

**SANTA CLARA CITY PLANNING COMMISSION
MEETING MINUTES
2603 Santa Clara Drive
Thursday, August 28, 2025**

Present: Logan Blake, Chair
Shelly Harris
David Clark
Joby Venuti

Absent: Curtis Whitehead
Kristen Walton
Josh Westbrook

Staff: Jim McNulty, Planning and Economic Development Director
Cody Mitchell, Building Official
Debbie Andrews, Administrative Assistant

1. Call to Order

Commissioner Blake called the Santa Clara City Planning Commission meeting to order on August 28, 2025, at 5:32 PM.

2. Opening Ceremony

A. Pledge of Allegiance: Commissioner Harris

3. Conflicts and Disclosures

No conflicts or disclosures were reported by any Commissioners.

4. Working Agenda

A. Public Hearing

1. None

5. General Business

A. Planning Commission Approval

1. Wall Sign Approval for Twisted Sugar located at 3663 Pioneer Parkway. Austin Bench, applicant.

Planning Director, Jim McNulty, presented the wall sign application for Twisted Sugar located at 3663 Pioneer Parkway. He explained that according to the sign ordinance, wall signs in the PDC zone require the Planning Commission's approval. The space is set to be occupied by Twisted Sugar, which was previously used by "Soda Mix" and "Quench It"

before that. Currently, Royal Thai Cuisine and Aloe Urgent Care are the occupants of the building. The applicant, Austin Bench, proposed:

1. Three Wall Signs, as detailed by Mr. McNulty:
2. A 32.76 square foot wall sign on the south elevation facing the parking lot.
3. An identical 32.76 square foot wall sign on the north elevation above the drive-through.
4. A 16.04 square-foot brand logo wall sign featuring a lime image on the west elevation.

Mr. McNulty noted the wall signs do not exceed 10% of the total square footage of the wall. The potential allowed signage for both the south and north walls is up to 75 square feet, but proposed signs are smaller at 32.76 square feet each. The signs will be constructed with aluminum backers, flush-mounted to the building, with internally illuminated white lighting, confirmed to appear white at night.

Mr. McNulty recommended approval with the following conditions:

1. Size Limitation: The north and south wall signs are limited to 32.76 square feet, and the west elevation wall sign is limited to 16.04 square feet.
2. Lighting Restriction: Signs facing the neighborhood should be turned off at closing or no later than 10 PM, as routinely required for businesses like Royal Thai and Aloe Care.
3. Building Permit Requirement: The applicant must obtain a building permit before installing any signs.

Motion: Commissioner Harris moved to approve the wall sign application for Twisted Sugar located at 3663 Pioneer Parkway subject to the four conditions listed in the staff report. Commissioner Venuti seconded the motion. The motion carried unanimously.

6. Discussion Items

A. Rural Communities Opportunity Grant

Mr. McNulty introduced the Planning Commission to an opportunity for a Rural Communities Grant, noting Washington County's recent change to a third-class county has allowed for the City to qualify for this program. Collaborating with Colette Cox from the State of Utah, who oversees this grant program, he presented an initial Concept Plan, focusing on Frei's Market area safety improvements.

The plan includes:

1. Traffic and Safety Adjustments: Removing on-street parking in front of Frei's Market for increased safety.

2. Enhancements for Walkability: Planters and outdoor seating areas to make the area more pedestrian friendly.
3. Public Parking Creation: A public parking lot where a home currently resides, at Santa Clara Drive and Vernon Street intersection.
4. Future Development: New buildings could potentially be added, facing Santa Clara Drive with rear-facing parking.

Mr. McNulty explained that although up to \$600,000 was available, considering limited state funds, a request for \$300,000-\$400,000 was more viable. The grant has a 30/70 match requirement, where most of the City's contribution can be in-kind. Only approximately \$25,000 in cash would be needed from the City. Addressing traffic concerns, Commissioner Blake noted that features like the bulb-outs were effective friction points for controlling speed, which Mr. McNulty agreed with and would like to maintain where feasible.

In cooperation with the Frei family, Mr. McNulty confirmed that any parking lot created would remain public, adhering to funding guidelines. The grant funding, if approved, would become available in early 2026. The Planning Commission endorsed moving forward with the application, showing unanimous support with a thumbs-up.

B. General Plan Update

Mr. McNulty outlined the current progress regarding the General Plan:

- Current Review Phase: A draft was distributed to steering committee members and relevant city departments; feedback is expected by September 5th.
- Upcoming Events: An open house is scheduled for September 9th from 5:30-7:30 PM in the City banquet room. An initial complete draft will be shared with the Planning Commission, Heritage Commission, and City Council by October 1st.
- Joint Work Sessions: Scheduled for October 8th and October 22nd at 4 PM during City Council work meetings to discuss and refine plan details.
- Public Hearing and Adoption: The Planning Commission public hearing is planned for October 23rd, with potential continuation to November 13th, if needed. The City Council aims to adopt by December 10th, aligning with Mayor Rosenberg's goal to finalize the plan before the end of his term.

7. Approval of Minutes

A. Request for Approval of Meeting Minutes: August 14, 2025

The Planning Commission reviewed the minutes of the August 14 meeting. A minor adjustment for the consistent use of "Commissioner Blake" instead of "Chair Blake" was identified.

Motion: Commissioner Venuti moved to approve the minutes from Thursday, August 14, 2025, subject to the mentioned edits. Commissioner Harris seconded the motion. The motion carried unanimously.

8. Adjournment

- A motion was made to adjourn, which was seconded. The meeting adjourned at 5:58 PM.

Jim McNulty

Jim McNulty
Planning Director

Approved: September 11, 2025