



PLANNING COMMISSION

Tuesday, September 23, 2025, at 7:00 PM
Council Chambers at City Hall Building and Online
110 S. Center Street, Santaquin, UT 84655

MEETINGS HELD IN PERSON & ONLINE

The public is invited to participate as outlined below:

- **In Person** – The meeting will be held in the Council Chambers on the Main Floor in the City Hall Building
- **YouTube Live** – Some public meetings will be shown live on the Santaquin City YouTube Channel, which can be found at <https://www.youtube.com/@santaquincity> 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/INSPIRATIONAL THOUGHT

PLEDGE OF ALLEGIANCE

ORDER OF AGENDA ITEMS

PUBLIC FORUM

DISCUSSION & POSSIBLE ACTION

1. **[PUBLIC HEARING: Major Home Occupation at 292 W. 500 N.](#)**

[The Planning Commission will hold a public hearing to receive input regarding a proposed Conditional Use Permit for a Major Home Occupation at 292 W. 500 N. \(The Oaks Dance Studio\)](#)

OTHER BUSINESS

2. **[Meeting Minutes Approval](#)**
[September 9, 2025](#)

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.gov, in three physical locations (Santaquin City Hall, Zions Bank, Santaquin Post Office), and on the State of Utah's Public Notice Website, <https://www.utah.gov/pmn/index.html>. A copy of the notice may also be requested by calling (801)754-1904.

BY:

A handwritten signature in black ink, appearing to read "A. Ottley", written over a horizontal line.

Amalie R. Ottley, City Recorder

MEMO



To: Planning Commission

From: Aspen Stevenson, Planner

Date: September 23, 2025

Re: The Oaks Dance Studios Major Home Occupations & Conditional Use Permits

Kyle Bryant submitted a Major Home Occupation and Conditional Use Permit Application for a dance studio located at 292 W 500 N. The applicant proposes to operate a few dance classes capped at 10 students per class and no more than 24 students per day between 12 pm-8 pm. Any child-oriented home occupation that has more than 8 children is required to get a major home occupation permit and must follow Santaquin City Code (SCC) 10.40.060 and 10.40.040. Major home occupations are subject to Conditional Use Permit approval from the Planning Commission and require a public hearing.

This review is for the Planning Commission to determine whether or not all requirements found in SCC 10.40.060 and 10.40.040 are being followed and a Conditional Use Permit can be granted. A Conditional Use is administrative decision and if all code requirements are being met, the permit needs to be approved. A business license will still need to be acquired, and all required departments will need to review and approve the business license before it can be issued.

Motion: “Motion to (approve/deny) the conditional use permit for the proposed *The Oaks Dance Studio at 292 W 500 N* with the following conditions:

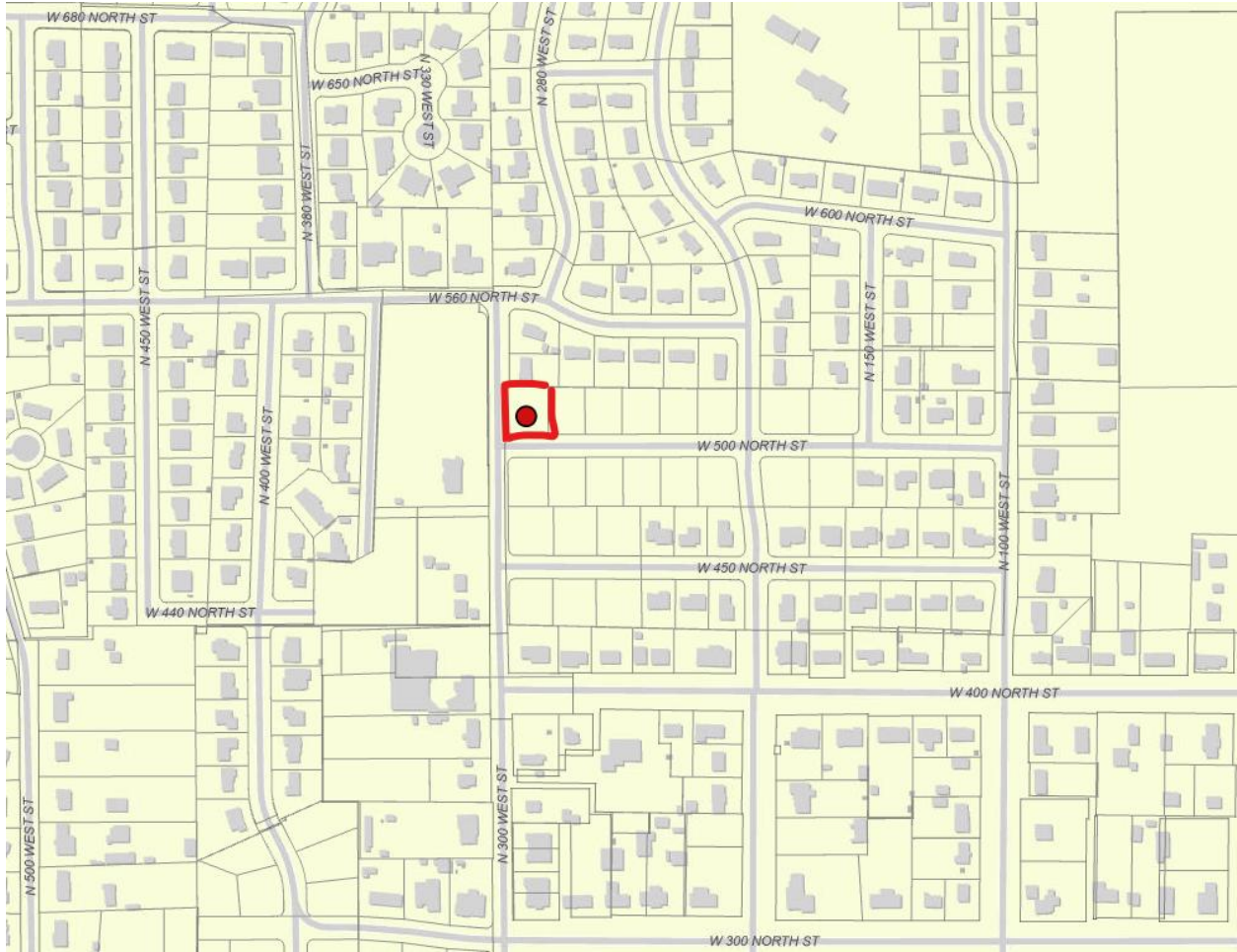
- All code requirements in Santaquin City Code 10.40.060 and 10.40.040 be met.
- A Business License be obtained before operation.

Attachments:

1. Vicinity Map
2. Applicant’s Letter
3. Santaquin City Code 10.40.060 and 10.40.040

Vicinity Map

292 W 500 N



10.40.060 MAJOR HOME OCCUPATIONS

Major home occupations must comply with all of the standards outlined in SCC 10.40.040 and where possible the qualifications of SCC 10.40.050. Major home occupations must be reviewed by the planning commission and granted a conditional use permit before pursuing a business license through the city. Each major home occupation is subject to the pertinent conditions listed below:

1. General conditions for all major home occupations:
 1. Major home occupations may only be conducted from property having a detached single-family dwelling,
 2. The conditional use permit and the home occupation business license shall be maintained in good standing for the entire period that business is being conducted,
 3. Conditional use permits can be revoked based upon unresolved legitimate complaints as determined by the city zoning administrator.
2. Child group activity home occupations shall comply with the following conditions:
 1. Maximum Children Permitted: The following maximum numbers include the licensee's and any employees' children if they are under twelve (12) years of age and are under the care of the licensee at the time the home occupation is conducted:
 1. Child group activities may not exceed twelve (12) students/children per session and a maximum of twenty-four (24) students/children per day. A maximum of two (2) sessions per day may be permitted. There shall be a minimum 30-minute break between the two sessions.
 2. Yard Requirements:
 1. All nonbusiness related structures or on premises hazards are to be made inaccessible to the children attending the daycare facility.
 2. All outdoor play areas must be enclosed by a fence at least six feet (6') in height.
 3. Traffic:
 1. All vehicular stops for the dropping off or picking up of children shall be done with the passenger side of the vehicle toward the residence.
 2. A traffic circulation and safety plan must be submitted to, reviewed and approved by the city.
 3. At least one adjacent residential street must be of sufficient width to accommodate the increased average daily vehicular traffic (ADT) counts caused by the business.
 4. The number of business-related vehicle stops at the home per day shall not exceed forty-eight (48) (e.g., dropping off and picking up a child would count as 2 vehicle stops).
 4. Location Requirements: No child group activity home occupation, which requires a conditional use permit, may be operated within three hundred feet (300'), as measured from property line to property line, of another child group activity home occupation operating under a conditional use permit.
 5. Licensure: Copies of all licenses required by the state shall be provided to the city for verification of compliance with all state standards.
3. Businesses not conducted within a home, which must obtain a conditional use permit, and which may include welding, carpentry, sheet metal work, furniture manufacturing, upholstery and other similar manufacturing activities, must comply with the following:
 1. Machinery Operation: No machinery may be operated between the hours of seven o'clock (7:00) P.M. and eight o'clock (8:00) A.M.
 2. Noise Levels:

1. No power equipment which emits a sound pressure level in excess of seventy-four (74) dB, as measured at a distance of fifty feet (50') (15 m) from such machinery, shall be used.
2. No equipment shall cause a noise disturbance for a consecutive period longer than fifteen (15) minutes or for more than thirty (30) minutes per hour.
3. Business machinery noise levels are not to exceed fifty-five (55) dB when measured at the closest property boundary.
3. Storage Qualifications: All storage qualifications listed in SCC 10.40.050 must be met.
4. Designated Areas: The applicant shall designate the areas of the home, attached/detached garage or accessory structure that will be used for the home occupation and, if approved, the home occupation may be conducted only in the designated areas. (Ord. 08-01-2006, 8-17-2006, eff. 8-17-2006)
4. Businesses having more than four (4) business related vehicles parked or stored at the home at one time or which utilize a commercial vehicle that exceeds the maximum height, weight or length requirements established in SCC 10.40.050, must comply with the following conditions:
 1. All business related commercial vehicles are to be parked on the property and behind the front of the home when parked on the property.
 2. The vehicles and attachments are to be located behind a six foot (6') tall opaque fence, or other obstruction, so as to minimize their view from the front property line.
 3. Proof of proper CDL licensing must be provided with each license renewal.
 4. No maintenance of vehicles exceeding sixteen thousand (16,000) GVW may occur at the home unless conducted within a fully enclosed permanent structure compliant with building codes. (Ord. 02-03-2017, 2-1-2017, eff. 2-2-2017)
5. Businesses entailing food or beverage preparation, storage or catering must comply with the following conditions:
 1. Obtain all authorizations required by a state or county department or agency prior to approval of a business license and maintain all such authorizations for the duration of the business.
 2. Compliance with all business related vehicle qualifications listed in SCC 10.40.050 must be met.
6. Businesses which have operating hours past eight o'clock (8:00) P.M. and before six o'clock (6:00) A.M. must comply with the following:
 1. Applicants must show that any operation conducted after eight o'clock (8:00) P.M. and before six o'clock (6:00) A.M. will be compatible with like uses and operations found in the residential neighborhoods between such hours.
 2. All business activities are to be conducted within closed doors between eight o'clock (8:00) P.M. and six o'clock (6:00) A.M. unless shown to be compatible with like uses and operations found in the residential neighborhood between such hours.
 3. Any business lighting shall be shielded and directed downward away from adjoining properties or contained within the building from which it emanates. (Ord. 08-01-2006, 8-17-2006, eff. 8-17-2006)

10.40.040 STANDARDS FOR ALL HOME OCCUPATIONS

All home occupations must comply with the following "standards" at all times. Bed and breakfast homes are regulated by SCC 10.40.080.

1. Permitted Or Conditional Use: Home occupations must be a permitted or conditional use in the zone in which the home occupation is to be located and not be in conflict with the objectives and characteristics of the same zone.
2. Accessory Use On The Property: The home occupation shall be clearly incidental and secondary to the primary residential use of the property and dwelling.
3. Bona Fide Resident: The home occupation business shall be owned by and carried on only by a resident of the home for which a certificate of occupancy has been issued.
4. Satellite Offices Not Allowed: Established or workstation business activities for an off premises employer shall not be conducted at the home of an employee by other employees of the same business who are not residents of the home.
5. Parking: All business related vehicles, which park at the location of the home occupation, must be legally parked, either in conventional parking spaces on the lot or adjacent to the frontage of the lot. No parking from the home occupation shall be permitted in front of adjacent lots unless approved by the city as part of a traffic circulation and safety plan. Required parking for resident vehicles shall be available at the close of business each day.
6. Signs: Signs are limited to one nonanimated sign not larger in area than two (2) square feet. The sign shall not be directly or internally illuminated.
7. External Appearance: Any exterior alterations to the residence to accommodate the home occupation shall maintain the character and appearance of the residential dwelling in which it is located. Furthermore, the business operation shall not negatively affect the physical appearance, traffic, and other activities of the surrounding neighborhood and not depreciate surrounding property values.
8. Storage Areas: Home occupations are not permitted to store materials or products outside of the dwelling unit, except in a city approved and permitted accessory building.
9. Conformity With Safety Codes: No hazardous materials or equipment may be used in the home occupation, including, but not limited to, anything flammable or unsafe that is not customary to the home in which the occupation is located. There shall be complete conformity with fire, building, plumbing, electrical and all other city, county, state and federal codes.
10. Neighborhood Disruptions Not Permitted: The home occupation shall not disrupt the peace, quiet and domestic tranquility of the neighborhood nor emit noise, odor, dust, fumes, vibration, smoke, electrical interference (including interferences with radio and television reception), or any other interference with the residential use of adjacent properties.
11. Renter/Owner Responsibility: If the applicant for a home occupation license rents or leases the property wherein the home occupation is intended to be conducted, the applicant must provide a letter of acknowledgment and consent from the property owner at the time the application is submitted to the community development department. (Ord. 08-01-2006, 8-17-2006, eff. 8-17-2006)

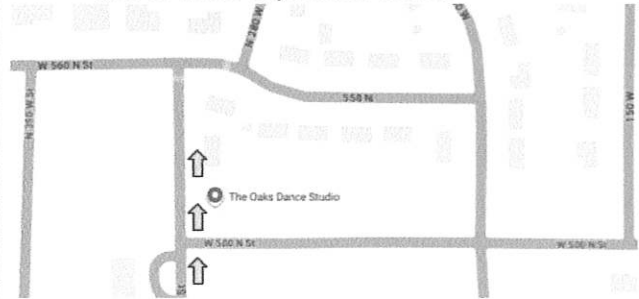
Santaquin City Major Home Occupation Guidelines	Business Plan to Comply with City Guidelines
Child group activity home occupations shall comply with the following conditions: 1. Maximum Children Permitted: The following maximum numbers include the licensee's and any employees' children if they are under twelve (12) years of age and are under the care of the licensee at the time the home occupation is conducted: a. Child group activities may not exceed twelve (12) students/children per session and a maximum of twenty-four (24) students/children per day. A maximum of two (2) sessions per day may be permitted. There shall be a minimum 30-minute break between the two sessions.	1. Dance classes are capped out at 10 students per class and we will stay at or below the maximum of 24 children per day.
Yard Requirements: All nonbusiness related structures or on premises hazards are to be made inaccessible to the children attending the daycare facility. All outdoor play areas must be enclosed by a fence at least six feet (6') in height.	All classes are located inside the dance studio garage. Children will be accompanied outside of the dance room after classes to make sure they stay safe around the road when being picked up. There are no other hazards on the property.
Traffic: All vehicular stops for the dropping off or picking up of children shall be done with the passenger side of the vehicle toward the residence. A traffic circulation and safety plan must be submitted to, reviewed and approved by the city. At least one adjacent residential street must be of sufficient width to accommodate the increased average daily vehicular traffic (ADT) counts caused by the business. The number of business-related vehicle stops at the home per day shall not exceed forty-eight (48) (e.g., dropping off and picking up a child would count as 2 vehicle stops).	This dance studio is a group activity that would allow 48 maximum vehicle stops. We'll maintain this vehicle limit by limiting our enrollment at or below 24 students a day. We're planning on many students being able to walk or ride bikes to class but even with every student being dropped off and picked up, the car stops will remain below 48 stops. Traffic circulation plan included below.
Location Requirements: No child group activity home occupation, which requires a conditional use permit, may be operated within three hundred feet (300'), as measured from property line to property line, of another child group activity home occupation operating under a conditional use permit.	There are no child group activities within 300 feet of the dance studio.
1. Licensure: Copies of all licenses required by the state shall be provided to the city for verification of compliance with all state standards.	I've included all state required licenses and am happy to provide any additional information on state standards.

Traffic Circulation Plan

Site Plan for Pickup and Drop Off:

Parents will be instructed to come from the south on N 300 W St. and pull up along the side of the road. Students will exit and enter the vehicle on the passenger side onto the sidewalk where they can walk into the studio. This will ensure that the flow of traffic remains in one direction and flows smoothly. We also have an available parking spot on our driveway for situations where a parent needs to come in with their student.

1. We'll have no more than 10 students in a dance class at one time. We'll encourage students who are close enough to walk to classes as well as further students to carpool together to reduce car stops.
2. This community dance studio is located at 292 W 500 N St, Santaquin, UT 84655. The flow of traffic is pictured below.





Planning Commission Members in Attendance: Commissioners Trevor Wood, Mike Weight, Drew Hoffman, Mike Romero, BreAnna Nixon and LaDawn Moak.

Commissioner Jessica Tolman was excused from the meeting.

Others in Attendance: City Council Member Jeff Siddoway, Planner Aspen Stevenson, Recorder Amalie Ottley, City Engineer Jon Lundell, and Craig Ellsworth.

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

INVOCATION/INSPIRATIONAL THOUGHT

Commissioner Nixon offered an inspirational thought.

PLEDGE OF ALLEGIANCE

Commissioner Weight led the Pledge of Allegiance.

PUBLIC FORUM

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

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

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

DISCUSSION & POSSIBLE ACTION ITEMS:

1. PUBLIC HEARING: General Plan Amendment Regarding a Water Use Element

City Engineer Jon Lundell introduced a proposed General Plan Amendment that includes an added water use element. During the 2022 Utah legislative session, the Municipal Land Use, Development, and Management Act was amended by Senate Bill 110 requiring that most Utah cities incorporate a Water Use and Conservation Element into their General Plans by December 31, 2025. Over the past several months city staff coordinated with Hansen, Allen, and Luce to generate a draft Water Use element and conservation element to remain compliant with SB 110. Engineer Lundell presented the draft water use element and discussed the following items:

1. Historical water usage: Description of historical water usage reported to the Division of Water Rights Water Use section for both culinary water (CW) and pressurized irrigation (PI).
2. Comparison to the current state conservation goals for the Provo River Region. This region includes Utah, Wasatch, and Juab counties.
3. Discussion of existing and future water demands.
4. Four potential methods to reduce water demand and per capita usage for existing and future water demands.
5. Propose modifications to city operations to reduce and eliminate wasteful practices.
6. Proposed recommendations on water conservation policy.

Commission Chair Wood opened the Public Hearing at 7:10 p.m.

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

Commission Chair Wood closed the Public Hearing at 7:10 p.m.

Commissioner Romero asked a question about water rights and capacity. Engineer Lundell discussed planning for future development and growth. Engineer Lundell stated that the City draws on wells and springs and owns multiple water rights. He added that the City will have access to the Utah Lake System (ULS) Pipeline in the future. Commissioner Weight asked Engineer Lundell to explain the tiered cost model for water rates. Commissioner Weight expressed concern about water rates being charged based on lot size rather than usage per customer and recommended that rates be based on usage only. Commissioner Hoffman discussed base rates being founded on water meter size and then usage after that. Engineer Lundell thanked the commissioners for their feedback.

Commissioner Hoffman made a motion to forward a positive recommendation to the City Council for the Santaquin City General Plan Water Use and Conservation Element. Commissioner Romero seconded the motion.

Engineer Lundell indicated that he would take the Commissioner Weight's concerns into account. Commissioner Nixon stated that the word "turf" be updated to read "sod" to reflect live plants.

Commissioner Nixon amended the motion to forward a positive recommendation to include Commissioner Weight's comments and update the redlines to include "sod" instead of "turf." Commissioner Hoffman seconded the motion.

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

The motion passed.

2. Ellsworth Acre Plat Amendment

Craig Ellsworth owns parcel 48:196:001 in the Oak Ridge Estates subdivision and parcel 48:344:0036 in the Oak View Hills subdivision. The first parcel is in the Residential R-10 zone and the second parcel in the Residential R-12 zone. He would like to combine parcels into a one-acre parcel which would allow the applicant to build an accessory building.

The applicant, Craig Ellsworth, attended the meeting. He indicated to the Planning Commission that the purpose of combining the lots is to build an accessory structure. Commissioners questioned what zone the lot would be as each lot is in a different zone. Commissioners discussed the process for amending the zoning map. Engineer Lundell and Commissioner Hoffman pointed out City Code SCC 10.20.060 D "Partial Rezoning" that allows for a single lot to span two different zones. He recommended that the applicant go through a lot change in the future in the case of subdividing the land.

Commissioner Hoffman made a motion to approve the plat amendment for Ellsworth Acre. Commissioner Romero seconded the motion.

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

The motion passed.

MEETING MINUTES APPROVAL

Commissioner Romero made a motion to approve the meeting minutes from August 26, 2025.
Commissioner Moak seconded the motion.

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

The motion passed.

ADJOURNMENT

Commissioner Moak made a motion to adjourn the meeting.

The meeting was adjourned at 7:37 p.m.

City Recorder – Amalie R. Ottley

Planning Commission Chair – Trevor Wood