



**Planning Commission Meeting Minutes  
Tuesday November 12, 2019**

**Planning Commission Members in Attendance:** Art Adcock, Kylie Lance, Pamela Colson, Brad Gunnell, Michelle Sperry, and Jessica Tolman.

**Other's in Attendance:** Community Development Director Jason Bond, Staff Planner Ryan Harris, James Degraffenried, Jimmy Degraffenried, Paola Kitchen, Amanda Groves, Jonathan Reid, Ryan Johnston, Shanna Stilson, Curtis Leavitt, Mike DeCarlo Greg Haws, Rob Horlacher, Jake Kester, Helen Kester, Taylor Larsen, Curtis Rowley, Ken Kelley Summer Samuelson, and Jeff Samuelson.

Deputy Chair Adcock called the meeting to order at 7:00 p.m.

**Invocation / Inspirational Thought:** Commissioner Lance shared an inspirational thought.

**Pledge of Allegiance:** Commissioner Tolman led the Pledge of Allegiance.

**Public Forum:** Deputy Chair Adcock opened the Public Forum at 7:02 p.m. and closed the Public Forum at 7:02 p.m.

## **DISCUSSION AND POSSIBLE ACTION ITEMS**

### **Public Hearing- Orchard Vistas Condominium Rezone**

*A review of a proposed rezone of approximately 5.097 acres from the Commercial (C-1) zone to the Main Street Residential (MSR) zone. The property to be rezoned is located at approximately N. Orchard Lane and between 400 E. and 200 N.*

Mr. Bond explained that this rezone is proposed on the property to the north of the future grocery store. He informed the Commission that a rezone requires that a public hearing be held at the Planning Commission. He clarified that this is a legislative process, meaning the Planning Commission will offer a recommendation to the City Council, who will ultimately make the decision. Mr. Bond outlined the two plans proposed by the developer that would consist of 9, 12-plex units, with each plan proposing different amenities (see Attachment 'A').

The applicant, Ryan Johnston reported that he worked with Ridley's during their rezone as well as City Staff. He explained that the intent of this rezone is to provide a buffer between the commercial and low density residential zones. Mr. Johnston recognized the growing County and the need for community areas that don't require yard maintenance. He explained that the proposed condos are high end, three bedrooms two bathroom units.

Deputy Chair Adcock opened the public hearing at 7:11 p.m.

Shanna Stilson indicated that the community has recently learned that a higher tax base and more businesses are needed. Because of this, she doesn't think that this prime commercial parcel should be rezoned to high density housing. Ms. Stilson disagreed that a buffer is needed between the commercial and residential zones. She doesn't believe that this rezone is wise, because Santaquin needs a greater commercial tax base.

Helen Kester asked if this is the same proposed high density Mr. Ridley wants to develop to the north of the grocery store. Mr. Bond confirmed that this is the same project. She also asked how tall the units would be Ms. Kester shared her belief that there is enough high density in the area. She expressed concerns about the increased traffic that the grocery store will bring. Ms. Kester thinks that a park would be a more appropriate buffer in this area. She explained that she would like Santaquin to remain agricultural and not high density. Ms. Kester also asked how tall the proposed buildings are.

Curtis Rowley spoke representing Cherry Hills Farms; (the farm to the north of this proposed development) he explained that this proposal makes them nervous, because they can't have neighboring residents coming onto their property for regulation purposes. Mr. Rowley asked that if this rezone is approved, that it is communicated to the future residents that the farm is private property.

Curtis Rowley offered his thoughts as a resident; he stressed the need for consistency in different areas of town. He believes that the areas of town that are high density should be kept consistent, and that the low density areas of town should also remain consistent.

Taylor Larsen expressed concern about adding additional traffic on 400 E. She noted that traffic has been redirected because there isn't a lot of area to widen the road. Ms. Larsen agreed that there should be more park and open space in this area. Ms. Larsen stated that when 400 E. is widened, land will have to be taken from existing residents and she doesn't agree with that.

Summer Samuelson expressed that her main concern with this proposal is traffic. She thinks that adding this number of homes to the community will cause traffic issues, and feels that this project will benefit the developer and not the existing residents. Ms. Samuelson stated that she understands the need for a buffer, but she would prefer to see townhomes or even a cement wall as a buffer. She also noted that access to the freeway off of 200 North isn't good.

Ken Kelley acknowledged that growth is inevitable, but is concerned about the already increased traffic in this area. He noted that coming from the west there is only one stop sign. Mr. Kelley commended the proposed plans and the openness, but stated that he doesn't agree with multifamily housing in this area. Mr. Kelley stressed that what others do with their property affects neighboring residents.

Summer Samuelson added that she realizes that growth is coming, but she feels that there are better areas for this growth in Santaquin, such as Summit Ridge.

Deputy Chair Adcock closed the Public Hearing at 7:26 p.m.

Commissioner Gunnell revisited Ms. Kester's question regarding the height of the buildings, and answered that this proposal is for 3 story units. Commissioner Lance asked if the density and amount of units can be controlled within the Main Street Residential (MSR) zone. Mr. Bond explained that there is no density cap in City code rather, it's based upon parking and open space. Commissioner Tolman expressed concern that the City feels obligated to Mr. Ridley to rezone this property.

Commissioner Colson asked to see a holistic picture of the grocery store in conjunction with this proposal. Mr. Bond showed the zoning map and reviewed the proposed area. He noted that from a planning perspective this is a great area for high density housing, because it provides better access to amenities and walkability. Mr. Bond outlined the proposed area for the grocery store, as well as the proposed rezone area. Commissioner Colson asked what would be left of the C-1 commercial zone if this rezone goes through. Mr. Bond outlined the current C-1 zone area and explained that the proposal is roughly 6 acres.

Commissioner Tolman expressed that while she appreciates the sentiment of walkability, she doesn't think that Santaquin has the right demographic for it. She expressed that she likes this development, but not in this location. Commissioner Lance stated that she doesn't want the MSR zone to extend farther from Main Street. Commissioner Lance indicated that she prefers PUD's and the control it provides for densities.

Commissioner Gunnell voiced that residents want to see businesses rather than high density housing developments. He indicated his struggle with the thought of removing Commercial zoning and turning it into high density housing. Commissioner Adcock asked what type of fencing will be installed behind the grocery store. Mr. Bond answered that it is anticipated that there will be a concrete fence behind the grocery store.

Commissioner Sperry asked if the developer has an idea of a starting price for these units. Mr. Johnston stated that they would be in the mid \$200,000 range.

**Motion:** Commissioner Gunnell motioned to send a negative recommendation to the City Council for the Orchard Vista's Condominium rezone. Commissioner Tolman seconded.

Roll Call:

Commissioner Adcock	Aye
Commissioner Lance	Aye
Commissioner Colson	Aye
Commissioner Gunnell	Aye
Commissioner Sperry	Aye

Commissioner Tolman      Aye  
The vote passed unanimously 6 to 0.

Mr. Bond announced to the residents in attendance, that this rezone is anticipated to be on the Council agenda next Tuesday at 6:00 p.m.

**Public Hearing- Heelis Farm Townhomes Rezone**

*A review of a proposed rezone of approximately 3.91 acres from the R-10 Residential zone to the R-8 Residential zone (2.19 acres), and to the Main Street Residential (MSR) zone for (1.72 acres). The property to be rezoned is located at approximately 400 E. and between 200 N. and 300 N.*

Mr. Bond explained that this rezone proposal is intended to be cohesive with the previous application, but can move forward separately. He illustrated the applicant's proposal which is to rezone a total of 3.91 acres; 2.19 acres to be rezoned as MSR for townhomes, and the Northern 1.72 acres be rezoned as R-8 for single family homes (see Attachment 'B').

Mr. Jimmy Degraffenried explained that his father is asking for this rezone because the grocery store is being built across the street from his property. Because of this, he believes the value and marketability of the property goes down for single family homes. Mr. Degraffenried clarified that his parents live on the property and they are also concerned about what will be built next to them. He illustrated the intent of the project, which is to provide a transition from the grocery store to townhomes and single family homes. Mr. Degraffenried expressed his belief that this proposal will be consistent with the uses along 200 North and noted that the price point for the townhomes will be between \$250,000-280,000. Mr. Bond reported that the townhomes are proposing to install amenities such as a basketball court, pavilion and tot lot. Mr. Degraffenried noted the intent is that an HOA would maintain the townhomes and surrounding area.

Mr. James Degraffenried addressed the Commission and voiced concern regarding the impact this project would have on his neighbors of many years. He expressed his intent for these townhomes to be something he can be proud of. Mr. Degraffenried explained that the grocery store devalues his property and this proposal will help him regroup the value.

Deputy Chair Adcock opened the Public Hearing at 8:02 p.m.

Shanna Stilson stated that she doesn't like the idea of another high density development in this area. She asked how lots 1-3 and 8 would be accessed without an existing roadway. She expressed that she would like to see smaller single family homes on reduced lots as an alternate buffer. Ms. Stilson expressed concerns with the already congested traffic on 400 East, and pointed out that the proposed Bella Vista project could add even more traffic. Ms. Stilson shared her hope that this area is not rezoned.



Helen Kester stated that the proposed density is too high for the area. She thinks that this project would benefit Mr. Degraffenried and not the existing residents who have lived there for years. Ms. Kester is concerned of what this could do to her property value. She is also worried that her quality of life will be ruined if this high density housing is developed.

Paola Kitchen expressed her opinion that the proposed plans would work for a different City, but not Santaquin. She noted that the core area of town still has animal rights, most of it lacks curb and gutter, and Main Street only has two traffic lights. Ms. Kitchen thanked Mr. Degraffenried for his genuine concern and care for the community, but expressed that she doesn't think that this development should be located in this area of town. Ms. Kitchen feels that this project doesn't belong here but somewhere like Summit Ridge.

Taylor Larsen noted the same concerns that she voiced with the Orchard rezone. She is also concerned that people won't be able to pull out of their driveways due to the traffic. Ms. Larsen wants to know how this will affect traffic around her home, and expressed that she would prefer to see single family homes.

Summer Samuleson asked how lot number 8 will be accessed. She noted that she is more at ease with the proposed single family homes, but the townhomes make her nervous. She thinks 200 North and 400 East will be overrun with traffic due to the grocery store, etc.

Ken Kelley indicated that he sees the necessity to widen 400 East but, doesn't see the adequate land to widen the street appropriately. Mr. Kelley thanked the Planning Commission for listening to him.

Shanna Stilson expressed her frustration with developers who buy property knowing the current zoning and then try to change it.

Deputy Chair Adcock closed the Public Hearing at 8:21 p.m.

Commissioner Adcock asked that Staff address the access for lots and the nonexistent road. Mr. Bond explained that the purpose of tonight is to paint a conceptual picture and not address the specifics. Mr. Degraffenried explained that this is a concept and additional design work would be needed to bring this project to fruition.

Mr. Bond clarified that multifamily housing as a permitted use in the R-8 zone has been removed.

Commissioner Gunnell explained that he is open to the rezone in this instance, given the length of time that the property owner has owned the land, but he isn't in favor of MSR zoning for this parcel. Commissioner Lance agreed with Commissioner Gunnell. Commissioner Adcock asked Mr. Degraffenried if a recommendation to rezone his land as R-8 would benefit him. Mr. James

Degraffenried explained that he can accomplish what he needs without the MSR zone, but it would complicate some aspects of the project.

**Motion:** Commissioner Lance motioned to forward a negative recommendation to the City Council for the Heelis Farms Proposal to rezone to the MSR zone. With the potential for an R-10 or R-8 rezone. Commissioner Sperry seconded.

Roll Call:

Commissioner Tolman      Aye

Commissioner Sperry      Aye

Commissioner Gunnell      Aye

Commissioner Colson      Aye

Commissioner Lance      Aye

Commissioner Adcock      Aye

The vote passed unanimously 6 to 0.

#### **Public Hearing- Summit Ridge Towns Concept Plan**

*A concept review of the proposed 434-unit multifamily development located at approximately Summit Ridge Parkway and 1200 W. The Proposed subdivision is located within the Summit Ridge Development.*

Mr. Bond clarified that this is a concept plan and no action is needed tonight. Commissioner Adcock asked if there is potential conflict between the current Summit Ridge development agreement and this proposal. Mr. Bond explained that the development agreement as well as City Code will both be referred to during this process.

Deputy Chair Adcock granted a brief recess at 8:45 p.m. The meeting was resumed at 8:51 p.m.

Mr. Curtis Leavitt from D.R. Horton explained that they are under contract to purchase land from HG Utah in Summit Ridge. Mr. Greg Haws presented the most recent concept plan for this property which includes 432 townhome units (See Attachment 'C'). Mr. Haws illustrated that 152 of the units would be alley loaded while the rest would be front loaded. He explained that this concept plan includes the commercial parcel along Summit Ridge Parkway. Mr. Haws indicated their intent to phase this project. He noted that the roads within the development would be compliant with the development agreement.

Mr. Haws reviewed the proposed parking and clarified that code requires 975.5 parking stalls for this project, they are proposing to provide 992 parking stalls. He pointed out that if all available parking was recognized by code (including driveway parking), they would have a total of 2,288 parking stalls. Mr. Bond explained that tandem parking isn't recognized in code because it doesn't work 100% of the time.

Mr. Haws stressed the high level of pedestrian connectivity in this project especially to the future commercial space. He pointed out the ample snow storage areas as well as the proposed mailboxes. Mr. Haws explained that they are proposing to include the following amenities: a swimming pool

and restroom building, a hammock grotto, a linear park, a tot lot, a dog park and a terra park. He clarified that a terra park is a type of rural tot lot.

Commissioner Tolman asked if the dog park would be open to the public. Mr. Leavitt explained that it would be a private dog park as it will be maintained by the HOA. Commissioner Tolman

asked if the units would be managed by the current Summit Ridge HOA. Mr. Rob Horlacher clarified that those who live in the townhomes will pay additional HOA dues (to the existing HOA) for this new project. Commissioner Tolman offered her opinion that a windmill rather than a tractor at the entrance of the development would be more aesthetically pleasing.

Commissioner Lance asked why the garages aren't two car garages. Mr. Leavitt explained that the garages are technically big enough for two cars, but don't meet the 24 by 24 feet requirement for city code. Commissioner Lance expressed concern about private roads being only 26-feet wide and referred to North Stone Hollow which has narrow roads that are often congested. Mr. Bond explained that the City has had similar concerns and doesn't allow for private streets anymore, however the Summit Ridge Development Agreement allows for private streets. He noted that the applicant has heard their concerns regarding private streets and they have since widened the roads. Mr. Bond clarified that these are more 'private accesses' rather than private roads. Commissioner Lance provided her opinion that the narrow roads are difficult to navigate.

Commissioner Tolman asked if this property would be affected by reservoir runoff. Mr. Bond stated that there are issues regarding runoff which are being discussed and addressed by the City Engineer and the applicant.

Deputy Chair Adcock opened the Public Hearing at 9:14 p.m. and closed the Public Hearing at 9:15 p.m.

Commissioner Sperry indicated that as a real estate agent she likes this project, and believes that this is a better area for high density. Commissioner Tolman noted that she would prefer to see a mixed density and she foresees those who live in Summit Ridge not liking this project.

**Public Notice- Planning Commission By-laws**

*The Planning Commission will review and consider adopting changes to the Planning Commission Bylaws.*

PLANNING COMMISSION MEETING

TUESDAY November 12, 2019

PAGE 8 OF 8

Mr. Bond reviewed the proposed changes to the Planning Commission bylaws (See Attachment 'D'). He noted some changes which include; providing instructions on how to request agenda items, and consistently referring to the Planning Commissioners as 'Commissioners' throughout the bylaws.

Mr. Bond stated that after talking to the City Attorney it was determined that four commissioners make a quorum, but the majority vote of those present make up the quorum. This means that if

four Commissioners are in attendance if the majority or three commissioners vote in favor of the item it passes. Mr. Bond stated that he feels that this interpretation is consistent with the current language.

**Motion:** Commissioner Lance motioned to approve the Planning Commission Bylaws as presented. Commissioner Gunnell seconded.

Commissioner Adcock      Aye

Commissioner Lance      Aye

Commissioner Colson      Aye

Commissioner Gunnell      Aye

Commissioner Sperry      Aye

Commissioner Tolman      Aye

The vote passed unanimously 6 to 0.

**PLANNING COMMISSION BUSINESS**

Approval of minutes from:

October 22, 2019

**Motion:** Commissioner Adcock motioned to approve the minutes from October 22, 2019. Commissioner Sperry seconded. The vote was unanimous in the affirmative.


Mr. Bond noted that he provided a sign for the public that reflects the Planning Commission's desire to communicate with the Public about how the Public Hearing is addressed.

Commissioner Gunnell asked that the Commissioners receive a copy of the Public Notices that are sent out so they are aware of what is being sent out.

Commissioner Lance asked what Bella Vista presented today at DRC. Mr. Bond answered that they presented a preliminary plan but it was tabled. He explained that they haven't adjusted the density very much.

**ADJOURNMENT**

Commissioner Lance motioned to adjourn at 9:30 p.m.

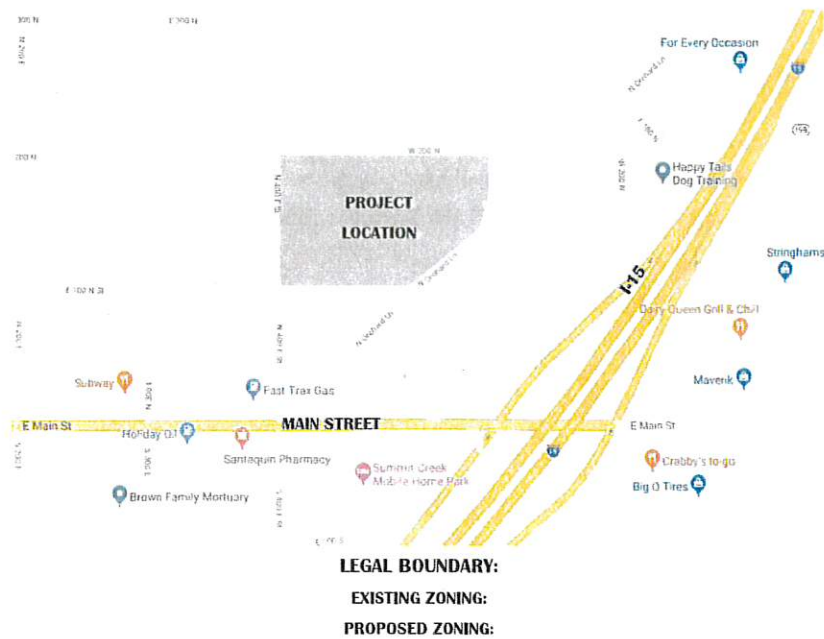
  
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Art Adcock, Deputy Chair

  
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Kira Petersen, Deputy Recorder



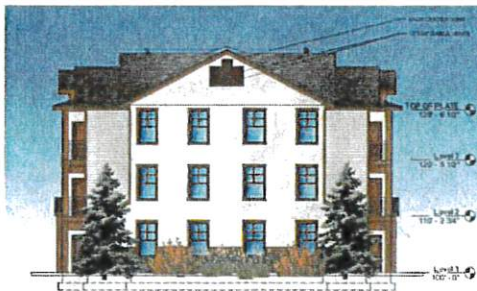
11-12-19  
p.c. Attachment 'A'

## SANTAQUIN MULTI-FAMILY SANTAQUIN, UTAH





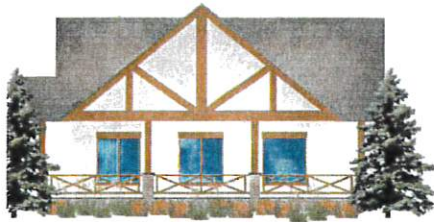




SIDE ELEVATIONS

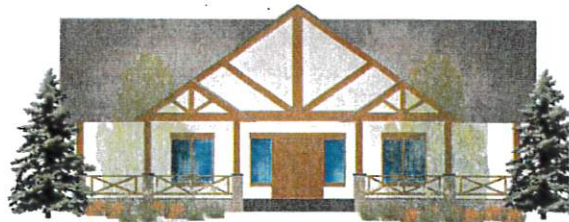


FRONT AND BACK ELEVATIONS



SIDE ELEVATION

CLUB HOUSE



FRONT ELEVATION

CONCEPT A



## CONCEPT A





TREE LEGEND (TOTAL PLANT COUNT)						
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www.nationalfire.com

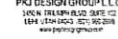


CANYON VISTA  
APARTMENTS LTD  
804-115-7866

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ATLAS ENGINEERING

**ATLAS ENGINEERING**  
93 WEST 210 NORTH #2  
SPANISH FLORIDA, FL  
904-271-0946



LANDSCAPE PLAN  
PRELIMINARY PLANS NOT  
FOR CONSTRUCTION  
L P-COLOR

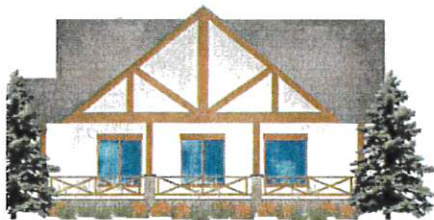
## CONCEPT B



SIDE ELEVATIONS

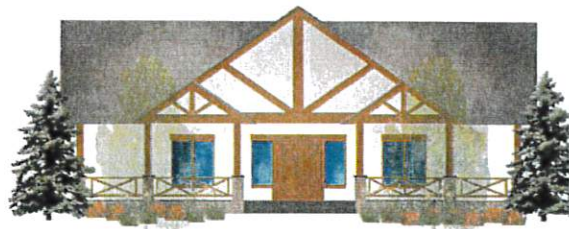


FRONT AND BACK ELEVATIONS



SIDE ELEVATION

CLUB HOUSE



FRONT ELEVATION

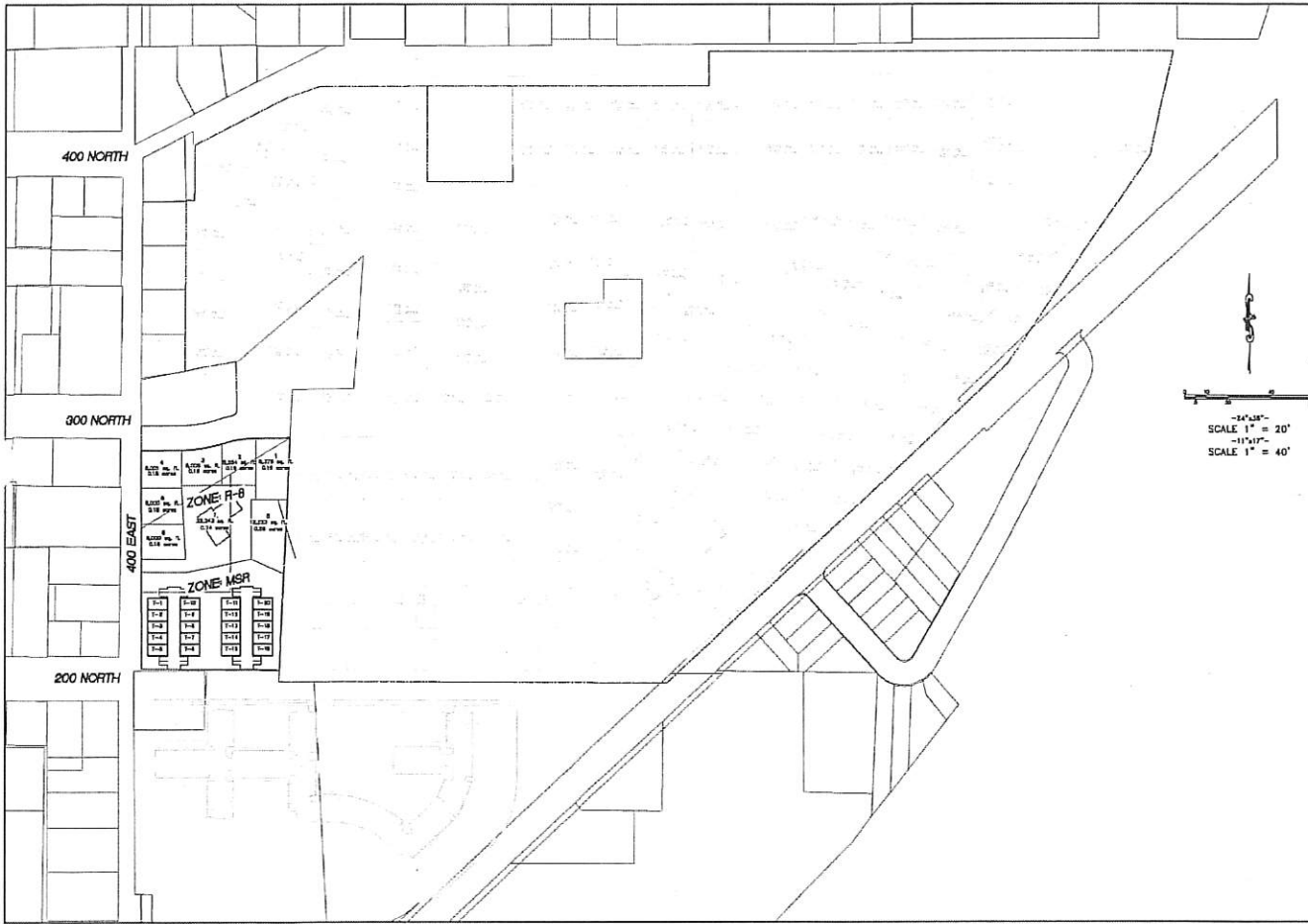
**CONCEPT B**



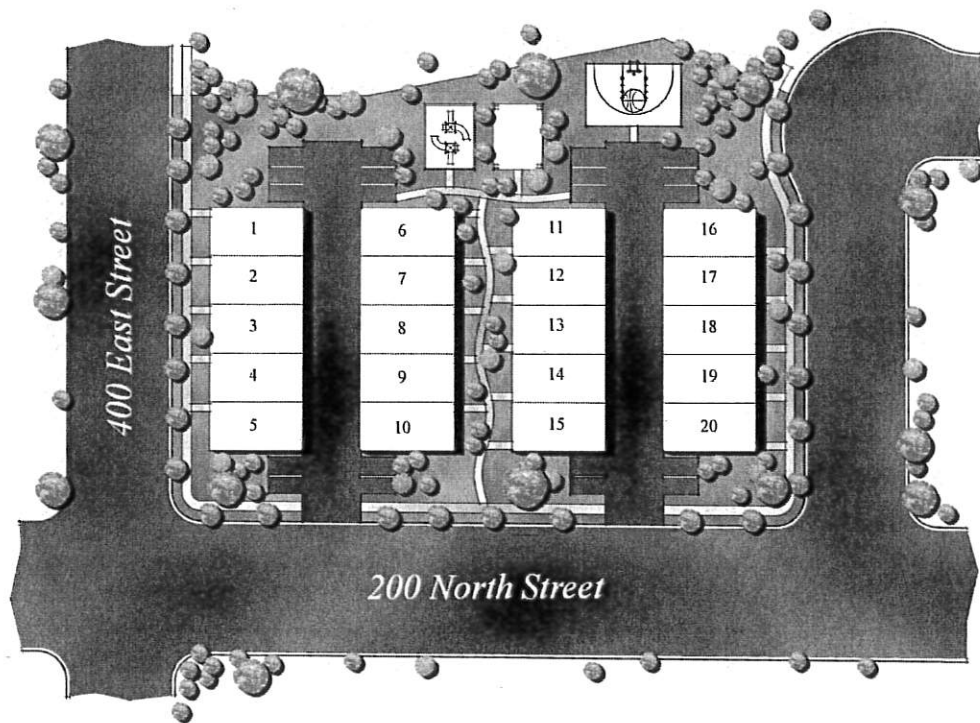
## CONCEPT B

11.12.19  
P.C. Attachment 'B'





DEGRAF SANTAQUIN ATLAS ENGINEERING LLC		OVERALL EXHIBIT	SHEET NO.
PRINCIPAL: 425-3206 FAX: 425-3207 3440 S. 1000 E., SUITE A SPANISH FORK, UT 84660		SANTAQUIN, UTAH	2



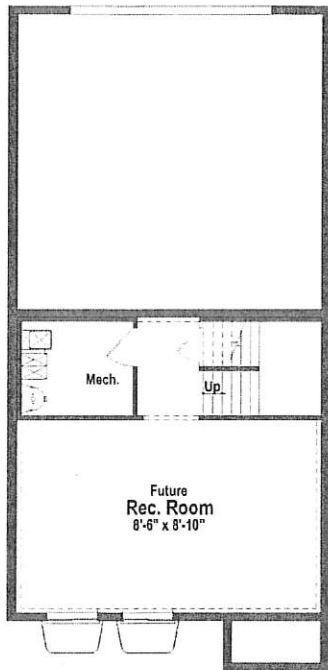
*Heelis Farm Townhomes*

*Santaquin, Utah*





*Heelis Farm Townhomes*  
Santaquin, Utah



**Basement Floor Plan**  
608 sq. ft.



**Main Floor Plan**  
602 sq. ft.



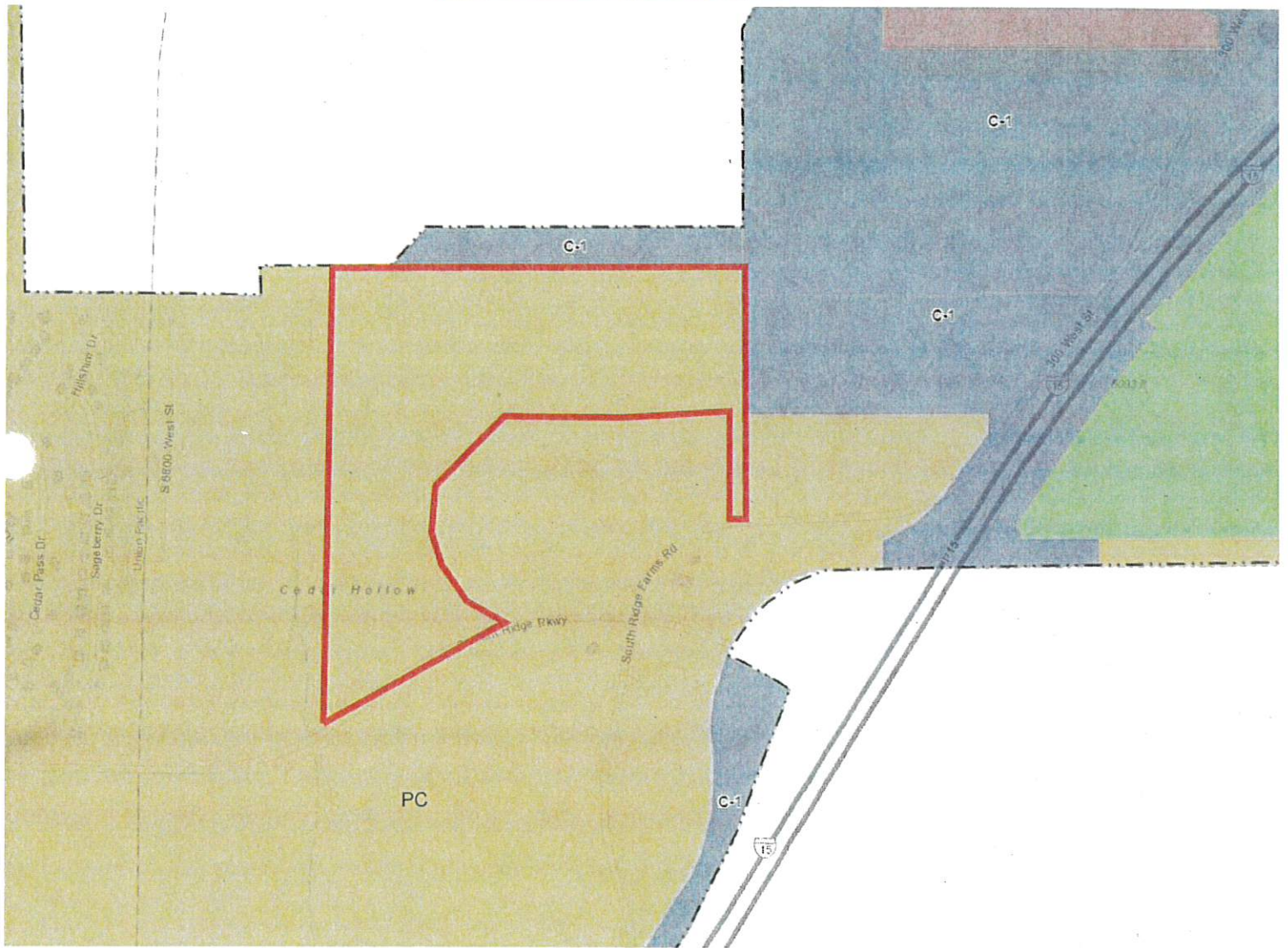
**Second Floor Plan**  
884 sq. ft.

## *Heelis Farm Townhomes*

*Santaquin, Utah*

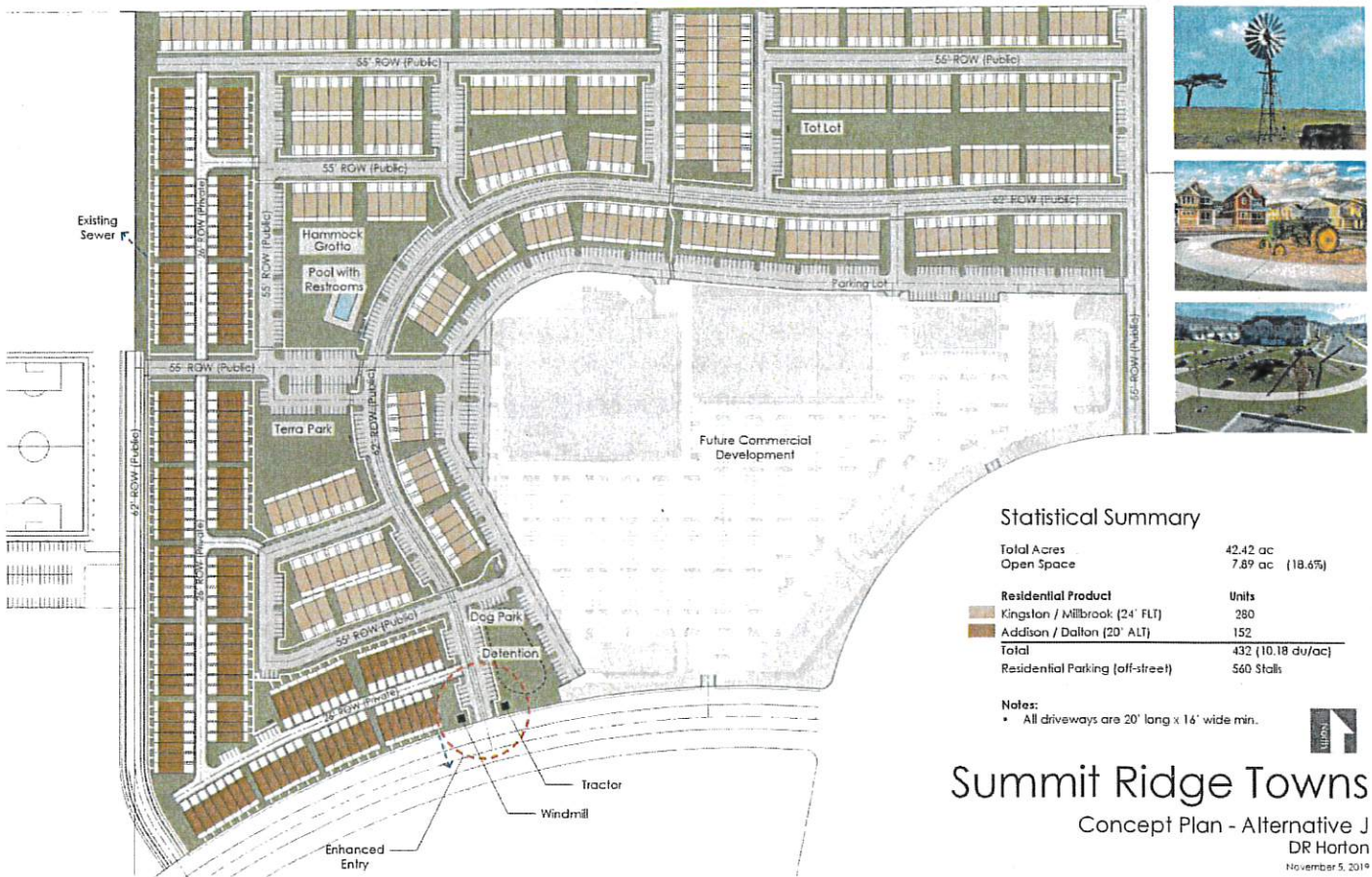
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p.c. Attachment 'c'

Exhibit 1: Location and Zone Map





### Exhibit 2 : Concept Plan



### Statistical Summary

Total Acres	42.42 ac
Open Space	7.89 ac (18.6%)
<b>Residential Product</b>	<b>Units</b>
Kingston / Millbrook (24' FLT)	280
Addison / Dailon (20' ALT)	152
<b>Total</b>	<b>432 (10.18 du/ac)</b>
<b>Residential Parking (off-street)</b>	<b>560 Stalls</b>

**Notes:**

- Notes:**
- All driveways are 20' long x 16' wide min.

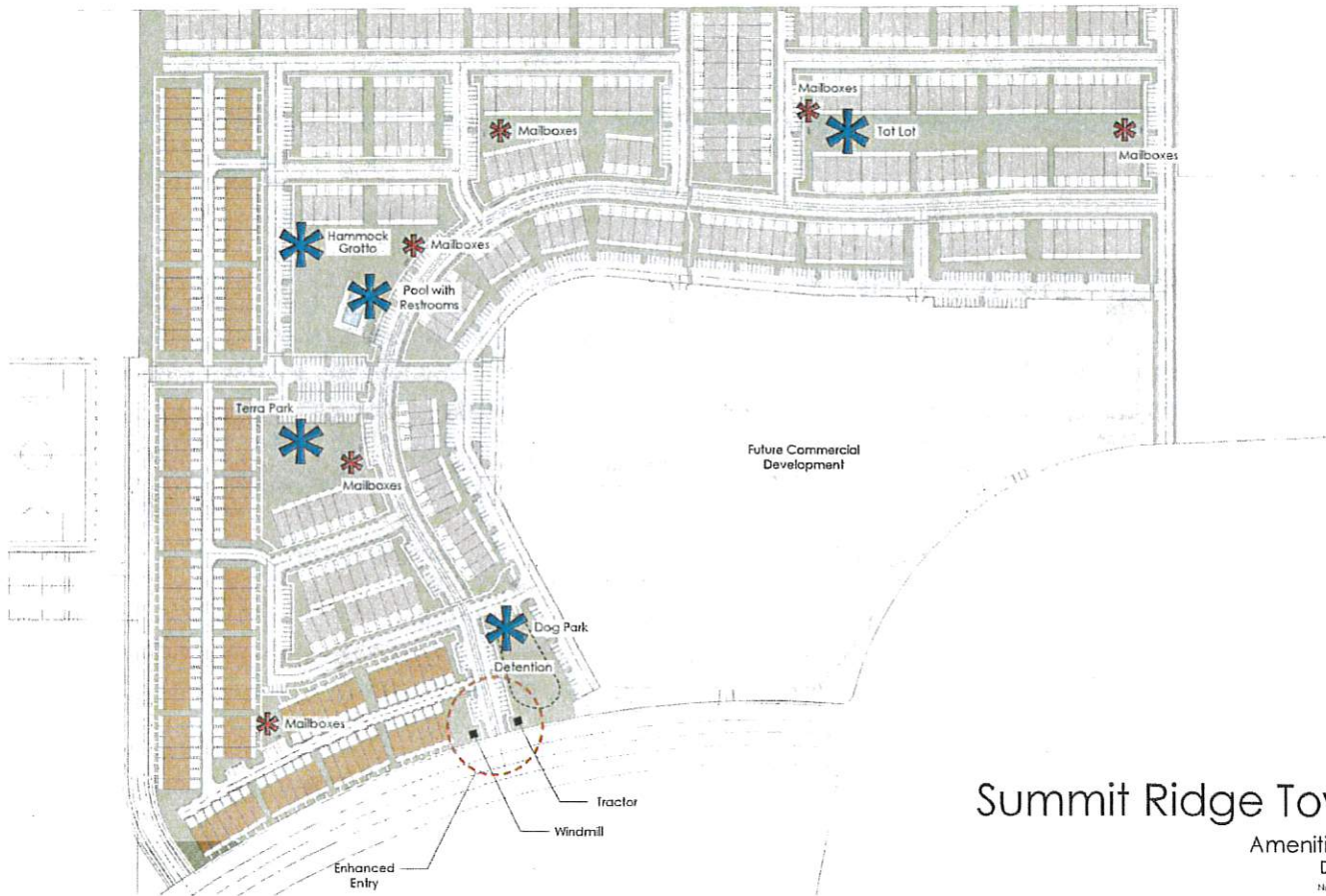


## Summit Ridge Towns

Concept Plan - Alternative J

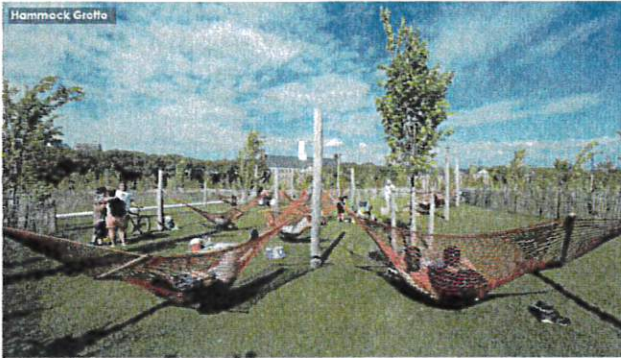
DR Horton  
November 5, 2019





  
**Summit Ridge Towns**  
Amenities Plan  
DR Horton  
November 5, 2019

Hammock Groffia



Outdoor Pool



Dog Park



Terra Park



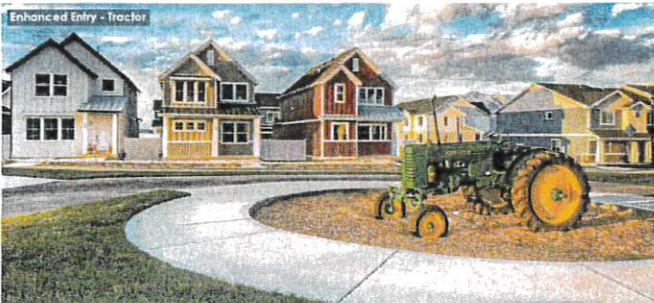
Playground



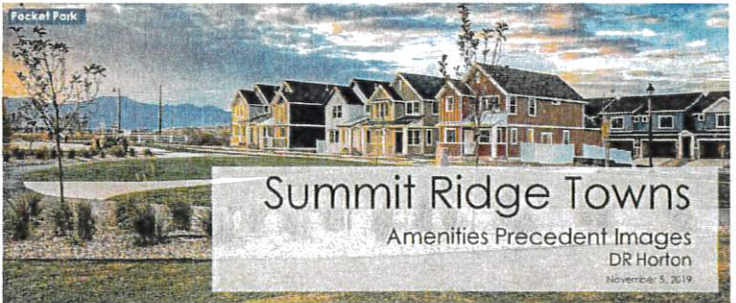
Enhanced Entry - Windmill



Enhanced Entry - Tractor



Packet Park



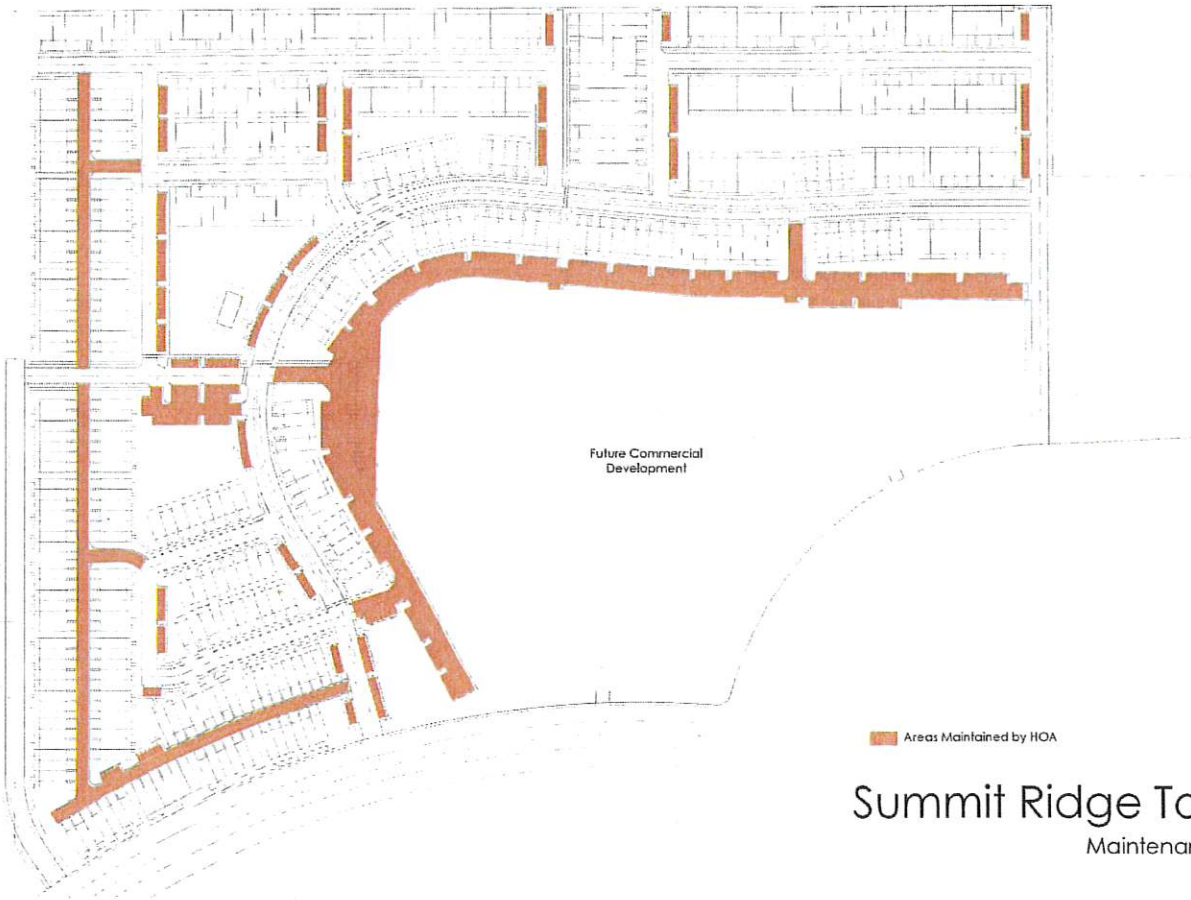
# Summit Ridge Towns

Amenities Precedent Images

DR Horton

November 5, 2019





Areas Maintained by HOA

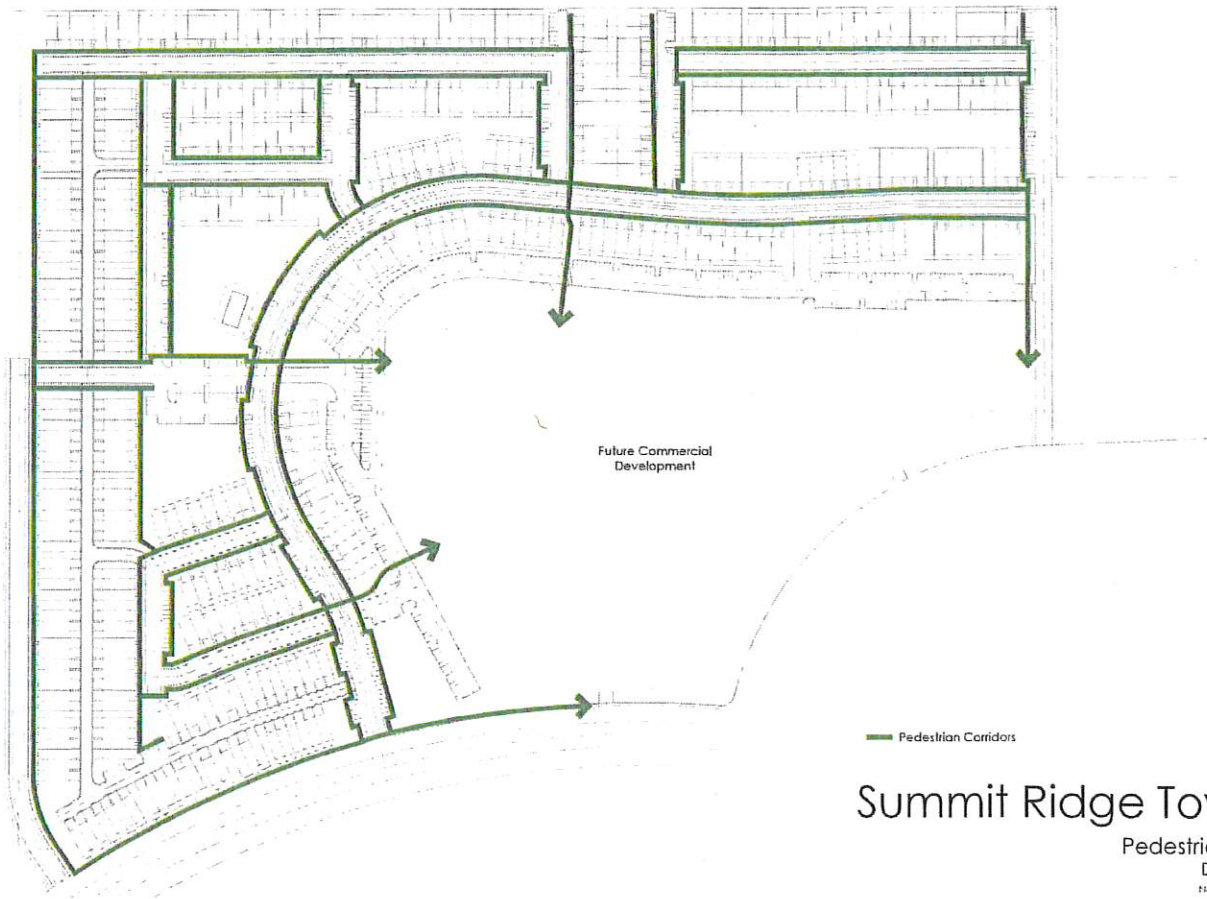


# Summit Ridge Towns

Maintenance Plan

DR Horton

November 5, 2018



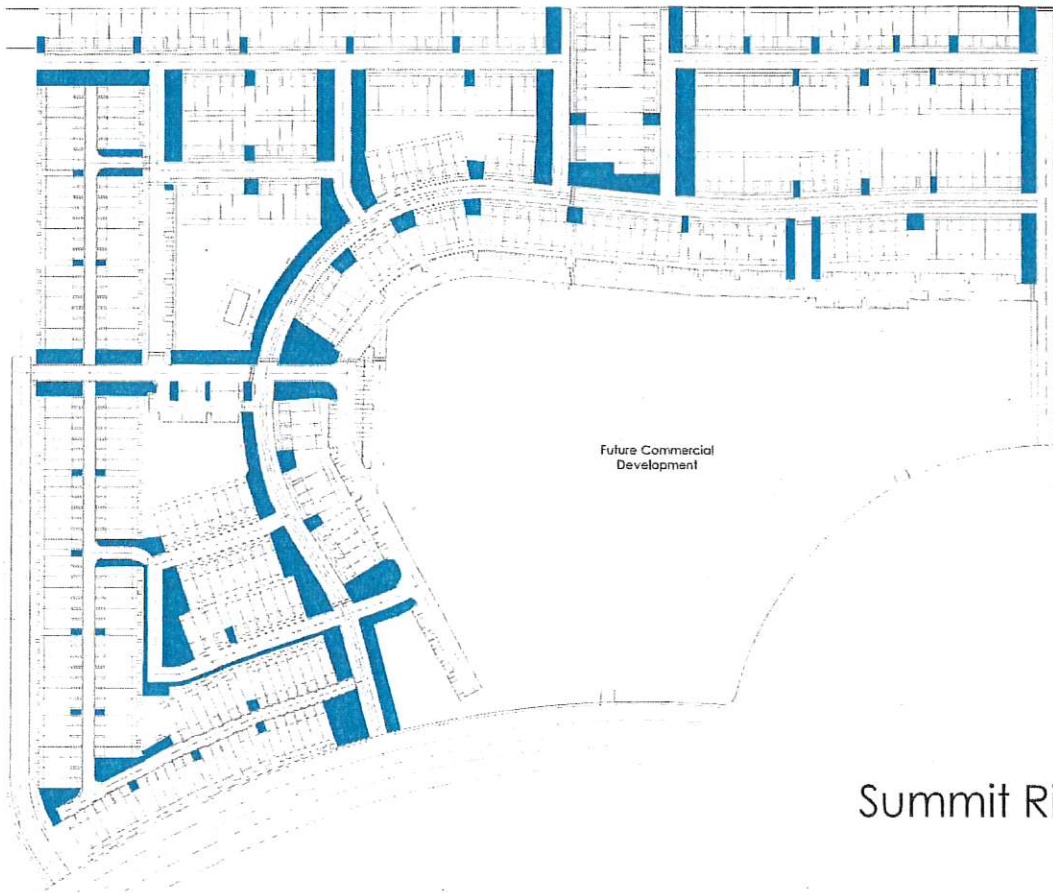
— Pedestrian Corridors



# Summit Ridge Towns

Pedestrian Plan  
DR Horton  
November 5, 2019





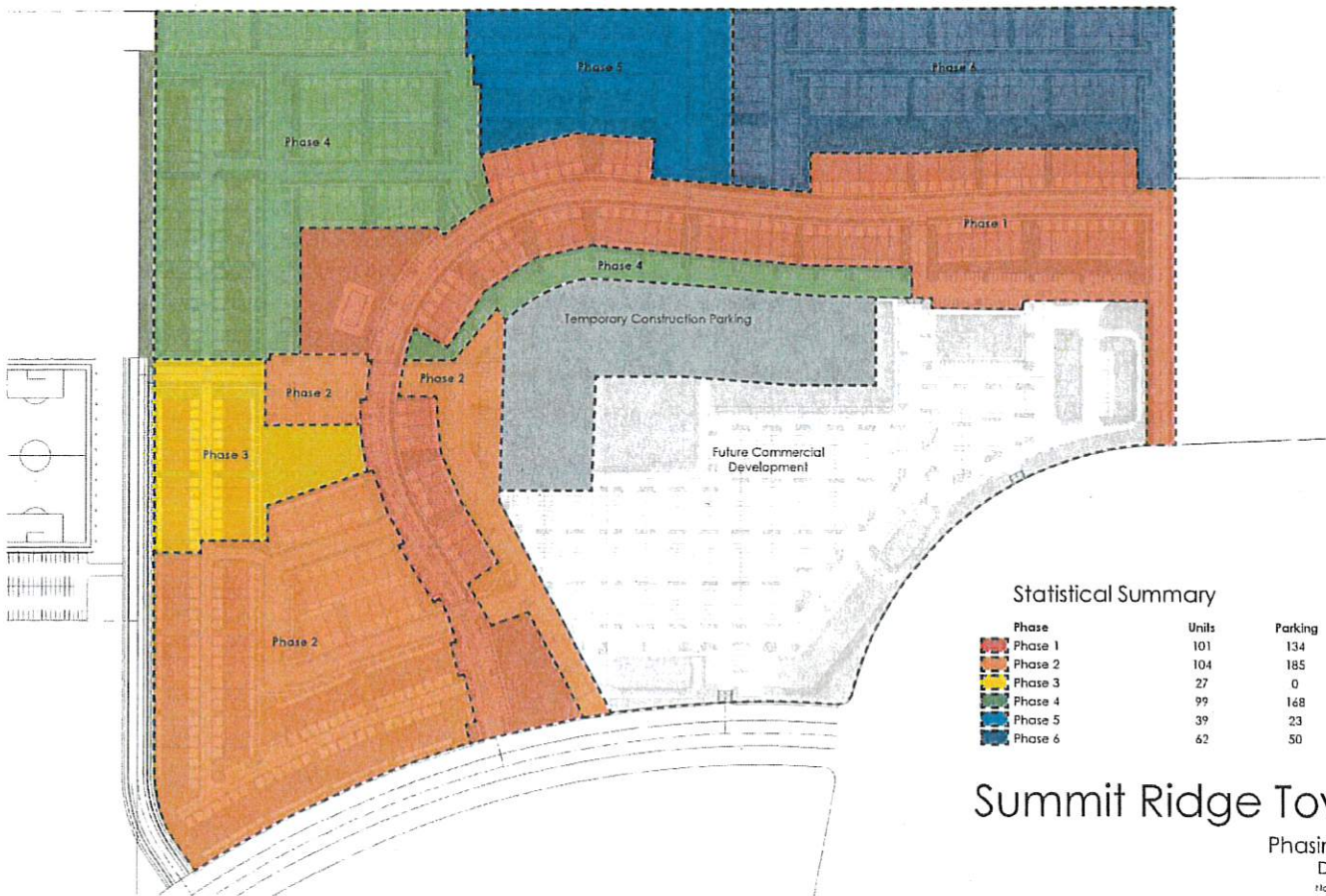
Future Commercial  
Development



# Summit Ridge Towns

Snow Storage Plan  
DR Horton

November 5, 2019



#### Statistical Summary

Phase	Units	Parking
Phase 1	101	134
Phase 2	104	185
Phase 3	27	0
Phase 4	99	168
Phase 5	39	23
Phase 6	62	50



## Summit Ridge Towns

Phasing Plan

DR Horton

November 5, 2019

## Santaquin Master Transportation Plan (pages 37 & 39)

### Major Local

The 62 foot Major Local cross section is designed to accommodate slightly higher density residential, neighborhood commercial, schools, churches and institutional land uses. This cross section features 10 foot lanes, 8 foot parking lanes, mountable curbs, park strips and sidewalks. The 8 foot parking lanes could also be restriped for bike lanes when deemed appropriate by city staff.

Figure 38: 62 foot Major Local

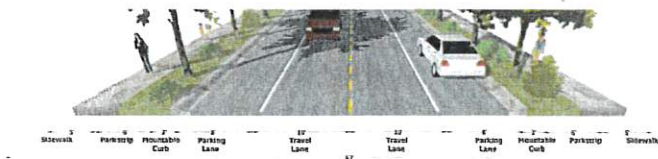


Figure 34: 55 foot Local



Figure 32: 26 foot Local Private



## Master Declaration of Covenants, Conditions and Restrictions and Reservation of Easements for Summit Ridge Communities (pages 75 & 76)

- 4) **Major Residential.** Two-lane Major Residential streets are intended to serve local neighborhoods within Summit Ridge within a 49 foot ROW. These roadways are characterized by two 12 foot travel lanes and an asphalt width of 34 feet. Other street section characteristics include a two foot modified high back curb on each side, a six foot park-strip and a detached five foot sidewalk on one side of the street, and a ten foot Public Utility Easement (PUE) on each side of the street.
- 5) **Minor Residential.** Two-lane neighborhood collector streets are intended to serve local neighborhoods within Summit Ridge. These roadways are characterized by two 12 foot drive lanes on 28 feet of asphalt located within a 43 foot right of way. Other street section characteristics include a two foot modified high back curb on each side, a six foot park-strip and a detached five foot sidewalk on one side of the street and a 10 foot Public Utility Easement (PUE) on both sides of the street.
- 6) **Cul-de-Sac Access Roadways.** Cul-de-Sac Access Roadways promote a "country" looking image by using historic county roadway elements that can more closely conform to the topography. These elements consist of two drive lanes on 28 feet of asphalt within a 32 foot right of way. This street section does not include any sidewalks but it does include a two foot modified high back curb and a ten foot Public Utility Easement (PUE) on each side of the road. Designed for speeds of 25 M.P.H., the Cul-de-Sac Access Roadways will serve low density neighborhoods.
- 7) **Private Residential Streets.** Private residential streets may be built to a variety of standards depending on the specific need. Design standards for private streets may include the following: (1) special curb treatments, (2) reduced pavement widths and (3) special paving treatments, including stamped concrete or unit pavers. Private Streets shall be designed for speeds not to exceed 15 m.p.h. A typical cross section for a private street with reduced pavement should include two nine foot drive lanes and a seven foot parking lane for a total reduced pavement of 25 feet. Two parking lanes would increase the street width to 32 feet.

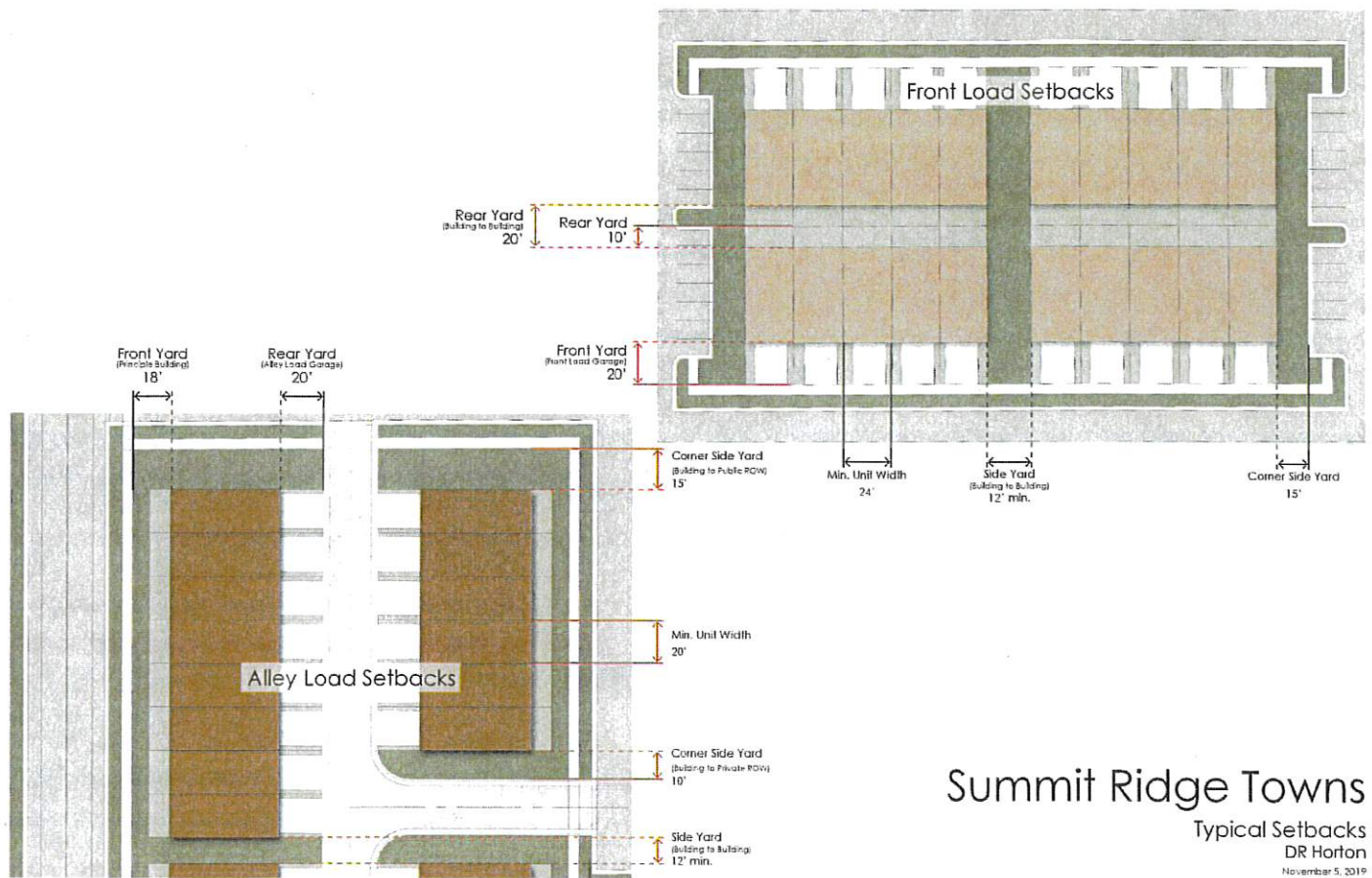
## Summit Ridge Towns

### ROW Cross Sections

DR Horton

November 5, 2019





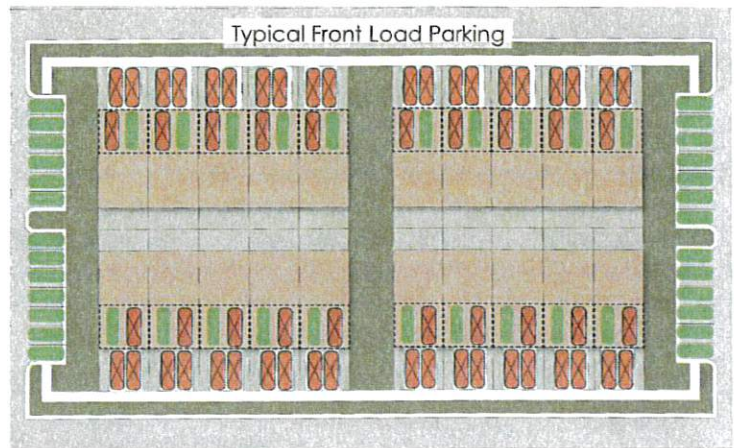
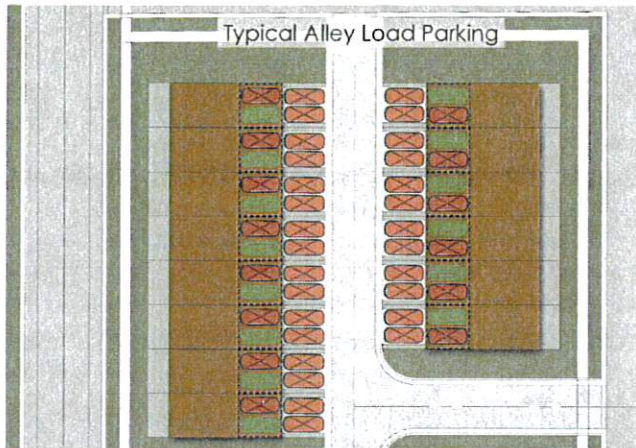
## Summit Ridge Towns

Typical Setbacks

DR Horton

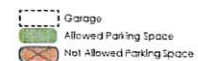
November 5, 2019





Parking Calculations by Phase						
Phase	Units	Required Parking	Required Guest Parking	Total Provided	Cumulative Required	Cumulative Provided
Phase 1	101	202	32.75	(101 + 134) 235	234.75	235
Phase 2	104	208	26	(104 + 185) 289	468.75	524
Phase 3	27	54	6.75	(27 + 0) 27	529.5	551
Phase 4	99	198	24.75	(99 + 168) 267	752.25	818
Phase 5	39	78	9.75	(39 + 23) 62	840	880
Phase 6	62	124	15.5	(62 + 50) 112	979.5	992
Total	432	864	115.5	-	979.5	992

### Legend



Use	Parking Required
Residential	
Duplex	2 parking spaces per unit
Mixed use development with residential dwellings	2 parking spaces per unit. Additional parking is required per nonresidential unit as provided below. Garages will be counted as 1 parking space unless the garage dimension is a minimum of 24' x 24' with at least 20' for the opening, whether 1 door or 2 door, for vehicle entrance in which it would count as 2 parking spaces.
Multiphase development	2 parking spaces per unit. Garages will be counted as 1 parking space unless the garage dimension is a minimum of 24' x 24' with at least 20' for the opening, whether 1 door or 2 door, for vehicle entrance in which it would count as 2 parking spaces.

### Notes:

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

## Summit Ridge Towns

### Parking Calculations by Phase

DR Horton

November 5, 2019







## 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 ~~in December~~ of each year, the ~~Planning~~-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 ~~member of the Planning~~ 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 ~~Planning~~-Commission meetings;
- b. To call meetings of the ~~Planning~~-Commission to order on the day and time scheduled and proceed with the order of business;
- ~~e. To announce the business before the Commission in the order in which it is to be heard and/or acted upon;~~
- ~~d.c.~~ To receive and submit, in the proper manner, all motions, recommendations, and propositions presented by the ~~members of the Commissioners~~;
- ~~e.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;
- ~~f.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;

g.f. To authenticate by signature all of the acts, findings, orders, and proceedings of the Commission;

h.g. To maintain order at all meetings of the Commission including the maintenance of a respectful, orderly, appropriate, and professional atmosphere;

i.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;

j.i. Recognize speakers and Commissioners prior to receiving comments and presentations;

k.j. Ensure the legal due process to all items and people involved in each item of each meeting agenda; and

l.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 ~~members of the Planning~~ Commissioners necessary to constitute a quorum is four (4) or more. No action of the ~~Planning~~ Commission shall be official or ~~of have~~ any effect except when a quorum of the ~~members-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 ~~er-member~~ must be physically in attendance at the meeting anchor site. Commissioners ~~members~~ 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 ~~members of the Planning~~ Commissioners are



in attendance at the meeting, either physically or electronically, the Commission is considered to be in full quorum.

- 5.6. 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.

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## B. MEETINGS

### 1. Meeting Schedule.

- a. At one of the last regularly scheduled meetings in December of each year, the Planning Commission shall have an agenda item to determine the General Meeting schedule for the following calendar year. Meetings of the Planning Commission are typically held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays Tuesdays of each month, with the exception of those meetings rescheduled or cancelled under the provisions of Section A-5-b herein, 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 Planning 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 Planning 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 Planning Commission at its meetings shall generally be conducted in accordance with the following order, unless otherwise specified

- Roll Call
- Pledge of Allegiance
- Approval of Agenda Time Frame
- Invocation/Inspirational Thought
- Public Forum
- Consent Items

- Agenda Items and Public Hearings
- General Plan and Amendments
- Conditional Use Permit Applications
- Rezoning Applications
- Annexation Applications
- Subdivision Applications
- Site Plan Review
- Code Amendments
- ~~Planning~~ Commission New Business
- Minutes
- Reports of Officials and Staff
- Discussion Items
- Adjournment

3. Public Forum. This portion of the ~~Planning~~ 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 ~~Planning~~ 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 ~~Planning~~ Commission meeting, and said comments may be read and distributed to the Commission for their review.

The ~~Planning~~ 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;~~
- ~~b. Presentation of the proposal by the applicant(s);~~
- ~~c. Presentation of the proposal by the applicant(s);~~
- ~~e. Staff presentation and recommendation;~~
- d. Public Hearing to be conducted ~~ed~~ according to paragraph B5 below.
- e. ~~Planning~~ 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 ~~shall~~ may outline the possible actions of approval, approval with conditions, tabling, or denial prior to entertaining a motion. Voting shall be in accordance with ~~paragraph C- 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~~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 ~~Planning~~ 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. Planning Commission Action. No ~~Planning~~ 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 ~~Planning~~ Commission during the public hearing.

6. Continuance of Agenda Items. Review of any agenda item being held or noticed to be held by the ~~Planning~~ 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 ~~Planning~~ 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 ~~PLANNING COMMISSIONERS~~ MEMBERS.

1. Meeting Attendance. Every ~~member of the~~ Commissioner shall attend each meeting of the Commission unless excused or unable to attend due to extenuating circumstances. Any ~~member-Commissioner~~ expecting to be absent from a meeting of the ~~Planning~~ Commission shall notify the Community Development Department and/or the Chair.

2. Conflict of Interest.



a. If any ~~Planning Member~~ 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 in 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 ~~CB~~-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 ~~Planning~~ 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 ~~Planning~~ Commission decisions or on the basis of being a ~~Planning~~ Commissioner.

g. A ~~Planning~~ 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 ~~Planning~~ 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 ~~member-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 ~~member-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 ~~Planning~~ 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 ~~Planning~~ Commission meeting.
7. Commissioner Decorum.
  - a. Appearance. ~~Planning~~ 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 ~~Planning~~ 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 ~~Planning~~ 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 ~~Planning~~ 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 ~~Planning~~ Commission Chair to order the removal of any individual member of the general public present at a ~~Planning~~ 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 ~~DC~~-4 herein, it shall be the authority and discretion of the ~~Planning~~ Commission Chair to promptly adjourn any meeting of the ~~Planning~~ 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 ~~Planning~~ 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 ~~Planning~~ 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 ~~Planning~~ Commission must be seconded with the exception of a motion to adjourn the ~~Planning~~ 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.

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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 Planning 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 ~~member-Commissioner~~ shall be permitted to change his/her vote once the Chair has declared the result of the decision.
2. Abstention. Any ~~member of the Planning~~ 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 Planning 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 Planning Commission discussion, by:
  - a. The Chair's request for "All those in favor of the motion regarding...";



b. The simultaneous ~~raising of hands~~ 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 ~~raising of hands~~ 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 ~~raising of hands~~ 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 ~~FE~~-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 ~~Planning~~ 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 ~~Planning~~ 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 ~~Planning~~ Commission discussion, request a vote individually from each ~~Planning~~ 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 **Planning**-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 **Planning**-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 **in-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 **Planning**-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 **Planning** Commissioner and the Community Development Department.

Approved by the Santaquin City Planning Commission this 12<sup>th</sup> day of November, 2019

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Trevor Wood, Planning Commission Chair

Attest:

Kira Petersen, Deputy Recorder