



**Planning Commission Members in Attendance:** Commissioners Trevor Wood, Nicci McNeff, BreAnna Nixon, Kylie Lance, Michael Romero, Michael Weight

Commissioners Howard and Hoffman were both excused from the meeting.

**Others in Attendance:** Assistant City Manager Jason Bond, Senior Planner Loren Wiltse, Recorder Amalie Ottley, Planner Camille Moffat, Assistant Kathy Swenson, City Councilman Jeff Siddoway, Jose (Tony) Solorzano.

Various members of the public attended the meeting.

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

#### **INVOCATION/INSPIRATIONAL THOUGHT**

An inspirational thought was offered by Commissioner Kylie Lance.

#### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Commissioner Michael Romero.

#### **PUBLIC FORUM**

Commission Chair Wood opened the public forum at 7:03 p.m.

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

Commission Chair Wood closed the public forum at 7:03 p.m.

#### **DISCUSSION & POSSIBLE ACTION ITEMS:**

##### **1. Public Hearing: Automotive Service and Repair Parking Requirements**

Senior Planner Wiltse introduced the Automotive Service and Repair Parking Requirements and the changes made to the city code in August 2022. He refreshed the commission members of the combining of the land uses for major and minor into a single designation. He presented the proposed parking uses to coincide with the combination of major and minor uses into one.

Commission Chair Wood opened the Public Hearing at 7:06 p.m.

The following statement from was read by Recorder Amalie Ottley.

*"My name is Keith Judd*

*Sorry I am not able to attend tonight. I am under the weather and don't want to share the joy with anyone else.*

*I have studied over the code for Automotive major and minor as well as other businesses listed in the city code. I have evaluated what would be the minimum required parking spaces to operate an automotive repair business. My recommendations based on my studies are these.*

*3 parking spaces for the first 1,000 square feet, this should take care of office space, waiting room, bathroom, etc. and create the beginning buffer for the shop. It would not make sense to continue to add 3 parking spaces for additional square footage while at the same time adding additional spaces for service bays as this would more than duplicate the coverage. Depending on the depth of the shop bay every 2 bays would be just under to just over 1,000 square feet.*

*After the 3 spaces for the first 1,000 square feet I would recommend adding 1 additional parking space for every service bay the shop has. With the buffer of the first 3 spaces, one additional per bay should be plenty unless the shop has more than 4 bays. For the fifth bay and the tenth bay, I would recommend adding one additional parking space.*

*With this formula even a 1 bay shop would have 4 spaces minimum available. A 4 bay shop would have 7 spaces minimum, and then a 5 bay would pick up the additional bay bringing their total to 9 spaces, and so on.*

*I worked at a 6 bay shop in Provo for 23 years. We had 10 spaces for parking. It was extremely rare that we felt like we needed additional parking.*

*I realize I am spoiled, I have a 2 bay shop and lots of parking. Because I have it I use it. However this meeting is to establish what should be the minimum required spaces to establish an automotive repair business here in Santaquin. If someone really feels that you want additional buffer you could either start with 4 spaces or start with the 3 spaces and add the additional at bay 4 and 8 instead of bay 5 and 10.*

*I hope you recognize the thought put into this recommendation. I hope it has been and will be of benefit in this process. I very much appreciate the effort made by our city manager Norm Beagley to keep us informed of this process and providing us the information needed to be an effective part of the process.*

*Thank You all  
Keith Judd"*

Jose (Tony) Solorzano, owner of 4C Auto in Santaquin, wished to address the Planning Commission. He stated his belief that 4 spaces per 1,000 square feet is too much as traffic flow at his and others' shops is not high. He believes that 2 to 3 spaces make more sense and those spaces be tied to however many service bays operated by the shop. Tony spoke to additional space in the shop is dedicated to storage and office space and inquired if that would be taken into consideration when looking at the requirements for square footage to parking space ratio.

Commission Chair Wood closed the Public Hearing at 7:11 p.m.

The commission members discussed the Automotive Service and Repair definition and the Automotive Service Station definition. Commission members discussed at length the pros and cons of having several parking stalls tied to square footage versus the number of service bays. Parking uses such as disability parking, employee parking, service truck parking, and customer parking were all taken into consideration. Language in the code for the verbiage regarding 'junkyard' was brought up and stated that in general, the industry prefers 'salvage yard.' Commissioner Nixon raised the question of a conflict of interest in her specific situation. No members of the commission wished to move further with the

conflict and appreciated her input. The commission discussed what square footage is specifically used for with Mr. Solorzano. The Planning Commission members came to an agreement to change the code to 3 spaces per 1,000 square feet (not including service bays) plus 2 stalls per service bay for the temporary storage of customer vehicles.

Commissioner McNeff made a motion to make a positive recommendation to the City Council to adopt the proposed changes to the code as follows:

3 spaces per 1,000 square foot (not including service bays) plus 2 stalls per service bay for the temporary storage of customer vehicles.

Commissioner Lance seconded the motion.

Commissioner Wood	Yes
Commissioner Lance	Yes
Commissioner Hoffman	Absent
Commissioner Howard	Absent
Commissioner McNeff	Yes
Commissioner Nixon	Yes
Commissioner Weight	Yes
Commissioner Romero	Yes

The motion was unanimously approved.

For future consideration, the commission requested changing the “Junk Yard” land use definition to “Salvage Yard.”

And additionally, consider clarifying Automotive Service Station to include “Gas Station.”

## **2. Public Hearing: Annexation Policy Plan**

Assistant Manager Bond presented the proposed Annexation Policy Plan as discussed in previous meetings. Commissioner Weight inquired about the redlines on the proposed boundary map. The commission discussed the maps and interlocal agreements included in the Annexation Policy Plan.

Commission Chair Wood opened the Public Hearing at 8:08 p.m.

No members of the public wished to address the Planning Commission regarding the Annexation Policy Plan.

Commission Chair Wood closed the Public Hearing at 8:08 p.m.

Commissioner Nixon made a motion to make a positive recommendation to the City Council to approve the Annexation Policy Plan Update as presented. Commissioner Romero seconded the motion.

Commissioner Wood	Yes
Commissioner Lance	Yes
Commissioner Hoffman	Absent

Commissioner Howard	Absent
Commissioner McNeff	Yes
Commissioner Nixon	Yes
Commissioner Weight	Yes
Commissioner Romero	Yes

The motion was unanimously approved.

### **3. Detached Accessory Dwelling Units**

Assistant Manager Bond presented the concerns for the changing of the Detached Accessory Dwelling Unit code to include one-story versus two-story ADUs. The Commission discussed the height requirements included in the code for Detached ADUs. The Commission discussed increasing the side and rear setbacks in the code from 8 feet to 10 feet. Members also discussed entry points for Detached ADUs. Concerns for short term rentals or Air B&Bs was brought up. Assistant Manager Bond stated that currently, language addressing short-term rentals is not in the code, but will likely be brought up in the future. Members of the Commission discussed the requirement for home ownership in one of the dwellings on the lot and their desire to keep that condition in the code to assist with enforceability.

Commissioner Weight made a motion make a positive recommendation to City Council to approve the ordinance updating the standards for Detached Accessory Dwelling Units to include the following change:

Side and rear setbacks be changed from 8 feet to 10 feet.

Commissioner McNeff seconded the motion.

Commissioner Wood	Yes
Commissioner Lance	Yes
Commissioner Hoffman	Absent
Commissioner Howard	Absent
Commissioner McNeff	Yes
Commissioner Nixon	Yes
Commissioner Weight	Yes
Commissioner Romero	Yes

The motion was unanimously approved.

### **4. Approval of Meeting Minutes**

Commissioner McNeff made a motion to approve the meeting minutes from November 8, 2022.  
Commissioner Romero seconded the motion.

Commissioner Wood	Yes
Commissioner Lance	Yes
Commissioner Hoffman	Absent
Commissioner Howard	Absent
Commissioner McNeff	Yes
Commissioner Nixon	Yes

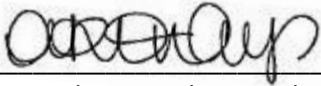
Commissioner Weight	Yes
Commissioner Romero	Yes

The motion was unanimously approved.

### **Adjournment**

Commissioner Nixon made a motion to adjourn the meeting.

The meeting was adjourned at 8:43 p.m.



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City Recorder – Amalie R. Ottley

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Commission Chair – Trevor Wood