

**CITY OF SOUTH JORDAN
ELECTRONIC
PLANNING COMMISSION MEETING
COUNCIL CHAMBERS
October 8, 2024**

Present: Chair Michele Hollist, Commissioner Steven Catmull, Commissioner Nathan Gedge, Commissioner Sam Bishop, Commissioner Ray Wimmer, City Manager Dustin Lewis, Assistant City Attorney Greg Simonsen, City Planner Greg Schindler, Deputy City Recorder Cindy Valdez, Deputy City Engineer Jeremy Nielson, IS Systems Administrator Ken Roberts, IS Specialist Michael Erickson, GIS Coordinator Matt Jarman, IT Director Matthew Davis, Meeting Transcriptionist Diana Baun

Others: Ivan Klotovich, Elisabeth Olschewski, John Warnick, Bennion Gardner, John Gust

Absent: Commissioner Laurel Bevans

**6:32 P.M.
REGULAR MEETING**

A. WELCOME AND ROLL CALL – *Chair Michele Hollist*

Chair Michele Hollist welcomed everyone to the Electronic Planning Commission Meeting. She excused Commissioner Bevans who was absent tonight.

B. MOTION TO APPROVE AGENDA

Commissioner Gedge motioned to approve tonight’s agenda as published. Chair Hollist seconded the motion; vote was 5-0, unanimous in favor. Commissioner Bevans was absent from the vote.

C. APPROVAL OF THE MINUTES

C.1. September 24, 2024 - Planning Commission Meeting Minutes

Commissioner Catmull asked for a clarifying statement to be added to the minutes from the last meeting, that was sent via email and is attached to tonight’s minutes (Attachment A), as well as to the September 24, 2024 minutes. He asked for the following statement to be added to the minutes in his email:

“Commissioner Catmull stated that the Flag Lot Overlay Zone code enforces all City Code requirements, except for lot size, unless modified or waived in the development

agreement. He found no provisions in the agreement to prevent the spread of flag lots along a street.”

Commissioner Gedge motioned to approve the September 24, 2024 Planning Commission Meeting Training Meeting Minutes as published, with the additional clarifying comments from Commissioner Catmull attached. Chair Hollist seconded the motion; vote was 5-0, unanimous in favor. Commissioner Bevans was absent from the vote.

D. STAFF BUSINESS - *None*

E. COMMENTS FROM PLANNING COMMISSION MEMBERS

Commissioner Catmull encouraged the other commissioners to listen to the audio from the Study Session they attended with the City Council regarding short-term rentals, suggesting staff have a draft legislation before the weekend, so the commissioners can spend time studying it before it is presented in a meeting. Chair Hollist seconded the suggestion.

City Planner Greg Schindler responded that it is looking like that will not be under the zoning code, but under the business licensing, and therefore will not be presented to the commission during a meeting for a recommendation before going before the City Council. He did offer to forward a copy when completed to the commissioners for their information.

Commissioner Nathan Gedge shared he will no longer be absent the second meeting in October, and is planning to attend.

F. SUMMARY ACTION – *None*

G. ACTION - *None*

H. ADMINISTRATIVE PUBLIC HEARINGS

**H.1. DAYBREAK SOUTH STATION PLAT 3 CONDOMINIUMS PHASE 2B
PRELIMINARY SUBDIVISION**

Address: 5263 W. Reventon Drive

File No.: PLPP202400155

Applicant: Daybreak Communities

City Planner Greg Schindler reviewed background information from the Staff Report and his prepared presentation (Attachment B).

Commissioner Nathan Gedge asked the distance from the new Downtown Daybreak area, noting the allowed street parking was before the plans for the ballpark/Trax station, and asked how that will be factored in. He has concerns about the off-site parking for these housing units along with parking for other events and light rail station.

Planner Schindler responded that other events shouldn't be taking up street parking, there are already plans for around 1000 parking spaces for the stadium and megaplex.

Chair Hollist invited the applicant forward to speak.

John Warnick (Applicant Representative) shared this is between two light rail stops, almost right in the middle between the two. The parking is all contained within the condominium development, and should not interfere with anything being planned in Downtown Daybreak.

Chair Hollist asked if they had similar product in Daybreak, allowing them to comment on parking and if the model has worked.

Mr. Warnick responded this is an extension of the Holmes Homes condominiums, being built as Phase 2. There have been no complaints about parking and when asked whether they make it clear to potential residents that they only have one parking spot on-site, he responded that is in their declarations when the units are sold. It is also obvious in the Daybreak declarations as well, and he noted he has a family member that lives right across the street from this project and she has not had any complaints over parking either.

Chair Hollist asked for the bedroom counts on these units.

Mr. Warnick responded he believes this building is two bedrooms.

Commissioner Ray Wimmer asked about the number of parking spaces and units in Phase 1 of this development.

Mr. Warnick responded he did not have that information available at the moment.

Planner Schindler was able to share that Phase 1 has 66 units as well, located directly east of this project.

Chair Hollist opened the Public Hearing for comments; there were no comments and the hearing was closed. She noted that she shares the concerns for parking, but it does meet the requirements for the zone. She is glad to hear there will be additional parking included for the commercial/recreational future projects in the area and doesn't see any reason this should not be passed.

Commissioner Gedge motioned to approve File No. PLPP202400155, Preliminary Subdivision, based on the Staff Report and discussion this evening; subject to the following: All South Jordan City requirements are met prior to recording the plat. Chair Hollist seconded the motion.

Roll Call Vote

Yes – Commissioner Gedge

Yes – Chair Hollist

Yes – Commissioner Bishop

Yes – Commissioner Catmull

Yes – Commissioner Wimmer

Absent – Commissioner Bevans

Motion passes 5-0, unanimous in favor; Commissioner Bevans was absent from the vote.

H.2. DAYBREAK URBAN CENTER PLAT 2 PRELIMINARY SUBDIVISION

Address: Generally south and west of the future Salt Lake Bees Stadium

File No.: PLPP202400050

Applicant: Perigee Consulting on behalf of Miller Family Real Estate

City Planner Greg Schindler reviewed background information from the Staff Report and his prepared presentation (Attachment C).

Commissioner Nathan Gedge asked about connection to adjoining streets.

Planner Schindler responded there will be access to what will become the frontage road, currently Mountain View.

Commissioner Gedge asked if these will have right turn only access, specifically asking about traffic flow when it becomes a frontage road far west of these dedicated properties.

Deputy City Engineer Jeremy Nielson responded it will tie into the northbound segment of Mountain View Corridor with a right-in/right-out access. He also believes the city already has the permits to make both of those connections from UDOT; that has been in the works for quite a while.

Commissioner Gedge asked if UDOT and/or the city has already looked into potential conflicts with Lake Avenue, to the south of the Mountain View Corridor Access, to avoid slow down of traffic.

Engineer Nielson responded yes, that has been looked at extensively with UDOT.

Commissioner Steven Catmull asked if Mountain View Corridor going to travel under this.

Engineer Nielson responded there will be slip ramps coming off the mainline in that vicinity, which has caused some of the complications with these accesses, making sure there aren't strange weave patterns being created for traffic. The mainline will be about the same grade as the frontage roads at that location due to those slip ramps.

Commissioner Sam Bishop asked about any right turn lanes, perhaps widening of the frontage road at that point, to allow for easier traffic flow.

Engineer Nielson could not recall if UDOT required that and suggested asking Mr. Warnick about any planned acceleration/deceleration ramps.

Chair Hollist asked if the two sections missing in this application had already been turned over to the city.

Planner Schindler responded they will not be turned over to the city, but there will be easements recorded there so travel is allowed across the Rocky Mountain property.

Engineer Nielson confirmed that is correct, the city is currently working to get that worked out with Rocky Mountain Power. He added that with the UDOT piece, the city does have a right of entry with UDOT, allowing entry across that segment to the north; that right-of-way dedication is currently being worked out with UDOT.

Mr. Warnick added those will be right-in and right-outs with a small accel and decel lane going in. If you look at the current work being done on Mountain View, in the median between the two frontage roads, the U-turns and right connections are being put in right now. Engineer Nielson was correct that the permits have been given by UDOT, and noted that these will probably be paved in the next few weeks and it's all part of the engineering plan behind getting access in and out of downtown Daybreak.

Chair Hollist opened the Public Hearing for comments.

Bennion Gardner (Resident) – I wanted to add a comment here, I'm not asking for anything in particular, but just sharing a little bit. I was hit by a vehicle last year on Mountain View and South Jordan Parkway, was out for a jog and because of that I have started a petition asking for a pedestrian and cyclist bridge across Mountain View Corridor right in this area. Mainly, that is because I am looking at these plans and seeing this and hearing some of the concerns at this meeting tonight that there is a lot of concern over traffic and what to do with all the vehicles that will be coming and going from this area. What I am looking and asking for is for some balance in the planning. The city has agreed to meet with our group pushing this petition, which I am excited for, and I am hoping to learn more information. If you want traffic and vehicles, then you will make it easy for cars to get to this area; adding more roads, lots of parking lots in the area, that will bring lots of cars to the area. If you want to reduce traffic and reduce parking issues, then we need to make it easy to get to these games and get to this area on foot or on bike. Not everybody owns a car either and wants to get around by vehicle. I am hoping as the planning goes forward and plans are made, that we can have more of a balanced approach than what I have been seeing so far and make it safe for people to get around in Daybreak. Daybreak is known as a walkable community, but it seems like that has kind of gone to the wayside here in this area. I know the plan eventually is to build overpasses for Mountain View, but that wouldn't have helped me in my situation as the car that hit me was turning right on to Mountain View. Two weeks ago a mom and her four year old were hit by a vehicle exiting Mountain View, and now here we are adding two more on and off ramps basically to Mountain View. It is not a freeway yet, it is a frontage road still, and those access points create hazards for people on bikes

or on foot. That is my ask, we work to make it safe for everyone that wants to get to the games and make it easy for those who don't want to drive a car so traffic and parking is reduced.

Chair Hollist closed the hearing and asked staff to comment on concerns shared, specifically any plans for walkability and pedestrian/cyclist access to this area.

Engineer Nielson responded there are a number of things being done for multimodal opportunities at the ballpark. There is a new Trax station being built right on the east side of the ballpark that will make it very easy to access it via transit. Lake Avenue has a center running cycle track that will allow access, as well as South Jordan Parkway having that center running cycle track for similar access. They have found that many of these pedestrian accidents occurring are due to right turning vehicles, because when they are making a right turn they are looking left and the pedestrian is on the right side. In fact, 90% of the pedestrian accidents on Mountain View in South Jordan are exactly that conflict. The crossings on South Jordan Parkway and Lake Avenue are center running, crossing in the middle of the intersection which eliminates that right turn conflict. There will also be some grade separated crossings at the drainage basins at Bingham Creek on the north end of the city, as well as at Midas Creek on the south end of the city. He also added that the city is only aware of the petition referenced through the media, they have not received a formal petition. The City Manager has reached out to Mr. Bennion and there is a meeting scheduled this week.

Commissioner Catmull asked if the pedestrian access issue would be something UDOT would delegate to the city if additional structures or access were desired.

Engineer Nielson responded he didn't know, as those are UDOT facilities currently.

Commissioner Catmull noted that those issues are probably beyond this application anyway, since they are only looking at the subdivision and whether it meets the current requirements.

Commissioner Gedge asked for the next steps towards dedication to the city, does it go to City Council, or just city staff.

Planner Schindler responded this will be dedicated through the recorded plat, just like any other street.

Commissioner Gedge asked, because part of these roads will be easements and not actually property owned by the city, what happens in terms of maintenance and liability.

Engineer Nielson responded that situation comes up in many areas of the city, the easement allows the city to operate and maintain the roadway.

Commissioner Wimmer asked what caused the city to decide that an easement was the best option here versus ownership.

Planner Schindler responded that was Rocky Mountain Power's decision, not the city's; they don't want the city to own property that is part of their whole property, and will require the city to maintain the roads.

Commissioner Gedge asked if the city has the option to use eminent domain for something like this, or if that was impossible due to this being a regulatory agency.

Engineer Nielson responded the city could use eminent domain if desired, but the first approach is always to try and make things work for both parties. He also noted that generally, whoever owns the property first retains the property and grants easements for whoever crosses it in the future. That is how the city handles park properties if a power line or something similar crosses the property, the city would grant an easement without allowing the entity to buy the property.

Commissioner Catmull motioned to approve File No. PLPP202400050, Preliminary Subdivision; subject to the following: All South Jordan City requirements are met prior to recording the plat. Chair Hollist seconded the motion.

Roll Call Vote

Yes – Commissioner Catmull

Yes – Chair Hollist

Yes – Commissioner Bishop

Yes – Commissioner Gedge

Yes – Commissioner Wimmer

Motion passes 5-0, unanimous in favor; Commissioner Bevans was absent from the vote.

H.3. SOUTH JORDAN COMMERCIAL PRELIMINARY SUBDIVISION

Address: Generally located along the north side of South Jordan Parkway between Grandville Avenue and Mountain View Corridor (10850 S. 5675 W.)

File No.: PLPP202200141

Applicant: Trish Smith – Arbor Commercial/Residential

City Planner Greg Schindler reviewed background information from the Staff Report and his prepared presentation (Attachment D).

Chair Michele Hollist asked about a parcel for a road.

Planner Schindler responded this will be a private roadway going through, and he was unsure if, when the north side developed, they would add another segment of the parcel to make it wider. There is one road being dedicated as public, the rest are drive aisles and similar things that will be private.

Chair Hollist noted there were two acreages listed, one at 5 acres and one at 8.1 acres.

Planner Schindler responded it is 8.1 acres, the 5 acre measurement was a mistake.

Chair Hollist invited the applicant forward to speak.

John Gust (Applicant Representative) is the President of Arbor Commercial/Residential Properties. He asked staff if the traffic signal was still listed in the requirements. He continued, noting they are in agreement with the Staff Report as presented, noting a concern with the signal issue previously being worked out. They will begin construction early next year, the architect is doing several renderings for his approval currently and they are trying to come up with something different to be a good entrance to that area.

Chair Hollist noted that his answer would not impact the commission's decision tonight, and asked if Mr. Gust could share anything about the future plans for the properties.

Mr. Gust responded it will be commercial. They are next to the University of Utah and currently have 17 acres there on the odd shaped north piece. The University has 80-90 acres to the north and they have been negotiating with them to include 15 acres of their property. They have worked an agreement out with Daybreak in the last 60 days, selling 10 acres across the street to them so they could have the cohesive development to the north where the ballpark is. As part of that whole agreement, it was agreed that he could work with the University to bring in 15 acres of their land if they could come together with a development they all like.

Chair Hollist asked about potential tenant information.

Mr. Gust responded they get calls every day. They are going to own the whole development, they will not be selling anything there, and will be building it out as the owners. They feel it is one of their most valuable pieces of property, and as a result will be taking their time to make sure it is done right and he hopes the city will like it; he thinks they will.

Chair Hollist asked for the purpose of the specifically designated section labeled as "parcel".

Mr. Gust responded that is just an access road, so after entrance visitors can leave via different accesses and allow for better traffic flow.

Chair Hollist opened the Public Hearing for comments; there were no comments and the hearing was closed.

Commissioner Steven Catmull noted that with commercial developments like this there are vehicle access minimum widths between lots for vehicle access, and asked if those also apply to the CC Zone. He didn't see anything called out in the Staff Report, but also didn't see anything that looked inappropriate.

Planner Schindler responded these properties may have separate accesses from South Jordan Parkway, those accesses would have to be granted by the city and there are limitations on how close they can be on collector streets.

Mr. Gust added that parking and movement of traffic will be under the future development agreements with each tenant; everybody will be granted access to those access points and parking, and those will be shown on future site plans submitted.

Commissioner Sam Bishop noted that his first concern upon seeing this application was connectivity, and he appreciates the thought put into providing that here.

Commissioner Gedge motioned to approve File No. PLPP202200141, Preliminary Subdivision; subject to the following: All South Jordan City requirements are met prior to recording the plat.

Commissioner Gedge then asked to confirm that this file number is from 2022, and whether there are any statute of limitations/timelines that need to be considered before approval.

Planner Schindler responded that once approved there will be time limits, but there is nothing in the code related to this submission in terms of time limits. The city knew what the issues were here, and why it wasn't moving forward; however, if it was a different project that had no updates they would have contacted the applicant and inquired about going further with their application or clearing it from the system. In this case, there were good reasons for the delays.

Chair Hollist seconded the motion.

Roll Call Vote

Yes – Commissioner Gedge

Yes – Chair Hollist

Yes – Commissioner Bishop

Yes – Commissioner Catmull

Yes – Commissioner Wimmer

Absent – Commissioner Bevans.

Motion passes 5-0, unanimous in favor; Commissioner Bevans was absent from the vote.

I. LEGISLATIVE PUBLIC HEARINGS - None

J. OTHER BUSINESS

J.1. Planning Commission Discussion regarding Commission Rules for 2025.

Chair Michele Hollist noted that Commissioner Steven Catmull has done a lot of legwork finding examples and sharing those with the commission via email. After reviewing the materials shared, she feels the Santaquin City Planning Commission Bylaws (Attachment E) were a good place to start. The commission reviewed the referenced bylaws together, with her noting she liked their outline on how meetings run, with the standard procedures they follow; those would be nice to have, especially for a new commissioner, to help define what they mean when they say they

follow Robert's Rules in general. Her hope is to have a working copy by the commission's last meeting in November to allow a copy to be given to Attorney Simonsen for feedback; she noted they would appreciate Attorney Simonsen's input greatly, due to both his legal background and helping a planning commission in the past do something similar.

Assistant City Attorney Greg Simonsen was willing to offer any help possible.

Commissioner Sam Bishop asked for clarification regarding remote attendance and participation by commissioners during meetings.

Chair Hollist shared her preference would be to require in-person participation, but she is also open to following the council's rules on the subject.

Commissioner Steven Catmull noted that was his question, if they only chose to follow the City Council's procedures for remote participation, why would they follow Santaquin's procedures for everything else.

The commission discussed whether or not our City Council has their own rules of procedure or bylaws, agreeing that would be a good place to start. She noted that the Santaquin example appears to follow the template from the League of Cities and Towns, which was a little more involved than the ones they discussed from Murray. Commissioner Gedge added that the Santaquin example was very similar to West Jordan's.

Attorney Simonsen noted the city does have guidelines for boards and the like, but they specifically exclude the planning commission. He believes the reason for that can be explained by looking at Section 17.16.010, sub part 1, where it lays out specifically what the planning commission can do, and gives the commission a lot of discretion. He noted the commission's limits are going to be pretty obvious, as the code already gives the commission rules on how they conduct their business. However, he gave the extreme example of if the commission decided in the name of efficiency that they were going to cut public comment in a way not allowed by the code, or do anything else that infringes on constitutional due process, obviously the code would already limit that. As long as the commission's motivation is to get fair process for people, allowing them to feel heard, as well as incorporating efficiency in meetings, those things should be okay. He believes that, even though nothing is written currently, the commission does have some rules already. Some examples of that were seen tonight, telling those speaking they have three minutes, which is not written down officially anywhere. The way our commission responds to questions is a little unusual, but he feels it is done in a good way, taking all the public comment, writing down all the questions and responding at the end; does the commission want to officially write that down as a rule that will be continued to be followed, or not.

Chair Hollist asked if they wanted to discuss this further tonight, or take the paperwork home to review. The subject she always struggles with finding an orderly way to proceed with, especially on a hot topic item, is how to handle the question/issue where they could have an opportunity to clarify, or the answer to the question brings up another question. Another thing the council currently does that the commission does not, that can be discussed, is having an open comment

section at the beginning of the meetings. That has not been done in the past for various reasons, and it has been discussed with Director Schaefermeyer.

Commissioner Gedge noted that if they want this done in November, they should probably add reviewing the draft as an action item on the next agenda, noting they need to leave time for possible approval by the city council or other issues.

Attorney Simonsen invited the commissioners to review Section 17.16, noting that he would interpret that to say the commission's rules on conducting their own business is in their domain. The council can do things as noted in that section, like removing a commissioner, but in terms of setting rules there is room for broad discretion under the code.

Chair Hollist asked if they are allowed to discuss this over email, as long as the results are presented in public.

Attorney Simonsen would prefer that wasn't done. If group discussions start happening it begins to conflict with Public Meeting requirements. If a discussion is started, he asked to be copied on those emails to ensure there are no potential problems down the road.

Commissioner Catmull asked about creating a subcommittee of less than the majority, if they could then draft something up and share it with the rest of the group.

Attorney Simonsen noted that there is still time with another meeting in October, and a meeting in both November and December to present drafts. The ordinance allows the commission to make changes at any time, not just the first of the year, if more time is needed. It would be good for both the commission and city as a whole for any discussions to be open for anyone to hear.

Chair Hollist asked if it would be appropriate for one commissioner to take on the task of creating the first draft, or even just an outline for the next meeting.

Attorney Simonsen didn't see any other way of beginning the process.

Chair Hollist asked if it would be more complicated if more than one person worked on that, or would it be better to just have discussion noting what specifically they would like to keep/remove from the example, noting why in a group setting.

Commissioner Catmull feels it would be best to have one or two people take the previously given suggestions and create something for everyone to review.

Planner Schindler noted that would be a better process, using the example of the last city council meeting where they discussed the short-term rentals. The Legal Department came to the council in an open meeting and helped the council start drafting that ordinance by bringing up each point and asking what they'd like to include. If each commissioner could come up with a list of what they'd like to see in the ordinance, they could have a similar discussion in the next meeting regarding what they want in the rules with everyone participating.

Commissioner Ray Wimmer asked specifically to address a mechanism to ask questions of public commenters. He has felt many times that the ability to ask a simple clarifying question could have avoided a heated discussion, and there is currently no mechanism for that.

Attorney Simonsen additionally noted that he'd like to avoid a group of emails being written outside of the public's view, and those things being brought to a future meeting where the commission has already reached a consensus but the public hasn't had a chance to give their input.

Commissioner Catmull asked if they could have a work session where they worked on a Google Doc to share and present those ideas.

Attorney Simonsen responded yes, as long as it is noticed properly.

Planner Schindler reviewed the items expected on the next meeting's agenda, noting that he will be absent and Planner Miguel Aguilera will be presenting items in his absence.

Attorney Simonsen shared some insight from the city's code regarding commission rules and regulations, noting it says they may be modified or amended at any time by the planning commission, at any of its regular meetings. He doesn't know if that excludes noticing of special meetings or not, but to be safe he thinks it would be good to keep it in the regular meetings and be especially careful about avoiding any private meetings related to the topic.

Chair Hollist recommended adding it to the agenda for their next meeting, similar to how it was done for this meeting, and allotting up to one hour for that discussion. She would also like to see the example submitted tonight to be slightly edited to have South Jordan on the top and published with the next meeting's packet as the working copy they will be using for their discussion that night, allowing for the public to give input beforehand.

Attorney Simonsen believes it is okay for the commissioners to speak to city attorneys, as well as have verbal discussions with each of their council representatives, which might yield additional helpful suggestions.

Commissioner Catmull suggested making that discussion a standard agenda item for a few future meetings to prioritize the election of specific positions within the commission and keep things moving.

Chair Hollist agreed, noting that prioritizing the election of those "special positions" at the beginning of the year would be helpful, expediting the discussion of rules for that process. The commission agreed that at the next meeting they will prioritize discussing the appointments for the beginning of the year, traditionally a Chair, Vice Chair, and Architectural Review Committee (ARC) representative; also inviting suggestions for additional elections.

ADJOURNMENT

Chair Hollist motioned to adjourn the October 8, 2024 Planning Commission Meeting. Commissioner Gedge seconded the motion. Vote was 5-0, unanimous in favor; Commissioner Bevans was absent from the vote.

The October 8, 2024 Planning Commission Meeting adjourned at 7:53 p.m.

This is a true and correct copy of the October 8, 2024 Planning Commission minutes, which were approved on October 22, 2024.

Attachment A

From: [Cindy Valdez](#)
To: [Diana Baun](#)
Subject: FW: Proposed change to last meeting minutes
Date: Tuesday, October 8, 2024 6:26:50 PM
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)
[image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)

Cindy Valdez | Deputy City Recorder | City of South Jordan

1600 W. Towne Center Drive | South Jordan, UT 84095

O: 801.254.3742 ext. 1279 | F: 801.254.3393



an

From: Steven Catmull <SCatmull@sjc.utah.gov>
Sent: Tuesday, October 8, 2024 4:39 PM
To: Cindy Valdez <CValdez@sjc.utah.gov>
Subject: Re: Proposed change to last meeting minutes

Hi Cindy,

Here is the language I am going to propose we amend to the minutes in case it is agreed to.

Commissioner Catmull stated that the Flag Lot Overlay Zone code enforces all City Code requirements, except for lot size, unless modified or waived in the development agreement. He found no provisions in the agreement to prevent the spread of flag lots along a street. Both Commissioner Catmull and Ryan Loose agreed that enforcing intent language is challenging.

From: Anna Crookston <acrookston@sjc.utah.gov>
Sent: Tuesday, October 8, 2024 2:47:13 PM
To: Steven Catmull <SCatmull@sjc.utah.gov>
Cc: Michele Hollist <MHollist@sjc.utah.gov>; Cindy Valdez <CValdez@sjc.utah.gov>
Subject: RE: Proposed change to last meeting minutes

Hello Commissioner Catmull,

I have copied Cindy Valdez, Deputy Recorder who will be attending tonight's PC meeting. During the minute approval item please bring up your intent of what you wanted to say and that way we can enter it into the record of today's meeting minutes with the final approved minutes from the September 24, 2024 meeting. We will also attach your email with the modification request to reflect the modification made to the draft minutes.

Thank you,
Anna

Anna Crookston, CMC | City Recorder | City of South Jordan

1600 W. Towne Center Drive | South Jordan, UT 84095

O: 801.253.5203 Ext. 1404 | F: 801.254.3393



From: Steven Catmull <SCatmull@sjc.utah.gov>
Sent: Tuesday, October 8, 2024 1:39 AM
To: Anna Crookston <acrookston@sjc.utah.gov>
Cc: Michele Hollist <MHollist@sjc.utah.gov>
Subject: Proposed change to last meeting minutes

Hi Anna,

I would like to propose a modification to the minutes from last meeting.

Starting around

He then explained why this application is able to use Title 17 requirements and bypass some of the Title 16 requirements to legally do so. The commission is being asked tonight to decide whether or not to recommend the Title 17 requirements be applied to the property. The second part of this, which would have to be approved conditionally and prematurely, to decide whether or not to apply it if it meets the requirements. Essentially, the commissioners need to decide whether they feel the zone that allows flag lots should be applied to this area or not.

I believe a good summary of my concerns that went with his comments would be something like this:

Commissioner Catmull said the Flag Lot Overlay Zone code says that all requirements of the City Code except the ability to have a flag lot because of lot size are in effect with the passing of this rezone except those modified or waived in the development agreement.

Commissioner Catmull saw no provisions in the developer agreement that would waive the effect described in the code to prevent proliferation of the flag lots along a street.

Commissioner Catmull and Ryan Loose agreed that intent language is a challenge to enforce.

This was about 30-35 minutes into the audio.

Thanks,

Commissioner Catmull

South Station Plat 3
Condos 2B

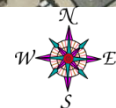


Grandville Ave

Reventon Dr

Black Twig Dr

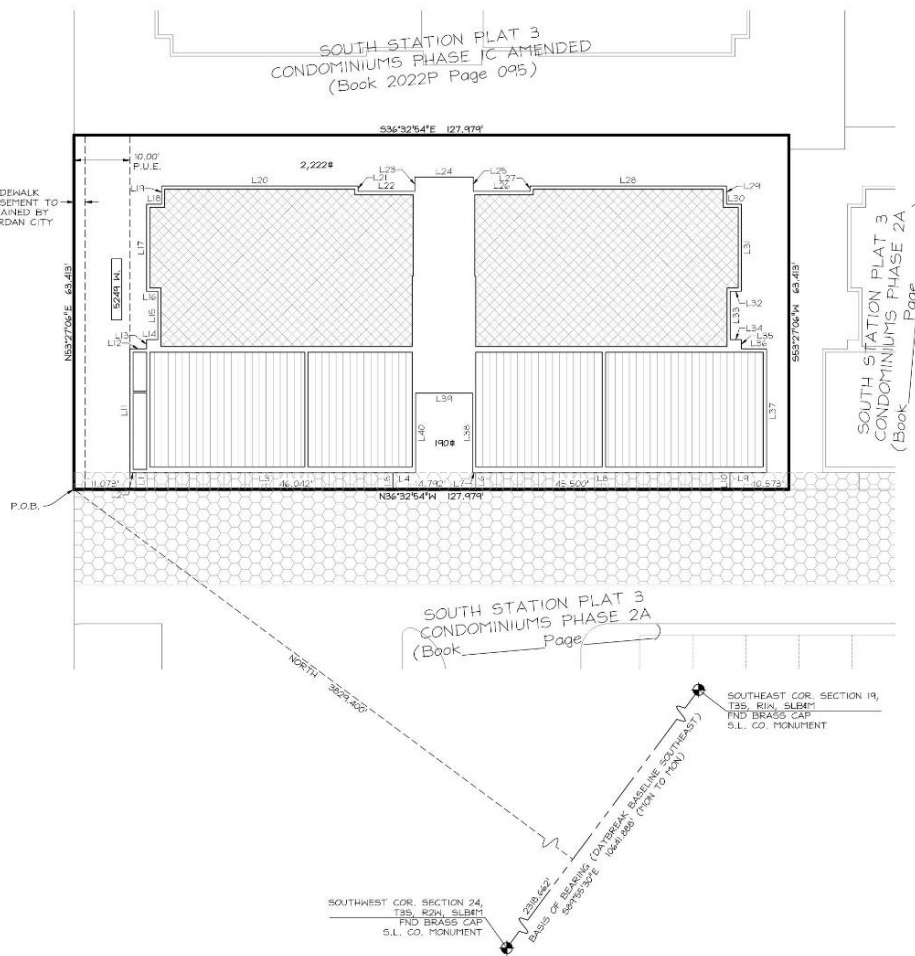
Lake Run Rd



SOUTH STATION PLAT 3
CONDOMINIUMS PHASE 1C-AMENDED
(Book 2022P Page 095)

2.00' SIDEWALK
ACCESS EASEMENT TO
BE MAINTAINED BY
SOUTH JORDAN CITY

REVENTON DRIVE
(Public Right-of-Way)



SOUTH STATION PLAT 3
CONDOMINIUMS PHASE 2A
(Book Page)

SOUTHEAST COR. SECTION 19,
T35, R14, S16M
FND BRASS CAP
S.L. CO. MONUMENT

SOUTHWEST COR. SECTION 24,
T35, R24, S16M
FND BRASS CAP
S.L. CO. MONUMENT

239.642'
BASIS OF BEARING
S89°59'07"E
1244.888' (CON TO CORNER)

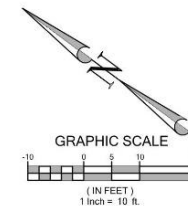
Line Table		
Line #	Length	Direction
L1	3.000	N53°27'06"E
L2	1.078	N36°32'54"W
L3	46.042	N36°32'54"W
L4	4.031	N36°32'54"W
L5	3.000	N53°27'06"E
L6	3.000	N53°27'06"E
L7	0.573	N36°32'54"W
L8	45.500	N36°32'54"W
L9	6.578	N36°32'54"W
L10	3.000	N53°27'06"E
L11	22.146	N53°27'06"E
L12	3.000	S36°32'54"E
L13	1.667	N53°27'06"E
L14	2.000	S36°32'54"E
L15	8.646	N53°27'06"E
L16	2.000	N36°32'54"W
L17	15.604	N53°27'06"E
L18	2.667	S36°32'54"E
L19	3.250	N53°27'06"E
L20	35.188	S36°32'54"E

Line Table		
Line #	Length	Direction
L21	0.969	S53°27'06"W
L22	10.146	S36°32'54"E
L23	2.552	N53°27'06"E
L24	10.479	S36°32'54"E
L25	2.552	S53°27'06"W
L26	10.146	S36°32'54"E
L27	0.969	N53°27'06"E
L28	35.188	S36°32'54"E
L29	3.250	S53°27'06"W
L30	2.667	S36°32'54"E
L31	15.604	S53°27'06"W
L32	2.000	N36°32'54"W
L33	8.646	S53°27'06"E
L34	2.000	S36°32'54"E
L35	1.667	S53°27'06"W
L36	4.500	S36°32'54"E
L37	22.146	S53°27'06"W
L38	14.250	N53°27'06"E
L39	10.187	N36°32'54"W
L40	14.250	S53°27'06"W

LEGEND

- FOUND SALT LAKE COUNTY SECTION CORNER
- EXISTING STREET MONUMENT

- LIMITED COMMON AREA
- PRIVATE OWNERSHIP AREA
- COMMON AREA
- PRIVATE RIGHT-OF-WAY AND UTILITY AND DRAINAGE EASEMENT
- EXISTING 20' WIDE SEWER EASEMENT RECORDED IN BOOK 1441 PAGE 6377



Sheet 2 of 5

SOUTH STATION PLAT 3 CONDOMINIUMS PHASE 2B
AMENDING A PORTION OF LOTS C-01 & C-02 OF THE SOUTH
STATION PLAT 3 SUBDIVISION

Located in the Northwest Quarter of Section 24, T35, R24,
Salt Lake Base and Meridian

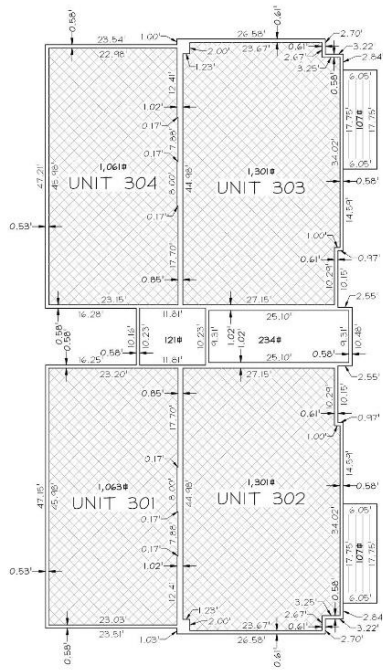
RECORDED IN
STATE OF UTAH, COUNTY OF SALT LAKE, RECORDED AND FILED AT THE
REQUEST OF:

DATE: _____ TIME: _____ BOOK: _____ PAGE: _____

FEE: _____ SALT LAKE COUNTY RECORDER

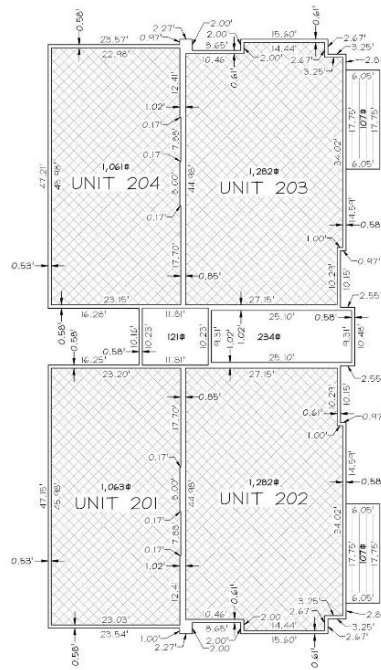


3009 SOUTH 1300 WEST, SUITE 100 WEST JORDAN, UT 84088
801.638.8004 TEL. 801.560.6611 FAX WWW.PERIGEECONSULTING.COM



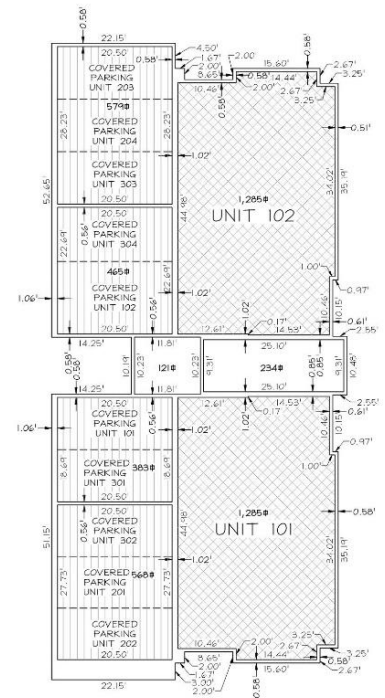
THIRD FLOOR

SCALE: 1" = 10'



SECOND FLOOR

SCALE: 1" = 10'



FIRST FLOOR

SCALE: 1" = 10'

Sheet 3 of 5

SOUTH STATION PLAT 3 CONDOMINIUMS PHASE 2B
AMENDING A PORTION OF LOTS C-101 & C-102 OF THE SOUTH
STATION PLAT 3 SUBDIVISION

Located in the Northwest Quarter of Section 24, T35, R24,
Salt Lake Base and Meridian

STATE OF UTAH, COUNTY OF SALT LAKE, RECORDED AND FILED AT THE
REQUEST OF:

DATE: TIME: BOOK: PAGE:

FEE \$ SALT LAKE COUNTY RECORDER

LEGEND

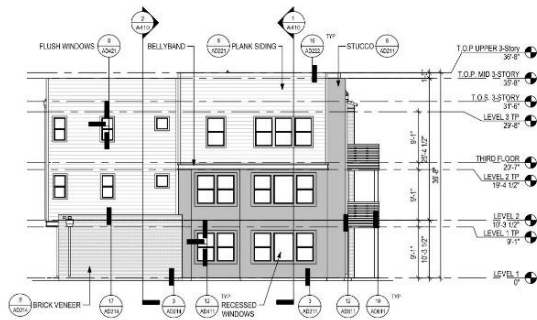
	LIMITED COMMON AREA
	PRIVATE OWNERSHIP AREA
	COMMON AREA

PROPERTY CORNERS

PROPERTY CORNERS TO BE SET WILL BE
REBAR # 4 CAP OR NAILS SET IN THE TOP
OF CURB OR ALLEY ON THE EXTENSION OF
SIDE LOT LINES.

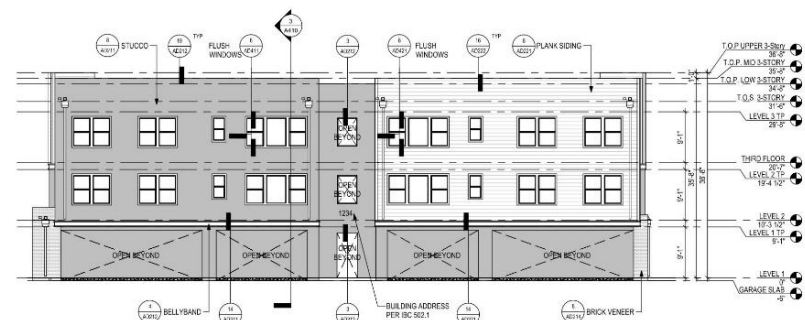


9089 5207th 1320 WEST, SUITE 100 WEST JORDAN, UT 84088
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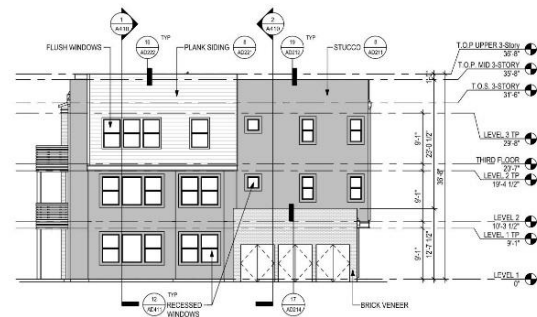
SOUTH ELEVATION

SCALE: 1" = 10'



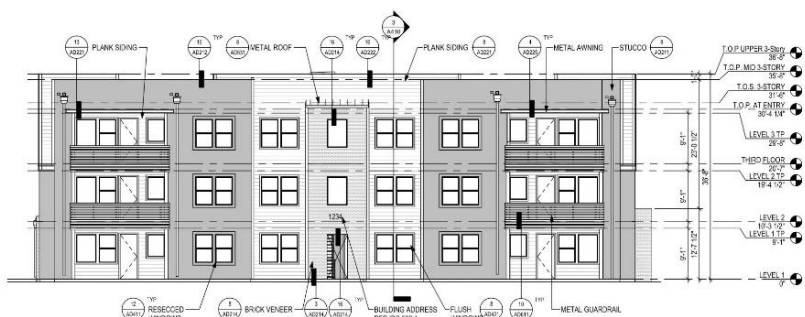
WEST ELEVATION

SCALE: 1" = 10'



NORTH ELEVATION

SCALE: 1" = 10'



EAST ELEVATION

SCALE: 1" = 10'

BENCHMARK

THE CONTROLLING BENCHMARK IS THE FOUND BRASS CAP SALT LAKE COUNTY MONUMENT LOCATED AT THE NORTHWEST CORNER OF SECTION 24, TOWNSHIP 3 SOUTH, RANGE 2 WEST AND HAS A NAVD 88 VERTICAL DATUM OF 4415.557' (CONVERTED TO FEET FROM METERS)

4847.00'±0' ON THE ABOVE SHOWN ELEVATION

PROPERTY CORNERS

PROPERTY CORNERS TO BE SET WILL BE REBAR & CAP OR NAILS SET IN THE TOP OF CURB OR ALLEY ON THE EXTENSION OF SIDE LOT LINES.



9098 SOUTH 1300 WEST, SUITE 100 WEST JORDAN, UT 84058
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Sheet 4 of 5

SOUTH STATION PLAT 3 CONDOMINIUMS PHASE 2B
ATTENDING A PORTION OF LOTS C-101 & C-102 OF THE SOUTH
STATION PLAT 3 SUBDIVISION

Located in the Northwest Quarter of Section 24, T35, R2N,
Salt Lake Base and Meridian

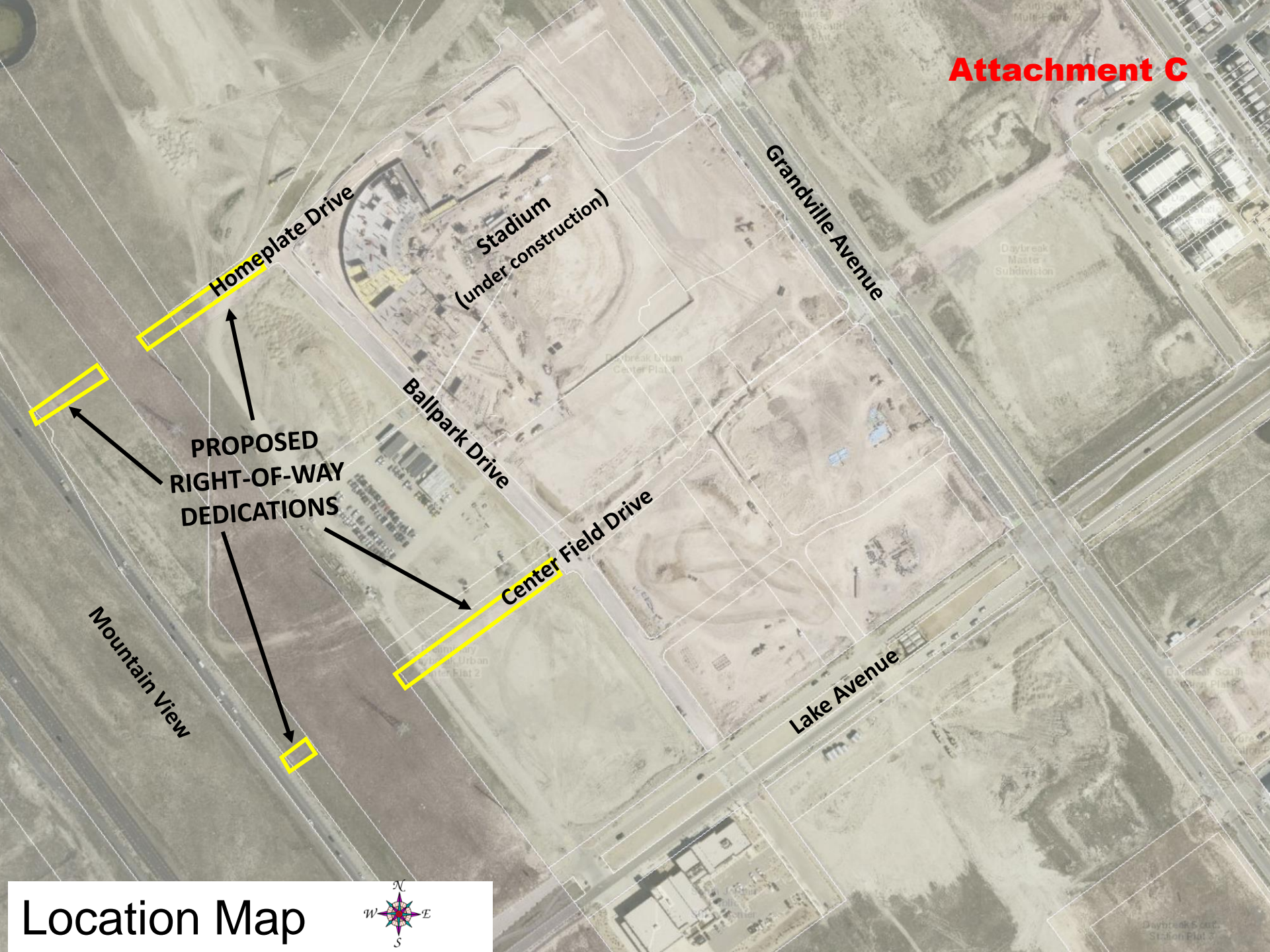
RECORDED #

STATE OF UTAH, COUNTY OF SALT LAKE, RECORDED AND FILED AT THE

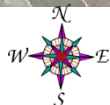
REQUEST OF:

DATE: TIME: BOOK: PAGE:

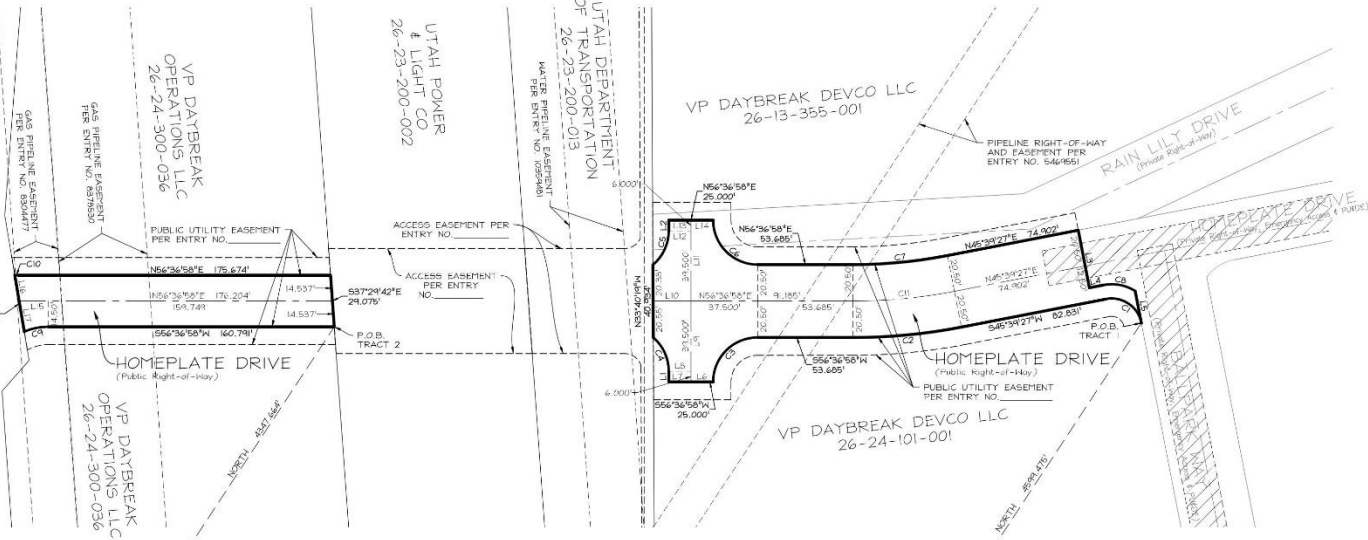
FEE \$ SALT LAKE COUNTY RECORDER



Location Map



UTAH DEPARTMENT OF TRANSPORTATION
26-24-300-037



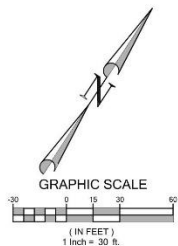
PROPERTY CORNERS
PROPERTY CORNERS TO BE SET WILL BE REBAR & CAP OR NAILS SET IN THE TOP OF CURB OR ALLEY ON THE EXTENSION OF SIDE LOT LINES.



3030 SOUTH 1200 WEST SUITE 100 NEW JERSEY, NJ 07093
801.638.6024 TEL 801.506.6611 FAX WWW.PERIGEECONSULTING.COM

LEGEND

- FOUND SALT LAKE COUNTY SECTION CORNER
- PROPOSED STREET MONUMENT
- EXISTING STREET MONUMENT
- EXISTING 20' WIDE SEWER EASEMENT RECORDED IN BOOK 1495 PAGE 727

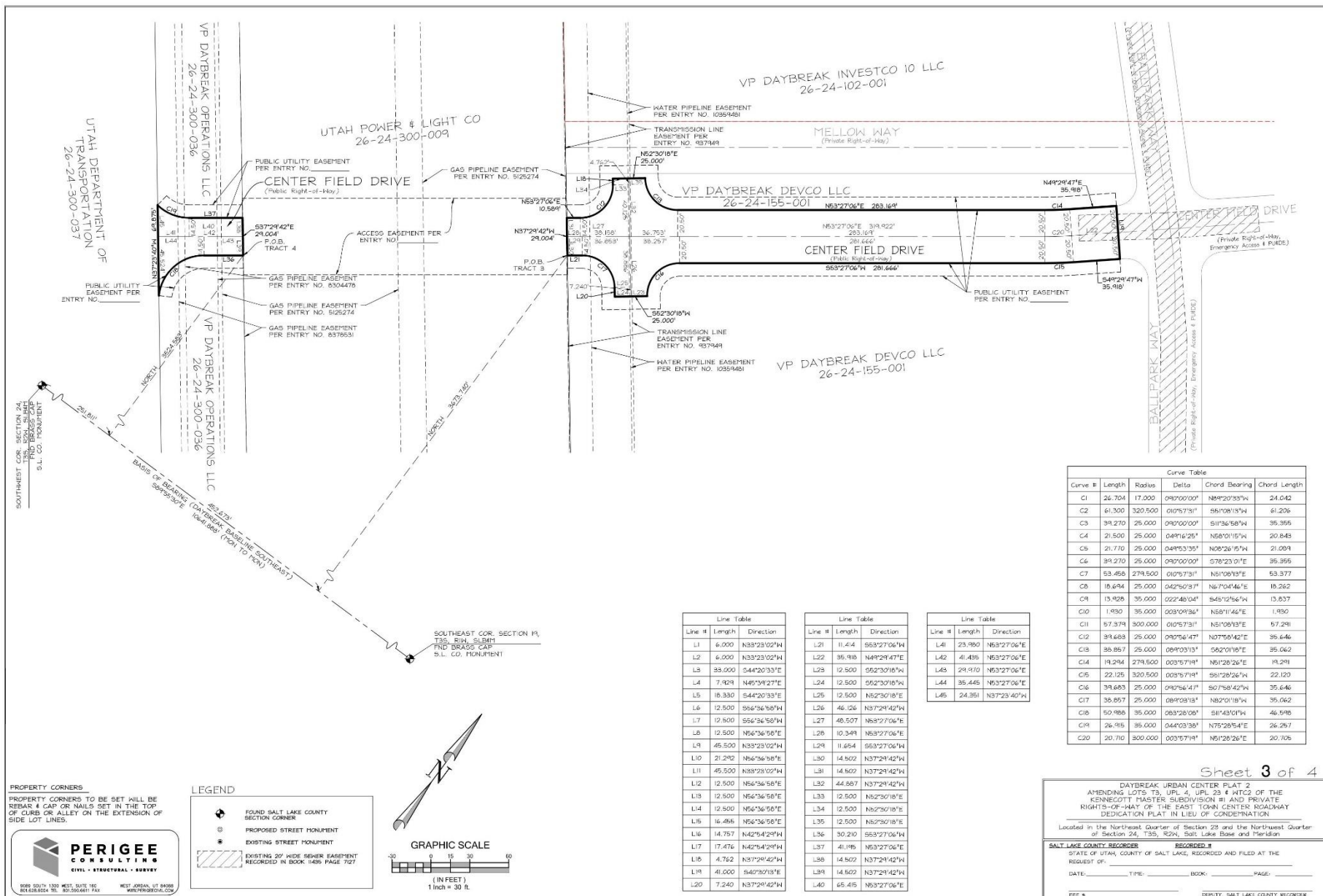


Sheet 2 of 4

DAYBREAK URBAN CENTER PLAT 2
AMENDING LOTS T3, UPL 4, UPL 23 & WTC2 OF THE
KENEDECOTT MASTER SUBDIVISION III AND PRIVATE
RIGHTS-OF-WAY OF THE EAST TOWN CENTER ROADWAY
DEDICATION PLAT IN LIEU OF CONDEMNATION

Located in the Northwest Quarter of Section 23 and the Northwest Quarter
of Section 24, T35, R20N, Salt Lake Base and Meridian

SALT LAKE COUNTY RECORDER RECORDED #
STATE OF UTAH, COUNTY OF SALT LAKE, RECORDED AND FILED AT THE
REQUEST OF:
DATE: TIME: BOOK: PAGE:
FEE \$ DEPUTY, SALT LAKE COUNTY RECORDER

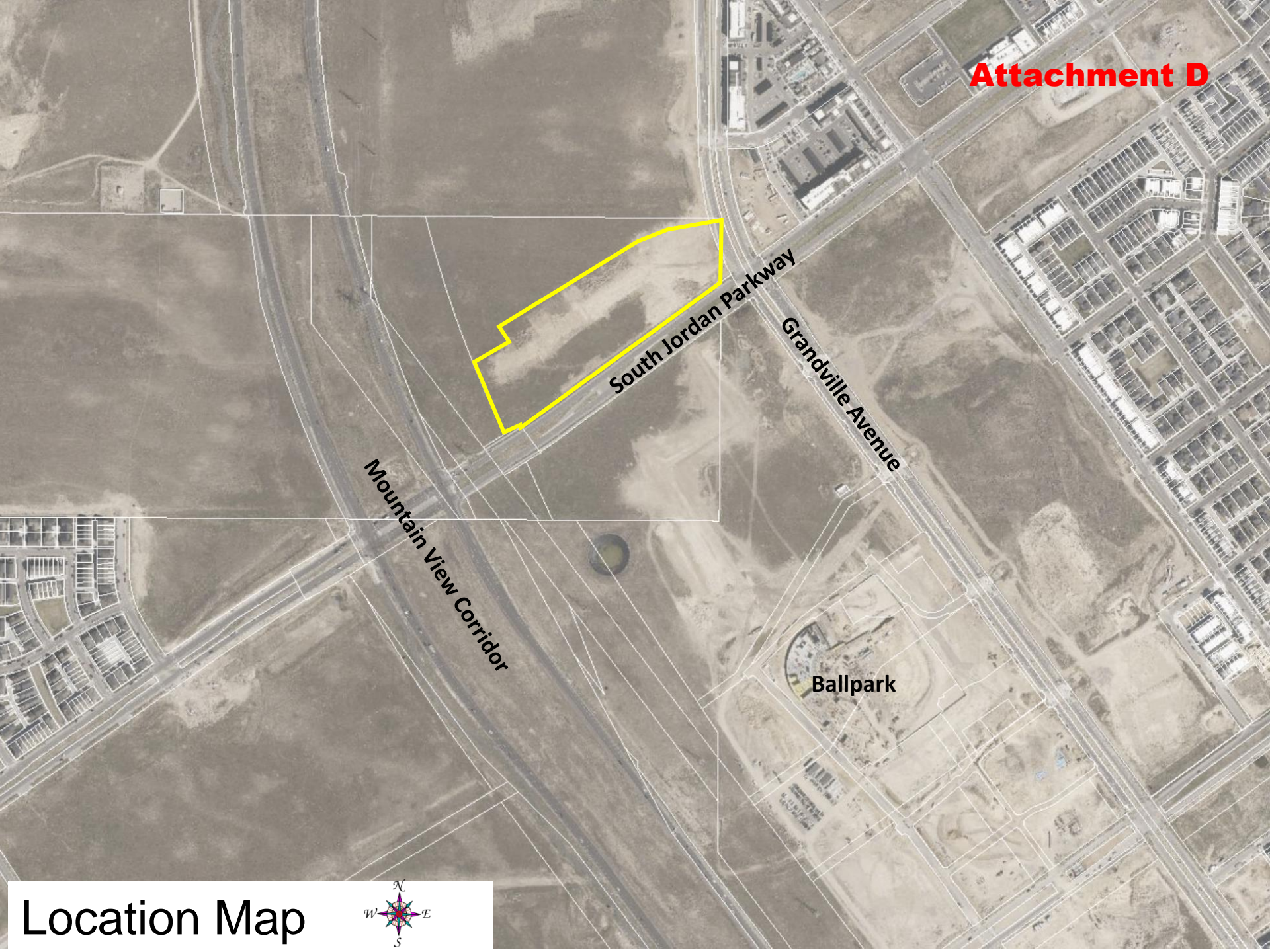


DAYBREAK URBAN CENTER PLAT 2
AMENDING LOTS T3, UPL 4, UPL 23 & WTC2 OF THE
KENNECOTT MASTER SUBDIVISION #1 AND PRIVATE
RIGHTS-OF-WAY OF THE EAST TOWN CENTER ROADWAY
DEDICATION PLAT IN LIEU OF CONDEMNATION

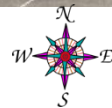
Located in the Northeast Quarter of Section 23 and the Northwest Quarter
of Section 24, T3S, R24W, Salt Lake Base and Meridian

SALT LAKE COUNTY RECORDER RECORDED #
STATE OF UTAH, COUNTY OF SALT LAKE, RECORDED AND FILED AT THE
REQUEST OF: _____

FEE \$ _____ DEPUTY, SALT LAKE COUNTY RECORDER



Location Map





Santaquin City Planning Commission By-laws and Rules of Procedure

A. ORGANIZATION

1. Appointment of the Chair and Deputy Chair.

- a. At one of the last regularly scheduled meetings of each year, the Commission shall have an agenda time to appoint a new Chair and Deputy Chair for the next calendar year. Appointees shall assume their duties as of the first regularly scheduled meeting in January.
- b. Appointment of the Chair and Deputy Chair shall be done separately through open nomination for appointment from any Commissioner. If only one Commissioner is nominated for appointment for either position, an approval vote of the Commission shall determine the appointment. If more than one Commissioner is nominated for either appointment, a simple majority of the Commissioners present during a silent vote shall determine the appointee. Any Commissioner may serve more than one term and/or in both appointed positions if properly nominated and appointed.

2. Duties of the Chair.

- a. To review and approve agendas prior to Commission meetings;
- b. To call meetings of the Commission to order on the day and time scheduled and proceed with the order of business;
- c. To receive and submit, in the proper manner, all motions, recommendations, and propositions presented by the Commissioners;
- d. To put to vote all issues and items which are properly moved upon, or necessarily arise in the course of the proceedings and to announce the result of any such actions taken;
- e. To inform the Commission, when necessary, on any point of order or practice. In the course of discharge of this duty, the Chair shall have the right to call upon legal counsel or staff for advice;
- f. To authenticate by signature all of the acts, findings, orders, and proceedings of the Commission;

- g. To maintain order at all meetings of the Commission including the maintenance of a respectful, orderly, appropriate, and professional atmosphere;
 - h. To move the agenda along, reduce redundancy by limiting time allowed for comment, whenever possible, set guidelines for public input, and reference handouts and procedures during meetings;
 - i. Recognize speakers and Commissioners prior to receiving comments and presentations;
 - j. Ensure the legal due process to all items and people involved in each item of each meeting agenda; and
 - k. Facilitate the elimination of any and all public clamor during meetings.
- 3. Duties of the Deputy Chair. The Deputy Chair shall have and perform all of the duties and functions of the Chair in the absence of the Chair.
- 4. Temporary Chair.
 - a. In the event of the absence or disability of the Chair and Deputy Chair, and with a proper quorum present, a temporary Chair shall be appointed to conduct business prior to any agenda item to serve as the temporary Chair until the return of the either the Chair or Deputy Chair.
 - b. The temporary Chair shall be nominated and appointed in the same manner as the regular nomination and appointment of the Chair.
- 5. Quorum. The number of Commissioners necessary to constitute a quorum is four (4) or more. No action of the Commission shall be official or have any effect except when a quorum of the Commissioners are present. While Santaquin City encourages the physical attendance of all of its Commissioners at the meeting anchor location, there is, from time to time, a need for Commissioners to connect to meetings via electronic means. Acceptable means of electronic connection include telephone, computer, satellite, or wireless communications. At a minimum, one Commissioner must be physically in attendance at the meeting anchor site. Commissioners must give notice to the Commission secretary forty-eight (48) hours in advance of the meeting as to what electronic means they intend to utilize to attend the meeting. The Commission secretary must give proper public notice of the meeting twenty-four (24) hours in advance which shall include the name and connection method of all Commissioners who intend to connect electronically to the meeting. Once four (4) or more Commissioners are in attendance at the meeting, either physically or electronically, the Commission is considered to be in full quorum.
- 6. Placing Items on the Agenda. A request for an item to be on a Commission meeting agenda may be initiated by the Chair, three Commissioners, the staff

with the support of the Chair, the Mayor, the City Council, or an applicant that has submitted a complete application.

B. MEETINGS

1. Meeting Schedule.

- a. At one of the last regularly scheduled meetings of each year, the Commission shall have an agenda item to determine the General Meeting schedule for the following calendar year. Meetings of the Commission are typically held on the 2nd and 4th Tuesdays of each month, with the exception of those meetings rescheduled or cancelled, are to begin promptly at 7:00 p.m., and are to be held in the City Council Chambers of Santaquin City Hall. Alteration to the time of day or place a meeting is to be held may be made through special notice and advertisement of the meeting which states the specific alteration(s).
- b. The determination of the General Meeting Schedule shall take into consideration the dates for which meetings will be scheduled, conflict with City observed holidays, and the possibility of special meetings or the cancellation of meetings to avoid conflicts.
- c. Following determination of a General Meeting Schedule, the Commission shall approve the schedule through the proper approval process. Following approval, the adopted meeting schedule shall be posted by the Commission Secretary in the Community Development Department, distributed to each Commissioner, and advertised in a newspaper of general circulation throughout the City.
- d. Open Meetings. Every meeting of the Commission is to be open to the public and conducted in accordance to the Utah State Open and Public Meetings Act (U.C.A. 52-4-1 et. Seq.).

2. General Order of Business. The business of the Commission at its meetings shall generally be conducted in accordance with the following order, unless otherwise specified

- Roll Call
- Pledge of Allegiance
- Invocation/Inspirational Thought
- Public Forum
- Agenda Items and Public Hearings
 - General Plan and Amendments
 - Conditional Use Permit Applications
 - Rezoning Applications
 - Annexation Applications
 - Subdivision Applications
 - Site Plan Review

- Code Amendments
- Commission New Business
- Minutes
- Reports of Officials and Staff
- Discussion Items
- Adjournment

3. Public Forum. This portion of the Commission agenda is designed to allow members of the general public to address the Commission regarding issues which are not listed on the posted agenda and shall adhere to the following parameters:

- a. Time Limit. This portion of the agenda should not last more than approximately 30 minutes combined for all speakers. Speakers should limit their comments, under the jurisdiction of the Chair, to approximately two minutes. Speakers declaring their representation of a group of the general public present may be allotted an extended amount of time to address the Commission, at the discretion of the Chair, so long as the extension does not limit the ability or time for other members of the general public to address the Commission.
- b. Speaker Sign-In. All persons wishing to be heard shall place their name onto the designated sign-in sheet at the entrance to the meeting. The Commission Chair shall review the sign-in sheet and call each individual to the speaker's podium to address the Commission. If no names appear on the sign-in sheet, it shall be to the discretion of the Chair to discontinue the public forum portion of the meeting or allow members of the general public present but no signed-in to address the Commission.
- c. Speakers to be Heard. Speakers wishing to be heard shall make their comments from the speaker's podium within the City Council chambers, or other locations of the meeting, with the exclusion of recognized exceptions due to a disability of the speaker. All comments shall be directed towards the Commission and should be made in a respectful and concise manner.
- d. Written Comments. Members of the general public may, and are encouraged to submit written comments relating to any item of City business to the Community Development Department, prior to the close of business on the day of a Commission meeting, and said comments may be read and distributed to the Commission for their review. The Commission may conduct discussion as deemed appropriate regarding any comments submitted.
- e. Repetitious Comments. Members of the general public addressing the Commission shall not present the same, or substantially same items or arguments to those provided by other members of the general public. Once an item has been heard by the Commission and determined to necessitate an action or necessitate no action the same, or substantially

same, item may not be presented by the same member of the general public or any other.

4. Procedure of Consideration of Agenda Items. The following procedure will normally be observed for all agenda items, however, it may be rearranged at the discretion of the Chair for an individual item, for the expeditious conduct of business:
 - a. Introduction of the item by the Chair;
 - b. Staff presentation and recommendation;
 - c. Presentation of the proposal by the applicant(s);
 - d. Public Hearing to be conducted according to paragraph B5 below.
 - e. Commission discussion. The discussion shall be confined to the Commission unless any Commissioner requests specific additional information from staff, the applicant(s), or a member of the general public present who is or may be directly involved or impacted by the issue under consideration; and
 - f. Motion and Vote. The Chair may outline the possible actions of approval, approval with conditions, tabling, or denial prior to entertaining a motion. Voting shall be in accordance with section F below.
5. Public Hearings.
 - a. Procedure
 1. Opening of the public hearing by the Chair.
 2. Testimony by citizens present to discuss the item through comment or testimony of facts or arguments;
 3. Rebuttal and concluding comments by the applicant; as the burden of proof rests with the applicant and is therefore given an opportunity to provide closing comments and testimony;
 4. Closure of the public hearing by the Chair.
 - b. Public Comment During Public Hearings. Comments, testimony, and presentations from the public shall be respectful, pertinent, relevant, concise, and confined within a two-minute timeframe. A spokesman for a group of citizens wishing to make similar comments regarding the agenda item should be allowed a reasonable amount of additional time. Public comments should be non-repetitious. The Commission Chair shall have the ability to discontinue the receipt of public comment at his/her discretion if the commentary and testimony becomes repetitious,

disrespectful, rude, or otherwise rowdy. All public comment shall be directed toward the Commission and may only be received in writing or from the speaker's podium, with the exclusion of recognized exceptions due to a disability of the speaker, within the location of the meeting. Public comment not originated from the podium shall not be accepted or considered by the Commission.

- c. Commission Action. No Commission action shall be taken in a formal public hearing. Comments from the public shall be received and weighted but not responded to by the Commission during the public hearing.
6. Continuance of Agenda Items. Review of any agenda item being held or noticed to be held by the Commission at any meeting of the Commission may, by order or notice of continuance, be continued or re-continued to any subsequent meeting.
7. Adjournment. No Commission meeting shall be permitted to extend past 10:00 p.m. unless a unanimous vote of the Commissioners present determines an extension of the meeting past 10:00 p.m. With such a vote, the motion for extension shall include a specific amount of time for the extension of the meeting and a determination of which remaining agenda items are to be considered in the extension. Remaining agenda items for any meeting not extended past 10:00 p.m., or otherwise not fully addressed within the extended time, shall have a motion for continuance made upon them, either to the next regularly scheduled meeting or to a specially called meeting, prior to the meeting's adjournment. No item on a noticed agenda shall be left without action being taken regarding that item, through formal action or continuance, prior to the adjournment of any meeting.

C. RIGHTS AND DUTIES OF THE COMMISSIONERS.

1. Meeting Attendance. Every Commissioner shall attend each meeting of the Commission unless excused or unable to attend due to extenuating circumstances. Any Commissioner expecting to be absent from a meeting of the Commission shall notify the Community Development Department and/or the Chair.
2. Conflict of Interest.
 - a. If any Commissioner has a conflict of interest with an item on an agenda, the Commissioner shall declare the conflict before any testimony for that item is heard. The Commissioner may then choose to step down from the Commission table and withdraw from discussion and voting on the agenda item. Following action by the Commission on the agenda item, the Commissioner may return to the Commission table and resume his/her duties as a Commissioner. In the event the commissioner declines his/her option to step down after declaring a conflict of interest, the Chair shall ask if any Commissioner wishes to request a vote on the conflict.
 - (1) If a request is made, the Commissioner making the request shall detail his/her request including any request to have the Commissioners step

down and/or withdraw from discussion or voting. The remaining Commissioners, other than the Commissioner declaring the conflict of interest, shall vote as to the request. A simple majority of the remaining Commissioners voting in favor of the request shall approve the request. The Commissioner declaring the conflict of interest shall then comply with the approved request. If an approval is not achieved, the Commissioner declaring a conflict of interest may proceed under his/her own recognizance.

- (2) If no such request is made, the Commissioner declaring a conflict of interest may proceed under his/her own recognizance.
- b. Any Commissioner who feels he/she, or another Commissioner, may have an actual, apparent, or reasonably foreseeable conflict of interest shall declare such feelings. Such declarations shall be determined and handled as in Section C-2-a herein.
 - c. No Commissioner with an actual, or possible, conflict of interest shall, at any time before, during, or after the meeting, attempt to use his/her influence with another Commissioner with regard to the agenda item in question.
 - d. Conflicts of interest are determined to be any personal, familial, or financial tie between the Commissioner and the applicant or the item of any manner of business.
 - e. A Commissioner may appear before the Commission through his/her employment or as an advocate or agent for a proponent, or as the applicant, only after declaring his/her conflict of interest and stepping down from the Commission table.
 - f. A Commissioner shall not sell or offer to sell services, or solicit prospective clients or employment, by starting an ability to influence Commission decisions or on the basis of being a Commissioner.
 - g. A Commissioner must not use the power of his/her appointed office as a Commissioner to seek or obtain any special advantage.
3. Not to Vote Unless Present. No Commissioner shall be permitted to vote on any question, matter of business, or agenda item unless the Commissioner is present at the meeting in which the vote is taken and the result is announced regarding the issue. No Commissioner shall give his/her proxy to any other person to vote on any issue.
4. Special Meetings. A Special meeting may be requested by any Commissioner to hear matters of Commission business. It shall be at the discretion of the Chair to grant or deny such a request and schedule such a meeting, as necessary.
5. Quorum. A simple majority of the total of the Commissioners present shall constitute a quorum for the transaction of business. Any Commissioner choosing to abstain from a vote on an agenda item shall be included when in consideration of a quorum. Any

Commissioner disqualified under the terms of a conflict of interest shall not be included when considering the presence of a quorum. When a conflict of interest results in a lack of Commissioners present to approve a motion, the issue, at the discretion of the Chair, may be heard by the Commission but may not have action taken upon it until an adequate amount of Commissioners can be present to properly vote on the issue.

6. **Lack of a Quorum.** No matters of business shall be heard, unless caused by a conflict of interest disqualification, unless a proper quorum is present. In the event a quorum is not present for a scheduled meeting of the Commission, the meeting shall be canceled, only after a reasonable allowance of time for a quorum to arrive through a motion for adjournment. No second shall be required for such motion. In such an event, a proper quorum shall ratify the motion to adjourn due to lack of quorum before any matters of business are heard at the next scheduled Commission meeting.
7. **Commissioner Decorum.**
 - a. **Appearance.** Commissioners in attendance at each meeting shall portray an appropriate appearance as a representative of Santaquin City to conduct the meeting in a serious, respectful, and sincere manner.
 - b. **Actions.** At no time shall any Commissioner make any comments, gestures, or other similar actions which is or can be portrayed to be demeaning, insulting, or disrespectful of the other Commissioners, staff, applicant(s), or any member of the general public.

D. ORDER AND DECORUM.

1. **General Decorum.** The atmosphere of a Commission meeting shall be conducted with the utmost respect for and by all parties. All those in attendance shall conduct themselves in a courteous, mindful, professional, sincere, and appropriate manner for the nature of the proceedings. Things and actions such as booing, hissing, cheering, clapping, throwing objects, obscene gestures, harassing comments, or other similar or obnoxious behavior shall not be tolerated.
2. **Public Clamor.** Public Clamor shall not be allowed in any meeting of the Planning Commission, nor during any portion of any meeting.
3. **Due Process.** The Commission Chair shall conduct each meeting in such a manner so as to afford due process throughout the proceedings.
4. **Chair's Authority.** It shall be the authority and discretion of the Commission Chair to order the removal of any individual member of the general public present at a Commission meeting, groups of the general public, or the removal of the general public present in its entirety, for the duration of the discussion and consideration regarding any single agenda item, or for the remainder of the meeting, if said person or groups of people become rude, disrespectful, disruptive, or otherwise rowdy towards the Commission, any single Commissioner, staff, the applicant, or other members of the general public.

5. Chair's Adjournment. In the event of refusal to leave the meeting by any member of the general public under the authority granted under Section D-4 herein, it shall be the authority and discretion of the Commission Chair to promptly adjourn any meeting of the Commission when said meeting becomes out of hand, unruly, overly disruptive, or otherwise inhibitive to the conduct of the City's business until such time as business can be conducted in an appropriate manner.

E. MOTIONS.

1. Making a Motion. Any Commissioner, including the Chair, may make or second any motion.
2. Findings. Motions for approval, denial, or approval with conditions should state reasons, issues, and facts leading to the motion within the motion.
3. Motions Repeated. Motions may be repeated for clarification, further understanding, or consideration at the request of any Commissioner, or by staff for the purpose of clarification for the official record.
4. Legal Counsel. Any Commissioner may request legal advice from the City legal counsel in the preparation, discussion, and/or deliberation of any motion.
5. Second Required. Each motion of the Commission must be seconded with the exception of a motion to adjourn the Commission meeting.
6. Withdrawing a Motion. After a motion has been stated, the motion resides in the possession of the Commission but may be withdrawn by the author of the motion at any time prior to the motion being put to vote. Withdrawal of a second shall become automatic with the withdrawal of the motion.
7. Motion to Table. A motion to table an agenda item shall be accompanied by the reasoning and rationale for the tabling, such as further study or pending further information or review, and whenever possible, a specific date for which the issue would be reheard.
8. Amending Motions. When a motion is pending before the Commission, any Commissioner may suggest a motion amendment to the author of the motion at any time prior to the motion being put to vote. The amendment must be accepted by the author of the motion and the author of the second in order to amend a motion. Amendments to an amended motion shall be handled in the same manner.
9. Reconsideration of Motions. Any Commissioner who voted in favor of any approved motion may offer a motion to reconsider the motion at any time during the meeting in which the vote took place or during the review of the minutes of the meeting in which the vote took place. A motion to reconsider must pass an approval vote in order to reconsider the action taken. If reconsideration finds that the previously approved motion should stand, no formal vote shall be necessary. If the former motion is to be amended or made void, the reconsideration motion shall be put to a formal vote of the Commission.

10. Motion to Recess. Any Commissioner may offer a motion for recess, and have said motion considered and voted upon, at any point during a Commission meeting. Any such motion shall contain a specific time to reconvene the meeting. No such recess shall be made for a period of time greater than one hour.
11. Dead Motions and New Motions. In the event that a seconded motion does not carry due to the lack of an adequate sustaining vote, the motion is determined to be dead and the discussion and consideration of the agenda item shall continue until another motion and second are offered and approved.
12. Motion to Adjourn. A motion to adjourn shall be required to conclude every Planning Commission meeting, following the addressing of each item on the agenda for that specific meeting. No second shall be required for a motion to adjourn so long as the Chair declares the meeting closed.

F. VOTING.

1. Changing a Vote. No Commissioner shall be permitted to change his/her vote once the Chair has declared the result of the decision.
2. Abstention. Any Commissioner may choose to abstain from voting on any agenda item if the Commissioner perceives a personal legal implication or other conflict. Commissioners wishing to abstain may remain at the Commission table and participate in the discussion. Reasoning for abstention is not required to be revealed prior to the vote being taken, but must be disclosed as a part of the Commissioner's vote for abstention in order to ensure that no conflict of interest has occurred. Without limitation, Commissioners may abstain from voting to approve the Commission minutes for any Commission meeting at which that Commissioner was not present.
3. Process of Voting. Any agenda item requiring a vote of the Commission to determine a decision or a recommendation, with the exception of those items requiring a roll call vote, shall be conducted follow the Chair's recognition of a motion and a second regarding the agenda item and the allowance for Commission discussion, by:
 - a. The Chair's request for "All those in favor of the motion regarding...";
 - b. The simultaneous vocalization of "Aye" by the Commissioners voting in favor of the motion;
 - c. The Chair's request for "All those opposed to the motion regarding...";
 - d. The simultaneous vocalization of "Nay" by the Commissioners voting in opposition to the motion;
 - e. the Chair's request for "All those wishing to abstain from voting on the motion regarding...";
 - f. The simultaneous vocalization of "Abstain" by the Commissioners wishing to abstain from voting on the motion; and

- g. The Chair's declaration of the voting results.
- 4. Unanimous or Total Votes. At any time during the voting procedure, described in Section F-3 herein, that a unanimous vote occurs or all Commissioners declare their vote prior to the completion of the process in its entirety, the Chair may immediately supersede the procedure, declare the result of the vote, and proceed with the remainder of the agenda.
- 5. Roll Call Vote. A roll call vote shall be held to vote on motions made regarding:
 - a. The approval of an agenda item where the Commission is the designated approving body;
 - b. Recommendations to the City Council regarding ordinances, amendments to the City Code, adoption or amendment of the General Plan, or the adoption or amendment of any City master plan; or
 - c. The adoption of any Commission resolution.
- 6. Conducting a Roll Call Vote. When a roll call vote is necessary, the Planning Commission Chair shall, following a motion, second, and Commission discussion, request a vote individually from each Commissioner present. Each Commissioner shall, when called upon, declare their vote orally by stating "Aye" if voting in favor of the motion being considered, "Nay" if voting in opposition of the motion being considered, or "I abstain from voting due to ..." When a roll call vote is necessary, each Commissioner's vote shall be recorded individually in the official minutes of the meeting.

G. SUSPENSION OF RULES.

- 1. Non-Exclusive Rules. The rules set forth are not exclusive and do not limit the inherent power or general legal authority of the Commission, or its Chairperson, to govern the conduct of Commission meetings as may be considered appropriate from time to time or in particular circumstances for the purposes of orderly and effective conduct of the affairs of the City.
- 2. Amendment and adoption of Commission by-laws to supersede those contained herein shall follow the same procedure as the adoption of these by-laws. A motion may be made by any Commissioner to review the by-laws for amendment at any time following their inception. A sustaining vote shall be required to open the review of the by-laws for amendment.
- 3. The adoption of these by-laws, and any successors, shall be done only after the publication of a notice of review and adoption of these by-laws in a newspaper of general circulation within the City at least 14 days prior to the meeting in which the adoption will be considered.

4. The general public shall have the opportunity to review and comment upon these by-laws prior to the adoption by the Commission.

H. RECORDING OF BY-LAWS.

1. These by-laws, and all subsequent amendments, shall be recorded by the City Recorder and copies of which shall be distributed to each Commissioner and the Community Development Department.

Approved by the Santaquin City Planning Commission this 12th day of November, 2019




Trevor Wood, Planning Commission Chair

Attest: 

Kira Petersen, Deputy Recorder

Approved by the Santaquin City Council this 17th day of December, 2019



Kirk Hunsaker, Mayor

Attest: 

Aaron K. Shirley, City Recorder

