



NOTICE OF PUBLIC MEETING PLANNING COMMISSION

Planning Commission
October 10, 2024 @ 5:30 PM

2603 Santa Clara Drive
Santa Clara, Utah 84765

Phone: (435) 673-6712
Email: contact@sccity.org

Public Notice is hereby given that the Planning Commission of the City of Santa Clara, Washington County, Utah, will hold a Planning Commission Meeting in the City Council Chambers, 2603 Santa Clara Drive, Santa Clara, Utah, on Thursday, October 10, 2024, commencing at 5:30 PM. The meeting will be broadcasted on our City website at <https://santaclarautah.gov>.

The agenda for the meeting is as follows:

1. Call to Order

2. Opening Ceremony

A. Pledge of Allegiance: Logan Blake

3. Conflicts and Disclosures

4. Working Agenda

A. Public Hearing

1. None

5. General Business

A. Planning Commission Approval

1. Preliminary Subdivision Plat Approval for Gates Legacy Subdivision located at approximately 2767 Vineyard Drive. Sue Gates, applicant.

6. Discussion Items

A. General Plan Update

7. Approval of Minutes

A. Request Approval of Regular Meeting minutes: September 12, 2024

8. Adjournment

Note: In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the City at least 24 hours in advance of the meeting by calling (435) 673-6712.

Posted this 3rd day of October 2024.

Jim McNulty, Planning Director



City of Santa Clara
2603 Santa Clara Drive
(435) 656-4690, Ext. 225
jmcnulty@sccity.org

Staff Report

Preliminary Subdivision Plat Summary and Recommendation

Public Body: Santa Clara Planning Commission
Meeting Date: October 10, 2024
Current Zone: Historic District Overlay/R-1-10, Single-Family Zone
General Plan Designation: Low-Density Residential, LDR
Property Address: Approximately 2767 Vineyard Drive
Request: Preliminary Subdivision Plat Approval
Applicant Name: Sue Gates
Staff Planner: Jim McNulty
City Staff Recommendation: Approval with conditions
Meeting Type: Public Meeting

PROJECT DESCRIPTION

The applicant, Sue Gates, is requesting **Preliminary Subdivision Plat Approval** for the Gates Legacy Subdivision. This subdivision plat includes a total of two (2) single-family lots. The subject property is 0.76 acres in size. The R-1-10 Single-Family Zone requires a minimum lot size of 10,000 square feet. Lot 1 is proposed at 16,627 sq. ft. (0.38 acres), with Lot 2 being proposed at 16,652 sq. ft. (0.38 acres). The project density equates to 2.63 dwelling units/acre.

Each lot 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 a single-family home on the proposed Lot 2 in the future. The proposed **Lot 1 has an existing single-family home on the property**. The preliminary plat includes information verifying the location and setbacks of the existing single-family residence on the property.

Access to the site will be provided via Santa Clara Drive (Lot 1, existing access) and Vineyard Drive (Lot 2). Both streets are improved to a public standard.

SITE & VICINITY DESCRIPTION

The subject property is located at approximately 2767 Vineyard Drive. Major cross streets in the vicinity include Old Farm Road, and Heights Drive, both providing access to Santa Clara Drive.

ITEMS TO ADDRESS WITH PRELIMINARY PLAT

City staff has identified the following preliminary plat review items that need to be addressed at this time:

1. **Public Streets & Dedication:** All required public street improvements must meet city standards. Vineyard Drive has recently been improved to include new asphalt, curb, gutter, and a 4' sidewalk on each side of the road.
2. **Building Setbacks/Height:** The building setbacks are required to meet the requirements of Chapter 17.64.050, R-1-10, Single-Family Zone. Additionally, the subject property is located within the Historic District Overlay Zone which allows for a maximum building height of 30' for single-family homes.
3. **Heritage Commission:** The applicant will be required to go to Heritage Commission for approval of building plans prior to issuance of a building permit. Recently, Reggie & Hadli Gates (2773 Santa Clara Drive) went through this process. Their home is currently under construction.
4. **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.
5. **Secondary Water Availability:** The applicant is required to connect/install secondary water for outdoor water use.
6. **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.

NEIGHBORHOOD RESPONSE

Public notices are not required for a subdivision. The Planning Commission agenda has been posted in multiple locations as per State code. No comments have been received by city staff as of the writing of this report.

REVIEWING DEPARTMENTS

DEPARTMENT: *Building*

Recommendations: A geotechnical report is required for a residential building prior to building permit issuance.
Required Revisions: None at this time.

DEPARTMENT: *Parks & Trails*

Recommendations: N/A
Required Revisions: N/A

DEPARTMENT: *Police & Fire*

Recommendations: N/A
Required Revisions: N/A

Request: Gates Legacy Subdivision

DEPARTMENT: *Power*

Recommendations: Public Utility Easements (PUE's) are required. A utility easement for the existing overhead powerlines is required.

Required Revisions: None at this time.

DEPARTMENT: *Public Works*

Recommendations: Public Utility Easements (PUE's) are required to be shown on the final plat. All public streets must be included on the final plat. A mylar with signature blocks is required for the final plat.

Required Revisions: None at this time.

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 (e.g., City Hall and Post Office) 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 RECOMMENDATION

City Staff recommends that the Planning Commission consider granting **Preliminary Subdivision Plat Approval** for the Gates Legacy Subdivision, subject to the following conditions:

1. That the applicant be required to comply with the recommendations from all city reviewing departments.
2. That all required public street improvements for Vineyard Drive meet city standards.
3. That each lot within the subdivision be required to meet the area, width, and yard regulations (building setbacks) as per Section 17.64.050 of city code.
4. That the building height for homes in this subdivision (located within the Historic District Overlay Zone) is limited to 30'.
5. That the applicant be required to go to Heritage Commission for approval of building plans for Lot 2 prior to construction.
6. That the applicant provides a will-serve letter or other verified documentation from the WCWCD prior to final plat recordation.
7. That a secondary water system is required for outdoor water use.
8. That the applicant provides a dust control plan prior to final plat recordation.

GATES LEGACY SUBDIVISION

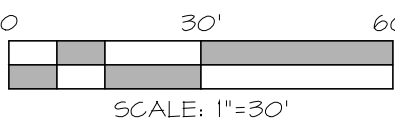
LOCATED IN SECTION 16, TOWNSHIP 42 SOUTH, RANGE 16 WEST OF THE
SALT LAKE BASE AND MERIDIAN
CITY OF SANTA CLARA, WASHINGTON COUNTY, UTAH.



NOTICE: EXISTING UTILITIES ARE SHOWN ON PLANS FOR THE CONVENIENCE OF THE CONTRACTOR ONLY. THE CONTRACTOR IS RESPONSIBLE FOR THE LOCATION AND PROTECTION OF ALL UTILITIES. THE ENGINEER BEARS NO RESPONSIBILITY FOR UTILITIES NOT SHOWN OR SHOWN INCORRECTLY.

SITE DEVELOPMENT DATA

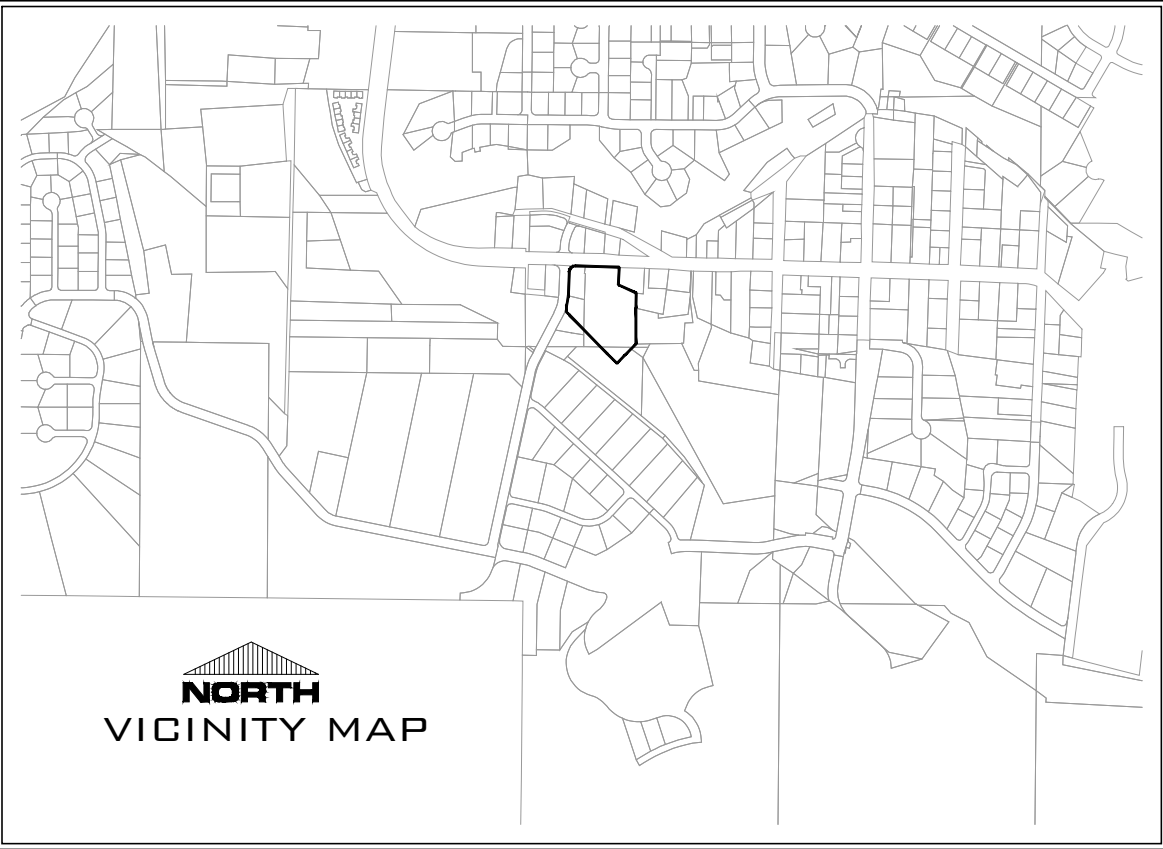
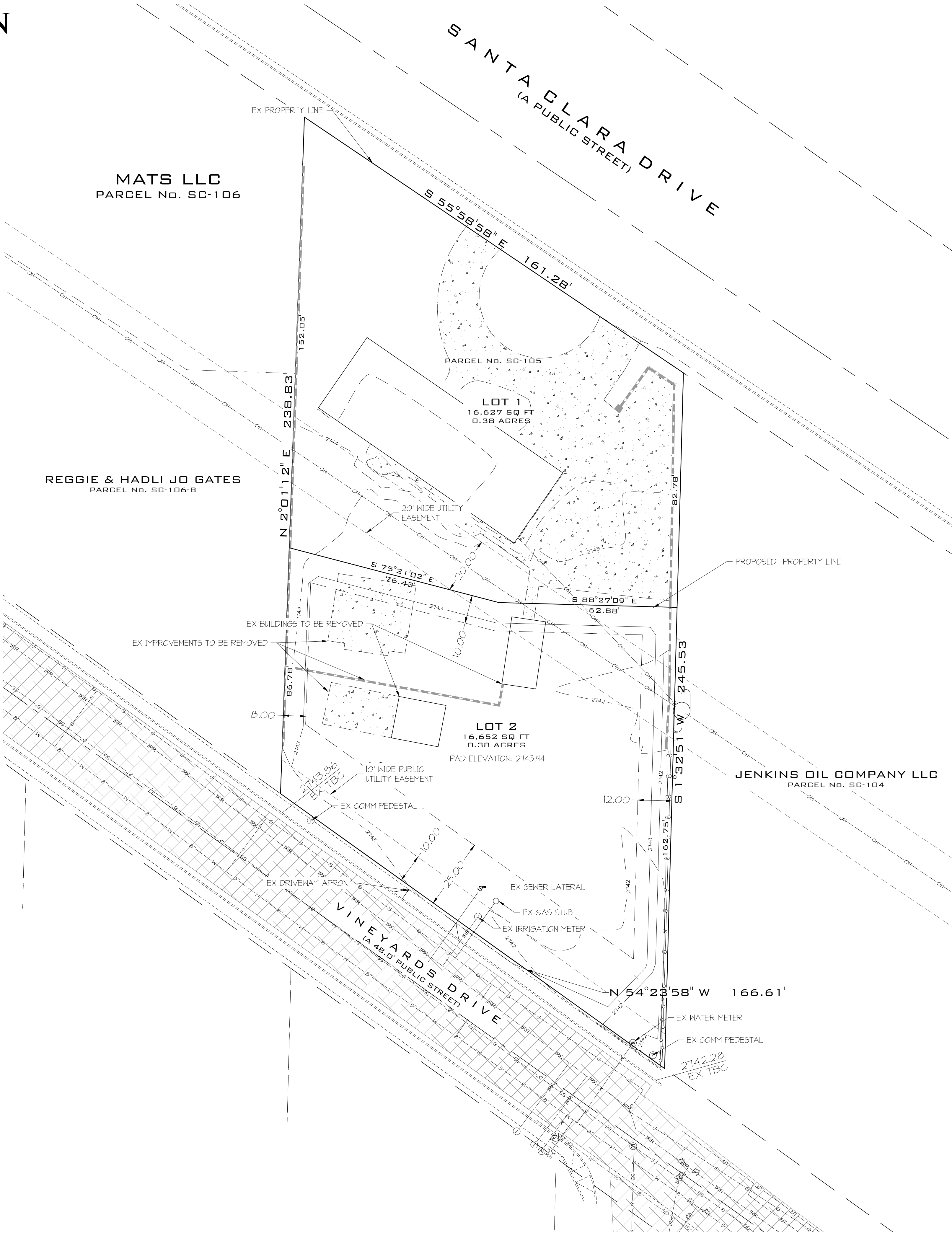
PARCEL NUMBER: SC-104
SITE ADDRESS: 2165, SANTA CLARA DR, SANTA CLARA UT
ACRES: 0.38, 0.38
NUMBER OF LOTS: 2
DENSITY: 2.63 UNITS PER ACRE
ZONING: HD/ R-1-10
GENERAL PLAN: LDR
SETBACKS: 25' FRONT
10' SIDES
10' REAR



EARTHWORK VOLUMES:

799 (F) CU. YD. FILL
1 (C) CU. YD. CUT
798 (F) CU. YD. NET

THE EARTHWORK CUT AND FILL VOLUMES SHOWN ON THIS PLAN ARE BASED ON THE VOLUME DIFFERENCES BETWEEN TWO DIGITAL TERRAIN MODELS (DTMs), OR SURFACES: THE EXISTING GROUND SURFACE AND THE PROPOSED FINISHED GROUND SURFACE. THIS COMPARISON IS PRESENTED FOR REFERENCE ONLY AS THE FIRST STEP IN THE PROCESS OF PERFORMING THOROUGH EARTHWORK CALCULATIONS AND DOES NOT REFLECT OR REPRESENT A FINAL ESTIMATE OF ACTUAL EARTH TO BE MOVED. UPON REVIEW OF THE GEO-TECHNICAL REPORT, THE CONTRACTOR RESPONSIBLE FOR EXCAVATION SHALL ACCOUNT FOR OVER-EXCAVATION, SCARIFYING, AND ADJUSTMENT FOR ALL IMPROVEMENTS NOT ACCOUNTED FOR IN THE FINISHED GROUND SURFACE; INCLUDING LANDSCAPING, BULKING AND/OR SHRINKAGE OF MATERIAL, IMPORT OF BEDDING MATERIAL AND OTHER MATERIALS, EXCAVATION AND COMPACTION OF UTILITY TRENCHES, AND OTHER FACTORS TO MAKE A FINAL DETERMINATION OF THE TOTAL EARTHWORK REQUIRED FOR THE PROJECT. IN SOME CASES, ADDITIONAL CONSULTATIONS WITH THE GEO-TECHNICAL ENGINEER AND CIVIL ENGINEER MAY BE REQUIRED.



PROJECT OWNER/ DEVELOPER

GATES LEGACY LLC
2165 W SUNSET BLVD
SANTA CLARA, UT 84165
CONTACT: SUE GATES
(435) 461-4822

PROJECT ENGINEER

ROSENBERG ASSOCIATES
352 EAST RIVERSIDE DRIVE, SUITE A2
ST. GEORGE, UT 84710
CONTACT: JARED BATES, PE
(435) 673-8586

UTILITY LEGEND

EXISTING WATER LINE	W	EXISTING WATER METER
EXISTING SEWER LINE	SS	EXISTING FIRE HYDRANT
PROPOSED SEWER LINE	SS	EXISTING WATER VALVE
EXISTING IRRIGATION LINE	S	EXISTING SEWER MANHOLE
	PO	EXISTING POWER POLE
	T	EXISTING PHONE PEDESTAL
	IX	EXISTING IRRIGATION VALVE

LEGEND

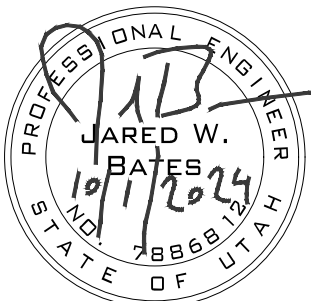
EXISTING ASPHALT	EXISTING ASPHALT
PROPOSED ASPHALT	PROPOSED ASPHALT
EXISTING CONCRETE	EXISTING CONCRETE
PROPOSED CONCRETE	PROPOSED CONCRETE
EXISTING CONT-MJR	EXISTING CONT-MJR
EXISTING CONT-MNR	EXISTING CONT-MNR
PROPOSED CONT-MJR	PROPOSED CONT-MJR
PROPOSED CONT-MNR	PROPOSED CONT-MNR
EXISTING CONCRETE RETAINING WALL	EXISTING CONCRETE RETAINING WALL

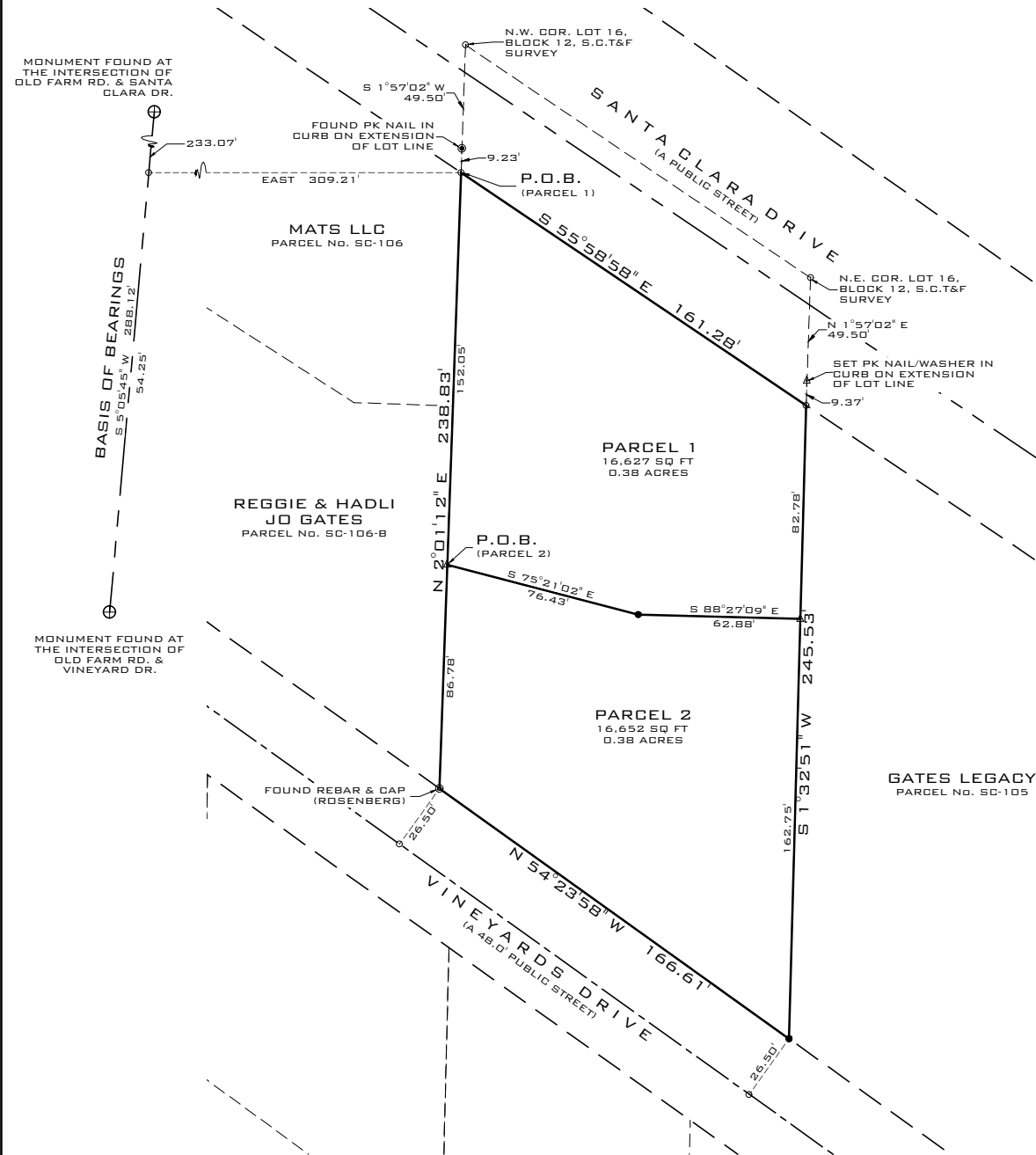
DATE:	9/23/24
JOB NO.:	#2134-24-001
DESIGNED BY:	ETY
CHECKED BY:	JWB
DWG:	PRELIMINARY PLAT
DATE:	
REVISIONS:	

ROSENBERG
A S S O C I A T E S
CIVIL ENGINEERS • LAND SURVEYORS

352 East Riverside Drive, Suite A-2
St. George, Utah 84790
Ph (435) 673-8586; Fx (435) 673-8397
www.racivil.com

PRELIMINARY PLAT
FOR
GATES LEGACY SUBDIVISION
SANTA CLARA
UT





MONUMENT FOUND AT THE INTERSECTION OF OLD FARM RD. & SANTA CLARA DR.

FOUND PK NAIL IN CURB ON EXTENSION OF LOT LINE

MATS LLC
PARCEL NO. SC-106

REGGIE & HADLI
JO GATES
PARCEL NO. SC-106-B

MONUMENT FOUND AT THE INTERSECTION OF OLD FARM RD. & VINEYARD DR.

FOUND REBAR & CAP (ROSENBERG)

PARCEL 1
16,627 SQ FT
0.38 ACRES

PARCEL 2
16,652 SQ FT
0.38 ACRES

GATES LEGACY
PARCEL NO. SC-105

ROTATION NOTE:

A ROTATION OF 1°14'02" CLOCKWISE FROM THE SANTA CLARA TOWN & FIELD SURVEY, WAS APPLIED TO THIS SURVEY

NARRATIVE:

THIS SURVEY WAS CONDUCTED AT THE REQUEST OF THE CLIENT TO CREATE TWO PARCELS OF THE ORIGINAL SUBJECT PARCEL AND MARK ON THE GROUND THE CORNERS OF THE EACH NEW PARCEL. THE CORNERS ARE MARKED WITH 5/8" X 20" REBAR WITH PLASTIC CAP STAMPED "ROSENBERG ASSOCIATES" UNLESS OTHERWISE NOTED ON THIS PLAT.

SURVEYOR'S CERTIFICATE:

I, BRANDON E. ANDERSON, PROFESSIONAL LAND SURVEYOR NUMBER 4938716, HOLD A LICENSE IN ACCORDANCE WITH TITLE 58, CHAPTER 22, PROFESSIONAL ENGINEERS AND LAND SURVEYORS LICENSING ACT AND HAVE COMPLETED A SURVEY OF THE PROPERTY DESCRIBED HEREON IN ACCORDANCE WITH SECTION 17-23-17 AND HEREBY CERTIFY ALL MEASUREMENTS AND DESCRIPTIONS ARE CORRECT. MONUMENTS WILL BE SET AS REPRESENTED ON THIS PLAT.

DATE: 03-18-24

BRANDON E. ANDERSON

CERTIFICATE NO. 4938716

LEGAL DESCRIPTION:

PARCEL 1

BEGINNING AT A POINT BEING SOUTH 05°05'45" WEST 233.07 FEET ALONG THE MONUMENT LINE FROM THE CLASS I MONUMENT AT THE INTERSECTION OF SANTA CLARA DRIVE AND OLD FARM ROAD AND A CLASS I MONUMENT AT THE INTERSECTION OF OLD FARM ROAD AND VINEYARD DRIVE AND EAST 305.69 FEET, SAID POINT BEING SOUTH 1°57'02" WEST FROM THE NORTHWEST CORNER OF LOT 16, BLOCK 12, OF THE SANTA CLARA TOWN & FIELD SURVEY, SAID POINT ALSO BEING ON THE SOUTHERLY LINE OF SAID SANTA CLARA DRIVE, AND RUNNING;

THENCE SOUTH 55°58'58" EAST 161.28 FEET ALONG SAID SOUTHERLY LINE OF SANTA CLARA DRIVE, TO THE EASTERLY LINE OF SAID LOT 16;

THENCE SOUTH 01°32'51" WEST 82.78 FEET ALONG SAID EASTERLY LINE LOT 16;

THENCE NORTH 88°27'09" WEST 62.88 FEET;

THENCE NORTH 75°21'02" WEST 76.43 FEET TO THE WESTERLY LINE SAID LOT 16;

THENCE NORTH 02°01'12" EAST 152.05 FEET ALONG SAID WESTERLY LINE LOT 16 TO THE POINT OF BEGINNING.

CONTAINING 16,627 SQUARE FEET OR 0.38 ACRES.

PARCEL 2

BEGINNING AT A POINT BEING SOUTH 05°05'45" WEST 385.63 FEET ALONG AND BEYOND THE MONUMENT LINE FROM THE CLASS I MONUMENT AT THE INTERSECTION OF SANTA CLARA DRIVE AND OLD FARM ROAD AND A CLASS I MONUMENT AT THE INTERSECTION OF OLD FARM ROAD AND VINEYARD DRIVE AND EAST 313.89 FEET, SAID POINT BEING ON THE WESTERLY LINE OF LOT 16, BLOCK 12 OF THE SANTA CLARA TOWN & FIELD SURVEY, AND RUNNING;

THENCE SOUTH 75°21'02" EAST 76.43 FEET;

THENCE SOUTH 88°27'09" EAST 62.88 FEET TO THE EASTERLY LINE OF SAID LOT 16;

THENCE SOUTH 01°32'51" WEST 162.75 FEET ALONG SAID EASTERLY LINE LOT 16 TO THE NORTHERLY LINE OF SAID VINEYARD DRIVE;

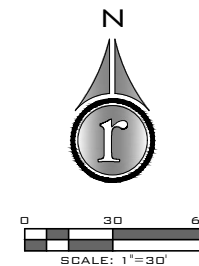
THENCE NORTH 54°23'58" WEST 166.61 FEET ALONG SAID NORTHERLY LINE OF VINEYARD DRIVE TO SAID WESTERLY LINE LOT 16;

THENCE NORTH 02°01'12" EAST 56.78 FEET ALONG SAID WESTERLY LINE LOT 16 TO THE POINT OF BEGINNING.

CONTAINING 16,652 SQUARE FEET OR 0.38 ACRES

LEGEND:

- SET CORNER - 5/8" X 20" REBAR & PLASTIC CAP - ROSENBERG ASSOCIATES
- NOTHING SET OR FOUND
- ⊕ FOUND SURVEY CONTROL MONUMENT - CLASS I
- ▲ SET PK/WASHER



LOCATED IN S.E. QUARTER OF SECTION 16
T.42S., R.16W., S.L.B.&M.

DATE: 03/18/24

JOB NO.: 12134-24-001

DRAWN BY: C.G.A.

CHECKED BY: B.E.A.

SCALE: 1"=30'

SURVEY LOT SPLIT

DATE	REVISIONS



352 EAST RIVERSIDE DRIVE, SUITE A-2
ST. GEORGE, UT 84790
PH (435) 673-8586
WWW.RACIVIL.COM

RECORD OF SURVEY
LOT SPLIT
FOR
TRAVIS GATES

SHEET
1
OF 1 SHEETS



Residential Subdivision Preliminary Plat Application

FEES	Major Subdivision: \$650 or Minor Subdivision: \$550 # of lots x \$35 per lot <u>2</u>			
WATER MODELING	Lots: 1-9	\$300	200-349	\$1,175
	10-19	\$400	350-499	\$1,650
	20-49	\$475	500-499	\$2,100
	50-99	\$625	700-999	\$2,650
	100-199	\$825	1000+	\$2,650
Filing Fee: \$ <u>550</u>				
Lot Fee: \$ <u>70</u>				
Water Modeling Fee: \$ <u>300</u>				
Total Fees: \$ <u>920</u>				

Proposed Subdivision Name: Gates Legacy Subdivision

Applicant(s) / Property Owner(s) Information

LEGAL OWNER(S) OF SUBJECT PROPERTY: Gates Legacy, LLC

MAILING ADDRESS: 87 S Docena Dr. CITY: Timms STATE: UT ZIP: 84738

EMAIL: gates.sue1@gmail.com PHONE: (435) 467-4822 FAX: _____

APPLICANT: Jared Bates, PE, Rosendin Associates
(If different than owner)

MAILING ADDRESS: 352 E Riverside Dr, Suite A-2 CITY: St. George STATE: UT ZIP: 84790

EMAIL: jared@rosendin.com PHONE: 435-680-7532 FAX: _____

CONTACT PERSON/REPRESENTATIVE: _____
(If different than owner)

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ PHONE: _____ FAX: _____

Property Description

STREET ADDRESS OF PROPERTY: 2767 Vineyards Dr.

Section(s): 16 Township(s): 72 South Range: 14 West

ASSESSOR'S PARCEL NUMBER(S): SC - 105

Current Zoning Designation: H0/R-1-10

Parcel Size (acres): 0.76 Number of Lots: 2 Number of Phases: 1

Major Cross Street(s): Vineyards Dr.

Legal Description: See attached
(Attach separate sheet if necessary)

Approvals Required By:

- Technical Review Committee (staff) – meets every Thursday at 8:30am.
- Planning Commission - meets the second and fourth Thursday of each month at 5:30 pm.

Attached checklists serve as a guide for adhering to Santa Clara City's subdivision process/requirements. City Staff will use the checklist for completeness, reviews, and insuring code compliance for subdivisions.

Office Use Only:

Date Plan Submitted: _____

Date Plan Accepted: _____

Received by: _____

Receipt number: _____

Amt Due: _____

Amt Paid: _____

Property Owner's Authorization

The undersigned below, or as attached, is the owner(s) of the property which is the subject of this application. The undersigned does duly authorize the applicant, named within this application, to act as applicant in the pursuit of a subdividing the property.

I swear that I am (the) (a) owner(s) of the property which is the subject matter of the application, as it is shown in the records of Washington County, Utah.

DATE: _____

PROPERTY OWNER

PROPERTY OWNER

STATE OF UTAH)
 :SS
COUNTY OF WASHINGTON)

On this _____ day of _____, 20____ personally appeared before me

_____, the signers of the above instrument,
who duly acknowledged to me that he/she/they executed the same.

Notary Public

Commission Expires



Subdivision/Development Approval Checklist Santa Clara City

PRELIMINARY PLAT CHECKLIST

Project Name: Gates Legacy Subdivision

Yes	No	N/A	
			I. CONCEPT PLAN REQUIREMENTS (Chapter 16.12.030)
☑	N	N/A	Concept Plan review by the Technical Review Committee, TRC is required.
			II. STATE WATER QUALITY REQUIREMENTS – (Resolution 2015-12R)
☑	N	N/A	1. Waterline and hydrant locations in electronic format.
☑	N	N/A	2. Applicable elevation data at valve clusters and hydrants.
☑	N	N/A	3. Coordinate system used and in draining. The water model is set up in Utah State planes, NAD83 datum, South Zone, US Foot (UT83-ASF).
☑	N	N/A	4. Submit Project Notification Form (PNF) with application. Available at: http://www.sccity.org/media/uploads/2015/08/19/files/PNF-WaterQuality.pdf
			III. PRELIMINARY PLAT REQUIREMENTS (Chapter 16.16)
			A. Submittal of:
☑	N	N/A	1) Preliminary Plat Copies (four (4) 11" x 17" and four (4) 24" x 36" Copies). Must be a clear and legible graphic representation of the subdivision, existing conditions, and proposed improvements as outlined in the completeness review below
			B. Preliminary Plat Requirements
			1. Title Block (16.16.020)
☑	N	N/A	a. Proposed name of subdivision
☑	N	N/A	b. Location of subdivision, including the address, section, township, and range
☑	N	N/A	c. Owner's name and address
			2. General Requirements (16.16.030)
☑	N	N/A	a. North Arrow and Scale (1"= 100' is preferred; 1"= 200' for large subdivisions)
☑	N	N/A	b. Boundary and phasing plan of the subdivision
☑	N	N/A	c. All property under control of the owner showing part(s) being developed and overall street system (Note: The street system shall conform to the existing street master plan)
☑	N	N/A	d. Existing and proposed contour lines at vertical intervals of not greater than two feet unless approved at a greater interval by the Planning Commission.
			3. Existing Conditions (16.16.040)
☑	N	N/A	a. Location, width of all streets and homes within two hundred (200) feet of the subdivision.
☑	N	N/A	b. Boundaries of adjacent tracts of subdivided and un-subdivided land, showing ownership.
☑	N	N/A	c. Identification of the zone or zones in which the property is located.
☑	N	N/A	d. All public streets, utility rights-of-way, easements, parks, and other public open spaces within or adjacent to the proposed subdivision. All section and boundary lines within and adjacent to the proposed subdivision.
☑	N	N/A	e. Sewer mains, sewer manholes, water mains, secondary water system, fire hydrants, power lines, power poles, culverts, or other facilities within one hundred (100) feet of the proposed subdivision.
☑	N	N/A	f. Ditches, drainage channels, water ways and major washes.
☑	N	N/A	g. Location of the flood plain, floodways, and elevations designed by F.E.M.A. No subdivision in the city shall be allowed in a flood plain.
☑	N	N/A	h. Exceptional topography-submit necessary map, visuals, etc. that would best reveal the exceptional topography.
☑	N	N/A	i. Information required for the historic preservation ordinance if the proposed subdivision is within the historic preservation overlay zone.
☑	N	N/A	j. Vicinity map.
☑	N	N/A	k. A soils report unless waived by the City Engineer via written & signed correspondence.
☑	N	N/A	l. Inclusion of paragraph pertaining to Geotechnical Report Conclusions.

4. Proposed Plan (16.16.050)

Y	N	N/A	a. Streets and Utility Easements: the layout of streets and utility easements showing identification and dimensions.
Y	N	N/A	b. Lots: layout, number, and typical dimensions of lots.
Y	N	N/A	c. Setback Lines: building setback lines in any questionable lot area.
Y	N	N/A	d. Parcels Set Aside: Parcels of land intended to be dedicated for public use or set aside for the use of property owners in the subdivision as common or limited areas.
Y	N	N/A	e. Stormwater Drainage: A proposed plan to dispose of stormwater drainage for the subdivision.
Y	N	N/A	f. Wastewater Collection: Determine how the proposed subdivision can be served by the existing wastewater collection system without the extension of any trunk or outfall line.
Y	N	N/A	g. Wastewater Treatment: Determine how wastewater estimated to be generated by the proposed subdivision can be accommodated and treated without any treatment plan expansion.
Y	N	N/A	h. Water Supply, Secondary water and Storage: Determine how the water needs of the subdivision can be accommodated.
Y	N	N/A	i. Fire Flow: show how the proposed development will be served by a central water system with appropriately located fire hydrants and adequate flows to meet insurance requirements.
Y	N	N/A	j. Fire Response Time: Is the proposed subdivision within two (2) miles of a five (5) minute response time of a fire station?
Y	N	N/A	k. Solid Waste: Determine that the proposed subdivision be served by the existing system.
Y	N	N/A	l. Electrical Supply: Determine whether or not the electrical needs to the subdivision can be accommodated, and under what conditions.
Y	N	N/A	m. Parks: Determine that the proposed development is within one mile of a city park or recreation facility, and within one-half (1/2) mile of a neighborhood park, and can accommodate the projected population of the subdivision.
Y	N	N/A	n. Phasing Plan: a phasing plan for the subdivision if phases are proposed.
Y	N	N/A	o. Arrangements with Outside Agencies: where public services are proposed by agencies outside those operated by the city, the owner shall provide agreements with those agencies approving proposed plans.
Y	N	N/A	p. Other items that may be requested by the TRC, Planning Commission, or City Council.

5. Conformance with City Standards

Y	N	N/A	a. Historic Preservation Ordinance Requirements (Chapter 17.76)
Y	N	N/A	b. Building Codes
Y	N	N/A	c. Zoning Ordinance (Title 17)
Y	N	N/A	d. City Standards
Y	N	N/A	e. Hillside Development Permit as found in Chapter 17.80 of the City's Zoning Ordinance
Y	N	N/A	f. Flood Damage Prevention Permit as found in Chapter 15.36 of the City's Municipal Code
Y	N	N/A	g. Storm Water Management/BMP Facilities Maintenance Agreement

C. Review for Adequate Public Facilities (16.16.050 (H)):

NOTE: The City Council and/or staff may require the applicant to submit such additional information, data, studies, plans, analyses, or maps as may be necessary to make a factual determinations set forth herein. If so required, the applicant shall bear the full cost of meeting this requirement (16.16.050 (H)). Note: Required signatures below will be gathered by the Planning Manager.

› **Review for Adequate Public Facilities Part 1 of 4:**

Floodplain or Hillside: Proposed development is not located within a floodplain or hillside.

Owners of the development have submitted adequate documentation demonstrating that the development complies with the requirements of Public Facilities Part 1.

Comments: _____

Date: _____ Signature: _____
City Engineer

› **Review for Adequate Public Facilities Part 2 of 4:**

Roads: Be served by streets within one mile of the proposed development without causing a reduction in the level of service below "C" during peak hour.

Wastewater Collection: Can be served by the existing wastewater collection system, without the off-site extension of any trunk or outfall lines.

Wastewater Treatment: The wastewater estimated to be generated by the proposed development can be accommodated and treated in accordance with city standards without any treatment plant extension.

Water Supply and Storage: The water needs of the proposed development can be accommodated in accordance with legally authorized and physically available water rights and the capacity, storage, design, of construction requirements of the Utah Health Department without additional supply or storage requirements.

Solid Waste: The proposed development can be served by the existing collection and disposal capacity expenditures or improvements.

Electrical Supply: The electrical needs of the development can be accommodated by the city power department.

Storm Drainage: The proposed development can be served by the existing storm drainage system without the off-site extension of an interceptor or major collection lines.

Comments: _____

Date: _____ **Signature:** _____
Public Works Director

› **Review for Adequate Public Facilities Part 3 of 4:**

Fire Flow: The proposed development shall be served by a central water system with appropriately located fire hydrants and adequate flows to meet insurance services office fire system grading standards (minimum of twelve-hundred and fifty (1,250) gallons per minute for a period of two hours) without additional capital improvements.

Fire Response Time: The proposed development is within two miles or a five minute response time of an existing fire station.

Owners of the development have submitted adequate documentation demonstrating that the development complies with the requirements of Public Facilities Part 3.

Comments: _____

Date: _____ **Signature:** _____
Fire Chief

› **Review for Adequate Public Facilities Part 4 of 4:**

Parks: The proposed development is within one mile of a city park or recreation facility, and within one-half mile of a community or neighborhood park, all of which meet city acreage and facility standards and can accommodate the population projected to be generated by the proposed development. The Owners of the development have submitted landscape plans that meet the Landscape Ordinance and City's Landscape Specifications for any property that will maintained by the City of Santa Clara.

Comments: _____

Date: _____ **Signature:** _____
Parks Director

Miscellaneous Notes:



SANTA CLARA CITY SUBMITTAL DEADLINES

Development Submittal Deadlines

REZONINGS	
Classification	Submittal Deadline Requirements for Planning Commission
Open Space Zone (OS)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Residential Agriculture Zone (RA)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Single-Family Residential Zone (R-1)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Commercial Zone	Without site plan approval, application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. With site plan approval, application submittal deadline is seven (7) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Planned Development Districts (PD)	Application submittal deadline is eight (8) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Historic District/Mixed Use Zone	Application submittal deadline is six (6) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Historic District Overlay Zone	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Classification	Submittal Deadline Requirements for City Council
All	Copies of application (11 copies of application with any recommended changes encouraged by the Planning Commission) must be received two (2) weeks prior to intended City Council meeting. *Staff acceptance date is one (1) week prior to the intended City Council Meeting.

Before receiving any petition, all fees must be paid along with the submittal of a complete application.

*Staff acceptance date refers to the day staff formally accepts the application as complete, all required staff reviews are complete, and final changes made to the application materials are complete.

Conceptual reviews, prior to the submittal deadline, by City staff are **strongly encouraged but not required; additionally, applicants/property owners are **strongly encouraged to submit their applications in advance of the established submittal deadline requirements to avoid missing a staff acceptance deadline due to unforeseen issue(s).**

SUBDIVISIONS	
TRC & Planning Commission Reviews	
Preliminary Subdivision	Preliminary Plat submittal deadline is six (6) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Final Subdivision	Final Plat submittal deadline is three (3) weeks prior to the intended Planning Commission Meeting. Staff acceptance date is two (2) weeks prior to the intended Planning Commission Meeting.
Plat Amendment	Same process as Final Plat.

Misc. Planning & Zoning Approvals	
PD Master Plan Amendment	Same as Planned Development approval
Site Plan Reviews	Four (4) weeks prior to intended Planning Commission Meeting and two (2) weeks prior to intended City Council Meeting.
Conditional Use Permits and Home Occupations	Two (2) weeks prior to the Technical Review Committee Meeting

Typical Meeting Schedules:

Note: Please refer to the submittal deadline requirements that must be met in order to have a formal Planning & Zoning application placed on the agenda and considered for approval. Agendas for these meetings are posted prior to the meeting date and can be found on the City's web site: www.santaclaracityutah.com

Technical Review Committee (TRC) Meetings – Generally every Thursday at 8:30 a.m.

Planning & Zoning Meetings – 2nd and 4th Thursday of each month at 5:30 p.m.

Final Note: Due to the time it takes to conduct reviews by staff, incorporate changes by the engineers, and meet state and local advertising deadlines, the submittal deadline requirements are firm.

**SANTA CLARA CITY PLANNING COMMISSION
MEETING MINUTES
2603 Santa Clara Drive
Thursday, September 12, 2024**

Present: Logan Blake, Chair
Shelly Harris
Koni Hunter
Kristen Walton (via Zoom)
Curtis Whitehead

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

Absent: Mark Weston

1. Call to Order.

Chair Logan Blake called the meeting to order at 5:30 p.m.

2. Opening Ceremony.

A. Pledge of Allegiance: Shelly Harris.

3. Conflicts and Disclosures.

There were no conflicts or disclosures.

4. Working Agenda.

A. Public Hearing.

- i. Consider a Proposed Property Rezoning for 2627 Vineyard Drive (Parcel #SC-88-A, Described as 0.83 acres). The Applicant, Tyler Miller, Proposes to Rezone the Property from the RA Single-Family Residential Zone to the R-1-10 Single-Family Zone to Allow for a Two-Lot Subdivision. The Existing Home would Remain on the Property with a Proposed Home to be Built Behind It.**

Planning and Economic Development Director, Jim McNulty, presented the Staff Report and noted that the subject property is located across the street from the City offices. The applicant is proposing to rezone the parcel from the Residential Agriculture (“RA”) Single-Family Zone, which requires one-half acre lots to R-1-10 Single-Family, which allows one-quarter acre lots. The Concept Plan submitted by the applicant indicates that the existing home will retain a 10,671-square-foot lot and the second parcel will be a 26,172-square-foot flag lot.

Mr. McNulty reported that notices were sent to property owners within 300 feet of the subject property. The property was also posted as per State code. Merrilee and J.R. Hafen responded to the notice and both were present at the meeting.

The Santa Clara City General Plan Map includes a Low-Density Residential (“LDR”) land use designation for the subject property, which allows for single-family homes with a density of two to four dwelling units per acre. The proposed subdivision is within that range, at 2.41 units per acre, and would comply with both the General Plan and the R-1-10 zone.

Chapter 17.18.090 of the City Code provides the following standards of review for Rezoning considerations. Mr. McNulty indicated Staff’s response to each in bold.

- a. Is the proposed use suitable in view of the zoning and development of adjacent and nearby property? **Yes.**
- b. Will the proposed use adversely affect the existing use or suitability of adjacent or nearby property? **No.**
- c. Are there substantial reasons why the property cannot or should not be used as currently zoned? **Yes.**
- d. Will the proposed use cause an excessive or burdensome use of public facilities or services, including, but not limited to streets, schools, water or sewer utilities, and police or fire protection? **No.**
- e. Is the proposed use compatible with the purpose and intent of the General Plan? **Yes.**
- f. Will the use be consistent with the purpose and intent of the proposed zoning district? **Yes.**
- g. Is the proposed use supported by new or changing conditions not anticipated by the General Plan? **No.**
- h. Does the proposed use reflect a reasonable balance between the promotion of public health, safety, morality, or general welfare and the right to the unrestricted use of property? **Yes.**

Staff and legal counsel discussed the rezoning application and believe that the proposed rezoning is in harmony with the existing single-family neighborhood. There are several homes on the north side of Vineyard Drive in the immediate vicinity that are in the R-1-10 Single-Family Zone, as well as other large lot properties along the south side of Vineyard Drive that may allow for additional single-family homes to be built in the future. The parcel next-door to the subject property is 0.5 acres with frontage that could allow for two 0.25 acre lots. Mr. McNulty noted that each case would require rezoning and subdivision review.

Mr. McNulty presented a map of the area and stated that five nearby properties in the RA zone do not comply with the zoning. On Vineyard Drive between Camus Lane and Old Farm Road, Parcels SC-92-B, SC-92-C, SC-92-E, and SC-92-F are each 0.30 acre in size. Parcel SC-86-C-1 on the corner of Vineyard Drive and Riverwood Lane is 0.31 acres. The north side of Vineyard Drive is zoned R-1-10.

Utah Code Section 10-9a-205 specifies requirements for Zoning Map Amendments. They request at least one public hearing, as well as a 10-day advance notice of the hearing. City Staff determined that all requirements had been met and recommended that the Planning Commission review the submitted rezoning application to determine if the application was complete. If determined to be complete, City Staff recommended that the Planning Commission forward a recommendation to the City Council for review and consideration of the application subject to the conditions and findings outlined in the Staff Report.

The applicant, Tyler Miller stated that the purpose of the application is to build a home and raise his family in the community. Santa Clara will be built out within the foreseeable future, and there are few opportunities to build or buy homes at an attainable price. He believes the application adheres to the General Plan and will not be a burden to the neighborhood.

Commissioner Hunter asked about the current owner of the property. Mr. Miller stated that the previous owners passed away and his family purchased the property when it went on the market. Once the property is subdivided, they plan to sell the existing home and build on the rear lot within the next three years.

Chair Blake opened the public hearing.

David Jeppson gave his address as 2503 Vineyard Drive. He was not opposed to the applicant's plans but objected to how it was being done. Approximately 18 years earlier, a developer bought a home next to him. Mr. Jeppson had had horses for years but they suddenly became a problem. The City came after him to get rid of his horses even though they are allowed in the zone. He spent over \$10,000 fighting the City, including engineering and attorney's fees, to keep his horses on the property. The developer then tried to split the property similar to Mr. Miller's proposal, but the Planning Commission denied the request. A similar situation happened on Arrowhead Trail, where a developer wanted to subdivide a property into five lots. The neighboring property owners opposed it, but the subdivision was approved with three lots. Mr. Jeppson believes that rezoning one lot at a time is the wrong way to do it. If all of the neighboring property owners are amicable to the change, the entire area should be rezoned. The Millers purchased the property knowing its restrictions. The rezoning would not affect his home since he lives more than 300 feet away but it will impact him if they allow his neighbors to rezone their properties as well.

Merrilee Hafen gave her address as 2665 Vineyard Drive and stated that her husband was under the impression that the lot was being subdivided into two 0.5 acre lots. He was okay with that, but she was not. She has always loved Santa Clara and thought it was a beautiful place to live but after a subdivision with 0.25 acre lots was approved nearby, they knew that everyone would be allowed 0.25 acre lots. She believes it is wrong to build houses behind houses. She opposed the City Hall when it was approved and built. They bought their property and designed their house so

they could see Pine Valley Mountain and the Red Hills and City Hall now blocks their view. Lonnie Gubler wanted to build a subdivision behind her property, which she was also opposed to. The rear of her home has windows to view the South Hills. She feels that the Commission has already decided what they are going to do but she believes they are taking old Santa Clara away and was opposed to the proposed rezone.

J.R. Hafen gave his address as 2665 Vineyard Drive and agreed with the previous comments. He too was opposed to the rezoning. He asked what the Millers planned to do with the existing home and stated that if they intend to rent or sell it, it has two complete rental units. He asked if the Millers would be willing to commit to not renting out the home. He also asked why they did not ask for input from the neighbors prior to purchasing the property. He thanked the Planning Commission for considering his position.

There were no further comments. The public hearing was closed.

Mr. Miller thanked Mr. Jeppson and Mr. and Mrs. Hafen for their comments. He believes the Planning Commission is protected from setting a precedent because of the various City Ordinances. For example, a flag lot requires 25 feet of frontage on one side and most properties do not meet that requirement. His intention is to sell the existing home. He cannot guarantee what the new owner will do with the property but it is not currently zoned multi-family so it cannot be used as a duplex. Mr. McNulty added that homes in single-family zones can be rented but they must be rented as a single unit. The exception is if the home is owner-occupied, a second unit could be rented within the home as an Internal Accessory Dwelling Unit (“IADU”).

5. General Business.

A. Recommendation to City Council.

- i. **Recommendation to the City Council for a Proposed Property Rezoning for 2627 Vineyard Drive (Parcel #SC-88-A, described as 0.83 acres). The Applicant, Tyler Miller, Proposes to Rezone the Property from the RA Single-Family Residential Zone to the R-1-10 Single-Family Zone to Allow for a Two-Lot Subdivision. The Existing Home would Remain on the Property with a Proposed Home to be Built Behind It.**

Commissioner Whitehead asked if the zoning change was recommended by Staff. Mr. McNulty stated that Staff does not make recommendations on a property rezoning. It is a legislative decision. They present the information to the Planning Commission and ask that they determine if the application is complete. The Planning Commission then makes a recommendation to the City Council, which makes the final decision. Commissioner Whitehead clarified that his question pertained to recommendations to the property owner. City Attorney, Matt Ence stated that the property owner presented his plans to the City and was provided with options. Rezoning was one of the options.

Commissioner Whitehead referred to the other parcels Mr. McNulty mentioned and asked if the applicant could proceed with his plans without changing the current zoning. Mr. Ence stated that those parcels are non-conforming lots. If the subdivision of a lot in an RA zone is approved, it will create additional non-conforming lots. Lots of this size are not unusual for this area but Staff was not making a judgement call on whether the application should or should not be approved. It was clarified that if the application were approved, there would be no further public hearings. If the property is rezoned, there will be a public meeting for preliminary Plat approval with the Planning Commission.

Commissioner Harris asked if the second home could be built as an ADU. Mr. McNulty stated that they plan to build a single-family home to grow their family and City Code would allow a detached Accessory Dwelling Unit (“ADU”) of up to 1,000 square feet.

Chair Blake stated that it is an interesting case. Flag lots have been approved throughout the valley and in other parts of Santa Clara and the General Plan allows for the rezoning. He asked if the front lot could be rezoned to R-1-10 if the remaining parcel remains in the RA Zone. Mr. Ence stated that that could be accomplished if both the zoning change and preliminary plat applications were considered together. Several lots on both sides of Vineyard Drive are smaller than required by RA zoning. Mr. McNulty noted that those lots were likely created in the 1970s, so at some point, a precedent was set allowing for smaller lots. Chair Blake agreed with the applicant's statement that Santa Clara is landlocked and some creativity should be allowed.

Commissioner Hunter understood and sympathized with Mr. and Mrs. Hafen's concerns. They are long-term residents of the community and it is difficult to see things growing around them. She once had a beautiful view of Pine Valley from her backyard and now her view is of the Summit Gym. She knows how much Mr. Jeppson loves his land and horses. It is difficult to see properties be altered. She can also see the Millers' position. She believes these decisions should be made on a case-by-case basis and stated that their decision on this issue will not be the same for future issues. The role of the Planning Commission is to decide if the application is correct and conforms with City Code.

Commissioner Whitehead asked if the property could be split into several lots if rezoning to R-1-10 was approved. Mr. McNulty stated that additional flag lots would have to be approved and Staff would recommend against approval. Chair Blake stated that the frontage requirements would prevent further subdividing. Mr. McNulty stated that the frontage could be shared but it has to be approved through the subdivision review process. Staff would not recommend approval of a second flag lot. The applicant expressed no plans to further subdivide and stated that they plan to build a garden and playground for their family on the lot.

Chair Blake's preference was to recommend that the application be resubmitted to include rezoning the front lot to R-1-10 for the existing home and retain the RA zoning on the proposed rear lot. Mr. Ence stated that if that is the Planning Commission's position, the applicant should do a preliminary plat and bring the matter back before the Planning Commission. It would require more investment by the Applicant with no guarantee of approval but he was unsure if there would be another way to accomplish that goal. Chair Blake suggested requesting that the applicant come back with two legal descriptions, one lot with R-1-10 zoning and one with RA zoning. Mr.

McNulty explained that preliminary plats are not reviewed by the City Council, but a rezoning of the property is a legislative decision to be reviewed by the Council.

Chair Blake felt they should be able to apply for two zones on one parcel. Mr. Ence indicated that it is a new issue. The zoning change would be decided by the City Council, and the preliminary plat would be approved by the Planning Commission. He did not know if the Council would consider approving a zone change on a portion of a property because even with two legal descriptions, there would not be an approved plat. He would be reluctant to approve that because when a property has two zones, it is usually due to an error. Mr. Ence suggested that the applicant could come back with the preliminary plat and matching zoning. The Planning Commission could then grant preliminary plat approval and make a recommendation to the City Council to consider the split zone. Preliminary plat approval would need to be subject to the City Council's approval of the zone change.

Chair Blake stated that separate zoning is approved for larger developments prior to subdividing the property. Mr. McNulty stated that generally with large, master-planned developments, the application includes a detailed plan so they know which areas will have which zoning. Mr. Ence added that there is also usually a Development Agreement. The Planning Commission could recommend that the City Council approve the zone change on a portion of the property. If approved, the applicant could then come back before the Planning Commission for preliminary plat approval. If the plat meets all requirements, it should be approved because it is an administrative decision. He was unsure how the City Council would respond to that recommendation as it had not been done before. They may be uncomfortable approving a zone change on a portion of the property. Commissioner Whitehead stated that the Council would then have two options: they could either approve the Planning Commission's recommendation or approve R-1-10 zoning on the entire lot. Mr. Ence confirmed that the decision would be at the Council's discretion and indicated that he believes the recommendation is legally defensible.

Commissioner Harris understood the desire for compromise but pointed out that the application complies with the General Plan. Chair Blake stated that the General Plan shows more of the RA zone as very low-density residential. Mr. McNulty clarified that the General Plan indicates two to four units per acre and both zones are within that range.

Commissioner Whitehead moved to recommend that the City Council APPROVE the Rezoning for the current home at 2627 Vineyard Drive (Parcel #SC-88-A) to R-1-10 and leave the Remaining Property Zoned RA, subject to the following:

Conditions of Approval:

- 1. That the Rezoning complies with Chapter 17.18.090 items below:**
 - a. The proposed use is suitable in view of the zoning and development of adjacent and nearby properties;**
 - b. The proposed use will not adversely affect the existing use or suitability of adjacent or nearby property;**

- c. **There are substantial reasons why the property cannot or should not be used as currently zoned;**
 - d. **The proposed use will not cause an excessive or burdensome use of public facilities or services, including, but not limited to streets, schools, water or sewer utilities, and police or fire protection;**
 - e. **The proposed use is compatible with the purpose and intent of the General Plan;**
 - f. **The proposed use is consistent with the purpose and intent of the proposed zoning district;**
 - g. **The proposed use is not supported by new or changing conditions anticipated by the General Plan; and**
 - h. **The proposed use does reflect a reasonable balance between the promotion of public health, safety, morality, or general welfare and the right to the unrestricted use of property.**
- 2. **That the applicant be required to go through the Subdivision Review process (preliminary and final plat).**
 - 3. **That the applicant be required to define the property boundaries and submit legal descriptions for each separately zoned parcel prior to City Council review.**

Findings:

- 1. **That the Rezoning is compliant with the Santa Clara City General Plan, Section 3.4.1, Residential Land Uses (Low-Density Residential (“LDR”), two to four dwelling units per acre).**
- 2. **That the R-1-10 Single-Family Zone allows for homes on lots of 10,000 square feet or larger.**
- 3. **That properties in the immediate vicinity along the north side of Vineyard Drive are zoned R-1-10 Single-Family.**

Chair Blake seconded the motion. Vote on Motion: Commissioner Hunter-Yes, Commissioner Harris-No, Commissioner Whitehead-Yes, Commissioner Walton-Yes, Chair Blake-Yes. The motion passed 4-to-1.

In accordance with the motion, Mr. Ence stated that they would obtain the required information from the applicant prior to adding the item to the City Council agenda. The Council has the

discretion to either accept the Commission's recommendation, approve the original application, or deny the application.

6. **Discussion Items.**

A. **None.**

7. **Approval of Minutes.**

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

Commissioner Whitehead asked for clarification on the temporary telecommunications facility at Black Desert as he believed it would only be used during PGA events. Mr. McNulty clarified that it will be used until permanent facilities are erected. They have not yet submitted a Building Permit application for the temporary facility and he will follow up with them regarding the permit.

Commissioner Harris moved to APPROVE the minutes of the August 22, 2024, Santa Clara Planning Commission Regular Meeting, as presented. Commissioner Whitehead seconded the motion. The motion passed with the unanimous consent of the Commission.

Chair Blake stated that he would like a discussion item on Roberts Rules of Order to be added to a future meeting agenda. Mr. McNulty indicated that the next Planning Commission Meeting will be held on October 10, 2024. Depending on the number of agenda items, it will be added to either the agenda for that meeting or the one on October 24, 2024.

Mr. McNulty stated that there will be an Affordable Housing Workshop on Friday, September 20, 2024, from 9:00 a.m. to 11:00 a.m. on the second floor of the main building at Dixie Tech.

8. **Adjournment**

The Planning Commission Meeting adjourned at 6:37 p.m.

Jim McNulty
Planning Manager

Approved: _____