



PLANNING COMMISSION

MEETING AGENDA

Tuesday October 22, 2019

6:30 p.m. WORK SESSION

Review of agenda items.

7:00 p.m. REGULAR SESSION (Held in the Court Room, upper level of the Santaquin City Offices, 275 West Main Street)

1. Welcome
2. Invocation / Inspirational Thought
3. Pledge of Allegiance
4. Order of Agenda Items
5. Public Forum
6. **DISCUSSION AND POSSIBLE ACTION ITEMS**
 - a. **McAllister Secondary Driveway Conditional Use Permit**

The Planning Commission will review a Conditional Use Permit Application for a secondary driveway with two requested secondary accesses located at approximately 875 E. 300 S.
 - b. **Review Planning Commission By-Laws**
 - c. **Review Planning Commission 2020 Schedule**
7. **PLANNING COMMISSION BUSINESS**

Approval of minutes from:
October 8, 2019
8. **ADJOURNMENT**

Upon Request, in compliance with the Americans with Disabilities Act, reasonable accommodations for individuals with disabilities will be provided. For assistance, please call 754-3211.

CERTIFICATE OF POSTING

This agenda is hereby properly advertised this 18th day of October, 2019 through posting of copies of this agenda in three public places within the city, namely **City Hall**, **Zion's Bank**, and the Santaquin branch of the **United States Post Office**

Kira Petersen, Deputy Recorder

MEMORANDUM



To: Planning Commission

From: Ryan Harris, Staff Planner

Date: October 22, 2019

RE: McCallister Secondary Driveway

Zone: R-10

Address: 875 East 300 South

Property Owner: Bruce McCallister

Mr. McCallister is requesting two additional driveway accesses on his property located at 875 east 300 south.

On October 15, the City Council approved an ordinance amendment to allow secondary driveways to be approved by staff. The Planning Commission is reviewing this secondary driveway request due to notices being sent out to neighbors about the meeting and this agenda item. The notices were sent out before the City Council approved the ordinance amendment.

Below is a table showing the requirements for a secondary drive approach.

Santaquin City Code	Requirement
11-6-12 (A)	Minimum drive approach of 12' and maximum of 30'
11-6-12 (B)	No Negative grades permitted (ie: driveways cannot slope to the structure)
11-6-12 (C)	Maximum slope of 12%
11-6-12 (D)	Driveways to be separated by 20'
11-6-12 (E)	Meet Santaquin City Standards and Specifications

The proposed secondary driveway approach along 900 east meets these requirements. The proposed driveway approach along 300 south is within 20' of the neighbor's driveway and doesn't meet the requirements of the Santaquin City Code.

Staff Recommendation:

Staff recommends that the Planning Commission approve the secondary access along 900 East and deny the driveway access along 300 South due to not meeting all requirements in Title 11 Chapter 6 section 12 of the Santaquin City Code.

Exhibits:

- 1: McCallister Secondary Driveway Site Plan
- 2: Aerial View

Exhibit 1: McAllister Secondary Driveway Site Plan

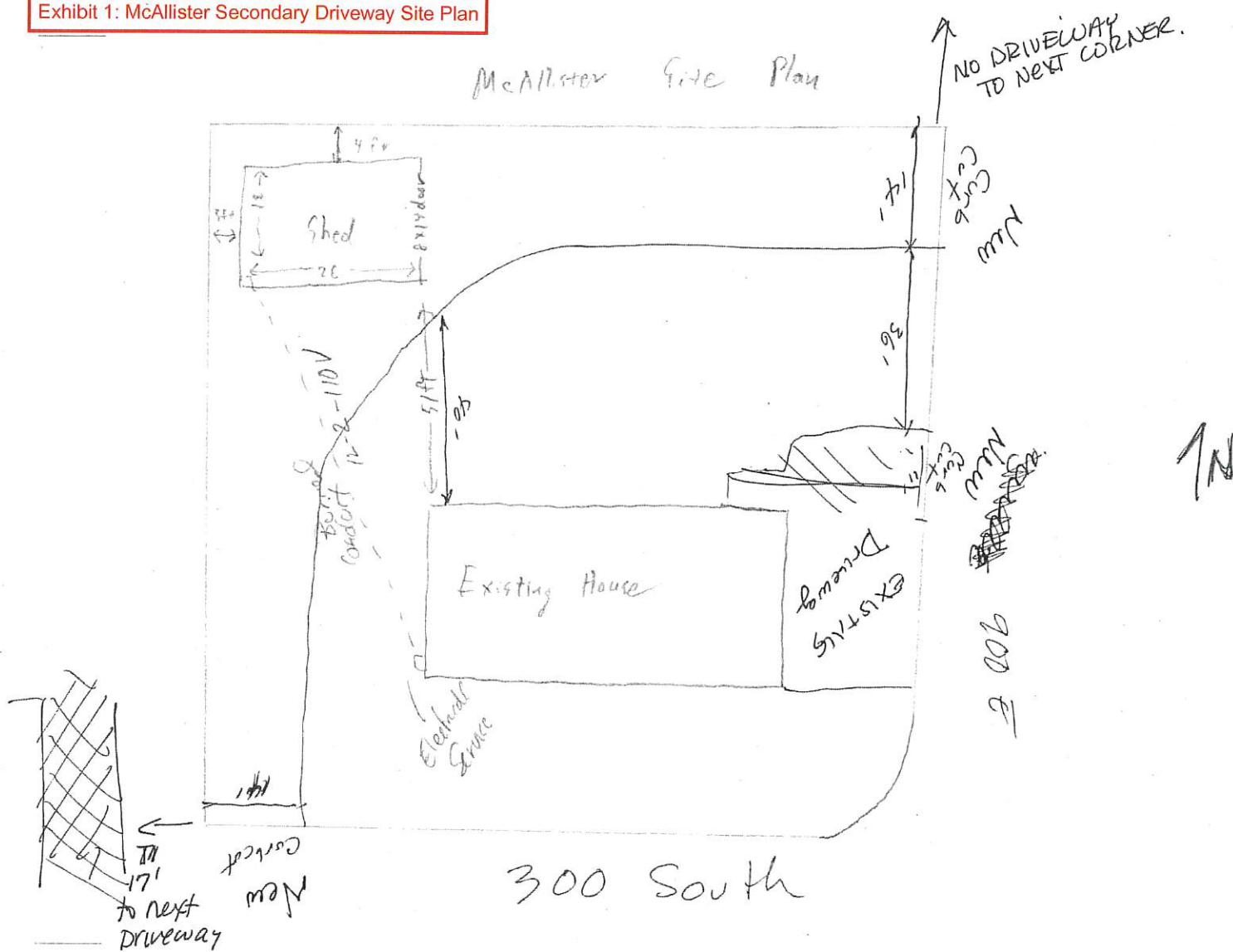
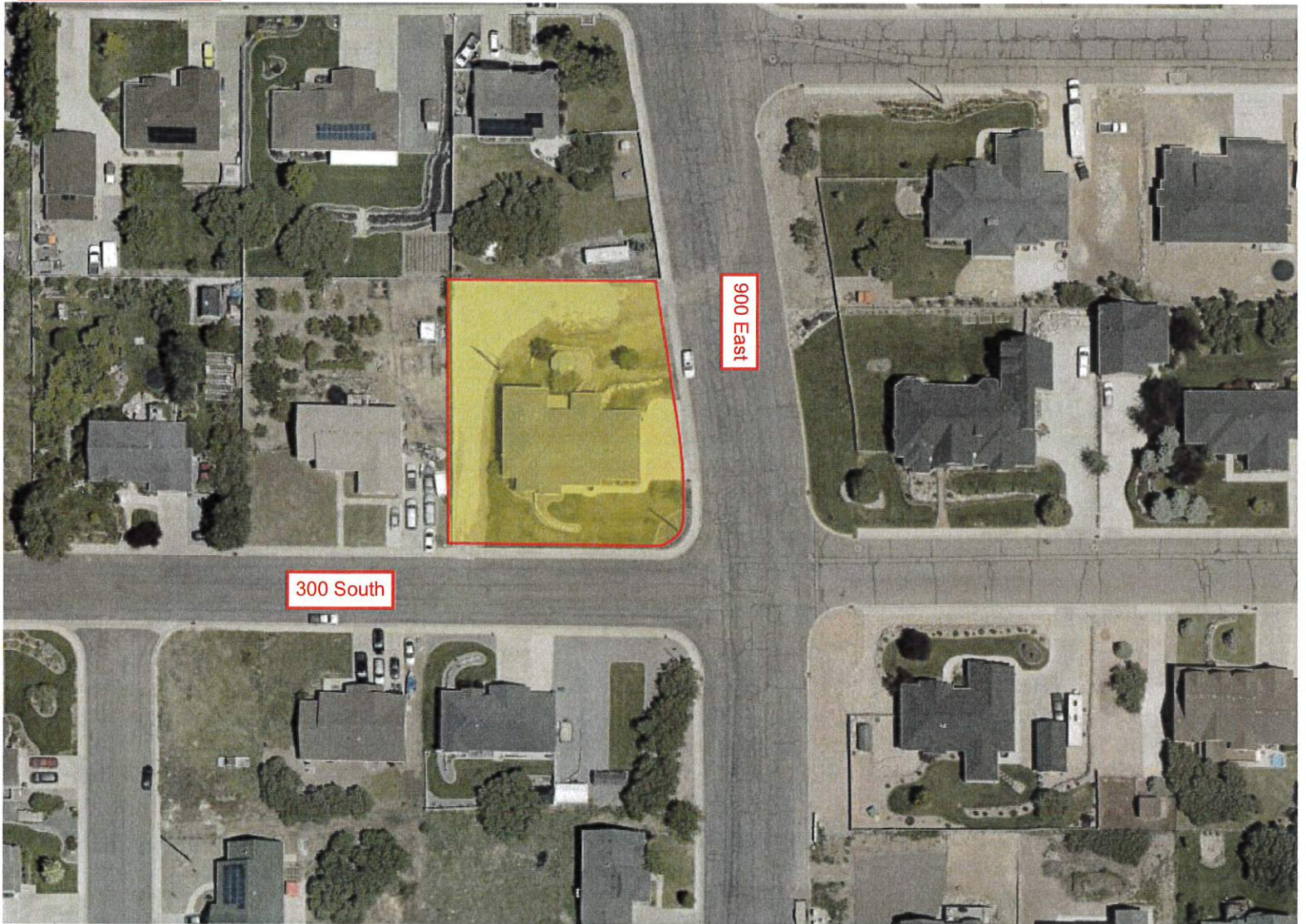


Exhibit 2: Aerial View





Planning Commission 2020 Regular Meeting Schedule

Month	1 st Meeting	2 nd Meeting
January	Tuesday, January 14	Tuesday, January 28
February	Tuesday, February 11	Tuesday, February 25
March	Tuesday, March 10	Tuesday, March 24
April	Tuesday, April 14	Tuesday, April 28
May	Tuesday, May 12	Tuesday, May 26
June	Tuesday, June 9	Tuesday, June 23
July	Tuesday, July 14	Tuesday, July 28
August	Tuesday, August 11	Tuesday, August 25
September	Tuesday, September 8	Tuesday, September 22
October	Tuesday, October 13	Tuesday, October 27
November	Tuesday, November 10	No Meeting (Thanksgiving)
December	Tuesday, December 8	No Meeting (Christmas)



Planning Commission Meeting Minutes
Tuesday, October 8, 2019

Planning Commission Members in Attendance: Jessica Tolman, Art Adcock, Trevor Wood, and Brad Gunnell.

Other's in Attendance: Community Development Director Jason Bond, and Lynn McClain.

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

Invocation / Inspirational Thought: Commissioner Tolman offered an inspirational thought.

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.

PUBLIC HEARING – Multi-Family Fencing Amendment

The Planning Commission will review a proposed amendment to Santaquin City Code 10-6-6C5 and 10-7M-11I which would specify 3-4 fencing options that could be permitted around multifamily developments.

Mr. Bond explained that when the Council approved an amendment requiring masonry fencing around multifamily units (that boarder residential uses), it was suggested that specific fencing options were considered. He clarified that this amendment goes further to specify what types of masonry fencing the City would like to require. (See Attachment 'A' for the proposed language).

Mr. Bond showed 10 pictures of proposed fencing options. (See Attachment 'B') He explained that he would like the Planning Commission to provide their opinions on permitted fencing types. Commissioner Wood asked if the amendment would go as far as to specify the fencing manufacturer that can be used. Mr. Bond indicated that it is Staffs hope to have generic enough options that different manufacturers can be used to achieve a similar result.

Commissioner Adcock indicated that he doesn't like the fence with the wrought iron bars (see picture 1). Contrastingly Commissioner Wood feels that it is more open and doesn't enclose the area. Commissioner Tolman also liked fence option number one. Commissioner Gunnell explained that he would like to provide plenty of fencing options. Commissioner Tolman suggested that the fencing could vary in color in order to match the building. Mr. Bond suggested that the Architectural Review Committee (ARC) could address this in their review.

Commissioner Tolman asked if Commercial buildings would be held to this fencing standard as well. Mr. Bond clarified that this amendment would only apply to the previously amended fencing code, which applies specifically to multiple unit dwellings, or the Main Street Business District.

Commissioner Gunnell asked if there are fencing requirements for Commercial uses. Mr. Bond explained that the different Commercial zones have their own requirements for fencing.

Commissioner Tolman expressed her opinion that restricting fencing should be done City wide (for multifamily and Commercial uses) in order to be cohesive. Mr. Bond expressed that the purpose of this amendment is to provide more detail of what is expected for the fencing around multifamily units. Commissioner Wood recommended that this amendment is used to provide a representation of what the City would like to see, while still allowing the ARC to determine whether it complies or not. Commissioner Adcock clarified that the code could provide a variety of 'suggested fences' while leaving the decision up to the ARC.

Commission Chair Wood opened the Public Hearing at 7:30 p.m.

Lynn McClain shared his opinion that referring to the wall requirement as both 'stone masonry', and 'concrete pre cast' is confusing. He suggested that since all of the example pictures are of concrete precast walls, that it is the only term used in the code. He also noted that he has built both types of walls, and he believes precast cement walls are a better option.

Commission Chair Wood closed the Public Hearing at 7:32 p.m.

Mr. Bond noted that the ordinance provides no indication of the required fence height and asked if the Planning Commission would like that added. Commissioner Adcock asked if this is addressed elsewhere in code. Mr. Bond explained that it isn't included in this ordinance, and suggested that it is added to the language. The Commissioners selected pictures 1,2,5 and 9 as examples of approved fencing options they would like to see.

Commissioner Adcock asked if chain link and vinyl fences will be a prohibited fencing material for use in front of multiple unit dwellings. Commissioner Tolman indicated that she thinks it is wise to include chain link and vinyl fencing as prohibited uses. Mr. Bond stated that he will include that in the verbiage.

Motion: Commissioner Gunnell motioned to forward a positive recommendation to the City Council for the proposed ordinance to amend Santaquin City Code sections 10-6-6C5 and 10-7M-11I, to specify fencing options that could be permitted around multifamily developments. Commissioner Tolman seconded.

Roll Call:

Commissioner Tolman	Aye
Commissioner Gunnell	Aye
Commissioner Adcock	Aye
Commissioner Wood	Aye

The vote passed unanimously 4 to 0.

PUBLIC HEARING – Secondary Driveway Amendment

The Planning Commission will review a proposed amendment to Santaquin City Code 11-6-12 which would remove the requirement for Planning Commission approval of a residential secondary drive approach.

Mr. Bond explained that currently, any time a resident would like to install a secondary driveway Planning Commission approval is required. He noted that the proposed amendment would permit Staff to be the Land Use Authority. Mr. Bond clarified that Staff already reviews the proposals and that it has been thought redundant to bring these applications to the Planning Commission. (See Attachment 'C' for proposed language).

Commissioner Adcock asked if City Code outlines a proximity requirement between secondary driveways and adjoining property. Mr. Bond explained that section D requires 20 feet between neighboring driveways.

Commissioner Wood opened the Public Hearing at 7:53 p.m. and closed it at 7:53 p.m.

Commissioner Wood stated that he thinks this amendment makes sense, but wonders if there is enough language to address the potential impact to neighbors. He suggested that this is considered before the Conditional Use is removed. Mr. Bond noted that the standards could be altered if desired. He also explained that there are a lot of secondary driveways all over the City that don't meet code. Mr. Bond reported that the purpose of this amendment is to make the approval process less cumbersome. He also pointed out that there are no requirements required for flat work on private property, and explained that the secondary driveway is defined by the curb cut.

Commissioner Gunnell expressed that he doesn't feel that a Planning Commission review is necessary. Commissioner Adcock noted that Mr. Bond indicated that this amendment change would make things easier for Staff and he is in favor of it.

Motion: Commissioner Tolman motioned to forward a positive recommendation to the City Council for the proposed ordinance amendment to Santaquin City Code 11-6-12; to remove the requirement for Planning Commission approval for a residential secondary driveway approach. Commissioner Adcock seconded.

Roll Call:

Commissioner Wood	Aye
Commissioner Adcock	Aye
Commissioner Gunnell	Aye
Commissioner Tolman	Aye

The vote passed unanimously 4 to 0.

PLANNING COMMISSION BUSINESS

Approval of minutes from:

September 24, 2019

Motion: Commissioner Tolman motioned to approve the minutes from September 24th 2019. Commissioner Gunnell seconded. The vote was unanimous in the affirmative.

Mr. Bond explained that the Grocery Store development agreement was approved at the last City Council Meeting. He noted that Mr. Ridley agreed to provide landscaping, etc. the for the corner plaza. He then asked for input from the Planning Commission on Mr. Ridley's proposal for the plaza. Commissioner Adcock suggested that the sign is oriented toward the east rather than the west, so people coming into town will see it. Commissioner Tolman asked how large the plaza is. Mr. Bond stated that it is roughly 15,000 square feet. Commissioner Tolman feels like the current proposal includes too many things in a small area. Commissioner Gunnell indicated that he would like to see a water feature implemented. Mr. Bond explained that this isn't desired by the City because of maintenance issues, and safety due to the location of the plaza.

Mr. Bond shared his suggestion the proposed arbor seems too modern and should be replaced by something rustic and agrarian. He also suggested shade trees instead of the proposed columnar trees. Commissioner Gunnell suggested that the sign could use the Cities current logo font. Commissioner Tolman suggested that the mountains on the logo could be used on the sign as well. Commissioner Wood explained that while he agrees with including public art in the plaza he doesn't like the art wall. He suggested that the City could open up an opportunity for local artists to include their art in the plaza in a different way.

Commissioner Gunnell reported that a lot of Cities require signs in front of short term rental properties. He noted that while short term rentals aren't a current issue, it might be something that could be implemented prior to a problem arising. Commissioner Wood suggested that it is part of the ADU discussion.

Mr. Bond relayed that October 12th at 9:30 a.m. a ribbon cutting will be held for the new Soccer fields (which have been named Harvest View Fields). He explained that the Grocery Store groundbreaking is anticipated in the next few weeks. Mr. Bond also informed that Commission that on Saturday October 26th a ribbon cutting will be held at 9 a.m. for the Recreation building, and at 10 a.m. a ribbon cutting/walk and biking event will be held along the new area of Summit Ridge Parkway.

ADJOURNMENT

Commissioner motioned to adjourn at 8:30 p.m.

ORDINANCE NO. 00-00-2019

AN ORDINANCE AMENDING SANTAQUIN CITY CODE WHICH WILL PROVIDE PREDETERMINED FENCING OPTIONS THAT ARE REQUIRED IN MULTI-FAMILY DEVELOPMENTS, PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER'S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.

WHEREAS, the City of Santaquin is a fourth class city of the state of Utah; and

WHEREAS, the City Council has specific authority pursuant to Title 10, Chapter 9a Utah Code Ann. (1953 as amended) to adopt a zoning plan including an ordinance and map which divide the municipality into districts or zones and within such districts to regulate the erection, construction, reconstruction, alteration, repair and uses of buildings and structures and the uses of land; and

WHEREAS, the state legislature has granted general welfare power to the City Council, independent, apart from, and in addition to, its specific grants of legislative authority, which enables the city to pass ordinances which are reasonably and appropriately related to the objectives of that power, i.e. providing for the public safety, health, morals, and welfare; and

WHEREAS, the City Council desires to amend Santaquin City Code Title 10 Chapter 6 Section 6C5 and amend Title 10 Chapter 7M Section 11I which will provide predetermined fencing options that are required in multi-family developments; and

WHEREAS, the Santaquin City Planning Commission held a public hearing on October 8, 2019, which hearing was preceded by the posting of public notice in at least three public places within the City limits of Santaquin City, and which notice of public hearing was published in a newspaper in accordance with Section 10-9a-205 of the Utah State Code; and

WHEREAS, after the noted public hearing, the Santaquin City Planning Commission forwarded a recommendation to the City Council;

NOW, THEREFORE, BE IT ORDAINED by the City Council of Santaquin City, State of Utah, as follows:

Section I. Amendments

Title 10 Chapter 6 Section 6C5 is amended as follows: (underlined text is added, stricken text is deleted)

5. Fences And Walls: Developments shall install a City approved decorative wall, ~~to be reviewed and approved by the Architectural Review Committee (ARC)~~, constructed of stone, masonry, or concrete along the perimeter of the development. Approved City walls include the following:

Insert Pictures with Descriptions

~~The ARC may grant exceptions to this requirement on a case-by-case basis if it finds that the exception is in the best interest of Santaquin City.~~ Perimeter landscaping must be in accordance with the city adopted buffering standards. Chainlink is not allowed as a fencing material in front yards. The Architectural Review Committee (ARC) may grant exceptions to fencing requirements on a case-by-case basis if it finds that the exception is in the best interest of Santaquin City.

Title 10 Chapter 19 Section 3 is amended as follows: (underlined text is added, stricken text is deleted)

I. Fences And Walls: Developments shall install a City approved decorative wall, ~~to be reviewed and approved by the Architectural Review Committee (ARC)~~, constructed of stone, masonry, or concrete along the perimeter of the development. Approved City walls include the following:

Insert Pictures with Descriptions

~~The ARC may grant exceptions to this requirement on a case-by-case basis if it finds that the exception is in the best interest of Santaquin City.~~ Perimeter landscaping must be in accordance with the city adopted buffering standards. Chainlink is not allowed as a fencing material in front yards. The Architectural Review Committee (ARC) may grant exceptions to fencing requirements on a case-by-case basis if it finds that the exception is in the best interest of Santaquin City.

Section II. Severability

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

Section III. Contrary Provisions Repealed

Any and all other provisions of the Santaquin City Code that are contrary to the provisions of this Ordinance are hereby repealed.

Section IV. Codification, Inclusion in the Code, and Scrivener's Errors

It is the intent of the City Council that the provisions of this ordinance be made part of the Santaquin City Code as adopted, that sections of this ordinance may be re-numbered or re-lettered, and that the word ordinance may be changed to section, chapter, or other such appropriate word or phrase in order to accomplish such intent regardless of whether such inclusion in a code is accomplished. Typographical errors which do not affect the intent of this ordinance may be authorized by the City without need of public hearing by its filing a corrected or re-codified copy of the same with the City Recorder.

Section V. Posting and Effective Date

This ordinance shall become effective at 5:00 p.m. on Wednesday, October 16, 2019. Prior to that time, the City Recorder shall deposit a copy of this ordinance in the official records of the City and place a copy of this ordinance in three places within the City.

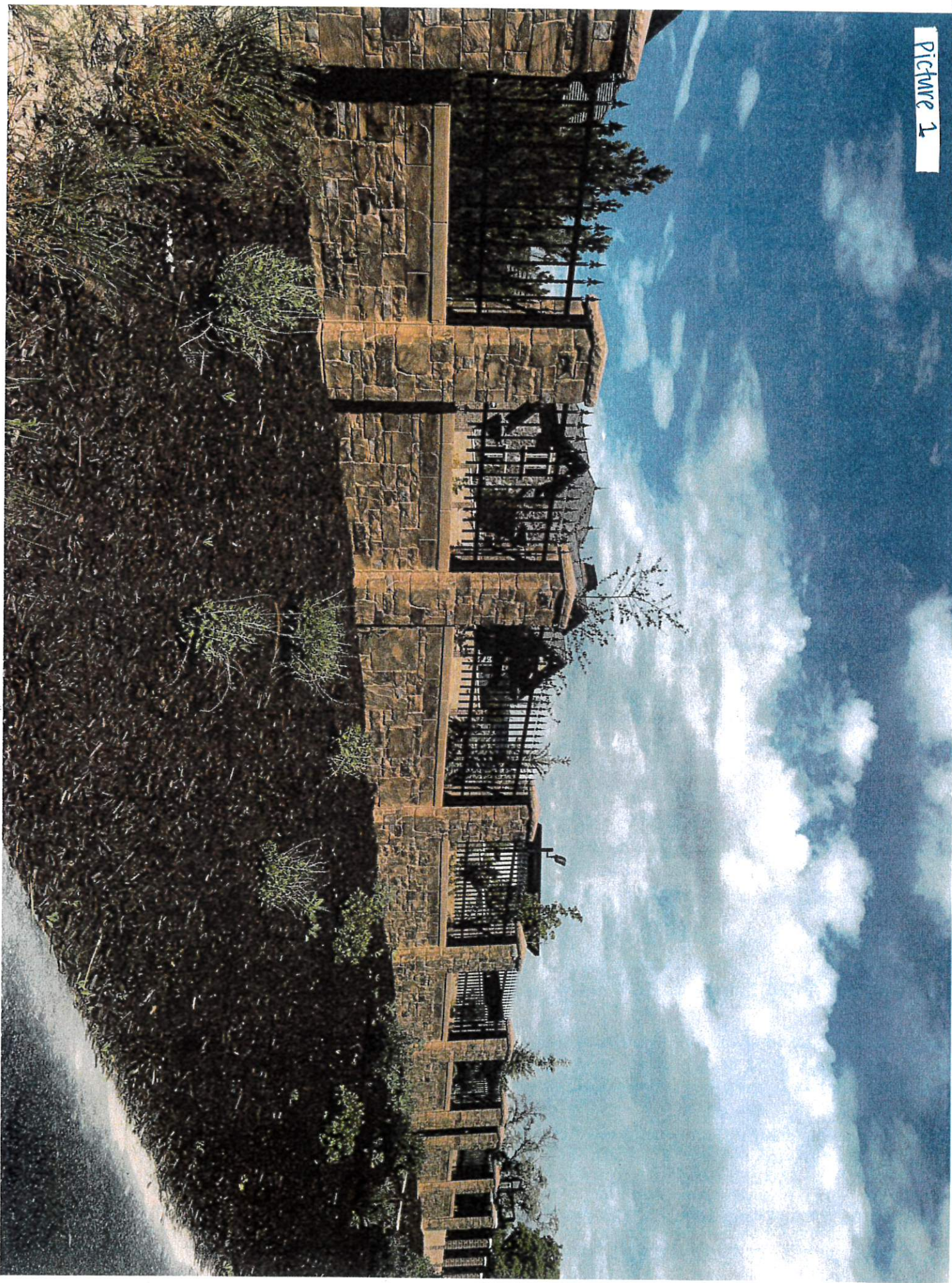
PASSED AND ADOPTED this 15th day of October 2019.

Kirk Hunsaker, Mayor

Councilmember Elizabeth Montoya	Voted	___
Councilmember Lynn Mecham	Voted	___
Councilmember Keith Broadhead	Voted	___
Councilmember Nick Miller	Voted	___

10.8.19
Planning Commission Attachment 'B'

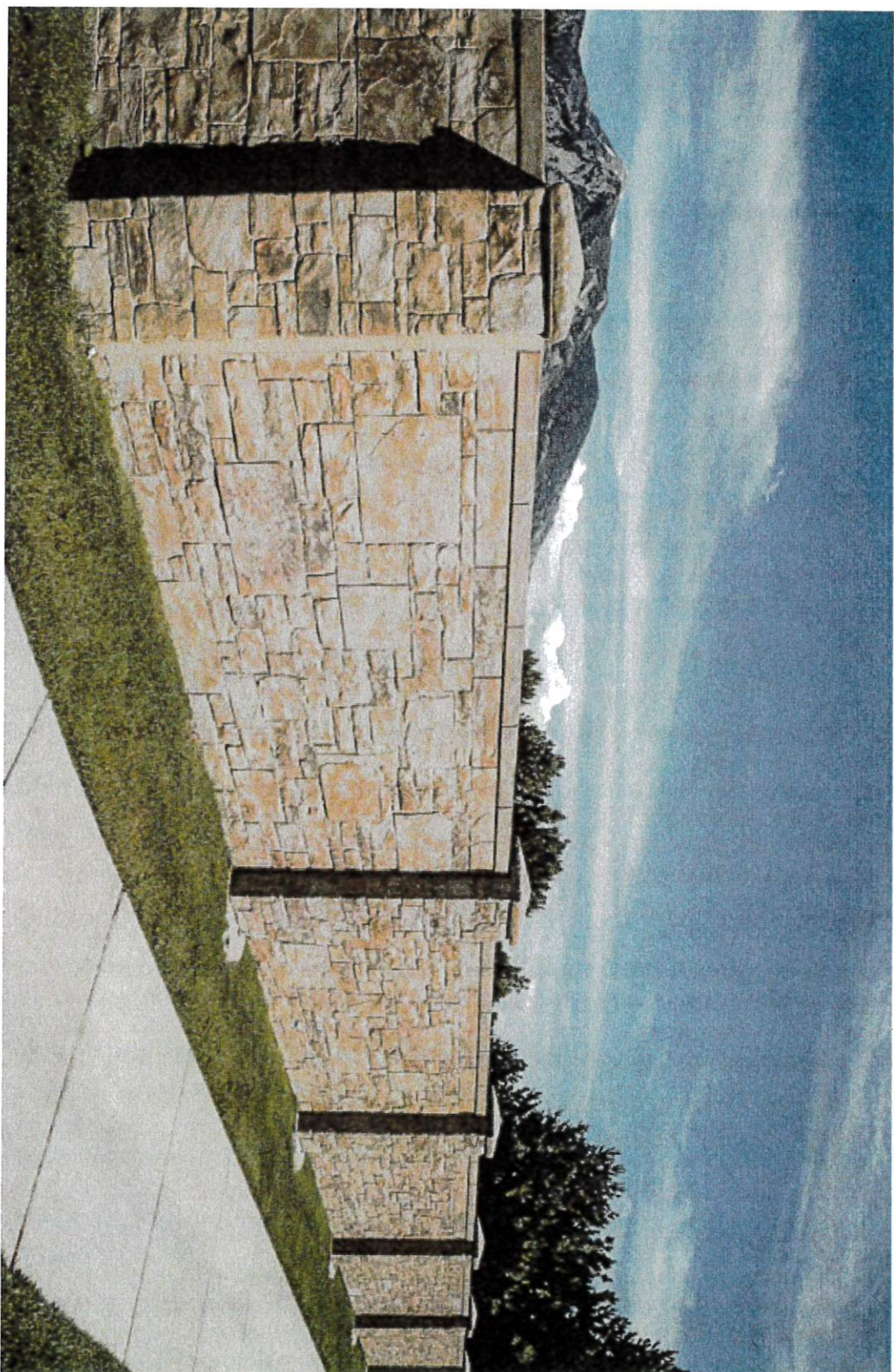
Picture 1



picture 2



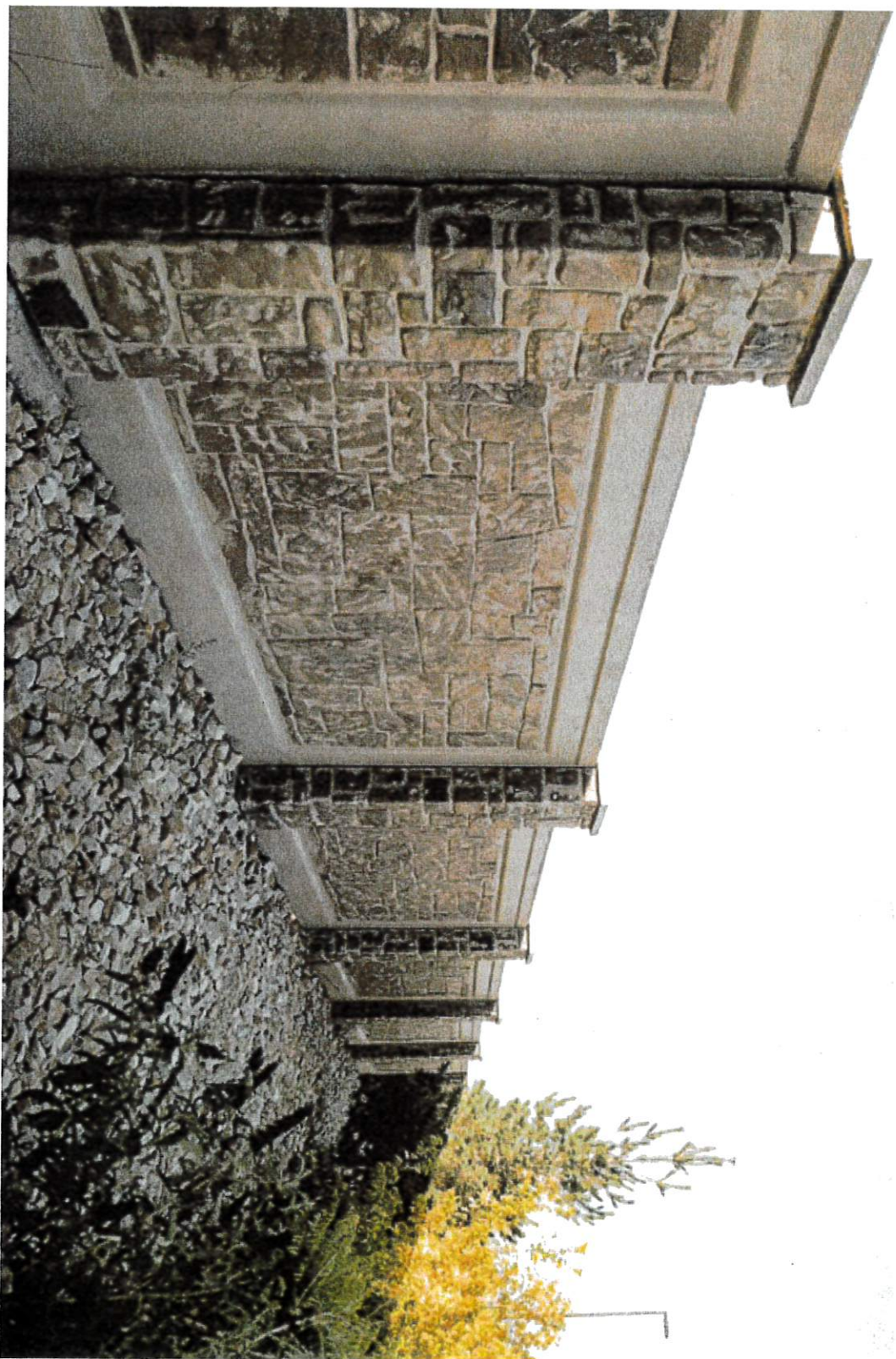
picture 3



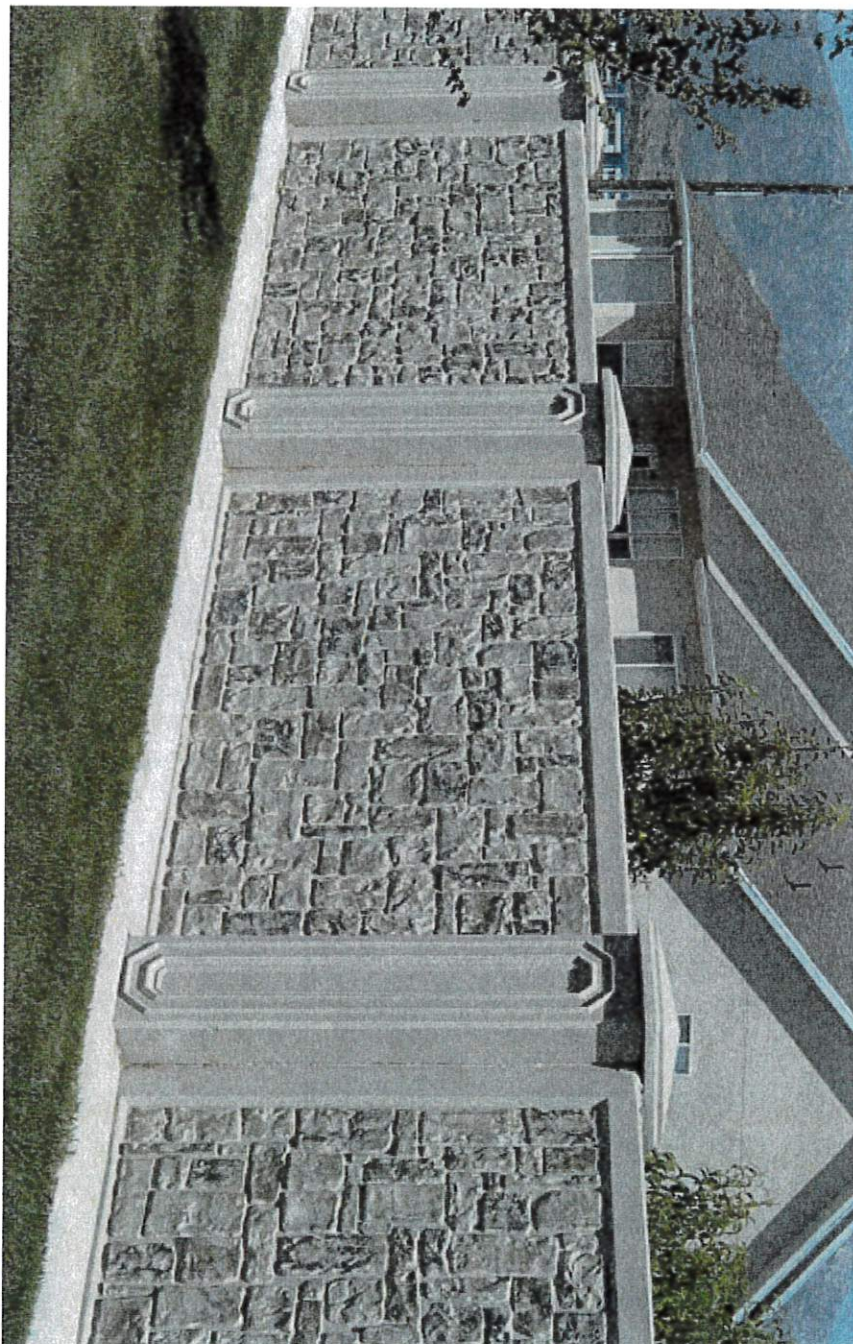
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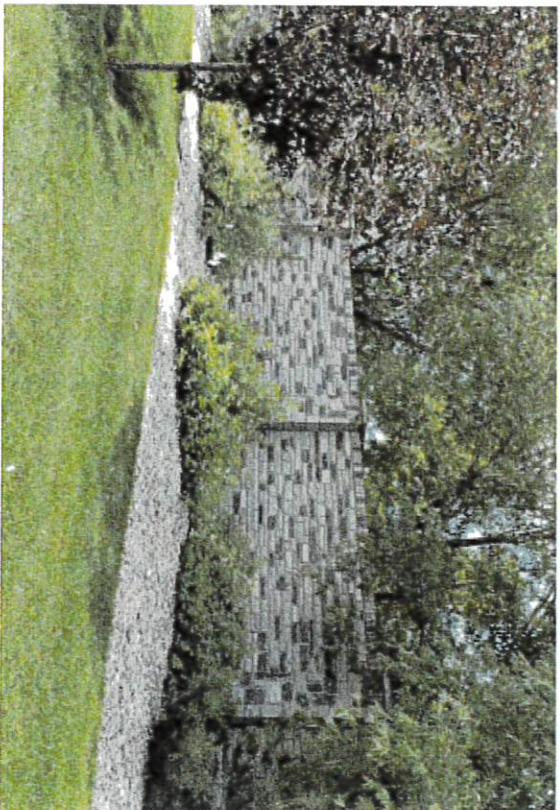
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picture 6



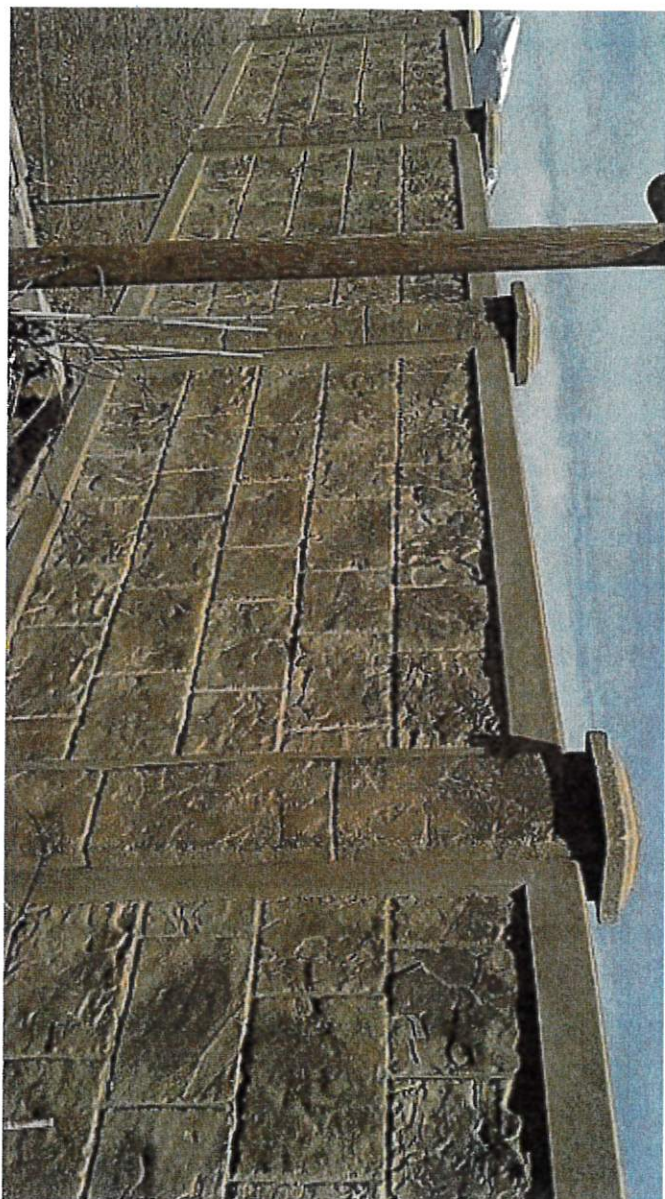
picture 7



picture 8



picture 9



picture 10



ORDINANCE NO. 00-00-2019

AN ORDINANCE AMENDING SANTAQUIN CITY CODE REGARDING THE APPROVAL PROCESS FOR A SECONDARY DRIVEWAY, PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER'S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.

WHEREAS, the City of Santaquin is a fourth class city of the state of Utah; and

WHEREAS, the City Council has specific authority pursuant to Title 10, Chapter 9a Utah Code Ann. (1953 as amended) to adopt a zoning plan including an ordinance and map which divide the municipality into districts or zones and within such districts to regulate the erection, construction, reconstruction, alteration, repair and uses of buildings and structures and the uses of land; and

WHEREAS, the state legislature has granted general welfare power to the City Council, independent, apart from, and in addition to, its specific grants of legislative authority, which enables the city to pass ordinances which are reasonably and appropriately related to the objectives of that power, i.e. providing for the public safety, health, morals, and welfare; and

WHEREAS, the City Council desires to amend Santaquin City Code Title 11 Chapter 6 Article 12 which allows the Zoning Administrator to review and approve secondary driveway requests; and

WHEREAS, the Santaquin City Planning Commission held a public hearing on October 8, 2019, which hearing was preceded by the posting of public notice in at least three public places within the City limits of Santaquin City, and which notice of public hearing was published in a newspaper in accordance with Section 10-9a-205 of the Utah State Code; and

WHEREAS, after the noted public hearing, the Santaquin City Planning Commission forwarded a recommendation to the City Council;

NOW, THEREFORE, BE IT ORDAINED by the City Council of Santaquin City, State of Utah, as follows:

Section I. Amendments

Title 11 Chapter 6 Article 12 is amended as follows: (underlined text is added, stricken text is deleted)

11-6-12: RESIDENTIAL DRIVEWAYS:

- A. Driveways shall be provided for each residential building lot prior to the issuance of a certificate of occupancy for the lot. The drive approach for the driveway shall be a minimum width of twelve feet (12') and shall not exceed the maximum width of thirty feet (30'). A secondary drive approach, or an addition to the primary driveway, may be permitted upon ~~conditional use~~ review and approval by the ~~planning commission with recommendation from the community development department~~ Zoning Administrator.
- B. No negative grade driveways shall be permitted, unless approved by ~~the planning commission, as a conditional use, with recommendation from the~~ e-City e-Engineer, due to unusual topographic constraints. Driveways must maintain a slope away from the home as required by the international building code, or subsequently adopted code.

- C. The minimum slope to which a driveway shall be built is two percent (2%) and the maximum slope to which a driveway shall be built is twelve percent (12%), except as hereafter provided. The ~~planning commission~~ City Engineer may grant ~~conditional use~~ approval, following application for such approval by the property owner, ~~with recommendation from the city engineer~~, under exceptional circumstances, to allow driveway slopes having a grade exceeding twelve percent (12%) and may impose conditions of approval to mitigate any present or potential hazards created by the steepness of the driveway. (Ord. 05-01-2003, 5-7-2003, eff. 5-8-2003)
- D. Accesses onto residential driveways, including those for any extensions or expansions, shall be separated by at least twenty feet (20') in order to facilitate safe vehicle access and egress. In addition, no driveway access of any kind shall be permitted within clear view areas. (Ord. 11-03-2014, 11-5-2014, eff. 11-6-2014)
- E. The construction of residential driveway approaches shall conform to the standards as required for drive approaches and sidewalk sections as outlined in the Santaquin City construction standards. This shall include requirements for both concrete and untreated base course installation. (Ord. 05-01-2003, 5-7-2003, eff. 5-8-2003)

Section II. Severability

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

Section III. Contrary Provisions Repealed

Any and all other provisions of the Santaquin City Code that are contrary to the provisions of this Ordinance are hereby repealed.

Section IV. Codification, Inclusion in the Code, and Scrivener's Errors

It is the intent of the City Council that the provisions of this ordinance be made part of the Santaquin City Code as adopted, that sections of this ordinance may be re-numbered or re-lettered, and that the word ordinance may be changed to section, chapter, or other such appropriate word or phrase in order to accomplish such intent regardless of whether such inclusion in a code is accomplished. Typographical errors which do not affect the intent of this ordinance may be authorized by the City without need of public hearing by its filing a corrected or re-codified copy of the same with the City Recorder.

Section V. Posting and Effective Date

This ordinance shall become effective at 5:00 p.m. on Wednesday, October 16, 2019. Prior to that time, the City Recorder shall deposit a copy of this ordinance in the official records of the City and place a copy of this ordinance in three places within the City.

PASSED AND ADOPTED this 15th day of October 2019.

Kirk Hunsaker, Mayor

Councilmember Elizabeth Montoya	Voted	____
Councilmember Lynn Mecham	Voted	____
Councilmember Keith Broadhead	Voted	____
Councilmember Nick Miller	Voted	____
Councilmember Chelsea Rowley	Voted	____

ATTEST:

K. Aaron Shirley, City Recorder

STATE OF UTAH)
) ss.
COUNTY OF UTAH)