



## NOTICE OF PUBLIC MEETING PLANNING COMMISSION

Planning Commission  
August 14, 2025 @ 5:30 PM

2603 Santa Clara Drive  
Santa Clara, Utah 84765

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

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**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, August 14, 2025, 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: Curtis Whitehead

**3. Conflicts and Disclosures**

**4. Working Agenda**

A. Public Hearing

1. None

B. Public Meeting

1. Consider an Amended Site Plan Review for Indigo Fields Home & Antiques located at 3003 Santa Clara Drive. Cynthia Derrick, applicant.

**5. General Business**

A. Recommendation to the City Council

1. Recommendation to the City Council for Amended Site Plan Review for Indigo Fields Home & Antiques located at 3003 Santa Clara Drive. Cynthia Derrick, applicant.

**6. Discussion Items**

A. Discussion Item: Rosenbruch Annexation (future use of property).

**7. Approval of Minutes**

A. Request for Approval of Meeting Minutes: July 10, 2025

## **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 7th day of August 2025.

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Jim McNulty, Planning Director



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

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Staff Report

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## Amended Site Plan Review Summary and Recommendation

**Public Body:** Santa Clara Planning Commission  
**Meeting Date:** August 14, 2025  
**Current Zone:** Historic District Overlay/Mixed Use Zone  
**General Plan Designation:** Neighborhood Commercial  
**Property Size:** 0.75 acres  
**Property Location:** 3003 Santa Clara Drive  
**Request:** Amended Site Plan Review  
**Applicant Name:** Cynthia Derrick  
**Staff Planner:** Jim McNulty  
**City Staff Recommendation:** Approve with conditions  
**Meeting Type:** Public Meeting

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### PROJECT DESCRIPTION

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The applicant, **Cynthia Derrick**, is proposing to convert the existing single-family home located at 3003 Santa Clara Drive into retail space to be known as **Indigo Fields Home & Antiques**. The subject property is 0.75 acres (32,670 sq. ft.) in size. The home is approximately 1,500 square feet in size, with approximately 1,000 square feet (main floor) to be utilized for business purposes. The applicant intends to clean up the home as needed to allow for the proposed commercial use of property.

This home is one of eight (8) homes on the National Register of Historic Places in Santa Clara City. The existing home is an example of the Utah Vernacular “Greek Revival” style home from approximately 1880 – 1910 (see Historic District Design Guidelines, page #6). A recent photo of this home is included in Exhibit C, page #44 of the Historic District design Guidelines

The **Heritage Commission review** was the first step in the overall process for the project. The Heritage Commission reviewed the project on July 17, 2025. The **Heritage Commission approved the Building Use/Site Layout** after careful review of the proposal and the recently adopted Historic District Design Guidelines. The next steps in the process include a public meeting with the Planning Commission and approval of the City Council before proceeding.

**Chapter 17.74, Historic District/Mixed Use**, requires a review of the site plan layout, as well as other necessary items as needed for a commercial project. Staff will further discuss the proposed project and requirements in the report.

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## SITE & VICINITY DESCRIPTION

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The subject property is located at 3003 Santa Clara Drive. The property has frontage along Santa Clara Drive. An existing single-family home is located on the property. Existing single-family homes abut the east and west property lines.

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## ITEMS TO ADDRESS/SITE PLAN REVIEW

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City staff has identified the following items that need to be addressed with the Site Plan Review:

1. **Site Plan Layout:** Vehicle access to the site will be provided off Santa Clara Drive. An existing driveway access is located along the east side of the building. The private driveway is 27' in width with an existing 3' sidewalk next to the building and will provide access to four (4) parking spaces, as well as an existing storage shed on the property. Pedestrian access to the building will be available off Santa Clara Drive (north). The footprint of the building will remain as it is (**see Site Plan**).
2. **Building Colors:** The applicant intends to preserve the home's original color palette and will ensure that any touch-ups or repainting is reviewed by the Heritage Commission. City staff recommends that the applicants review the **Color Matrix – Exhibit B**, in the Historic District Design Guidelines prior to discussing with the Heritage Commission at a future meeting.
3. **Project Landscaping:** The final landscape plan will be required to comply with **City Ordinance #24-02 (Water Efficient Landscaping & Conservation Standards)**. The applicant intends to keep the historical authenticity of the home intact. The applicant plans to incorporate pioneer-era ornamentals such as roses, lilacs, and hollyhocks in tasteful and visually appealing ways. Existing lawn areas will remain. The **two (2) Sycamore Trees** along the Santa Clara Drive property frontage will remain.
4. **Required Parking:** The project is required to have a minimum of 4 parking spaces for the proposed business as per Chapter 17.32. The Site Plan includes a **total of 4 parking spaces (including 1 required ADA space)** with two (2) spaces adjacent to the east side of the building, and two (2) parallel spaces along the eastern property line. Additionally, parking stops will be put in place for each parking space.
5. **ADA Ramp:** An ADA ramp is not required as the property is on the National Register of Historic Places.
6. **Project Signage:** Chapter 17.45 allows for signs in the Historic District. The applicant shared a proposed sign with the Heritage Commission on July 17, 2025. The applicant will be required to go to the Heritage Commission for review and approval of all project signage at a future meeting.

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## NEIGHBORHOOD RESPONSE

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Public notices are not required for a Site Plan. 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.

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## STATE CODE CONSIDERATIONS

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Utah Code, Section 52-4-202, includes requirements for a Site Plan. The City must hold at least one public meeting to consider a Site Plan. 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 have determined that all State Code requirements have been met with this application.

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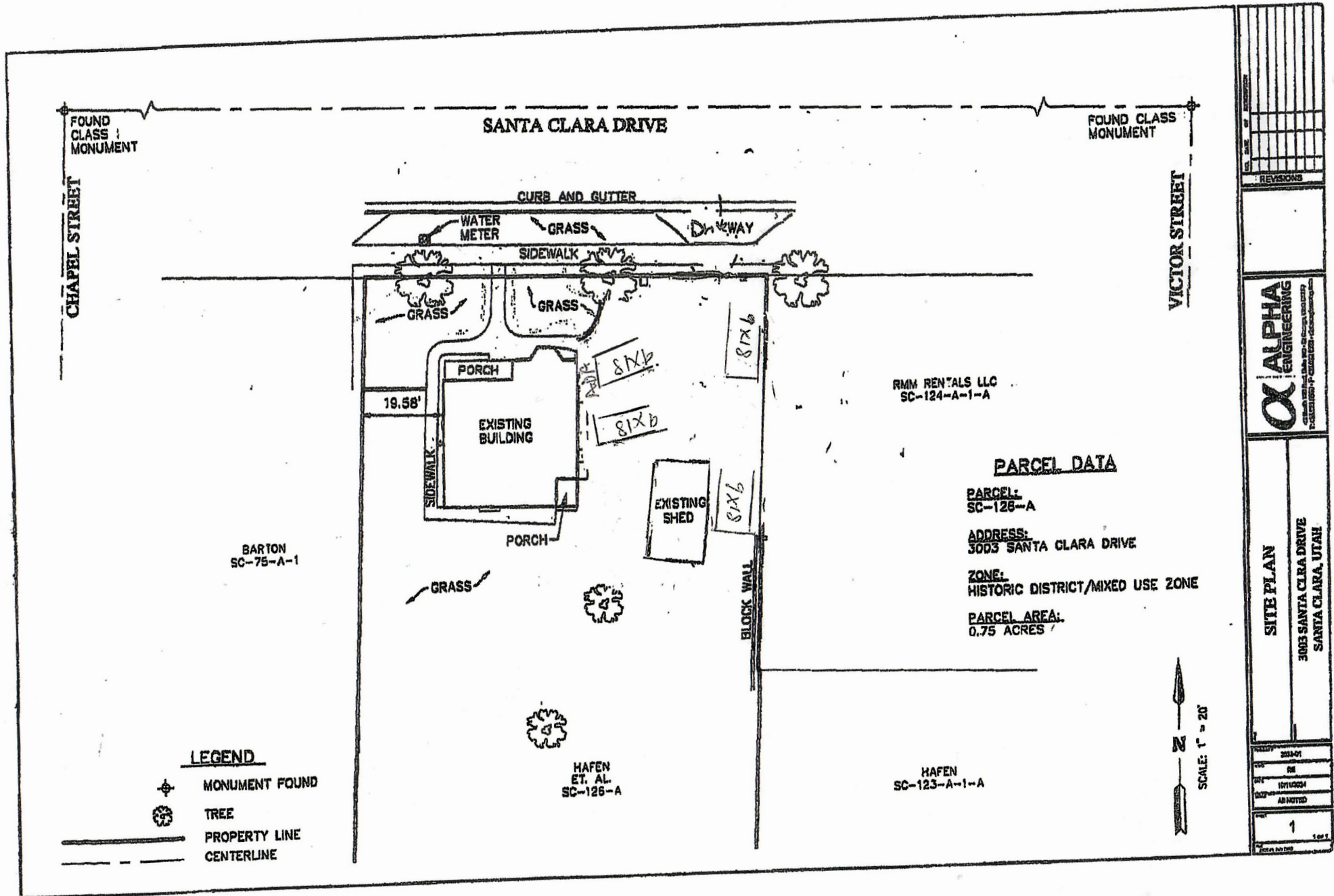
## CITY STAFF RECOMMENDATION

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City staff recommends that the Planning Commission forward a positive recommendation to the City Council for Amended Site Plan Approval for retail space (**Indigo Fields Home & Antiques**) located at 3003 Santa Clara Drive subject to the following conditions:

1. That the applicant is required to comply with the recommendations from all city reviewing departments.
2. That the applicant is required to install site improvements which meet city standards.
3. That the project be built according to the approved Site Plan. That this includes but is not limited to all items listed in the staff report.
4. That the applicant reviews the Color Matrix – Exhibit B, in the Historic District Design Guidelines prior to discussing with the Heritage Commission at a future meeting.
5. That a minimum of 4 parking spaces (including 1 required ADA space) be provided for the site as per Chapter 17.32 of city code and the Historic District Design Guidelines.
6. That the landscaping is required to comply with City Ordinance #2024-02 (Water Efficient Landscaping & Conservation Standards). That the two (2) Sycamore Trees along the Santa Clara Drive property frontage remain.
7. That all project signage complies with Chapter 17.45 of city code. That the future signage be reviewed and approved by the Heritage Commission.
8. That the applicant be required to work with the Building Official to be compliant with all Building Code requirements.

Cynthia Derrick - Indigo Fields



**SANTA CLARA CITY HERITAGE COMMISSION  
MEETING MINUTES  
Santa Clara Town Hall Conference Room  
2603 Santa Clara Drive  
Thursday, July 17, 2025**

**Present:**

**Commission Members:** Mimi McKenna, Chair  
Bob Lamoreaux  
Mandi Gubler  
Megan Smith  
Tyson Hafen

**Staff:** Jim McNulty, Planning and Economic Development Director  
Sherry Laier, Administrative Services

**CALL TO ORDER**

Mimi McKenna called the meeting to order at approximately 4:00 PM. The Heritage Commission welcomed new member, Tyson Hafen.

**1. Approval of Minutes for April 17, 2025.**

**Mandi Gubler moved to APPROVE the minutes of April 17, 2025. Bob Lamoreaux seconded the motion. The motion passed with the unanimous consent of the Commission.**

**BUSINESS ITEMS**

**1. Proposed Indigo Fields Home & Antiques Store at 3003 Santa Clara Drive. Cynthia Derrick, applicant.**

Mr. McNulty presented the Staff Report and stated that the applicant, Cynthia Derrick, is proposing to convert the existing single-family home located at 3003 Santa Clara Drive into retail space to be known as Indigo Fields Home & Antiques. The subject property is approximately 0.75 acres (32,670 sq. ft.) in size. The home is approximately 1,500 square feet in size, with approximately 1,000 square feet to be utilized for business purposes. This home is one of eight homes (8) on the National Register of Historic Places in Santa Clara City.

The Heritage Commission discussed the proposed conversion of a residential property to commercial use for home goods and antique shop. They reviewed various aspects including signage, parking, and exterior modifications. The Commission recommended approval of the building use and site plan, subject to certain conditions such as painting the front door white and installing appropriate signage.

**Mandi Gubler moved to recommend APPROVAL of the proposed Indigo Fields Home & Antiques Store at 3003 Santa Clara Drive subject to the following:**

- 1. That the project be completed as approved by the Heritage Commission, and that the Historic District Design Guidelines as summarized in the staff report be complied with.**
- 2. That the applicant comes back to the Heritage Commission if changes to any items as summarized in the staff report are proposed.**
- 3. That the applicant comes back to the Heritage Commission if any exterior touch-ups or repainting is needed.**
- 4. That the applicant provides more detail on the proposed signage for review and approval by the Heritage Commission later.**
- 5. That the Heritage Commission determines if any additional items are required by the applicant.**
- 6. That the applicant proceeds with the Amended Site Plan Review process with Planning Commission on August 14, 2025, and City Council on August 27, 2025.**

**Megan Smith seconded the motion. The motion passed with the unanimous consent of the Commission.**

The Commission discussed a future meeting about Tobler Park, which will involve collaboration between the City Manager, Mayor, and Parks Director. They agreed to visit the park in the coming weeks to review the proposed plans, noting that the project will be built in multiple phases due to budget constraints

**2. Adjournment.**

**Bob Lamoreaux moved to ADJOURN. The motion passed with the unanimous consent of the Commission.**

The Heritage Commission Meeting adjourned at 4:30 PM.

Approved: \_\_\_\_\_  
Sherry Laier, Clerk





## HERITAGE COMMISSION APPLICATION

### AS PROVIDED BY SANTA CLARA, UTAH, ZONING ORDINANCE CHAPTERS 17.74 AND 17.76

The undersigned applicant(s) is/are the owner(s) of the following legally described property, or an authorized representative of owner(s): (Include Subdivision Name, Lot/Parcel Number, and Street Address):

Parcel: Sc-126-A

Address: 3003 Santa Clara Drive

Attach a site plan/plot plan, drawn to scale, of the property with the following details:

1. Show existing building(s), and their location on the lot with dimensions to property lines and each other.
2. Show any proposed building(s), additions, and their location on the lot with dimensions to property lines and each other.
3. Show the location of any existing or proposed accessory buildings on the property.
4. Show parking lot layout and points of ingress/egress if applicable.
5. Include any other pertinent information (**project narrative and photos of the home**).

Attach building plans/architectural drawings to scale after reviewing the **2024 Historic District Design Guidelines** document with the following details:

1. Proposed building elevations.
2. Proposed building materials and colors.
3. Other drawings (e.g., schematics, renderings, etc.).
4. Include additional information as per the **2024 Historic District Design Guidelines**.

*The Heritage Commission acts as a Design Review Committee for new construction, remodeling, or new signs within the Santa Clara Historic District. Review your plans and be sure all details have been included before submitting your application. The Heritage Commission meets on the 3rd Thursday of the month as needed. Please submit your application a minimum of 10 days before the meeting date to allow for city staff review.*

  
Signature Applicant(s)/Rep

3781 Windmill Drive Santa Clara, Utah  
Address Applicant(s)/Rep

Cynthia Derrick  
Printed Name of Applicant(s)/Rep

435-862-2376 / cyndi@indigofieldsdesign.com  
Phone Number/Email

## Section 1: Site History

The Hans George Hafen House stands as a living testament to the resilience, craftsmanship, and cultural legacy of Santa Clara's Swiss-Mormon pioneers. Built in the 1860s and later expanded with Victorian-era flair, the home's blend of adobe simplicity and elegant cross-wing architecture tells a story of adaptation, community, and heritage. Its walls carry the spirit of early settlers who brought Old World traditions to the Utah frontier, creating a tangible connection between past and present. Recognized on the National Register of Historic Places, the house is more than a preserved structure, it's a cultural anchor that enriches the identity of Santa Clara and invites curiosity about its origins.

That same spirit of legacy and character makes the Hafen House an ideal setting for a vintage and antique retail store. Every corner of the home, its weathered brick, original woodwork, and period features, offers a backdrop that complements and elevates curated collections of furniture, textiles, and heirloom goods. More than just a retail space, Indigo Fields will offer an immersive experience where visitors step into history while discovering timeless treasures. The authenticity of the house will enhance the retail environment and help create a meaningful, story-driven experience for shoppers.

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## Section 2: Landscape Design Intent

To enhance the exterior of the Hans George Hafen House with historically inspired charm, I plan to incorporate pioneer-era ornamentals such as roses, lilacs, and hollyhocks in tasteful and visually appealing ways. These classic flowers reflect the time period of the home and will be thoughtfully arranged to complement its architecture.

The goal is to blend the rustic simplicity of the original landscape with a refined, intentional aesthetic that enhances curb appeal while honoring the home's historic character. These enhancements will help create a welcoming atmosphere that connects the past with the present.

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## Section 11: Building Colors

I intend to preserve the home's original color palette and will ensure that any touch-ups or repainting are reviewed and approved by the Heritage Commission in accordance with established guidelines.

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### Section 13: Exterior Lighting

I intend to remove the existing interior modern light fixtures and replace them with vintage or historically appropriate reproductions that better reflect the period character and architectural integrity of the home.

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### Section 14: Signage

Store signage will clearly communicate the purpose of the business while remaining consistent with the historical character of the property. All signage will be designed to align with the home's architectural style, using appropriate materials, fonts, and colors. Final designs will be submitted to the Heritage Commission for review and approval to ensure full compliance with historical guidelines. (See attached photo at the end of the document.)

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### Section 15: Streetscape and Landscape Design

I am actively working to clean and restore both the front and back areas of the property. The landscaping plan includes planting flowers and greenery that reflect the time period of the home, helping to preserve its historical charm. I will continue to remove weeds and make improvements to the back of the property to enhance both its appearance and functionality.

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### Section 16: Parking

Each standard parking space measures 9 feet by 18 feet. In accordance with non-residential parking requirements, one space per 250 square feet of gross floor area, I have measured and accounted for a total of five parking spaces. Please see the attached detailed parking plan, with designated parking spaces highlighted in yellow.

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### Hafen Home Narrative – Indigo Fields

At Indigo Fields, my vision for the Hafen Home is to create a retail space that celebrates the rich history and charm of downtown Santa Clara. The store will reflect the aesthetic and spirit of the early 19th century, offering a curated shopping experience inspired by the design sensibilities of the time. My focus is on gently refreshing the property, cleaning up the yard and surrounding land, tidying the home's exterior, and make thoughtfully touching up. My goal is to honor the historical character of this beautiful home and contribute to Santa Clara's unique identity as a destination for vintage-inspired retail and meaningful community experiences.

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## Products and Events at Indigo Fields

Indigo Fields will feature a carefully curated selection of vintage treasures, including antique furniture, home and holiday décor, and timeless clothing and accessories. Each item is chosen to reflect the charm and character of a bygone era, bringing warmth and authenticity into modern homes.

To nurture a sense of community and celebrate the changing seasons, I will host a series of open-house style events throughout the year, ranging from spring and summer specials to fall favorites like Swiss Days and Witches Night Out, and a festive holiday showcase in winter.

I also participate in Vintage Market Days throughout Utah, where I'll share the spirit of Indigo Fields and help introduce more visitors to the unique charm of Santa Clara and its small business community.

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## Preservation Statement for the Hans Hafen House

As a direct descendant of early settlers to this region, I feel a deep personal and generational responsibility to preserve and honor the legacy of the Hans Hafen House. My children are the great-great-great grandchildren of Hans Hafen and Anna Maria Stucki. This home represents not only a piece of Santa Clara's rich pioneer heritage, but also a part of my family's living history.

With the opening of Indigo Fields Home & Antiques, I intend to thoughtfully repurpose the Hans Hafen House into a welcoming retail space that reflects its historic charm and significance. Every design decision, from the preservation of original architectural elements to the use of vintage-inspired decor, will be made with the utmost respect for the home's story and its place in our community.

This is more than a business venture for me, it is a way to ensure that the Hans Hafen House remains a vibrant and loved landmark for future generations, just as it has been for the generations that came before. I have lived in this community for over 30 years and raised my family here. Santa Clara is home, and it is an honor to play a part in preserving its legacy.



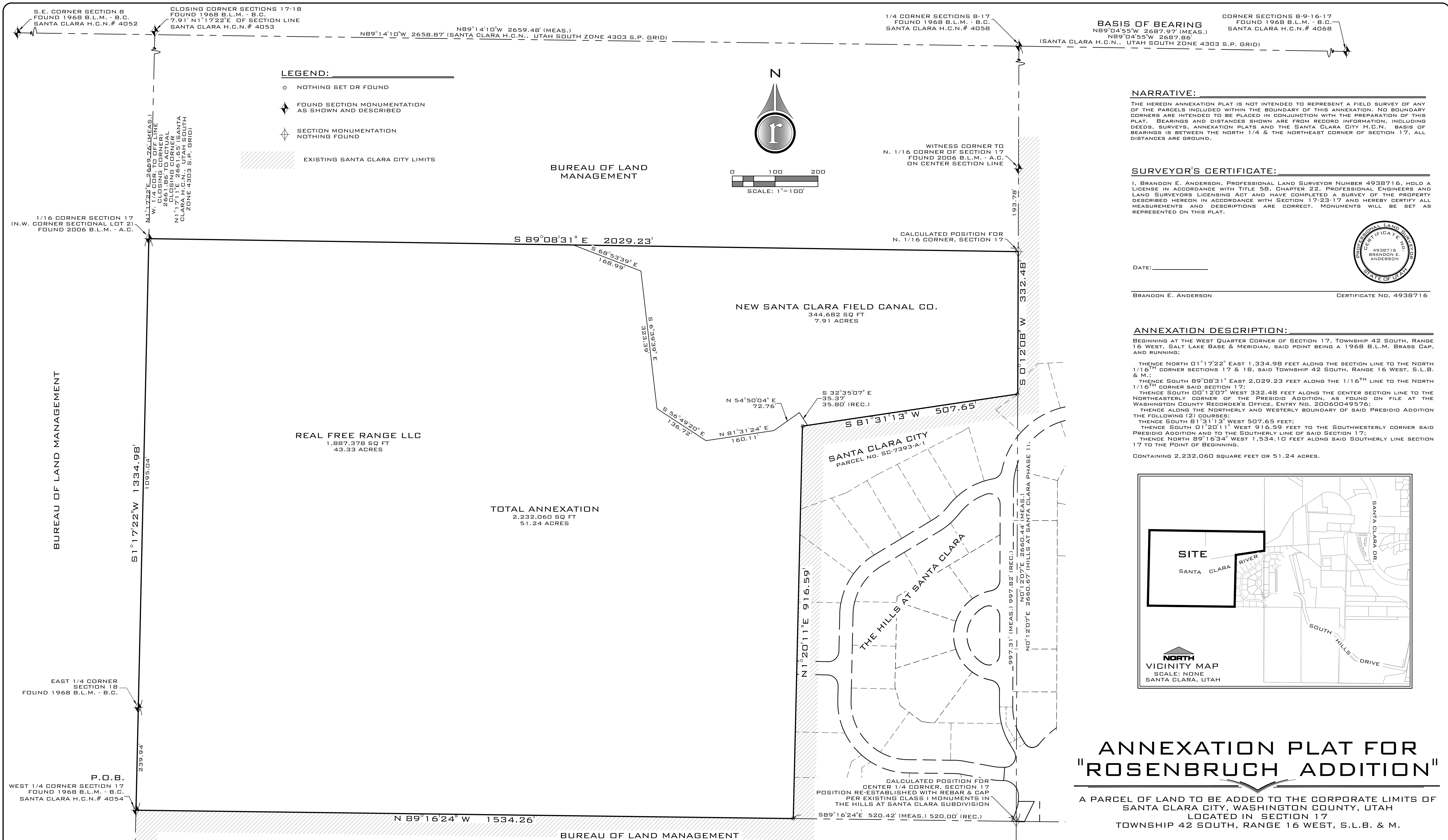




*Indigo Fields*

Home & Antiques





(PAGE 1 OF 1)



SURVEY-FPLAT FILE NUMBER:	11/12/2024 DATE:	C.G.A. DRAWN:
5419-23-002 JOB NUMBER:	1" = 100' SCALE:	B.E.A. CHECKED:

COUNTY SURVEYOR'S APPROVAL: \_\_\_\_\_  
THE HEREON ANNEXATION PLAT HAS BEEN REVIEWED AND IS  
APPROVED IN ACCORDANCE WITH INFORMATION ON FILE IN THIS  
OFFICE, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

COUNTY SURVEYOR  
WASHINGTON COUNTY, UTAH

DATE

APPROVAL AS TO FORM

APPROVED AS TO FORM, THIS  
DAY OF                      A.D. 20   .

CITY ATTORNEY,  
CITY OF ST. GEORGE, UTAH

CITY SURVEYOR'S APPROVAL:\_\_\_\_\_

THE HEREON ANNEXATION PLAT HAS BEEN REVIEWED AND IS APPROVED IN ACCORDANCE WITH INFORMATION ON FILE IN THIS OFFICE, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

CITY SURVEYOR SANTA CLARA CITY, UTAH	DATE
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APPROVAL AND ACCEPTANCE BY SANTA CLARA CITY: \_\_\_\_\_

WE, THE MAYOR AND CITY RECORDER OF THE CITY OF ST. GEORGE, UTAH HAVE REVIEWED THE ABOVE ANNEXATION PLAT AND HEREBY ACCEPT IT WITH ALL COMMITMENTS OR OBLIGATIONS PERTAINING THERETO.

SANTA CLARA CITY MAYOR	SANTA CLARA CITY RECORDER ATTEST:	DATE
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RECORDED No. \_\_\_\_\_

EEF: WASHINGTON COUNTY RECORDER



**SANTA CLARA CITY PLANNING COMMISSION  
MEETING MINUTES  
2603 Santa Clara Drive  
Thursday, July 10, 2025**

**Present:** Shelly Harris, Vice Chair  
David Clark  
Joby Venuti  
Kristen Walton  
Josh Westbrook  
Curtis Whitehead

**Absent:** Logan Blake, Chair

**Staff:** Jim McNulty, Planning and Economic Development Director  
Debbie Andrews, Administrative Assistant

**1. Call to Order**

Vice-Chair Shelly Harris called the meeting to order at 5:33 PM

**2. Opening Ceremony**

**A. Pledge of Allegiance: Commissioner Westbrook**

**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**

Planning and Economic Development Director, Jim McNulty, discussed the approval of a wall sign for K-ARI Korean Skincare, located at 3687 Pioneer Parkway, Suite #3. The applicant, Bradley Salay from Rainbow Sign & Banner, sought approval for the proposed wall sign to be installed on the Giovengo building. This tenant space was previously home to the Posh Blow Dry Bar and the building currently includes tenants such as Alfredo A's and

Jersey Mike's. Additionally, there was mention of a potential new tenant, an ice cream shop, considering another space (Thrive Drip Spa) within the same building.

Mr. McNulty provided an overview of the wall sign proposal, noting the following specifications:

1. The proposed wall sign is designed to be 39.2 square feet, aligning with the permitted limit of 47.5 square feet, which corresponds to 10% of the wall area as mandated by code.
2. Constructed with white acrylic letters, the sign will be mounted flush against the wall of the building, ensuring a seamless integration with the existing structure.
3. Importantly, the sign will not feature any internal illumination, adhering to the specified requirements of the code, and keeping the visual aesthetics of the building intact.

Mr. McNulty confirmed that the sign complies with all relevant code requirements and does not raise any concerns. As such, the staff recommended that the Planning Commission approve the proposed wall sign, contingent upon three specific conditions:

1. The east building elevation wall sign is approved at its proposed size of 39.2 square feet.
2. The design includes white acrylic letters that are mounted flush to the building without any form of internal illumination.
3. A building permit must be applied for and subsequently obtained prior to the installation of the wall sign.

The Planning Commission had no further discussion points regarding the sign, indicating consensus on the matter.

*Commissioner Whitehead made a motion to approve the wall sign for K-ARI Korean Skincare at 3687 Pioneer Parkway, aligning with the three outlined conditions. The motion received dual seconds from Commissioners Walton and Westbrook. Ultimately, the motion was approved unanimously by the commission.*

Mr. McNulty provided a few announcements before continuing:

- a. The items discussed and approved of (Cole West Applications) in the previous meeting were approved by the City Council the night before.
- b. There will be no meeting on July 24th due to Pioneer Day.

- c. The next meeting would be on August 14th, with meetings in August scheduled for the 14th and 28th.
- d. Changes were coming to the minute-taking process, with Debbie now handling Planning Commission minutes and Selena handling City Council minutes.
- e. The City was considering using AI to assist with minute-taking in the future.

## **6. Discussion Items**

### **A. Planning Commission Training**

Mr. McNulty conducted a training session for the Planning Commission, highlighting several important topics to ensure clarity and integrity in decision-making processes. He explained that this training was like one given in January 2024 but remained applicable, especially for new commissioners. The training covered several key points:

#### **1. Administrative vs. Legislative Decisions:**

Mr. McNulty outlined the distinction between administrative and legislative decisions. Administrative decisions involve applications seeking to develop under existing regulations, such as subdivisions, where if the application is complete, it adheres to the city's requirements and codes, and all fees are paid, the applicant is entitled to approval. In contrast, legislative decisions involve applications seeking to change existing regulations like rezoning and general plan amendments. For this, the Planning Commission acts as a recommending body, where the final decisions are made by the City Council.

#### **2. Due Process:**

Mr. McNulty emphasized the importance of due process, explaining that applicants have the right to be notified of pending actions and to be heard before decisions are made. For administrative decisions, the focus is on technical compliance with existing regulations, whereas legislative decisions entail public hearings to gather public input. He stressed the importance of having findings of fact and conclusions of law on record if a decision involves denial based on public health, safety, and welfare or other compelling reasons.

#### **3. Open Meeting Requirements:**

All discussions and decisions on pending applications must be conducted in open and public meetings. Mr. McNulty warned against entertaining any items or discussions not listed on the agenda, citing past issues where decisions made outside the framework of public meetings resulted in legal complications. He reminded the commission that due process requires transparency and adhering to the set agenda for decision-making.

#### **4. Ex Parte Communications:**

Mr. McNulty instructed Commissioners to avoid private discussions with developers or applicants about pending projects. In the event commissioners are approached, they were advised to keep such conversations brief and redirect the inquirers to the public meeting process. He highlighted potential pitfalls from personal investigations and ex parte communications, explaining that they could undermine the integrity of the decision-making process.

#### **5. Conflicts of Interest:**

Commissioners were reminded to disclose any potential conflicts of interest to maintain transparency and impartiality. Mr. McNulty provided guidance on what constitutes a conflict of interest and encouraged all Commissioners to be proactive in addressing such issues before they arise to preserve the integrity of the Planning Commission's decisions.

#### **6. Important Documents:**

Mr. McNulty encouraged Commissioners to familiarize themselves with key documents, such as the development code, general plan, and municipal land use act (LUDMA), which are essential for informed decision-making. He underscored the importance of understanding these documents, as they form the basis for the Planning Commission's recommendations and decisions.

Mr. McNulty emphasized the importance of giving due process in all matters and making proper findings and conclusions for decisions, especially for items that could potentially be litigated. He stressed that the responsibility of the commission is to ensure fairness, transparency, and adherence to established regulations in all dealings.

#### **7. Approval of Minutes**

##### **A. Request for Approval of Regular Meeting minutes: June 26, 2025**

The commission reviewed the minutes of the June 26, 2025, meeting. Two corrections were noted:

- On page 2, under "Site Plan Layout," it was clarified that the access point is not directly from the signalized intersection but from Red Mountain Drive after the intersection.
- On page 8, paragraph 4, "Miss Christian" should be corrected to "Miss Christensen."

*Commissioner Walton moved to approve the minutes of the June 26, 2025, meeting as amended. The motion was seconded by Commissioner Clark. The motion passed*

*unanimously.*

**8. Adjournment**

- Commissioner Clark moved to adjourn the meeting until the next meeting on August 14, 2025. The Planning Commission Meeting adjourned at 6:07 PM.

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**Jim McNulty**  
**Planning Director**

**Approved:** \_\_\_\_\_