



**Planning Commission Meeting Minutes
Tuesday, July 28, 2020**

Planning Commission Members in Attendance: Trevor Wood (participating via Zoom), Art Adcock, Brad Gunnell, Kylie Lance (participating via Zoom) and Jessica Tolman.

Other's in Attendance: City Manager Ben Reeves, and Community Development Director Jason Bond.

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

Invocation / Inspirational Thought: Commissioner Adcock offered an invocation.

Pledge of Allegiance: Mr. Bond led the Pledge of Allegiance.

Public Forum: Commission Chair Wood opened the Public Forum at 7:03 p.m. and closed it at 7:03 p.m.

DISCUSSION AND POSSIBLE ACTION ITEMS

PUBLIC HEARING- Proposed changes to the MSR Zone

The Planning Commission will conduct a public hearing to consider modifying Santaquin City Code Title 10 Chapter 7M regarding the Main Street Business Districts (MSBD) Zone.

Mr. Bond explained to the Commissioners that as he has been drafting this language it has become increasingly complicated. He presented the complexities and all of the different sections of code that would be affected by the proposed changes (See Attachment 'A').

Mr. Bond reiterated the three main components to Council Member Montoya's proposal for changes to the MSR zone: That multifamily housing be removed as a permitted use on parcels one acre or smaller. That flag lots be removed as a permitted use. And that ADU's be added as a permitted use.

Mr. Bond explained that the Public Hearing that was set for tonight's meeting didn't include flag lots in article 10-10-3. Since this wasn't a part of the Public Notice it would need to be noticed in order to recommend a change. He added that the language regarding ADU's are also located within another section of code (10-6-8) and would require a Public Notice as well.

Mr. Bond reported that currently within City Code, Multifamily dwellings are referred to in 5 different terms; townhome, two-family, single family attached, multifamily, and condominium. He recognized the confusion and ambiguity that this causes within code. This would mean that the definition section 10-2 would also need to be noticed and updated.

Mr. Bond explained that Council Member Montoya's recommendation was to make multifamily a conditional use by defining it as a minimum of one acre. He noted Commissioner Gunnell's idea of defining it by a certain number of units instead. Mr. Bond suggested that a minimum multifamily unit number within the MSR zone could be 8 units. He explained that he chose 8 because that is when code requires a tot lot for a multifamily development.

Mr. Bond explained that if flag lot are going to be removed as a permitted use, and if ADU's are going to be allowed within the R-8 zone than that area of code will need to be noticed as well.

Commission Chair Wood opened the Public Hearing at 7:20 p.m.

Mr. Reeves read a comment received from Julie Busath who indicated that she is in favor of the proposed changes to the MSR zone (See Attachment 'B').

Commission Chair Wood closed the Public Hearing at 7:22 p.m.

Commissioner Wood asked if all of the areas of code that need to be updated would need to have individual public hearings. Mr. Bond confirmed that they would.

Commissioner Adcock brought up the proposal that accessory apartments be permitted; and asked if existing accessory apartments will be required to get a permit or, if they should be grandfathered in. Mr. Bond explained that currently accessory apartments are allowed within the City, however they are not currently tracked by the City. It has been suggested that code be updated to require permits for both attached and detached accessory apartments. Commissioner Wood expressed concerns with how this would be enforced. Mr. Bond explained that some other cities require an annual renewal fee for accessory apartments. He stated that this would be regulated for the safety of the tenants and ensure that building code is being met; as well as to provide information to the State regarding the moderate income housing provided in Santaquin. Commissioner Adcock suggested that if the first year permitting is required, it be free in order to provide an incentive for people to get their apartment permitted. Commissioner Lance stated that she thinks accessory apartments should be tracked and permitted.

Commissioner Tolman stated that she would prefer to see multi-family housing requirements limited to parcels that are larger than one acre within the MSR zone. She asked how many townhomes and apartments can fit onto one acre. Mr. Bond explained that he will look into this and provide the information at the next meeting. Commissioner Gunnell pointed out that the Heelis farms development will have 21 townhomes on 1.6 acres. Commissioner Tolman explained that she prefers multifamily to be located within developments located off larger easy to access roadways. Commissioner Lance indicated that she would like to see multifamily located within a Planned Unit Development (PUD).

Mr. Bond asked if the Commissioners thinks it's best to address multifamily housing with the general plan. Commissioner Gunnell indicated that he doesn't see the need to wait for the general plan to

make these changes. Commissioner Wood explained that he thinks it makes sense to push these proposed changes through now.

Mr. Bond explained that the bulk of the new language would include regulations for ADU's. He clarified that the purpose of his presentation was to demonstrate the domino effect these changes would create. Commissioner Wood suggested that the Commissioners read through the 5 affected areas in code so they have a clear idea of how to move forward at the next meeting. Mr. Bond stated that he will provide the presentation to the Commissioners so they can review the code references prior to the next meeting.

PLANNING COMMISSION BUSINESS

Approval of minutes from

July 14, 2020

Motion: Commissioner Adcock motioned to approve the minutes from July 14, 2020. Commissioner Tolman seconded.

Roll Call:

Commissioner Wood Aye

Commissioner Gunnell Aye

Commissioner Adcock Aye

Commissioner Tolman Aye

Commissioner Lance Aye

The vote passed unanimously 5 to 0.

Commissioner Lance stated that she attended the last City Council meeting. She shared that financing for the new City Hall was discussed. She also reported that paving will begin for Highland Drive on July 29th.

Mr. Bond explained that at their next meeting, the City Council will discuss the implementation of dog park regulations; for a proposed dog park within the Hills in Summit Ridge development. He noted that since this is in municipal code it doesn't need to go through the Planning Commission.

Mr. Reeves reported that things are moving forward regarding the architectural design of the new City Hall. He stated that the Council will be discussing the Cares Act funding and putting policies in place regarding how this will be distributed. Mr. Reeves reported that exit 242 has been named Harvest View to coordinate with the park and agriculture in the area. He explained that there is a shooting range on the South exit that has resulted in stray bullets hitting houses and cars. The Council is currently working with the State Land Ownership DNR to find a better location for the shooting range and solve the public health and safety issues. Mr. Reeves explained that the Council may take a bolder stance as the issue isn't being addressed very quickly.

Commissioner Wood asked if any Commissioners are able to attend the next City Council meeting. Commissioner Adcock volunteered to attend the City Council Meeting next week.

PLANNING COMMISSION MEETING

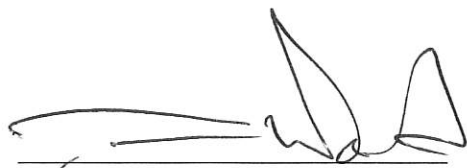
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Mr. Bond stated that the general plan update has been advertised. The date for final submittals is August 21, 2020. A selection committee will be created to review the applicants. He suggested that Planning Commission representation would be appropriate for the selection committee.

ADJOURNMENT

Commissioner Tolman motioned to adjourn at 8:16 p.m.

A handwritten signature in black ink, appearing to read 'Trevor Wood', written over a horizontal line.

Trevor Wood, Commission Chair

A handwritten signature in black ink, appearing to read 'Kira Petersen', written over a horizontal line.

Kira Petersen, Deputy Recorder



PROPOSED CHANGES TO THE MAIN STREET RESIDENTIAL (MSR) AREA

PLANNING COMMISSION MEETING

JULY 28, 2020

City Council's Direction Based on Councilmember Betsy Montoya's Proposal

1. That multi-family housing be **removed** as a permitted use in the MSR zone on any parcel 1-acre in size or smaller; and
2. That the development of flag lots be removed as a permitted use in the MSR zone; and
3. That Accessory Dwelling Units (ADUs) be **added as a permitted** use within the MSR zone, when built on the same lot as a single family home and meeting all requirements for safety, fire code and setbacks and requiring a building permit from the city.

Set Public Hearing for Changes to the MSR Zone

Set Public Hearing for Changes to the MSR Zone



MSR Zone
Article 10-7M

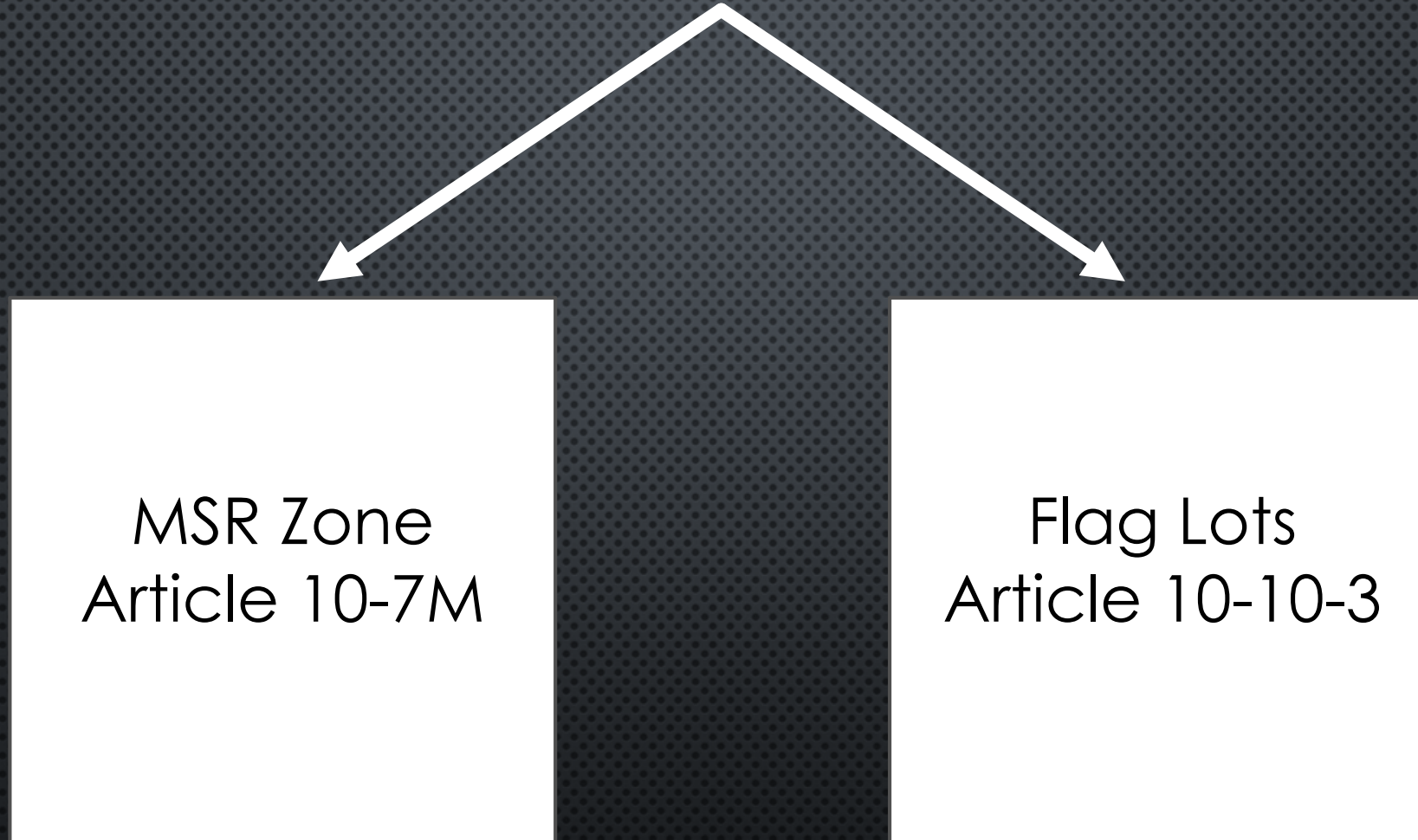
Set Public Hearing for Changes to the MSR Zone



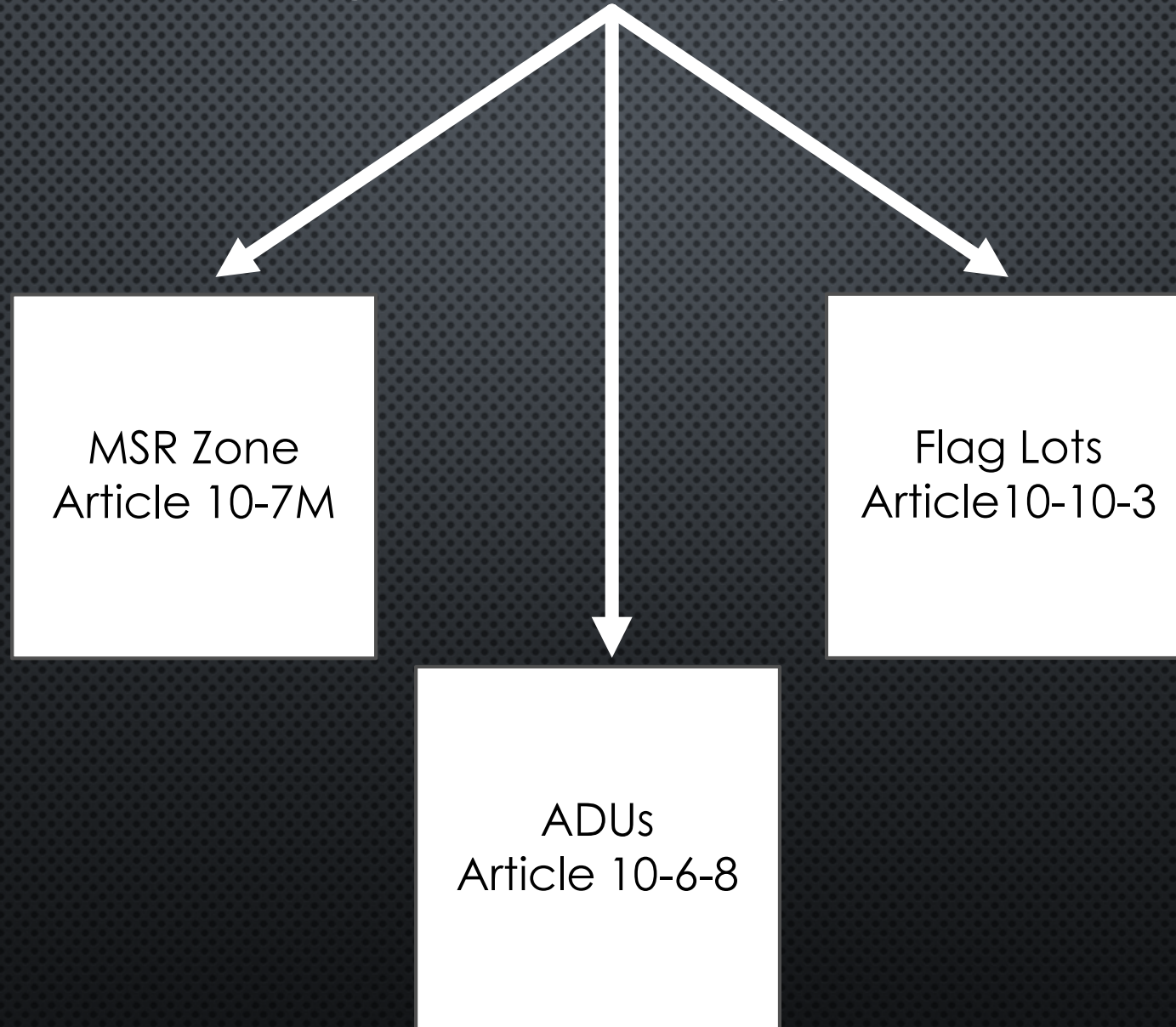
MSR Zone
Article 10-7M



Set Public Hearing for Changes to the MSR Zone



Set Public Hearing for Changes to the MSR Zone



DRAFT Changes to the MSR Zone

Use	CBD	MSC	MSR
Commercial, repair services	P	P	N
Commercial, retail sales and services	P	P	N
Conference and convention facility	C	N	N
Convalescent home, rest home, or nursing home	N	P	P
Dance hall, discotheque	C	C	N
Daycare center	A	P	C
Drive-in retail	N	P	N
Dwelling, caretaker	N	N	A
Dwelling, condominium	P	P	P
Dwelling, multiple-family	A	C	C
Dwelling, single-family attached	N	N	P
Dwelling, single-family detached	N	N	P
Dwelling, townhome	N	N	P
Dwelling, two-family	N	N	P
Dwelling units above first story office, retail or commercial	P	C	C
Furniture and appliance stores	P	P	N
Governmental offices	P	P	P

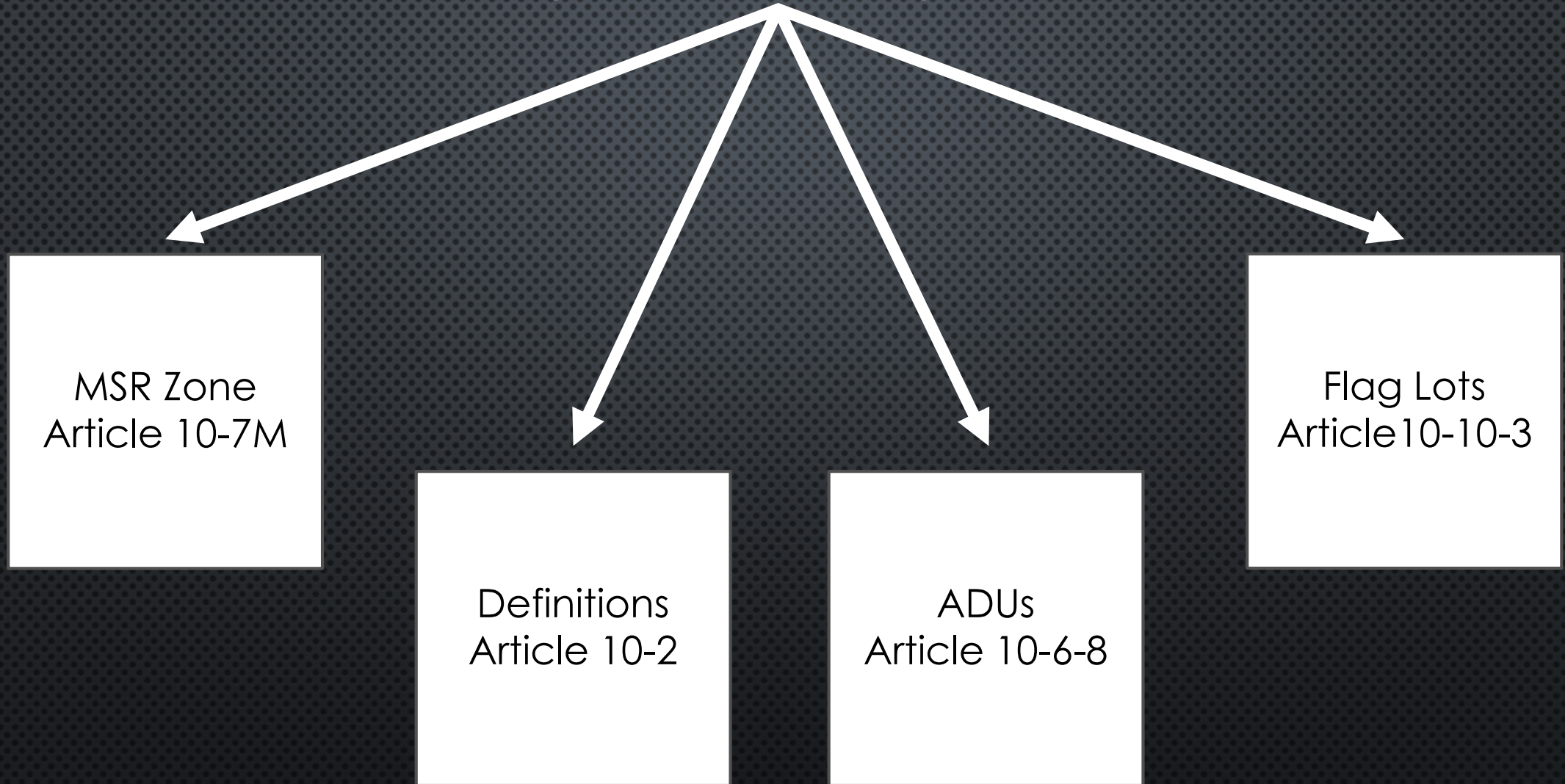
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Use	CBD	MSC	MSR
Commercial, repair services	P	P	N
Commercial, retail sales and services	P	P	N
Conference and convention facility	C	N	N
Convalescent home, rest home, or nursing home	N	P	P
Dance hall, discotheque	C	C	N
Daycare center	A	P	C
Drive-in retail	N	P	N
Dwelling, caretaker	N	N	A
Dwelling, condominium	P	P	P
Dwelling, multiple-family	A	C	C
Dwelling, single-family attached	N	N	P
Dwelling, single-family detached	N	N	P
Dwelling, townhome	N	N	P
Dwelling, two-family	N	N	P
Dwelling units above first story office, retail or commercial	P	C	C
Furniture and appliance stores	P	P	N
Governmental offices	P	P	P

DRAFT Changes to the MSR Zone

Use	CBD	MSC	MSR
Commercial, repair services	P	P	N
Commercial, retail sales and services	P	P	N
Conference and convention facility	C	N	N
Convalescent home, rest home, or nursing home	N	P	P
Dance hall, discotheque	C	C	N
Daycare center	A	P	C
Drive-in retail	N	P	N
Dwelling, caretaker	N	N	A
Dwelling, condominium	P	P	P
Dwelling, multiple-family	A	C	C
Dwelling, single-family attached	N	N	P
Dwelling, single-family detached	N	N	P
Dwelling, townhome	N	N	P
Dwelling, two-family	N	N	P
Dwelling units above first story office, retail or commercial	P	C	C
Furniture and appliance stores	P	P	N
Governmental offices	P	P	P

Set Public Hearing for Changes to the MSR Zone



Changes to the MSR Section of Code

1. Designate use (P, C, N, or A) of “Dwelling, multiple-family”

Use	CBD	MSC	MSR
Dwelling, condominium	P	P	P
Dwelling, multiple-family	<u>N</u>	C	C
Dwelling, single-family attached	N	N	P
Dwelling, single-family detached	N	N	P
Dwelling, townhome	N	N	P
Dwelling, two-family	N	N	P
Dwelling units above first story office, retail or commercial	P	C	C

Changes to the MSR Section of Code

1. Designate use (P, C, N, or A) of “Dwelling, multiple-family”

Use	CBD	MSC	MSR
Dwelling, condominium	P	P	P
Dwelling, multiple-family	<u>N</u>	C	C
Dwelling, single-family attached	N	N	P
Dwelling, single-family detached	N	N	P
Dwelling, townhome	N	N	P
Dwelling, two-family	N	N	P
Dwelling units above first story office, retail or commercial	P	C	C

2. Define additional condition for “Dwelling, multiple-family”

- Minimum of 1 (one) acre or Minimum of 8 (eight) units

Changes to the MSR Section of Code

1. Designate use (P, C, N, or A) of “Dwelling, multiple-family”

Use	CBD	MSC	MSR
Dwelling, multiple-family	<u>N</u>	C	C
Dwelling, single-family detached	N	N	P
Dwelling units above first story office, retail or commercial	P	C	C

2. Define additional condition for “Dwelling, multiple-family”

- Minimum of 1 (one) acre or Minimum of 8 (eight) units

Use	CBD	MSC	MSR
Accessory building	A	A	A
Accessory residential use Attached Accessory Dwelling Unit	<u>N</u>	<u>N</u>	A
Detached Accessory Dwelling Unit	<u>N</u>	<u>N</u>	<u>A</u>

Changes to the Definition Section of Code

1. Create sub-definitions of “Dwelling, multiple-unit or multiple-family”

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FROM

DWELLING, ACCESSORY APARTMENT: A housing unit which is self-contained but secondary to and incorporated within a primarily single-family dwelling and will not substantially alter any structure or the appearance of any structure as a single-family residence.

DWELLING, BACHELOR: A dwelling unit which is designed to be occupied by three (3) or more nonrelated adults.

DWELLING, BUNKHOUSE: A city approved building which provides sleeping quarters and possibly limited food preparation and/or personal hygiene facilities for ranch hands, seasonal workers or farm help.

DWELLING, CARETAKER: A dwelling which is designed and intended to be occupied by a person whose function it is to watch or take care of a business or industry which is located on the same premises as the dwelling. This may also include a detached guest cottage on parcels with detached single-family dwellings.

DWELLING, CONDOMINIUM: An owner occupied dwelling unit in a condominium together with an undivided interest in the common areas and facilities of associated condominiums.

DWELLING, MULTIPLE-UNIT OR MULTIPLE-FAMILY: A building or series of buildings consisting of three (3) or more independent dwelling units, each of which is designed for and occupied by only one family.

DWELLING, SINGLE-FAMILY ATTACHED: A dwelling unit sharing a common wall or walls with an adjoining dwelling unit, but located on an individual lot.

DWELLING, SINGLE-FAMILY DETACHED: A dwelling unit on a separate parcel and sharing no common walls which is designed for and occupied by only one family, but which may contain one accessory apartment. A single-family dwelling together with one accessory apartment shall not constitute a two-family dwelling for the purposes of this code, so long as the owner of the property maintains the dwelling as their primary residence.

DWELLING, TOWNHOME: An independent dwelling unit, under individual ownership which is attached by a common wall to one or more similarly designed units, which are typically designed to be several in-line units, each of which is located on separate lots or parcels of land, and which have no other housing units built over or under them.

DWELLING, TWO-FAMILY: A building which consists of two (2) independent dwelling units which share one or more common walls and have no direct internal access to one another. These developments are often referred to as twin homes or duplexes, depending upon ownership status.

DWELLING UNIT: A single unit providing complete, independent living facilities for one or more persons, including permanent, nonmobile provisions for living, sleeping, eating, cooking and sanitation.

Changes to the Definition Section of Code

1. Create sub-definitions of “Dwelling, multiple-unit or multiple-family”

TO

DWELLING, MULTIPLE-UNIT OR MULTIPLE-FAMILY: A building or series of buildings consisting of three (3) or more independent dwelling units, each of which is designed for and occupied by only one family. [Multiple-family dwellings include the following unit types:](#)

- A. DWELLING, CONDOMINIUM: An owner occupied dwelling unit in a condominium together with an undivided interest in the common areas and facilities of associated condominiums.
- B. DWELLING, SINGLE-FAMILY ATTACHED: A dwelling unit sharing a common wall or walls with an adjoining dwelling unit, but located on an individual lot.
- C. DWELLING, TOWNHOME: An independent dwelling unit, under individual ownership which is attached by a common wall to one or more similarly designed units, which are typically designed to be several in-line units, each of which is located on separate lots or parcels of land, and which have no other housing units built over or under them.
- D. DWELLING, TWO-FAMILY: A building which consists of two (2) independent dwelling units which share one or more common walls and have no direct internal access to one another. These developments are often referred to as twin homes or duplexes, depending upon ownership status.

Changes to the Accessory Dwelling Unit Section of Code

1. Create sub-sections of Accessory Dwelling Units
 - A. Attached
 - B. Detached

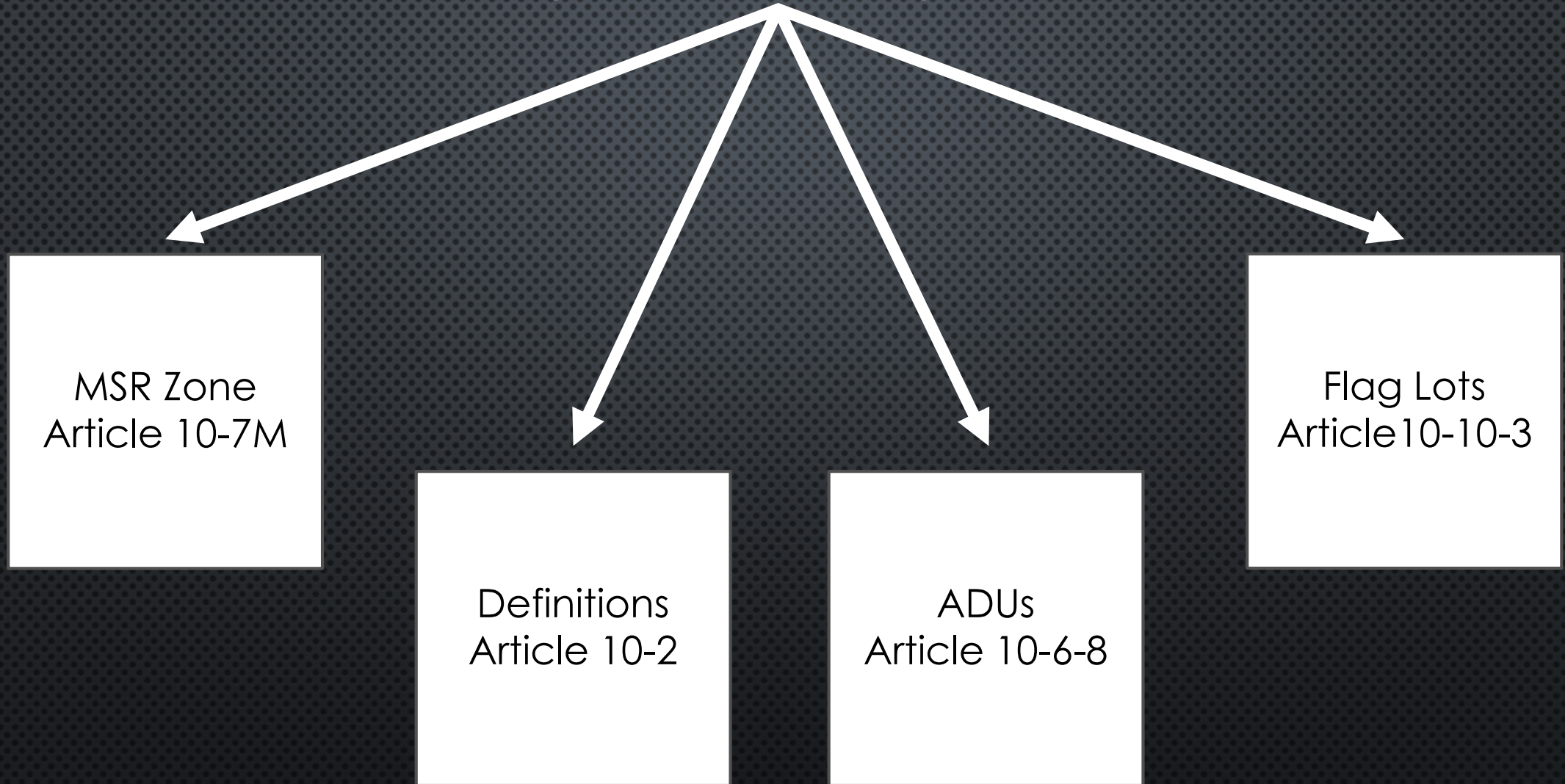
Changes to the Accessory Dwelling Unit Section of Code

1. Create sub-sections of Accessory Dwelling Units
 - A. Attached
 - B. Detached
2. Define regulations of Detached ADUs

Changes to the Flag Lot Section of Code

1. Repeal language related to flag lots.

Set Public Hearing for Changes to the MSR Zone



Set Public Hearing for Changes

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graph TD; A[Set Public Hearing for Changes] --> B[MSR Zone Article 10-7M]; A --> C[Definitions Article 10-2]; A --> D[ADUs Article 10-6-8]; A --> E[Flag Lots Article 10-10-3]; A --> F[R-8 Zone Article 10-7A];
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MSR Zone
Article 10-7M

Definitions
Article 10-2

ADUs
Article 10-6-8

Flag Lots
Article 10-10-3

R-8 Zone
Article 10-7A

Julie Busath <jbusath9@gmail.com>

Reply all

Tue 7/28, 2:43 PM

Public Comment

Hello, and thank you for taking the time to read my comments.

I am in favor of the proposed changes to the MSR zone.

My little family has lived in the MSR zone for about 8 years and we have seen many changes. We have seen lots of multi-family dwellings built, which, in our opinion, cause the city to grow too quickly. I think that we have enough. Too many in fact. They are popping up too quickly, and as in the case of the 341 townhome proposal, on lots that are too small for the infrastructure. I understand that these multi-family dwelling units meet the "code." However, they do not meet the codes of the duties of the city council, to beautify the city and increase property values. Having this many multi-family dwellings in such a concentrated area decreases property values and overcrowds the city.

Changing the codes and requirements for the MSR zone, allowing for multi-family dwelling units on lots of one acre or more, stops the overgrowth of these homes. And it does not completely stunt the growth of the city, as long as the use of accessory dwelling units is approved.

Thank you again for your time and consideration of my thoughts and comments. Again, I am in favor of the proposed changes, that multi-family dwelling units be restricted to lots of one acre or more, that the use of accessory dwelling units be added to the zone, and that flag lots also be removed as a permitted use within the MSR zone.

Julie Busath