

# MEMO



To: Planning Commission

From: Aspen Stevenson, Planner

Date: April 22, 2025

RE: **Code Amendment To Remove Flow Charts And Modify Site Plan Process**

It is proposed that the Planning Commission and City Council consider amending Santaquin City Code 10.68.040, 10.68.060, 10.68.070, 10.68.080, 10.68.120, and 10.68.130 to remove flow charts and modify site plan process language to match current operations and meet state code.

Below are the proposed changes to the Santaquin City Code.

## **10.68.060 ~~NONRESIDENTIAL AND MULTI-FAMILY~~ SITE PLAN DEVELOPMENT PROCESS**

~~Proposed commercial, industrial, mixed use and multi-family developments shall be eligible for approval according to SCC 10.68.130, exhibits C-1 and C-2 and in accordance with the provisions that follow:~~

~~A. Master Planned Nonresidential, Mixed Use Or Multi-Family Projects: Proposals for a master planned nonresidential, mixed use or multi-family development shall complete the review process illustrated in SCC 10.68.130, exhibit C-1 prior to application for site development review on any portion of the development. Other developments that necessitate such review are proposed commercial and/or industrial developments where:~~

- ~~1. The entire development is to be phased;~~
- ~~2. The development plans to be reviewed do not propose the "final development product" for all or a portion of the development area; and/or~~
- ~~3. The development consists, whether entirely or in part, of one or more pad sites on which commercial and/or industrial buildings or uses are to be constructed.~~
- ~~4. The proposed use of the property requires a conditional use permit.~~

~~B. Individual Site Developments: Proposals for site developments of permitted uses or pad sites within master planned developments which have received development approval in accordance with the process outlined in exhibit C-1 in SCC 10.68.130 may apply for review under the review process illustrated in exhibit C-2 in SCC 10.68.130. (Ord. 03-02-2007, 3-7-2007)~~

- A. Site Plan Application: For the applicant to have a complete site plan application, all required items on the site plan application checklist shall be submitted. The site plan application can be found on the City's website or the Community Development Office.
- B. Review Process: After a complete site plan application has been submitted, the application will be placed on a Development Review Committee agenda. The Development Review Committee will be the land use authority for all site plans.

## **10.68.070 CONDITIONAL USES**

All proposed projects which are required to obtain a conditional use permit, as provided for in the Santaquin City ~~e~~Development ~~e~~Code, shall receive the conditional use permit prior ~~to any final site development approvals.~~ to submitting a site plan application.

## **10.68.080 CONCURRENT APPROVALS**

A concurrent review of a subdivision and site plan will occur with multi-family developments. The multi-family project will adhere to the subdivision review process. ~~Except as otherwise provided in this code, where developments must complete multiple processes before final approvals can be granted, such processes may be applied for and processed concurrently where appropriate, and under the following circumstances:~~

- ~~A. — No project shall receive final development approval before annexation is completed.~~
- ~~B. — No application for final review may be submitted until all annexation approvals have been granted and conceptual recommendations have been given by the planning commission.~~
- ~~C. — City council approval of an annexation proposal does not equate to conceptual or preliminary project approval for any such development unless specifically stated in motion by the city council.~~
- ~~D. — Development applications may be reviewed concurrently with an annexation petition. Any and all land use applications submitted during the annexation process must be accompanied by nonrefundable application fees.~~
- ~~E. — All zoning approvals (i.e., rezoning applications, conditional use permits, variances, etc.) must be completed prior to final development approvals. (Ord. 03-02-2007, 3-7-2007)~~
- ~~F. — Concurrent review processes shall be completed in accordance with exhibits A, B-1, B-2, C-1 and C-2 in SCC 10.68.130. (Ord. 03-02-2007, 3-7-2007; amd. Ord. 06-04-2010, 6-16-2010, eff. 6-17-2010)~~

#### **10.68.120 DEVELOPMENT APPLICATION REQUIREMENTS**

All development proposals shall include the appropriate city approved application forms; required information listed on such forms, and required fees prior to city review of the proposal. These forms include the following:

~~Site development review application—concept.~~

Site plan ~~development~~ review application.

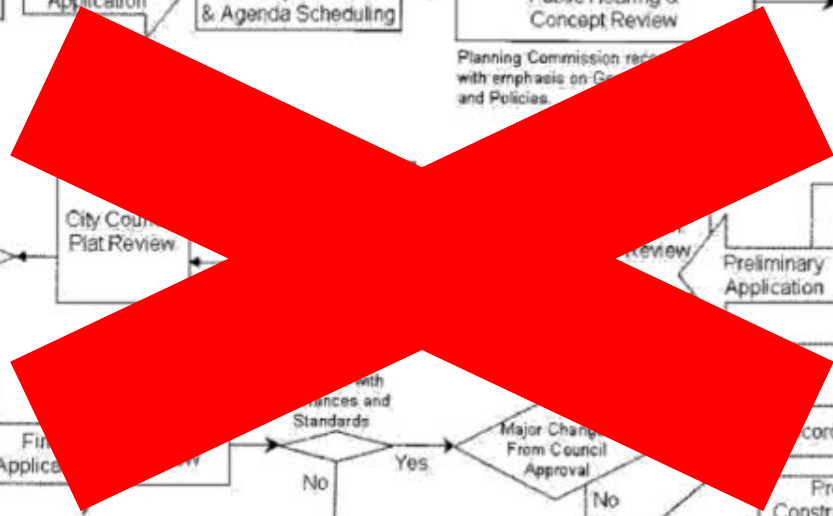
Subdivision or condominium review application - preliminary.

Subdivision or condominium review application - final.

#### **10.68.130 DEVELOPMENT PROCESS EXHIBITS**

##### **EXHIBIT A**

Developments with more than 3 lots and Planned Unit Developments	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	32
33	34
35	36
37	38
39	40
41	42
43	44
45	46
47	48
49	50
51	52
53	54
55	56
57	58
59	60
61	62
63	64
65	66
67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100



2010, 6-16-2010, eff. 6-17-2010)  
EXHIBIT B

**For Master Planned Non-Residential, Mixed-Use or Multi-Family Developments**

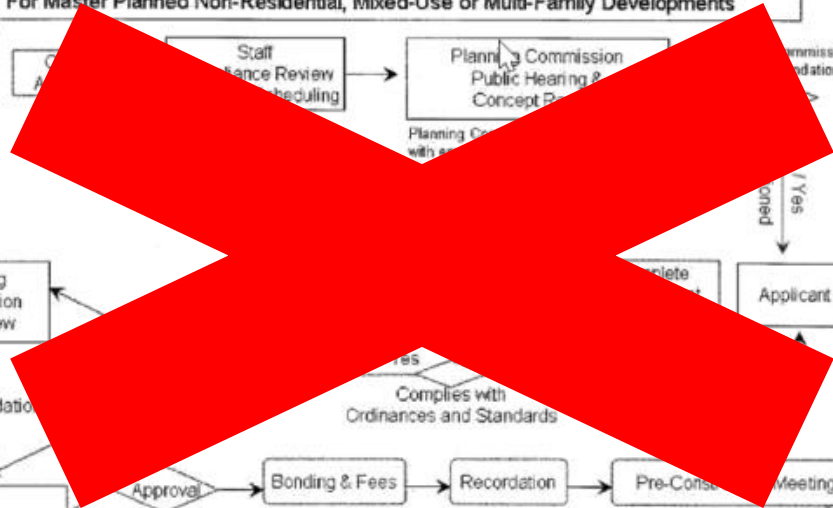


EXHIBIT C



(Ord.

03-02-2007, 3-7-2007)

The attached draft ordinance has the proposed code amendment. The Planning Commission's responsibility is to hold a public hearing and forward a recommendation to the City Council.

**Recommended Motion:** "Motion to recommend (approval/denial) of the proposed code amendment, which removes flow charts and modifies site plan process language."

## **ORDINANCE NO. DRAFT**

**AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO REMOVE FLOW CHARTS AND MODIFY SITE PLAN PROCESS LANGUAGE, 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 68, Sections 040, 060, 070, 080, 120 and 130 to remove flow charts and update site plan process language to reflect current operations; and

**WHEREAS**, the Santaquin City Planning Commission held a public hearing on April 22, 2025, which hearing was preceded by the posting of public notice in at least three public places within the City limits of Santaquin City; 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 68 Section 040 is amended as follows:** (underlined text is added, stricken text is deleted)

#### **10.68.040 ANNEXATION PROCESS**

All proposed annexations shall conform to the process outlined by State law. ~~and as further illustrated in SCC 10.68.130, exhibit A.~~

**Title 10 Chapter 68 Section 060 is amended as follows:** (underlined text is added, stricken text is deleted)

**10.68.060 NONRESIDENTIAL AND MULTI-FAMILY SITE PLAN DEVELOPMENT PROCESS**

~~Proposed commercial, industrial, mixed use and multi-family developments shall be eligible for approval according to SCC 10.68.130, exhibits C-1 and C-2 and in accordance with the provisions that follow:~~

- ~~A. Master Planned Nonresidential, Mixed Use Or Multi-Family Projects: Proposals for a master planned nonresidential, mixed use or multi-family development shall complete the review process illustrated in SCC 10.68.130, exhibit C-1 prior to application for site development review on any portion of the development. Other developments that necessitate such review are proposed commercial and/or industrial developments where:~~
  - ~~1. The entire development is to be phased;~~
  - ~~2. The development plans to be reviewed do not propose the "final development product" for all or a portion of the development area; and/or~~
  - ~~3. The development consists, whether entirely or in part, of one or more pad sites on which commercial and/or industrial buildings or uses are to be constructed.~~
  - ~~4. The proposed use of the property requires a conditional use permit.~~
- ~~B. Individual Site Developments: Proposals for site developments of permitted uses or pad sites within master planned developments which have received development approval in accordance with the process outlined in exhibit C-1 in SCC 10.68.130 may apply for review under the review process illustrated in exhibit C-2 in SCC 10.68.130. (Ord. 03-02-2007, 3-7-2007)~~
- A. Site Plan Application: For the applicant to have a complete site plan application, all required items on the site plan application checklist shall be submitted. The site plan application can be found on the City's website or the Community Development Office.
- B. Review Process: After a complete site plan application has been submitted, the application will be placed on a Development Review Committee agenda. The Development Review Committee will be the land use authority for all site plans.

**Title 10 Chapter 68 Section 070 is amended as follows:** (underlined text is added, stricken text is deleted)

**10.68.070 CONDITIONAL USES**

All proposed projects which are required to obtain a conditional use permit, as provided for in the Santaquin City ~~d~~Development ~~e~~Code, shall receive the conditional use permit prior ~~to any final site development approvals.~~to submitting a site plan application.

**Title 10 Chapter 68 Section 080 is amended as follows:** (underlined text is added, stricken text is deleted)

**10.68.080 CONCURRENT APPROVALS**

A concurrent review of a subdivision and site plan will occur with multi-family developments. The multi-family project will adhere to the subdivision review process. ~~Except as otherwise provided in this code, where developments must complete multiple processes before final approvals can be granted, such processes may be applied for and processed concurrently where appropriate, and under the following circumstances:~~

- ~~A. No project shall receive final development approval before annexation is completed.~~

- ~~B. No application for final review may be submitted until all annexation approvals have been granted and conceptual recommendations have been given by the planning commission.~~
- ~~C. City council approval of an annexation proposal does not equate to conceptual or preliminary project approval for any such development unless specifically stated in motion by the city council.~~
- ~~D. Development applications may be reviewed concurrently with an annexation petition. Any and all land use applications submitted during the annexation process must be accompanied by nonrefundable application fees.~~
- ~~E. All zoning approvals (i.e., rezoning applications, conditional use permits, variances, etc.) must be completed prior to final development approvals. (Ord. 03-02-2007, 3-7-2007)~~
- ~~F. Concurrent review processes shall be completed in accordance with exhibits A, B-1, B-2, C-1 and C-2 in SCC 10.68.130. (Ord. 03-02-2007, 3-7-2007; amd. Ord. 06-04-2010, 6-16-2010, eff. 6-17-2010)~~

**Title 10 Chapter 68 Section 120 is amended as follows:** (underlined text is added, stricken text is deleted)

#### **10.68.120 DEVELOPMENT APPLICATION REQUIREMENTS**

All development proposals shall include the appropriate city approved application forms; required information listed on such forms, and required fees prior to city review of the proposal. These forms include the following:

~~Site development review application—concept.~~

Site plan ~~development~~ review application.

Subdivision or condominium review application - preliminary.

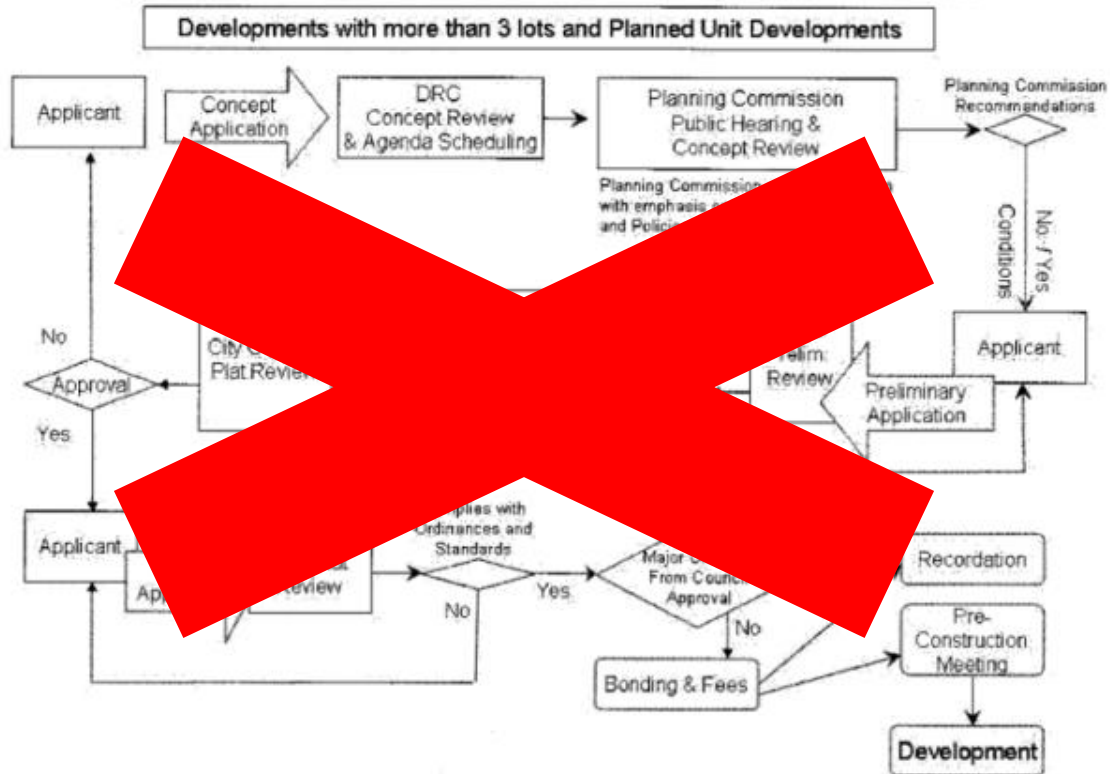
Subdivision or condominium review application - final.

**Title 10 Chapter 68 Section 130 is deleted as follows:** (underlined text is added, stricken text is deleted)

#### **10.68.130 DEVELOPMENT PROCESS EXHIBITS**

~~EXHIBIT A~~

## Subdivision and Condominium Review Process

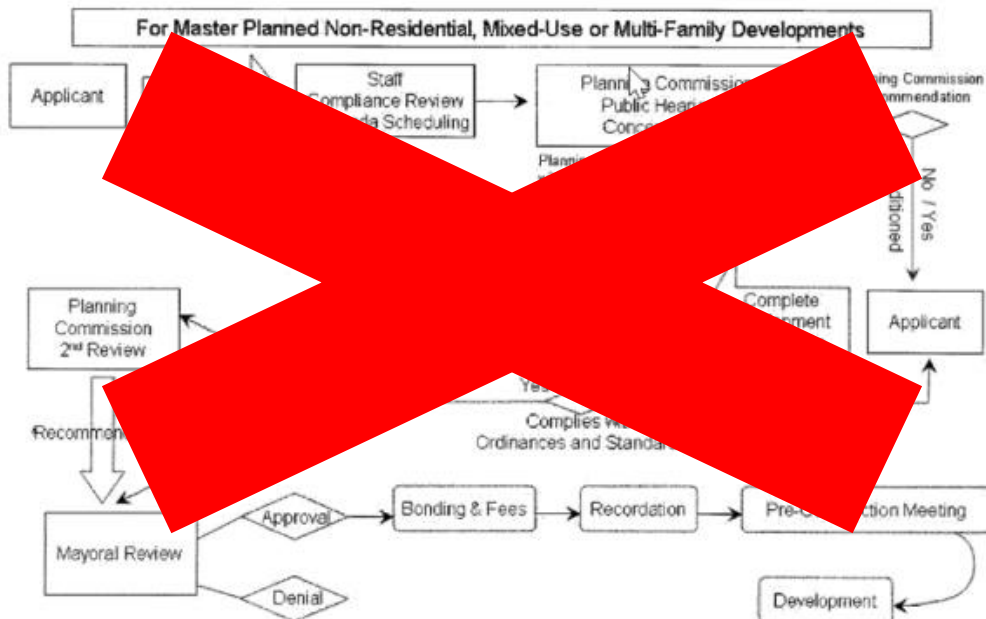


(Ord. 06-

04-2010, 6-16-2010, eff. 6-17-2010)

EXHIBIT B

## Site Plan Review Process





## EXHIBIT C



(Ord. 03-02-2007, 3-7-2007)

### **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, May 7<sup>th</sup>, 2025. 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 6<sup>th</sup> day of May 2025.

---

Daniel M. Olson, Mayor

Councilmember Art Adcock	Voted ____
Councilmember Brian Del Rosario	Voted ____
Councilmember Lynn Mecham	Voted ____
Councilmember Jeff Siddoway	Voted ____
Councilmember Travis Keel	Voted ____

ATTEST:

---

Amalie R. Ottley, City Recorder

STATE OF UTAH                    )  
  ) ss.  
COUNTY OF UTAH                )

I, AMALIE R. OTTLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the City Council of Santaquin City, Utah, on the 6<sup>th</sup> day of May 2025, entitled

**“AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO REMOVE FLOW CHARTS AND MODIFY SITE PLAN PROCESS LANGUAGE, PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER’S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.”**

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Santaquin City Utah this 6<sup>th</sup> day of May 2025.

\_\_\_\_\_  
Amalie R. Ottley  
Santaquin City Recorder  
(SEAL)

AFFIDAVIT OF POSTING

STATE OF UTAH                    )  
  ) ss.

COUNTY OF UTAH                )

I, AMALIE R. OTTLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that prior to the ordinance taking effect, I posted a short summary of the ordinance on the Utah Public Notice Website as required by Utah State Code 10-3-711(1)(b) as a Class A Notice and Santaquin City Code 1-2-050(D)

I further certify that copies of the ordinance were posted online at [www.santaquin.org](http://www.santaquin.org), at the City Hall Building at 110 S. Center Street and on the State of Utah's Public Notice Website, <https://www.utah.gov/pmn/index.html>. A copy of the notice may also be requested by calling (801)754-1904.

---

AMALIE R. OTTLEY  
Santaquin City Recorder

The foregoing instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_ 2025,  
by AMALIE R. OTTLEY.

My Commission Expires:

---