



Planning Commission Members in Attendance: Commissioners Trevor Wood, BreAnna Nixon, Mike Weight, LaDawn Moak, Jessica Tolman, and Drew Hoffman.

Commissioner Michael Romero was excused from the meeting.

Others in Attendance: Senior Planner Ryan Harris, Planner Aspen Stevenson, City Council Member Jeff Siddoway, and Recorder Amalie Ottley. No other members of the public attended the meeting.

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

INVOCATION/INSPIRATIONAL THOUGHT

Commissioner Weight offered an invocation.

PLEDGE OF ALLEGIANCE

Commissioner Nixon 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 Planning Commission in the Public Forum.

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

DISCUSSION & POSSIBLE ACTION ITEMS:

1. Public Hearing: Setback Tables & Figures

Planner Aspen Stevenson presented a proposed code amendment updating the landscape setback table in Title 10 Chapter 52 Section 30. As well as adopting setback tables and updating setback figures in Title 10 Chapter 20 of Santaquin City code. The proposed code amendment will reorganize how setback requirements are communicated. Some of the major changes are listed below.

- Setback figures updated in all residential zones to show the correct distances from property lines.
- Each zone has a setback table along with notes describing any exceptions to the requirements such as side and rear setbacks for accessory structures may be reduced to 3' if constructed with one hour or more fire-resistant walls.
- Parking setbacks added to all setback tables in each zone including the Main Street Business District setback table in Title 10 Chapter 20 Section 190.
- To create consistency, notes to be added in each nonresidential zone under the setback table that if a nonresidential zone abuts a residential zone an additional five feet of landscaping will be required.
- The landscaping table in Title 10 Chapter 52 Section 30 replaced with a table displaying the minimum landscape percentage requirements for each zone along with a note to direct builders to individual zones for landscape and building setbacks.
- A 30% minimum landscaped area requirement added for the Multifamily zone which previously had variation or no mention of a percentage requirement.

Some minor corrections to the proposed code were proposed by Commission Chair Wood. (See attached.)

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

No members of the public wished to address the Planning Commission in the Public Hearing.

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

Members of the Planning Commission agreed that the update to the tables and figures make the code easier to read for both the commission and applicants.

Commissioner Tolman made a motion to recommend approval of the proposed code amendment which adopts setback tables, updates setback figures, and simplifies landscaping requirements. Commissioner Nixon seconded the motion.

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

The motion passed.

2. Public Hearing: General Plan Amendment to Moderate Incoming Housing

Senior Planner Harris introduced the Utah State Legislature mandate that requires cities to update their Moderate-Income Housing Plan (MIHP) to include strategies from a predefined list of options, along with a plan for implementing each strategy (see Utah Code Annotated 10-9a-408). The MIHP must detail the proposed strategies, along with a timeline and implementation plan for each. This year, city staff has developed six strategies, from which five need to be selected. Two strategies offer several options to choose from. Specifically, Strategy One has four options, and Strategy Six has two options. The draft amendment outlines the proposed strategies and the implementation plan for each. (See attached.)

Commission Chair Wood opened the Public Hearing at 7:46 p.m.

No members of the public wished to address the Planning Commission in the Public Hearing.

Commission Chair Wood closed the Public Hearing at 7:46 p.m.

Commissioners weighed heavily the difference between strategy #5 and # 6, opting to recommend #5 for this coming year and research how option #6 may positively or negatively impact the City. After discussion, Commissioners agreed to recommend approval of the following strategies:

1) Strategy 1: Create or allow for, and reduce regulations related to, internal or detached accessory dwelling units in residential zones.

Option 1: Santaquin City will consider modifying zoning regulations to expand the area where detached accessory dwelling units are permitted. Considerations to permit detached accessory dwelling units in the R-15 Zone will be reviewed by the Planning Commission and City Council.

- 2) **Strategy 2: Reduce, waive, or eliminate impact fees related to moderate income housing.**
Santaquin City will work with third-party financial, engineering, and planning firms as each Santaquin City master plan is updated over the next five years to study utility efficiencies from accessory dwelling units which could proportionately reduce impact fees for accessory dwelling units. The City will start asking for this data in their request for proposals (RFP) and consider modifications to impact fees upon completion of each master plan update, accordingly.

- 3) **Strategy 3: Demonstrate implementation of any other program or strategy to address the housing needs of residents of the municipality who earn less than 80% of the area median income, including the dedication of a local funding source to moderate income housing or the adoption of a land use ordinance that requires 10% or more of new residential development in a residential zone be dedicated to moderate income housing.**
Santaquin City will consider modifying zoning regulations to reduce the minimum square footage requirements for various residential unit sizes in the Main Street Commercial (MSC) Area in the Main Street Business Districts (MSBD) zone.

- 4) **Strategy 4: Demonstrate investment in the rehabilitation or expansion of infrastructure that facilitates the construction of moderate income housing.**
Santaquin City will start work on expanding the City's Water Reclamation Facility (WRF). This work will allow for the City to maintain relatively lower sewer fees that are charged to all residents, including those who live in or desire to live in moderate income housing. Santaquin City will vote on approving the construction cost to upgrade the WRF before August 1, 2025 and construction will start before December 31, 2025.

- 5) **Strategy 5: Implement zoning incentives for moderate income units in new developments.**
Santaquin City will consider modifying zoning regulations to allow an increase in density within a PUD by six percent (6%) if ten percent (10%) of the units are built to the minimum unit size.

Commissioner Weight made a motion to recommend approval of the proposed update of the Moderate-Income Housing Plan of the General Plan and recommend approval of Strategies 1 through 5, as well as option #1 included in Strategy 1. Commissioner Moak seconded the motion.

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

The motion passed

3. Discussion on ADU Home Occupation Code Amendment

Planner Aspen Stevenson presented possible uses for Detached Accessory Dwelling Units (ADUs) in the City including proposed requirements that would be set forth by the City Code. (See attached.) Commission members discussed restrictions based on major versus minor home businesses that would possibly operate out of detached ADUs. The Planning Commission agreed that detached ADUs should be

restricted to just minor home occupations given the diversity of lot sizes in the city to take into consideration. Planning Commissioners also argued that only one home occupation be allowed per residence and/or accessory building. Planning Commissioners instructed staff to include in a follow up meeting a discussion allowing minor home occupations in detached ADUs including that a list of minor home occupations currently allowed by city code.

OTHER BUSINESS

Meeting Minutes Approval

Commissioner Nixon made a motion to approve the January 14, 2025 Meeting Minutes. Commissioner Weight seconded the motion.

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

The motion passed

ADJOURNMENT

Commissioner Nixon made a motion to adjourn the meeting.

The meeting was adjourned at 8:40 p.m.

City Recorder – Amalie R. Ottley

Planning Commission Chair – Trevor Wood