six years after the day on which each impact fee is paid;
2. does not include:
  - a. costs of operation and maintenance of public facilities; or
  - b. costs for qualifying public facilities that will raise the level of service for the facilities, through impact fees, above the level of service that is supported by existing residents;
3. offsets costs with grants or other alternate sources of payment; and
4. complies in each and every relevant respect with the Impact Fees Act.



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

Commissioner McNeff was excused from the meeting.

**Others in Attendance:** Assistant City Manager Jason Bond, Senior Planner Loren Wiltse, Planner Camille Moffat, City Council Member Jeff Siddoway/

Other various members of the public attended the meeting.

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

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

Commissioner Lance offered an inspirational thought.

#### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Commissioner Romero.

#### **PUBLIC FORUM**

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

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

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

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

##### **1. PUBLIC HEARING: Provstgaard 2-Lot Subdivision**

Planner Wiltse introduced the proposed Provstgaard 2-lot subdivision of a 1.28-acre parcel located at 39 E. on 900 S. Proposed Lot 1 is a corner lot containing approximately 0.83-acres. This lot will contain the existing residence, accessory structure(s), and access to 900 S. Proposed Lot 2 is planned as an approximately 0.45- acre lot for a future home. with approximately 90 feet of frontage on South Center Street. The subdivision is located within and subject to the regulations of the R-10 Residential Zone. The R-10 Zone requires a minimum width of 95 feet for corner lots, and 80 feet for interior lots and a minimum lot size of 10,000 square feet. The subdivision meets these requirements.

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

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

Commissioner Wood closed the Public Hearing at 7:04 p.m.

Commission Nixon voiced her approval of the larger lot size. Commission Chair Wood also expressed his approval. Planner Wiltse indicated that setbacks have been addressed with the applicant. Commission Chair Wood inquired if improvements have been installed in the area. Manager Bond pointed out where in the area improvements such as curb, gutter, and sidewalk have been placed.



As the subdivision is still in concept phase, there was no action taken at the meeting.

## 2. Meeting Minutes Approval

Commissioner Romero made a motion to approve the May 9, 2023, Planning Commission meeting minutes. Commissioner Lance seconded the motion.

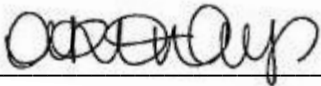
Commissioner Wood	Yes
Commissioner Lance	Yes
Commissioner McNeff	Absent
Commissioner Nixon	Yes
Commissioner Romero	Yes
Commissioner Weight	Yes
Commissioner Hoffman	Yes

The motion passed unanimously.

## Adjournment

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

The meeting adjourned at 7:09 p.m.



City Recorder – Amalie R. Ottley



Commission Chair – Trevor Wood