

**SANTA CLARA CITY PLANNING COMMISSION  
MEETING MINUTES  
2603 Santa Clara Drive  
Thursday, March 14, 2024**

**Present:** Curtis Whitehead  
Shelly Harris  
Kristen Walton  
Mark Weston

**Staff:** Jim McNulty, Planning and Economic Development Manager  
Selena Nez, Deputy City Recorder

**Absent:** Logan Blake  
Koni Hunter  
Kayde Roberts

**Others:** Allen Hall (via Zoom)  
Skylar Walser (via Zoom)

**1. Call to Order.**

In the absence of Chair Logan Blake, Vice-Chair Curtis Whitehead called the Santa Clara Planning Commission Meeting to order at 5:30 p.m.

**2. Opening Ceremony.**

**A. Pledge of Allegiance: Shelly Harris.**

**B. Opening Comments (Invocation): Curtis Whitehead.**

**3. Working Agenda.**

**A. Public Hearing.**

**i. None.**

**4. General Business.**

**A. Planning Commission Approval.**

**i. Preliminary Subdivision Plat Review for the Red Land Estates Subdivision Located at 2456 Vineyard Drive. Dan Frei, Applicant.**

Planning and Economic Development Manager, Jim McNulty, presented the Staff Report and stated that the above item involves a Preliminary Subdivision Plat review. He noted that all three

items on the agenda this evening are Planning Commission Approval items. Since the Subdivision Ordinance was changed last year, and per State Code, Preliminary Plat approvals are done by the Commission.

The applicant, Dan Frei, is requesting Preliminary Plat approval for Red Land Estates Subdivision. Mr. Frei is represented by Allen Hall from Rosenberg Associates. Mr. McNulty shared information about the subdivision plat, which includes a total of three single-family lots. The subject property is 1.08 acres in size. The R-1-10 Zone requires a minimum lot size of 10,000 square feet. The proposed lots range in size from 10,438 to 18,034 square feet. The project density equates to 2.78 dwelling units per acre. All lots within the proposed subdivision will be required to meet the area, width, and yard regulations, as per Section 17.64.050 of the City Code. The property owner intends to build single-family homes on the subject property. However, proposed Lot 1 already has an existing single-family home on the property. That has been placed on the Preliminary Plat drawing. Access to the site will be provided from Claude Drive (Lot 2 and Lot 3) and Vineyard Drive (Lot 1 and Lot 2). Both streets are improved to a local public standard.

Mr. McNulty shared information about public streets and dedications. All required public street improvements must meet City standards. Vineyard Drive has recently been modified to include 4-foot sidewalks on each side of the road. A portion of Claude Drive fronting Lot 2 and Lot 3 has recently been installed, which meets the public street improvement requirements. He referenced the existing home on Lot 1. The applicant is required to include the building footprint to verify the location and setbacks on the Final Plat. Mr. McNulty reported that 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.

Public notices are not required for a Subdivision Plat. State Code requires that the Planning Commission Meeting agenda be posted in multiple locations, which it has been. No comments have been received on the application from adjacent residents or anyone else in the area.

Mr. McNulty overviewed requirements from the reviewing departments. According to the Building Department, the two new homes will require Geotechnical Reports prior to Building Permit issuance. The Power Department required that the Public Utility Easements (“PUEs”) be indicated on the plat. Those have clearly been defined on the drawings. The Public Works Department stated that all public streets must be included in the Final Plat. A mylar with signature blocks is required for the Final Plat. Mr. McNulty reviewed the State Code considerations:

- Utah Code, Section 52-4-202 includes requirements for subdivisions. A City must hold a public meeting to consider a Subdivision Plat. The meeting agenda, date, time, and place of the meeting must be placed on the City website and in public locations at least 24 hours before the meeting. The City is also required to post on the State Public Notice website.

City Staff has determined that all State Code requirements have been met with this application. City Staff recommends that the Planning Commission consider granting Preliminary Subdivision Plat approval for the Red Land Estates Subdivision, subject to the conditions in the Staff Report.

There was discussion about the existing road. Mr. McNulty clarified that the asphalt, curb, gutter, and sidewalk has been put in. It was known that the applicant would be moving forward with this subdivision when the retrofit of Vineyard Drive was being done, so some of the improvements associated with Claude Drive were put in at that time by the contractor. The Commission next discussed the existing home on the property. Mr. McNulty stated that it will remain in place.

**Commissioner Harris moved to APPROVE the Preliminary Subdivision Plat for Red Land Estates Subdivision, located at 2456 Vineyard Drive, subject to the following conditions:**

- 1. The applicant shall be required to comply with the recommendations from all City reviewing departments.**
- 2. All required public street improvements for both Vineyard Drive and Claude Drive shall meet City standards.**
- 3. All lots within the subdivision shall be required to meet the area, width, and yard regulations (building setbacks) as per Section 17.64.050 of City Code.**
- 4. The building height of all homes in this subdivision is limited to 35'.**
- 5. The building footprint verifying the location and setbacks for the existing home on Lot 1 shall be included on the Final 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 is required for outdoor water use.**
- 8. The applicant shall provide a Dust Control Plan prior to Final Plat recordation.**

**Commissioner Walton seconded the motion. Vote on Motion: Commissioner Whitehead-Aye; Commissioner Harris-Aye; Commissioner Walton-Aye; Commissioner Weston-Aye. The motion passed with the unanimous consent of the Commission.**

**ii. Preliminary Subdivision Plat Review for the Clara Crossing Subdivision Located on the Corner of Gates Lane and Santa Clara Drive. Neil Walter, Applicant.**

Mr. McNulty presented the Staff Report and stated that the item is a Preliminary Subdivision Plat review for the Clara Crossing Subdivision. The applicant, Neil Walter, is out of town, but the applicant's representative, Jared Bates, with Rosenberg Associates, was available. The subdivision plat includes a total of five single-family lots. The subject property is 2.98 acres in size. The proposed subdivision includes two zoning districts. The R-1-10 Single-Family/Historic Zone (Lot 4 and Lot 5) requires a minimum lot size of 10,000 square feet while the RA Single-Family Zone (Lot 1, Lot 2, and Lot 3) requires a minimum lot size of 0.50 acres. Proposed lots

range in size from 11,379 to 33,371 square feet. The project density equates to 1.68 dwelling units per acre.

Lots 1, 2, and 3 within the proposed subdivision will be required to meet the area, width, and yard regulations, as per Section 17.60.050 of City Code. Lot 4 and Lot 5 within the proposed subdivision will be required to meet the area, width, and yard regulations, as per Section 17.64.050 of City Code. The property owner intends to build single-family homes on the property. Mr. McNulty explained that the subject property was rezoned on December 13, 2023, by the City Council (Ordinance #2023-24). Prior to the rezone approval, the Planning Commission held a public hearing on November 9, 2023, and recommended approval to the City Council. He added that access to the site will be provided via Santa Clara Drive for Lot 4 and Lot 5 and Bonneli Trail for Lots 1, 2, and 3. Bonneli Trail will be required to be improved to a public road standard.

The subject property is located at the corner of Gates Lane and Santa Clara Drive. Mr. McNulty noted that there have been different development proposals on the site over the years, but the owner intends for there to be a single-family residential subdivision. The residents in the area are pleased with that. Some came for the rezoning application and expressed support for the proposal.

Mr. McNulty shared information about public streets and dedications. All required public street improvements must meet City standards. Bonneli Trail will include a 60-foot cross-section with a five-foot landscape strip and a 10-foot multi-purpose trail adjacent to the Santa Clara River. A proposed temporary turnaround with a 50-foot radius will be required for fire and emergency vehicle access. Road base material will be required for the temporary turnaround. Mr. McNulty discussed the 2018 Trails Master Plan, which references a 10-foot multi-purpose trail running along the south side of Bonneli Trail adjacent to the Santa Clara River. The applicant will be required to dedicate the 60-foot roadway, with the City installing and maintaining the 10-foot multi-purpose trail. A portion of the trail has been put in place along Bonneli Trail within the Rhone Subdivision.

The building height for all homes in the subdivision is limited to 35 feet. Mr. McNulty reported that 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 the proposed retaining walls. He noted that there have been discussions about that with the Building Official and Public Works Director. There are also some basement limitations associated with the plat. No basements will be allowed for residential buildings on Lot 1, Lot 2, or Lot 3. All three lots have 100-year Floodplain and Erosion Hazard Zone limitations, as shown on the Preliminary Plat. Additionally, a flood-elevated certificate will be required for residential buildings on these lots. A Dust Control Plan is needed prior to Final Plat recordation.

Public notices are not required for a Subdivision Plat. State Code requires that the Planning Commission Meeting agenda be posted in multiple locations, which it has been. No comments have been received on the application from adjacent residents or anyone else in the area.

Mr. McNulty overviewed requirements from the reviewing departments. According to the Building Department, a Geotechnical Reports will be required for all residential buildings prior to Building Permit issuance. For the Parks and Trails Department, a 10-foot multi-purpose trail along

Bonnelli Trail is required, as per the 2018 Trails Master Plan. For Police and Fire, a temporary turnaround with a 50-foot radius is required. For the Power Department, the PUEs are required. For the Public Works Department, PUEs are required to be shown on the Final Plat. All public streets must be included and a mylar with signature blocks is required for the Final Plat.

Mr. McNulty next reviewed the State Code considerations, which were as follows:

- Utah Code, Section 52-4-202 includes requirements for subdivisions. A City must hold a public meeting to consider a Subdivision Plat. The meeting agenda, date, time, and place of the meeting must be placed on the City website and in public locations at least 24 hours before the meeting. The City is also required to post on the State Public Notice website.

City Staff has determined that all State Code requirements have been met with this application. City Staff recommends that the Planning Commission consider granting Preliminary Subdivision Plat approval for the Clara Crossing Subdivision, subject to the conditions in the Staff Report.

Vice-Chair Whitehead asked where the 10-foot park strip will be measured from. Mr. McNulty clarified that there is curb and gutter, a five-foot park strip, and then a 10-foot multi-purpose trail. Vice-Chair Whitehead wanted to know if measurements were done from the retaining wall. Mr. Bates explained that there is riprap out there already. That edge was surveyed and offset 2.5 feet and then the 10-foot trail started to try to match the elevation, so it is fairly close. The rock is not being torn out. Commissioner Weston asked if anything is being done on the lower section where the cul-de-sac is located. Mr. McNulty stated that nothing was proposed there at this time. Mr. Bates reported that it will remain as is, but there are future thoughts about development.

Commissioners discussed the original plan for Bonneli Trail. Mr. McNulty noted that private property owners have property rights. It is possible to encourage that the road be extended and that the trail be continued and connected, but if a property owner at some point decides to terminate that, there would be a right to do so. The City tries to work with property owners on these matters. Mr. McNulty stated that there will be other phases in the future as the area continues to be developed. Mr. Bates explained that the current design will allow for some of that future development to occur. Mr. McNulty added that Lots 4 and 5 are in the Historic District Overlay and will need to meet the new Design Guidelines that will be put in place. The applicant is aware of that requirement.

**Commissioner Weston moved to APPROVE the Preliminary Subdivision Plat for the Clara Crossing Subdivision, located on the corner of Gates Lane and Santa Clara Drive, subject to the following conditions:**

- 1. The applicant shall be required to comply with recommendations from all City reviewing departments.**
- 2. All required public street improvements must meet City standards. That Bonneli Trail includes a 60' cross-section with a 5' landscape strip and a 10' multi-purpose trail adjacent to the Santa Clara River (south side). That a**

temporary turnaround with a 50' radius be required for fire and emergency vehicle access. That road base material be used for the temporary turnaround.

3. The applicant shall be required to dedicate the 60' roadway (Bonneli Trail), with the City installing and maintaining the 10' multi-purpose trail.
4. Lots 1, 2, and 3 shall be required to meet the area, width, and yard regulations (building setbacks) as per Section 17.60.050 of City Code. Lots 4 and 5 shall be required to meet the area, width, and yard regulations (building setbacks) as per Section 17.64.050 of City Code.
5. The building height for all homes in this subdivision is limited to 35'.
6. The final construction drawings shall include full details for all proposed retaining walls in the subdivision.
7. No basements shall be allowed for residential buildings on Lots 1, 2, and 3. All three lots have 100-year Floodplain and Erosion Hazard Zone limitations. Additionally, a flood-elevation certificate will be required for residential buildings on these lots.
8. The applicant shall provide a will-serve letter or other verified documentation from the WCWCD prior to Final Plat recordation.
9. A secondary water system is required for outdoor water use.
10. The applicant shall provide a Dust Control Plan prior to Final Plat recordation.

**Commissioner Walton seconded the motion. Vote on Motion: Commissioner Whitehead-Aye; Commissioner Harris-Aye; Commissioner Walton-Aye; Commissioner Weston-Aye. The motion passed with the unanimous consent of the Commission.**

Commissioner Harris asked if this will come back for the Final Plat. Mr. McNulty explained that State Code requires that the applicant come back and handle that administratively with City Staff. The State wants the process to be streamlined, so Preliminary comes to the Planning Commission and Final comes to City Staff. More complicated subdivisions can be tabled and brought back as needed or necessary. The Commission still has the ability to deny or continue an application.

**iii. Proposed Wall Sign for America First Credit Union Located at 3520 Pioneer Parkway. Skylar Walser, Applicant**

Mr. McNulty presented the Staff Report and stated that the proposal is for a wall sign for America First Credit Union. The location is 3520 Pioneer Parkway. There is an existing sign, but the proposal is for a new sign, which is actually smaller. The existing sign is approximately 100 square feet and the new sign with the new corporate branding is approximately 90 square feet. The

proposal meets the Sign Ordinance for size. The wall sign includes a cabinet with aluminum top décor and internally illuminated white LED lighting. The wall sign will be flush-mounted to the building. He reiterated that the wall sign will replace the existing America First Credit Union sign.

City Staff does not have an issue with what is proposed, as it seems to be an improvement to the signage on the building. City Staff recommends that the Planning Commission approve the proposed wall sign for the America First Credit Union located at 3520 Pioneer Parkway, within the Harmon's Building, subject to three Conditions of Approval listed in the Staff Report.

The applicant, Skylar Walser, explained that during the preliminary meeting with City Staff, a representative from the Fire Department requested that an Electrical Permit be submitted. That has been done, as requested. Mr. McNulty offered to follow up with the Building Official. Commissioners expressed support for the new sign as well as the size of the proposed sign.

**Commissioner Harris moved to APPROVE the Wall Sign for the America First Credit Union located at 3520 Pioneer Parkway within the Harmon's Building, subject to the following conditions:**

- 1. The new wall sign shall be placed on the south elevation (flush mounted) of the Harmon's Building and be allowed at 90 square feet.**
- 2. The new wall sign shall include a cabinet with an aluminum top décor and internally illuminated white LED lighting.**
- 3. A Building Permit shall be applied for and obtained prior to placement of the new wall sign on the building.**

**Commissioner Weston seconded the motion. Vote on Motion: Commissioner Whitehead-Aye; Commissioner Harris-Aye; Commissioner Walton-Aye; Commissioner Weston-Aye. The motion passed with the unanimous consent of the Commission.**

**5. Discussion Items.**

**A. None.**

Mr. McNulty discussed Planning Commission training with the Utah Land Use Institute on March 22, 2024, from 8:30 a.m. to 4:00 p.m. A reminder email was sent out to Commissioners earlier in the day, which included the agenda. Mr. McNulty reported that the Planning Commission will meet on March 28, 2024. There are a few items on the Planning Commission Meeting agenda. There will also be an update from Mimi McKenna. She serves on the Heritage Commission and was selected by the Mayor to be the Chair of the Historic District Committee. The Historic District Committee has been tasked with re-writing the Design Guidelines for the Historic District. A lot of hard work has been done in recent months and the first draft document is now completed.

6. **Approval of Minutes.**

A. **Request Approval of the Regular Meeting Minutes – February 22, 2024.**

Commissioner Harris moved to APPROVE the Meeting Minutes of the February 22, 2024, Santa Clara Planning Commission Regular Meeting. Commissioner Walton seconded the motion. The motion passed with the unanimous consent of the Commission.

7. **Adjournment**

The Planning Commission Meeting adjourned at 6:08 p.m.

*Jim McNulty*

---

Jim McNulty  
Planning Manager

Approved: \_\_\_\_\_ March 28, 2024