

**SANTA CLARA CITY PLANNING COMMISSION
MEETING MINUTES
2603 Santa Clara Drive
Thursday, October 10, 2024**

Present: Logan Blake, Chair
Shelly Harris
Koni Hunter
Krista Walton
Mark Weston
Curtis Whitehead

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

1. Call to Order.

Chair Logan Blake called the meeting to order at 5:42 PM.

2. Opening Ceremony.

A. Pledge of Allegiance: Logan Blake.

3. Conflicts and Disclosures.

There were no conflicts or disclosures.

4. Working Agenda.

A. Public Hearing.

i. None.

5. General Business.

A. Planning Commission Approval.

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

Planning and Economic Development Manager, Jim McNulty presented the Staff Report and stated that the plat includes two single-family lots. The property is .76 acres in size. The property is zoned R-1-10 with Lot 1 proposed at 16,627 square feet and Lot 2 at 16,652 square feet. Both lots are proposed to be .38 acre in size with a density of 2.63 dwelling units per acre. There is an existing ranch-style home with a circular driveway on Lot 1 that faces Santa Clara Drive. The

back half of the property will be divided off to allow for a second home. Mention was made of a home that is under construction next door (directly west) that is owned by Reggie and Hadley Gates. The Gates appeared before the Heritage Commission a few months after the Design Guidelines were adopted and the home was approved. Access to the future home will be off Vineyard Drive.

Mr. McNulty commented on the public street dedication and stated that the extension of Vineyard Drive has been recently completed for Phase 3 of the project with a new curb, gutter, and sidewalk along the frontage of the properties. The building setbacks are standard for the R-1-10 zone, however, the Historic District Overlay Zone limits the maximum building height to 30 feet for single-family homes. Previously, there were limitations at 25 feet, but it was determined that 30 feet was fair since other areas of the City allow for heights of 35 feet. The applicant will be required to obtain a Will-Serve Letter from the Washington County Water Conservancy District ("WCWCD"), outside use of secondary water, and dust control. The City does not require public notices for subdivisions but the agenda is posted at City Hall, at other sites, and on the State's Public Notice website.

Mr. McNulty reported that the Building Department requires a Geotechnical Report for residential development prior to issuance of a Building Permit. With regard to the Power Department, there is a Utility Easement for an above-ground power line. It was noted that the easement must be shown on the plat. Moving forward, it will be shown on a final mylar prior to recordation. All State Code requirements have been met for noticing. Staff recommended that the Planning Commission consider granting preliminary subdivision plat approval for the Gates Legacy Subdivision subject to the conditions set forth in the Staff Report.

Commissioner Whitehead moved to APPROVE the Preliminary Subdivision Plat for the Gates Legacy Subdivision located at 2767 Vineyard Drive subject to the following:

- 1. The applicant shall be required to comply with the recommendations from all City reviewing departments.**
- 2. All required public street improvements for Vineyard Drive shall meet City standards.**
- 3. Each lot 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 for homes in this subdivision (located within the Historic District Overlay Zone) shall be limited to 30 feet.**
- 5. The applicant shall be required to go to the Heritage Commission for approval of building plans for Lot 2 prior to construction.**
- 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 shall provide a Dust Control Plan prior to final plat recordation.

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

6. Discussion Items.

A. General Plan Update.

Mr. McNulty reported that the previous night the City Council awarded the bid for the General Plan Update to Planning Outpost. A Request for Proposals (“RFP”) went out on August 1, 2024, and closed on August 29, 2024. He discussed the project with four different consulting groups including Landmark Design, GSBS Consultants, Logan Simpson Design, and Planning Outpost. Two chose to apply and submit their proposals and two did not. Ultimately, proposals were received from Logan Simpson Design and Planning Outpost. A Selection Committee comprised of City staff was formed that included Mayor Rosenberg; City Manager, Brock Jacobson; City Attorney, Matt Ence; City Council Mayor Pro-Tem Ben Shakespeare; Planning Commission Chair, Logan Blake; Executive Assistant, Kristelle Hendrickson; and Mr. McNulty. The group met on September 11 and reviewed and discussed each proposal.

Both submittals were well done and staff was directed to contact references from previous clients and cities where previous projects had been completed by each consultant group. The contacts resulted in the Selection Committee choosing Planning Outpost for the General Plan Update. The budget is \$85,000 this year and next to complete the project. Project bids came in at \$84,800 and \$84,900. Mr. McNulty planned to meet with the Project Manager next week to establish a timeline. A Kickoff Meeting was expected to take place in early November. The timeline was expected to be 18 months.

Mr. McNulty reported that the Mayor reached out to Josh Westbrook about serving on the Planning Commission and he agreed. Mr. Westbrook plans to attend his first meeting on November 14th. He will be appointed by the City Council on October 23rd.

7. Approval of Minutes.

A. Request Approval of the Regular Meeting Minutes – September 12, 2024.

Commissioner Walton moved to approve the minutes of the September 12, 2024, Santa Clara Planning Commission Regular Meeting. Commissioner Harris seconded the motion. The motion passed with the unanimous consent of the Commission.

Mr. McNulty reported that the next meeting is scheduled for October 24, 2024. A meeting was also scheduled for November 14, 2024.

8. Adjournment

Commissioner Walton moved to ADJOURN. The motion passed with the unanimous consent of the Commission.

The Planning Commission Meeting adjourned at 5:57 PM.

Jim McNulty

Jim McNulty
Planning Manager

Approved: _____ October 24, 2024