

**SANTA CLARA CITY PLANNING COMMISSION
MEETING MINUTES
2603 Santa Clara Drive
Thursday, January 25, 2024**

Present: Logan Blake, Chair
Shelly Harris (via Zoom)
Koni Hunter
Mark Weston

Excused: Kayde Roberts
Kristen Walton
Curtis Whitehead

Staff: Jim McNulty, Planning and Economic Development Manager
Cody Mitchell, Building Official
Selena Nez, Deputy City Recorder

1. Call to Order.

Chair Logan Blake called the meeting to order at 5:46 p.m.

2. Opening Ceremony.

- A. Pledge of Allegiance: Mark Weston.**
- B. Opening Comments (Invocation): Mark Weston.**

3. Working Agenda.

- A. Public Hearing.**
 - i. None.**

4. General Business.

- A. Planning Commission Approval.**
 - i. Monument Sign Approval for Country Lane Commons located at the corner of Santa Clara Drive and Country Lane. Rick Schofield, applicant.**

Planning and Economic Development Manager, Jim McNulty, presented the Staff Report and stated that the applicant, Rick Schofield, is being represented by Star Sign, and Carter Smith is the representative from Star Sign who did the monument sign design. Mr. McNulty reported that Mr.

Schofield is requesting approval of a monument sign for the Country Lane Commons Project located on the northwest corner of Santa Clara Drive and Country Lane.

Mr. McNulty reported that Santa Clara City Sign Ordinance, Chapter 17.44, states that monument signs are allowed in the Planned Development Commercial (“PDC”) Zone subject to Planning Commission approval. The applicant has provided calculations that indicate that the proposed monument sign is 7 feet in height and 9 feet in width, with an advertisement area of 63 square feet, which is within the City Code size requirements. The advertisement area includes internally illuminated letters. The monument sign will utilize materials and colors that match the building. The sign is located along the northwest corner of the site adjacent to Santa Clara Drive and Country Lane.

Chapter 17.28.050 of City Code requires the following:

“In all zones requiring a front yard setback, no obstruction to view in excess of two feet (2') in height shall be placed on any corner within the triangular area formed by the street property line and a line connecting them at points thirty feet (30') from the intersection of the property lines allowing for visibility.”

City Staff conducted a site inspection on January 18, 2024, and determined that the proposed monument sign is located outside of the site visibility triangle and meets City Code. Staff recommended that the Planning Commission approve the proposed monument sign subject to the conditions set forth in the Staff Report.

Commissioner Weston moved that the Planning Commission APPROVE the monument sign as designed for Country Lane Commons, located at the corner of Santa Clara Drive and Country Lane subject to the following conditions:

1. **The monument sign shall be allowed at a height of 7 feet and a width of 9 feet, with an advertisement area of 63 square feet. The advertisement area includes internally illuminated letters as per the submitted drawings.**
2. **The monument sign shall utilize materials and colors to match the building (light grey stucco and metal).**
3. **The monument sign shall be located outside of the visibility triangle as per the site inspection conducted on January 18, 2024.**
4. **That a Building Permit shall be applied for and obtained prior to placement of the monument sign on the site.**

Commissioner Harris seconded the motion. The motion passed with the unanimous consent of the Commission.

ii. **Preliminary Subdivision Plat Approval for the Arrowhead Crossing Subdivision located at approximately 2276 Arrowhead Trail. Split Rock Construction (Adam Glover, Bart Smith), applicants.**

Mr. McNulty presented the Staff Report and stated that the applicant, Split Rock Construction, is requesting Preliminary Plat Approval for the Arrowhead Crossing Subdivision. The Subdivision Plat includes a total of seven single-family lots. The subject property is 1.48 acres in size. The R-1-6 Zone requires a minimum lot size of 6,000 square feet (approximately 0.14 acres), and the proposed lots range in size from 6,000 square feet (0.14 acres) to 23,796 square feet. (0.55 acres). The project density equates to 4.73 dwelling units per acre.

Mr. McNulty reported that all lots within the proposed subdivision will be required to meet the area, width, and yard regulations per Section 17.63.050 of City Ordinance. The property owner intends to build single-family homes on the subject property. Mr. McNulty noted that the property was rezoned by the City Council on April 12, 2023. Access to the site will be provided via Arrowhead Trail and Lava Flow Drive. Both streets are improved but the applicant will be required to install utility and sidewalk improvements.

City staff identified the following preliminary review items that need to be addressed:

1. **Public Streets & Dedication:** All required public street improvements must meet City standards. A full asphalt width removal will be required for utility connections on Arrowhead Trail. Additionally, a 6-foot sidewalk is required on Lava Flow Drive, with a 5-foot sidewalk being required on Arrowhead Trail (a transition to a 5-foot will occur at the radius).
2. **Retaining Walls:** The subject property includes changes in grade across the site. As a result, several retaining walls are proposed for the project. City staff is recommending that the final construction drawings include full details for all proposed retaining walls.
3. **Building Setbacks/Height:** The building setbacks are required to meet the requirements of Chapter 17.63.050, R-1-6, Single-Family Zone. The building height for all homes in the subdivision is limited to 30 feet.
4. **Flag Lot:** Lot 1 is a flag lot on the Preliminary Subdivision Plat. A flag lot requires approval by the Planning Commission. The staff portion of the lot must front on a public street and be a minimum of 25 feet wide, with a maximum length of 200 feet. If the Planning Commission determines that this is an efficient use of land, the applicant will be required to comply with City Code requirements for a flag lot. Additionally, a building envelope for a single-family home has been shown on the preliminary plat.
5. **Culinary Water Availability:** The applicant is required to obtain a will-serve letter or other verified documentation from the Washington County Water Conservancy District (WCWCD) prior to final plat recordation.

6. **Secondary Water Availability:** The applicant is required to connect/install secondary water for outdoor water use.
7. **Dust Control:** The applicant will be required to submit a dust control plan prior to final plat recordation. Precautionary measures are needed to protect the general health, safety, and welfare of residents living in the vicinity.

Mr. McNulty noted that a Geotechnical Report will be required for each residential building prior to Building Permit issuance. Public Utility Easements (“PUE”) are required to be shown on the final plat. Public streets must be included on the final plat. A mylar with signature blocks is also required for the final plat. Staff recommended approval of the request subject to the conditions set forth in the Staff Report.

Chair Blake asked for clarification on Condition 5. Mr. McNulty explained that Lot 1 will be approved as a flag lot by the Planning Commission and the building envelope for Lot 1 will be included on the recorded plat. The building envelope should be shown on the final mylar when the plat is recorded. The City’s understanding was that the applicant wants to construct a home on the east side of the lot behind Lots 2, 3, and 4, and may build a detached garage on the west side of the lot. A building envelope is generally shown with a flag lot to make sure that a home can be built that meets the setback requirements. However, he noted that the Planning Commission does not need to require the applicant to provide that much detail if deemed unnecessary.

Bart Smith from Split Rock Construction explained that their intention is to construct one home on the flag lot as well as a detached garage. They will probably end up owning the home to rent out in the future. They thought it would be better to place the home on the more residential side and put the detached garage on the more commercial side.

Chair Blake asked why no dimensions were listed on the lots. Jared Bates from Rosenberg Associates reported that the dimensions must have been left off of the new preliminary plat by mistake when the building envelope was added. Mr. McNulty noted that the plat that was presented to the Technical Review Committee (“TRC”) included all of the dimensions listed and they all comply with the ordinance. Mr. Bates stated that Lots 2, 3, 4, and 5 are 50’ x 120’ in size. Mr. McNulty reported that they will make sure the dimensions are on the final mylar before it is recorded.

Chair Blake asked clarifying questions about Lot 6. Mr. Smith explained that the right-of-way is the black line, and the black line is the property line. They will not develop where the sidewalk is and the pad is smaller than that. Lot 6 is 7,500 feet in size so there is plenty of space above the 6,000 square foot minimum. Mr. McNulty added that the home could face either street, depending on its orientation.

Chair Blake asked about the Loft Holdings lot relative to the different pad elevations. Mr. Smith’s understanding on a preliminary basis, was that the finished floor will be about 60 for a total of 2,760. Mr. McNulty noted that they have to meet all Development Code standards for lot size and

setbacks. He added that they have been before the TRC twice and the final plat will also go to TRC before it is recorded.

Chair Blake did not see any issues with the layout. Although the dimensions are missing from the plat, now that it has been discussed it will be on the record that they are 50 feet wide and meet all width requirements.

Commissioner Hunter complimented the applicant on the design and considered it to be a good use of space. She remarked that it would be an asset to the City of Santa Clara. Mr. McNulty expected the project to be well received since it seems that smaller lots may be the wave of the future.

Commissioner Weston moved to recommend APPROVAL of the Preliminary Plat for the Arrowhead Crossing Subdivision located at 2276 Arrowhead Trail, as designed herein, subject to the following conditions:

1. The applicant shall be required to comply with the recommendations from all City reviewing departments. The final construction drawings include full details for all proposed retaining walls.
2. The applicant shall be required to install public street improvements. A full asphalt width removal will be required for utility connections on Arrowhead Trail. Additionally, a 6-foot sidewalk is required on Lava Flow Drive, with a 5-foot sidewalk being required on Arrowhead Trail (transition to 5 feet will occur at the radius).
3. The building setbacks for this subdivision shall meet the requirements of Chapter 17.63.050, R-1-6, Single-Family Zone.
4. The building height for all homes in this subdivision shall be limited to 30 feet.
5. Lot 1 shall be approved as a flag lot and meet City code requirements. Also, the building envelope for Lot 1 be included on the recorded plat.
6. The applicant shall provide a will-serve letter or other verified documentation from the WCWCD prior to final plat recordation.
7. A secondary water system shall be required for outdoor water use.
8. The applicant provides a dust control plan prior to final plat recordation.

Commissioner Hunter seconded the motion. The motion passed with the unanimous consent of the Commission.

5. **Discussion Items.**

A. **None.**

6. **Approval of Minutes.**

A. **Request Approval of the Regular Meeting Minutes – January 11, 2024.**

Commissioner Harris moved to APPROVE the minutes of the January 11, 2024, Santa Clara Planning Commission Regular Meeting with the following changes:

- Page 2, the second paragraph from the bottom should be corrected to say “if an application” instead of “if tan application”;
- Page 4, Item #2, the sentence “a City may not require an applicant that is not expressed in state law” should be corrected; and
- Page 5, the second paragraph from the bottom should be corrected to say Commissioner Walton asked the question regarding discussion with citizens, not Commissioner Harris.

Commissioner Weston seconded the motion. The motion passed with the unanimous consent of the Commission.

7. **Adjournment**

The Planning Commission Meeting adjourned at 6:17 p.m.

Jim McNulty

Jim McNulty
Planning Manager

Approved: February 22, 2024