



Planning Commission Members in Attendance: Commissioners Trevor Wood, Drew Hoffman, Michael Weight, Kylie Lance, BreAnna Nixon, and Michael Romero.

Commissioner LaDawn Moak was excused from the meeting.

Others in Attendance: Assistant City Manager Jason Bond, City Engineer Jon Lundell, Assistant Stephanie Christensen.

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

Michael Romero offered an inspirational thought.

PLEDGE OF ALLEGIANCE

Kylie Lance led the Pledge of Allegiance.

PUBLIC FORUM

Commission Chair Wood opened the Public Forum at 7:02 p.m.

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

Commission Chair Wood closed the Public Forum at 7:02 p.m.

DISCUSSION & POSSIBLE ACTION ITEMS:

1. Public Hearing: Access Requirements Code Amendment

At the September 5th City Council Work Session, the Mayor and Council discussed concerns about the limited access for businesses along UDOT controlled right-of-way. The council gave direction to staff that the DRC (Development Review Committee) and the Planning Commission should look at the code to determine if code changes need to be made to the access requirements for business. The City Council asked the DRC to provide a recommendation to the Planning Commission. The Council and Mayor wanted the DRC to look at the proposed code change from a technical standpoint. The DRC reviewed the proposal and provided the following recommendation:

Assistant Manager Bond made a motion to recommend to the Planning Commission and City Council an increase of ADT to 500 on UDOT roads only, no change to ADT for single access on City owned rights-of-way and allowing site queuing and internal circulation requirements to remain the same. Manager Beagley seconded the motion. The motion passed unanimously.

Commission Chair Wood opened the Public Hearing at 7:07 p.m.

Richard Payne attended the meeting and wished to address the Planning Commission in the Public Hearing. He disclosed that he has a nephew interested in a property on Main Street. He expressed that he and other residents would like to see more businesses come into the city. He mentioned that by businesses bringing in revenues and a higher tax base to the city that the burden to provide more amenities would not be solely put on the City's shoulders. He added that businesses coming to

Santaquin would provide jobs, especially for kids, to be available in town. He hoped that the Planning Commission would take into account how being more “business friendly” would impact the City for the positive.

Commission Chair Wood closed the Public Hearing at 7:10 p.m.

Commission Chair Wood inquired about the difference in average daily trips (ADT) between 250 and 500. Assistant Manager Bond discussed what types of businesses in town brought forth the original 250 ADT number. Planning Commissioners and Assistant Manager Bond discussed what standards are regulated by the City versus by UDOT. City Engineer Jon Lundell brought up many discussions that the City had with UDOT in an attempt to understand how the City Code could better work with UDOT requirements. UDOT has indicated that they will consider businesses on Main Street in Santaquin mostly on a case-by-case basis. Engineer Lundell also discussed UDOT requirements for ingress/egress width and proximity to other driveways. Commissioner Nixon expressed her concern about safety when increasing average daily trips and the ability for public safety vehicles to get in/out in an emergency situation. Commissioner Weight expressed his concern about the increase in ADTs on other UDOT facilities in the City as well as Main Street after the widening project is complete. Mr. Payne asked staff what would happen if UDOT approved a commercial application that does not meet City Code or standards. Engineer Lundell clarified that UDOT approval would be only for the access to the business and not specific business type/land use. He added that the City’s proposal of increasing the ADT number from 250 to 500 matches UDOT’s current standard of operations and relaxes the City’s current standard. Commissioners discussed the pros and cons of approving the proposed language change.

Commissioner Hoffman made a motion to recommend approval of the proposed code amendment which amends the parking area access requirements. Commissioner Weight seconded the motion.

Commissioner Wood	Yes
Commissioner Lance	Yes
Commissioner Moak	Absent
Commissioner Nixon	No
Commissioner Romero	Yes
Commissioner Weight	Yes
Commissioner Hoffman	Yes

The motion passed.

2. Public Hearing: Standard Specifications & Drawings

Periodically Santaquin City’s Standards and specifications must be updated to address issues discovered with previous construction materials and methods and to bring specifications in line with modifications to Utah State Code. The current update addresses the following:

1. Division 1: The proposed change is to update the pre-construction meeting location.
2. Division 2: The proposed change updates the pipe embedment material to match American Public Works Association (APWA) specifications.
3. Division 3A: The proposed change changes the standard Culinary Water service meter box ring & lid for meter boxes that are located within a concrete surface (i.e., not in a landscaped area).
4. Standard Drawings
 - a. ST1 – Standard Street Cross section update

- i. Added note: "As approved by City Council on March 1, 2022, this is the required minimum cross section for all local streets/roads approved for development prior to December 19, 2023.
- ii. Removed 26' rural private lane cross section.
- iii. Relocated 5 lane/no parking 90' Arterial cross section from ST2.
- b. ST2 – Standard Street Cross section update
 - i. Added New 58' 1/2 lane local road cross section. This addresses the maximum asphalt width of 32' as required by Utah State Code.
 - ii. Relocated 5 lane/no parking 90' Arterial cross section to ST1.

These updates will address concerns expressed by Santaquin City Public Works and the recent changes to the Utah State Code.

Commission Chair Wood opened the Public Hearing at 7:50 p.m.

Due to audio issues, the individual's name who attended the meeting and commented in the Public Hearing was not heard. After the microphone was turned on, he can be heard expressing his approval of the update to the Standards, Specifications and Drawings.

Commission Chair Wood closed the Public Hearing at 7:52 p.m.

Commission members discussed their concerns about lessening road widths with regards to safety. They all agreed that it's frustrating that the State of Utah mandates these types of changes in the law without knowing the specific needs of Santaquin City. Commissioner Weight reiterated the importance of being involved and voting at the State level when it's time.

Commissioner Romero made a motion to forward a positive recommendation to the City Council for approval of the proposed Standards, Specifications, and Drawings update. Commissioner Lance seconded the motion.

Commissioner Wood	Yes
Commissioner Lance	Yes
Commissioner Moak	Absent
Commissioner Nixon	No
Commissioner Romero	Yes
Commissioner Weight	No
Commissioner Hoffman	Yes

The motion passed.

3. 2024 Planning Commission Meeting Schedule

Commissioner Weight made a motion to approve the meeting schedule for 2024. Commissioner Romero seconded the motion.

Commissioner Wood	Yes
Commissioner Lance	Yes
Commissioner Moak	Absent
Commissioner Nixon	Yes

Commissioner Romero	Yes
Commissioner Weight	Yes
Commissioner Hoffman	Yes

The motion passed unanimously.

4. 2024 Chair and Vice-Chair Nominations

Commissioner Lance made a motion to nominate Trevor Wood for the Planning Commission Chair for 2024. Commissioner Nixon seconded the motion.

Commissioner Wood	Yes
Commissioner Lance	Yes
Commissioner Moak	Absent
Commissioner Nixon	Yes
Commissioner Romero	Yes
Commissioner Weight	Yes
Commissioner Hoffman	Yes

The motion passed unanimously.

Commissioner Nixon made a motion to nominate Drew Hoffman for the Planning Commission Deputy Chair for 2024.

Commissioner Lance made a motion to nominate BreAnna Nixon for the Planning Commission Deputy Chair for 2024.

Because there were two nominations a silent vote was taken. The first vote for Deputy Chair was tied at 3 votes for Commissioner Hoffman and 3 votes for Commissioner Nixon. All commissioners agreed that both BreAnna and Drew are good members of the commission and great candidates for Deputy Chair. A second silent vote was taken again. The second vote was 4 votes for Commissioner Hoffman and 2 votes for Commissioner Nixon.

OTHER BUSINESS

5. Meeting Minutes Approval

Commissioner Romero made a motion to approve the October 24, 2023 Planning Commission Meeting Minutes. Commissioner Nixon seconded the motion.

Commissioner Wood	Yes
Commissioner Lance	Yes
Commissioner Moak	Absent
Commissioner Nixon	Yes
Commissioner Romero	Yes
Commissioner Weight	Yes
Commissioner Hoffman	Yes

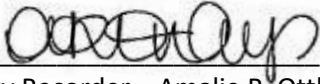
The motion passed unanimously.

Assistant Manager Bond reported on the progress of the Moderate-Income Housing reports to the State of Utah.


ADJOURNMENT

Commissioner Lance made a motion to adjourn the meeting.

The meeting was adjourned at 8:12 p.m.



City Recorder – Amalie R. Ottley



Planning Commission Chair – Trevor Wood

DRAFT