



NOTICE OF PUBLIC MEETING PLANNING COMMISSION

Planning Commission
October 9, 2025 @ 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 9, 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: David Clark

3. Conflicts and Disclosures

4. Working Agenda

A. Public Hearing

1. Consider a proposed Code Amendment to Section 17.24.100, Temporary Buildings and Uses of city code. This includes updates to the time period allowed as well as a requirement for City Council review and consideration as needed. Santa Clara City, applicant.

B. Public Meeting

1. Consider a proposed Plat Amendment for the Santa Clara Heights Subdivision, Plat E (Lots 1 & 2) located at 1338 Santa Clara Parkway and 1366 Santa Clara Parkway. Matthew Szymanski, applicant.

5. General Business

A. Recommendation to City Council

1. Recommendation to the City Council for a proposed Code Amendment to Section 17.24.100, Temporary Buildings and Uses of city code. This includes updates to the time period allowed as well as a requirement for City Council review and consideration as needed. Santa Clara City, applicant.

2. Recommendation to the City Council for a proposed Plat Amendment for the Santa Clara Heights Subdivision, Plat E (Lots 1 & 2) located at 1338 Santa Clara Parkway and 1366 Santa Clara Parkway. Matthew Szymanski, applicant.

6. Discussion Items

- A. None

7. Approval of Minutes

- A. Request Approval of Regular Meeting minutes: September 11, 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 2nd day of October 2025.

Jim McNulty, Planning Director



TO: Santa Clara Planning Commission
FROM: Jim McNulty, Planning Director
DATE: October 9, 2025
RE: Chapter 17.24.100, Temporary Buildings and Uses **(Public Hearing)**

City staff and legal counsel have been working on updates to Chapter 17.24.100, Temporary Buildings and Uses of city code. This item was discussed with the Planning Commission on September 11, 2025. This item was also discussed with the City Council on August 27, 2025, and September 10, 2025. Both the Planning Commission and City Council were in favor of moving forward with this code amendment.

City staff and legal counsel feel that this section of city code should be modified to be more specific about the Temporary Use Permit duration and requirements if a permanent facility has not been completed. An **updated draft copy** of the proposed language is included for your review.

State Code Requirements:

Utah State Code, Section 10-9a-205 includes requirements for land use ordinance amendments. To amend an ordinance, a City Planning Commission must hold at least one public hearing. Additionally, a public hearing to consider an ordinance amendment requires a 10-day notice which requires the date, time, and place of the public hearing. City staff have determined that all State Code requirements have been met with this application.

Recommendation:

City staff recommends that the Planning Commission hold a public hearing and forward a recommendation of approval for this code amendment (Chapter 17.24.100, Temporary Buildings and Uses) to the City Council.

17.24.100: TEMPORARY BUILDINGS AND USES:

A building nonconforming as to type or location may be approved by the planning commission for use as a temporary residence, sales office, or commercial or industrial building, during the construction of permanent facilities. Such temporary approval shall not be made for a period exceeding one (1) year. ~~Extensionseptions~~ may be granted for cause, by the planning commission for additional six (6) month periods, up to a maximum of ~~twelveeighteen~~ (128) months, or ~~twothree~~ (23) such extensions. If the temporary use approval expires without permanent facilities being complete, the applicant must go to City Council for consideration of an extension for a maximum period of 1 year. The applicant must provide a schedule for project completion for City Council review and consideration.

Temporary buildings shall be connected to all public utilities and shall meet all setback requirements unless otherwise approved by the planning commission. (Ord. 2004-24 § 1: Ord. 97-06 § 5-10)



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

Staff Report

Subdivision Plat Amendment Summary and Recommendation

Public Body: Santa Clara Planning Commission

Meeting Date: October 9, 2025

Current Zone: R-1-10

Property Address: 1338 Santa Clara Parkway (Lot 1), and 1366 Santa Clara Parkway (Lot 2)

Request: Partial Plat Amendment for Lots 1 and 2 of the Santa Clara Heights, Plat E Subdivision

Applicant Name: Matthew Szymanski

Staff Planner: Jim McNulty

City Staff Recommendation: Approve with conditions

Meeting Type: Public Meeting

PROJECT DESCRIPTION

The applicant, Matthew Szymanski, is requesting to amend the Santa Clara Heights, Plat E Subdivision. The applicant is proposing to amend Lot 1 and Lot 2. Lot 1 is 13,978 sq. ft. (0.32 acres) in size and will decrease in size to 13,701 sq. ft. (0.31 acres). Lot 2 is 14,533 sq. ft. (0.33 acres) in size and will increase in size to 14,810 sq. ft. (0.34 acres). The subject properties share a large 50' public utility easement. The original subdivision plat includes an angled shared lot line. The partial plat amendment is intended to clean up the shared lot line between the properties with a straight 90-degree property line. Both lots have existing single-family homes and accessory structures on them.

Both amended lots will meet the area, width, and yard regulations as per Chapter 17.64.050 (R-1-10 Zone) of city ordinance. The proposed partial plat amendment will allow the proposed changes to be included in a recorded subdivision plat.

SITE & VICINITY DESCRIPTION

The subject properties are in the southeastern part of the city on Santa Clara Parkway. Major cross streets in the vicinity include Santa Clara Drive and Canyon View Drive.

ISSUES OF CONCERN/PROPOSED MITIGATION

No issues of concern have been identified for this application. Both the Power and Public Works Departments agree with the proposed partial plat amendment application.

NEIGHBORHOOD RESPONSE

Notices were sent to the property owners within the Santa Clara Heights, Plat E Subdivision. No responses have been received by City staff as of the writing of this report. The property has also been posted for a public meeting as per State Code requirements.

REVIEWING DEPARTMENTS

DEPARTMENT: *Building*

Recommendations: N/A

Required Revisions: N/A

DEPARTMENT: *Parks & Recreation*

Recommendations: N/A

Required Revisions: N/A

DEPARTMENT: *Police & Fire*

Recommendations: N/A

Required Revisions: N/A

DEPARTMENT: *Power*

Recommendations: Public Utility Easements (PUE's) are required to be shown on the final plat.

Required Revisions: None at this time.

DEPARTMENT: *Public Works*

Recommendations: Any public utility easement that's affected by this amendment needs to be relocated. A final mylar with signature blocks is required.

Required Revisions: None at this time.

STATE CODE CONSIDERATIONS

Utah Code, Section 10-9a-207 includes requirements for subdivision amendments. To amend a subdivision, a city must hold at least one public meeting (not public hearing). Additionally, a public meeting to consider an amendment to a subdivision requires 10 days' notice rather than 24 hours' notice. A notice must also be sent to property owners in the subdivision, with a notice in a visible location, with a sign of sufficient size and durability. City staff have determined that all State Code requirements have been met with this application.

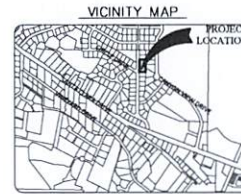
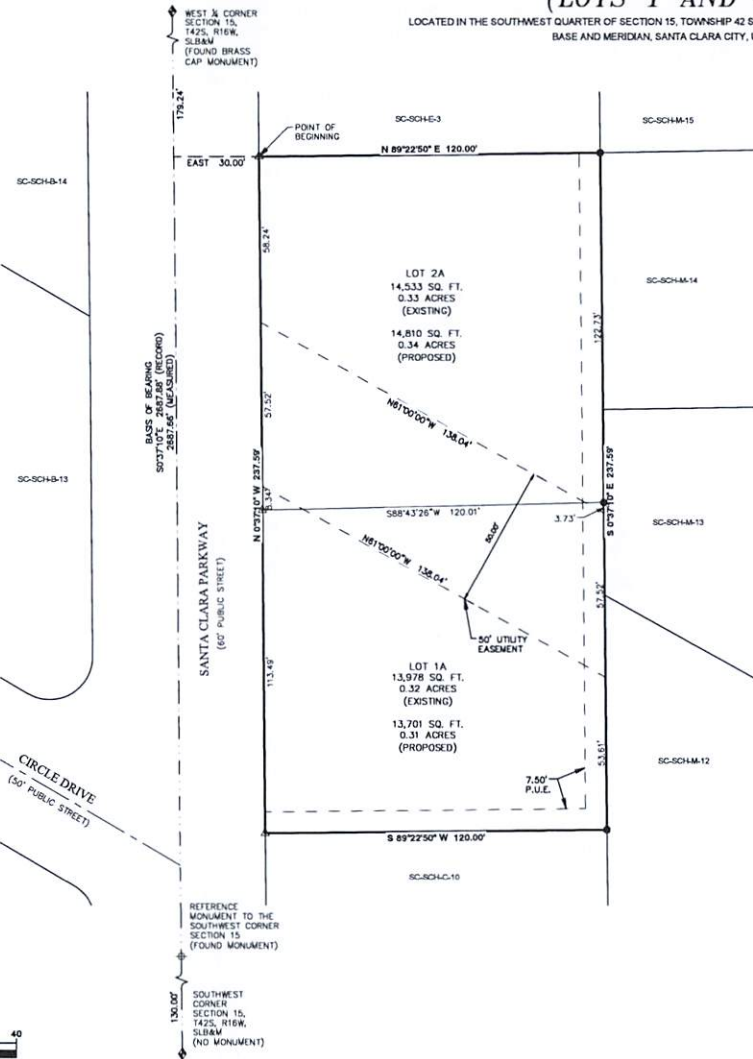
CITY STAFF RECOMMENDATION

City staff recommends that the Planning Commission consider recommending approval of the Partial Plat Amendment for Lot 1 and Lot 2 of the Santa Clara Heights, Plat E Subdivision to the City Council subject to the following conditions:

1. That the applicant is required to comply with the recommendations from all city reviewing departments.
2. That the Owner's Dedication & Acknowledgement be signed prior to final plat recordation.
3. That the applicant be required to record the amended subdivision plat and provide an electronic copy to city staff.

SANTA CLARA HEIGHTS PLAT "E" PARTIAL AMENDMENT "A" (LOTS 1 AND 2)

LOCATED IN THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 42 SOUTH, RANGE 16 WEST, SALT LAKE
BASE AND MERIDIAN, SANTA CLARA CITY, UTAH



NOTES

1. THERE EXISTS A 7.5 FOOT PUBLIC UTILITY AND DRAINAGE EASEMENT ALONG REAR PROPERTY LINES AND A 7.5 FOOT PUBLIC UTILITY AND DRAINAGE EASEMENT ALONG SOUTH SIDE LOT LINE OF LOT 1 UNLESS OTHERWISE NOTED.

BASIS OF BEARING

THE BASIS OF BEARING FOR THIS SURVEY IS SOUTH 89°22'50" EAST, BETWEEN THE EAST QUARTER CORNER AND THE SOUTHWEST CORNER OF SECTION 15, TOWNSHIP 42 SOUTH, RANGE 16 WEST, SALT LAKE BASE AND MERIDIAN.

AMENDMENT NOTE

THE PURPOSE OF THIS AMENDED PLAT IS TO MODIFY THE LOT LINE BETWEEN LOTS 1 AND 2. NO OTHER CHANGES ARE INTENDED TO THE ORIGINAL PLAT OF SANTA CLARA HEIGHTS PLAT "E", RECORDED AS DOCUMENT 18225 IN THE OFFICE OF THE WASHINGTON COUNTY RECORDER.

LEGEND

- SECTIONAL MONUMENTATION (TYPE LOCATION ETC. AS SHOWN ON THE PLAT)
- SPECIFIES PROPERTY CORNER
- SPECIFIES PROPERTY CORNER MONUMENT TO BE SET (NAG NAIL IN CURB SET AT EXTENSION OF PROPERTY LINE)
- CENTERLINE
- EASEMENT LINE

ACKNOWLEDGMENT

STATE OF UTAH)
COUNTY OF WASHINGTON)
ON THIS _____ DAY OF _____, A.D. 2025, BEFORE ME, _____, A NOTARY PUBLIC, PERSONALLY APPEARED MATTHEW SZYMANSKI, TRUSTEE OF MARYELLEN CALL TRUST DATED JUNE 21, 2006, PROVIDED ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO IN THIS DOCUMENT, AND ACKNOWLEDGED SHE EXECUTED THE SAME.
NOTARY PUBLIC FULL NAME: _____
COMMISSION NUMBER: _____
MY COMMISSION EXPIRES: _____
A NOTARY PUBLIC COMMISSIONED IN _____, NO STAMP REQUIRED (UTAH CODE 46-5-1473)
NOTARY PUBLIC (SIGNATURE): _____

SURVEYOR'S CERTIFICATE

I, CHAD E. WHITING, PROFESSIONAL UTAH LAND SURVEYOR NUMBER 34886, HOLD A LICENSE IN ACCORDANCE WITH TITLE 18, CHAPTER 22, PROFESSIONAL ENGINEERS AND LAND SURVEYORS LICENSING ACT AND HAVE COMPLETED A SURVEY OF THE PROPERTY DESCRIBED HEREIN IN ACCORDANCE WITH SECTION 17-29-11 AND HEREBY CERTIFY ALL MEASUREMENTS AND DESCRIPTIONS ARE CORRECT. MONUMENTS HAVE BEEN SET AS REPRESENTED ON THIS PLAT.

SANTA CLARA HEIGHTS PLAT "E" PARTIAL AMENDMENT "A"

AND THAT SAID TRACT OF LAND HAS BEEN SUBDIVIDED INTO LOTS AND EASEMENTS AND SAME HAVE BEEN CORRECTLY SURVEYED AND STAKED ON THE GROUND AS SHOWN ON THIS PLAT, SAID TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BOUNDARY DESCRIPTION

BEGINNING AT THE NORTHWEST CORNER OF LOT 2, SANTA CLARA HEIGHTS PLAT "E", RECORDED IN THE OFFICE OF THE WASHINGTON COUNTY RECORDER AS DOCUMENT 18225, SAID POINT BEING SOUTH 89°22'50" EAST 179.24 FEET ALONG THE SECTION LINE AND EAST 35.88 FEET FROM THE WEST QUARTER CORNER OF SECTION 15, TOWNSHIP 42 SOUTH, RANGE 16 WEST, SALT LAKE BASE AND MERIDIAN, AND RUNNING THENCE NORTH 89°22'50" EAST 120.00 FEET TO THE NORTHEAST CORNER OF SAID LOT 2; THENCE SOUTH 89°22'50" EAST 237.58 FEET TO THE SOUTHWEST CORNER OF LOT 1, SAID PLAT "E"; THENCE SOUTH 89°22'50" WEST 120.00 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1; THENCE NORTH 89°22'50" WEST 237.58 FEET TO THE POINT OF BEGINNING.

CONTAINS 25.11 SQ. FT. OR 0.55 ACRES, MORE OR LESS

DATE _____

OWNER'S DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED OWNERS OF THE ABOVE DESCRIBED TRACT OF LAND HAVING CAUSED SAME TO BE SUBDIVIDED INTO LOTS AND UTILITY & DRAINAGE EASEMENTS TO BE HEREINAFTER KNOWN AS:

SANTA CLARA HEIGHTS PLAT "E" PARTIAL AMENDMENT "A"

FOR GOOD AND VALUABLE CONSIDERATION RECEIVED, DO HEREBY DEDICATE AND CONVEY TO SANTA CLARA CITY FOR PERPETUAL USE OF THE PUBLIC ALL PARCELS OF LAND SHOWN ON THIS PLAT AS UTILITY & DRAINAGE EASEMENTS. ALL LOTS AND EASEMENTS ARE AS NOTED OR SHOWN ON THIS PLAT. THE OWNER DOES HEREBY CONVEY AND WARRANT TO THE SANTA CLARA CITY, TITLE TO ALL PROPERTY DEDICATED AND CONVEYED TO PUBLIC USE HEREIN AGAINST THE CLAIMS OF ALL PERSONS.

IN WITNESS I HAVE HEREUNTO SET OUR HAND THIS _____ DAY OF _____, 2025

BY: _____ BY: _____
MATTHEW SZYMANSKI MELANIE SZYMANSKI

MARYELLEN CALL TRUST DATED JUNE 21, 2006

BY: _____
MARYELLEN CALL-BREWER, TRUSTEE

ACKNOWLEDGMENT

STATE OF UTAH)
COUNTY OF WASHINGTON)
ON THIS _____ DAY OF _____, A.D. 2025, BEFORE ME, _____, A NOTARY PUBLIC, PERSONALLY APPEARED MATTHEW SZYMANSKI AND MELANIE SZYMANSKI, PROVIDED ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSONS WHOSE NAMES ARE SUBSCRIBED TO IN THIS DOCUMENT, AND ACKNOWLEDGED THEY EXECUTED THE SAME.
NOTARY PUBLIC FULL NAME: _____
COMMISSION NUMBER: _____
MY COMMISSION EXPIRES: _____
A NOTARY PUBLIC COMMISSIONED IN _____, NO STAMP REQUIRED (UTAH CODE 46-5-1473)
NOTARY PUBLIC (SIGNATURE): _____

LOCATED IN THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 42 SOUTH, RANGE 16 WEST, SALT LAKE BASE AND MERIDIAN, SANTA CLARA CITY, UTAH

SANTA CLARA HEIGHTS PLAT "E" PARTIAL AMENDMENT "A" (LOTS 1 AND 2)

City Engineer Approval	Approval of the Planning Commission	City Surveyor's Certificate	Approval and Acceptance by the City of Santa Clara, Utah	Approval as to Form	Treasurer Approval
I hereby verify that this office examined this final subdivision plat and hereby recommends approval on this _____ day of _____, 2022.	On this _____ day of _____, 2022, the planning commission of Santa Clara City, having reviewed the above subdivision final plat and having found that it complies with the requirements of Santa Clara City's Planning Ordinances, and by authorization of said commission hereby approves said subdivision for acceptance by Santa Clara City, Utah.	I, the Santa Clara City Surveyor, do hereby verify that this office has examined this final subdivision plat and have determined that it is in accordance with information on file in this office.	We, the Mayor and City Council of Santa Clara City, Utah have reviewed the above subdivision final plat and by authorization of said City Council recorded in the minutes of its meeting on the _____ day of _____, 2022, hereby accept the said subdivision with all commitments and all obligations pertaining thereto.	Approved as to Form, this the _____ day of _____, A.D. 2022.	I, Washington County Treasurer, certify on this _____ day of _____, A.D. 2022 that all taxes, special assessments, and fees due and owing on this subdivision Final Plat have been paid in full.
City Engineer Santa Clara City	Chairman of the Planning Commission Santa Clara City	City Surveyor Santa Clara City	City Recorder Santa Clara City Mayor Santa Clara City	City Attorney Santa Clara City	Washington County Treasurer Washington County Recorder

[illegible]

THE TOWN OF CANTON, MASS.
AS NOTED IN THE ABOVE REPORT.

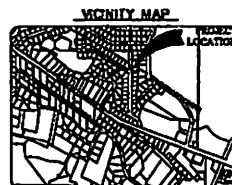
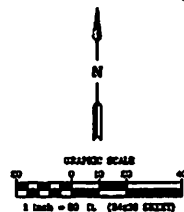
$$\frac{d}{dt} \left(\frac{\partial L}{\partial \dot{x}} \right) = \frac{\partial L}{\partial x}$$
[illegible]

Signature
DATE: 10/05/11

RECORDS No. 6023
STATE OF ILLINOIS DEPARTMENT OF WASHINGTON
RECORDED & INDEXED AT THE REQUEST OF
Chas. A. [unclear]
PAID BY *[unclear]* TO THE STATE OF ILLINOIS
DATE *March 1908*
FILED *March 1908*



LOCATED IN THE SOUTHWEST QUARTER OF SECTION 13, TOWNSHIP 42 SOUTH, RANGE 16 WEST, SALT LAKE
BASE AND MEXICAN, SANTA CLARA CITY, UTAH



NOTES

6. THERE EXISTS A 7.50 FOOT PUBLIC UTILITY AND DRAINAGE EASEMENT ALONG REAR PROPERTY LINE AND A 7.50 FOOT PUBLIC UTILITY AND DRAINAGE EASEMENT ALONG SOUTH SIDE LOT LINE OF LOT 1 UNDER OTHERS' NOTICE.

BASIS OF BEARING

THE BASIS OF BEARING FOR THIS SURVEY IS SOUTH 89°32'40" EAST, BETWEEN THE EAST QUARTER CORNER AND THE SOUTHEAST CORNER OF SECTION 16, TOWNSHIP 43 SOUTH, RANGE 16 WEST, 84.1 (ACT) BARS AND METERS.

AMENDMENT NOTE

THE PURPOSE OF THIS AMENDED PLAT IS MODIFY THE LOT LINE BETWEEN LOTS 1 AND 2,
AND OTHER CHANGES ARE SWITCHED TO THE ORIGINAL PLAT OF SANTA CLARA HEIGHTS PLAT "B",
RECORDED AS DOCUMENT 100318 IN THE OFFICE OF THE SAN JOAQUIN COUNTY RECORDER.

LEGEND

- | | |
|-----|--|
| ◆ | SECTION, INFORMATION (TYPE, LOCATION ETC. AS SHOWN ON THE PLAN) |
| ● | SPECIES PROPERTY CORNER |
| ▲ | SPECIES PROPERTY CORNER INDICANT TO BE SET (MAY NOT BE QUMP SET AT EXTENSION OF PROPERTY LINE) |
| --- | CONTOUR |
| --- | CASQUET LINE |

ACKNOWLEDGMENT

[illegible]

SURVEYOR'S CERTIFICATE

6. CHAD E. SMITH, PROFESSIONAL WITH LAND SURVEYOR NUMBER 3886, HELD A LICENSE IN ADDUCTION WITH TITLE 36, CHAPTER 23 - PROFESSIONAL ENGINEERING AND LAND SURVEYING LICENSES ACT AND HAVE COMPLETED A SURVEY OF THE PROPERTY DESCRIBED HEREIN IN ADDUCTION WITH SECTION 17-417 AND HEREBY CERTIFY ALL MEASUREMENTS AND COMPUTATIONS ARE CORRECT, ACCORDING TO THE BEST OF HIS KNOWLEDGE ON THIS DATE.

**SANTA CLARA HEIGHTS PLAY "B"
PARTIAL AMENDMENT "A"**

AND THAT SAID TRACT OF LAND WAS BOTH SUBDIVIDED INTO LOTS AND BLOCKS AND SOME WERE BEING CURRENTLY REDEVELOPED AND EXTENDED ON THE GROUNDS AS SHOWN ON THIS PLAN, SAID TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BOUNDARY DESCRIPTION

beginning at the northwest corner of lot 4, Santa Clara Heights plat 2, associated in the office of the Washington County recorder as document 123233, said point being south 89° 59' 51" east 100 feet along the section line and said point being the west corner of section 14, Township 22 south Range 10 west, and thence same said recording and bounding thence north 89° 59' 51" east 100 feet to the northwest corner of lot 4, thence same said recording and bounding thence north 89° 59' 51" east 100 feet to the southeast corner of lot 4, thence same said recording and bounding thence south 89° 59' 51" east 100 feet to the southeast corner of lot 4, thence same said recording and bounding thence south 89° 59' 51" east 100 feet to the force of recording.

CONTAINER NO. 111 HAS BEEN OPENED HERE ON 10/29

OWNER'S DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED OWNERS OF THE ABOVE DESCRIBED TRACT OF LAND HEREBY CAUSE SAME TO BE SUBDIVIDED INTO LOTS AND UTILITY & DRAINAGE EASEMENTS TO BE HEREAFTER SHOWN.

**SANTA CLARA HEIGHTS PLAT "B"
PARTIAL AMENDMENT "A"**

FOR GOOD AND VALUABLE CONSIDERATION RECEIVED, DO HEREBY DEED AND CONVEY TO SANTA CLARA CITY FOR PERPETUAL USE OF THE PUBLIC ALL PROCEEDS OF LAND SHOWN ON THE PLAT AS UTILITY - DRAINAGE EASEMENTS, ALL EASES AND EASEMENTS ARE AS NOTED OR SHOWN ON THIS PLAT. THE GRANTOR DOES HEREBY CONVEY AND WARRANT TO THE SANTA CLARA CITY, TEXAS TO ALL PROPERTY DONATED AND CONVEYED TO PUBLIC USE HEREIN AGAINST THE CLAIMS OF ALL PERSONS.

IN WITNESS I HAVE HEREUNTO SET OUR HANDS AND SEAL OF THE COURT THIS _____ DAY OF _____, 2003.

INVESTIGATIVE CALL FIRST DATED APRIL 21, 1968.

[illegible]

ACKNOWLEDGMENT

[illegible]

LOCATED IN THE SOUTHWEST QUARTER OF SECTION 16, TOWNSHIP 42 NORTH, RANGE 11 WEST, 6047
LAMB DAKE AND VICTORIA, SANTA CLARA CITY, UTAH

SANTA CLARA HEIGHTS PLAT "E"
PARTIAL AMENDMENT "A"
(LOTS 1 AND 2)

City Engineer Approval	Approval of the Planning Commission	City Surveyor's Certificate	Approval and Acceptance by the City of Santa Clara, Utah	Approved as to Form	Treasurer Approval
I hereby certify that this office reviewed this said subdivision map and hereby certifies that it is in accordance with the laws of the City of Santa Clara, Utah.	On this day of _____, 2022, the following members of the Santa Clara City Planning Commission met and considered the subdivision map and found it to be in compliance with the laws of Santa Clara City, Utah, and by resolution of said commission hereby approve said subdivision for submission by Santa Clara City, Utah.	I, the Santa Clara City Surveyor, do hereby certify that this office has examined this said subdivision map and have examined that it is in accordance with information on file in this office.	We, the Mayor and City Council of Santa Clara City, Utah, have examined the above subdivision map and the City Council hereby certifies that the subdivision of its land is in accordance with the laws of Santa Clara City, Utah, hereby accept the said subdivision map as submitted and of its compliance with all applicable laws and ordinances.	Approved as to Form, this day of _____, A.D. 2022.	I, Washington County Treasurer, certify on this day of _____, A.D. 2022 that all of the above, signed documents, and have the same appearing on the subdivision plat have been paid in full.
_____ City Engineer Santa Clara City	_____ Chairman of the Planning Commission Santa Clara City	_____ City Surveyor Santa Clara City	_____ City Manager Santa Clara City	_____ City Attorney Santa Clara City	_____ Washington County Treasurer



43 South 900 East, Suite 100 • St. George, Utah 84770
T. 435.838.8222 • F. 435.838.8223 • info@springwater.com

SZYMANSKI MATTHEW & MELANIE
1338 SANTA CLARA PKWY
SANTA CLARA, UT 84765

CALL-BIEBER MARY ELLEN TR
1366 SANTA CLARA PKWY
SANTA CLARA, UT 84765

BYBEE MADELYN MCKEON, ET AL
1384 SANTA CLARA PARKWAY
SANTA CLARA, UT 84765

BYBEE GARY C TR, ET AL
1398 SANTA CLARA PKWY
SANTA CLARA, UT 84765

SORENSEN JEAN
PO BOX 402
SANTA CLARA, UT 84765-0402

DEMARCO ANGELO T TR
2608 MIDLAND DR
NAPERVILLE, IL 60564

ARGUETA CARLOS E, ET AL
2456 CRESTVIEW DR
SANTA CLARA, UT 84765

CURTIS GERALD R & MICKY J TRS
1438 SANTA CLARA PKWY
SANTA CLARA, UT 84765

HARRIS J CLINTON TR, ET AL
1458 SANTA CLARA PKWY
SANTA CLARA, UT 84765

QUINN WILLIAM B & MAURY
2457 SCENIC DR
SANTA CLARA, UT 84765

JACOBSEN TODD E & BRITTANY A
2458 SCENIC DR
SANTA CLARA, UT 84765

GOMEZ GUADALUPE BERNABE, ET AL
1492 SANTA CLARA PKWY
SANTA CLARA, UT 84765

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- 2 | Design using the template number for this product.
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Conseils d'impression

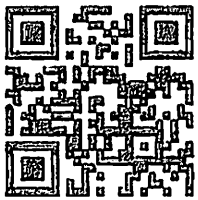
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GENUINE / AUTHENTIQUE / GENUINO

**SANTA CLARA CITY PLANNING COMMISSION
MEETING MINUTES
2603 Santa Clara Drive
Thursday, September 11, 2025**

Present: Logan Blake, Chair
Shelly Harris
David Clark
Curtis Whitehead
Josh Westbrook

Absent: Kristen Walton
Joby Venuti

Staff: Jim McNulty, Planning and Economic Development Director
Dustin Mouritsen, Public Works Director
Debbie Andrews, Administrative Assistant

1. Call to Order

Commissioner Blake called the Santa Clara City Planning Commission meeting to order on September 11, 2025, at 5:32 PM.

2. Opening Ceremony

A. Pledge of Allegiance: Commissioner Whitehead

3. Conflicts and Disclosures

No conflicts or disclosures were reported by any Commissioners.

4. Working Agenda

A. Public Hearing

1. None

B. Public Meeting

The public meeting addressed the General Business Items on the agenda.

5. General Business

A. Planning Commission Approval

- 1. Preliminary Plat Review for the CW Santa Clara Commercial Subdivision located on the northwest corner of Pioneer Parkway and Red Mountain Drive. McKenna Christensen, Cole West LLC, applicant.**

Planning Director, Jim McNulty, presented the preliminary plat for the commercial subdivision. Cole West LLC is proposing a 7-lot commercial subdivision with lots ranging from 0.76 acres to 1.28 acres. The presentation included details about lot configuration, with Lots 1-4 having frontage off Pioneer Parkway and lot 4 also having frontage off Red Mountain Drive. Lots 5-7 in the northern section will have frontage along a 30-foot private driveway access.

Mr. McNulty explained that a 30-foot driveway access from Pioneer Parkway traveling north has been provided between Lots 2 and 3. Additionally, a 30-foot driveway running east-west through the center is required to connect with the Harmon's shopping center. A deceleration lane will be provided along portions of Lots 3 and 4 (Pioneer Parkway) for safe turning movements.

Mr. McNulty emphasized that site plan review and PDC amendments will be required for each of the 7 proposed lots when end users are identified. Public notices weren't required for the subdivision, though the agenda was posted per state code. The review highlighted requirements including geotechnical reports for each lot at building permit submittal and specific PUE requirements - 15-foot PUEs where lot lines are adjacent and standard 10-foot front PUEs.

Commissioner Clark inquired about the easement configuration, which was clarified. Commissioner Whitehead asked about LOIs, to which the applicant, McKenna Christensen, indicated yes, but cannot be disclosed at this time. Commissioner Harris questioned the design of the entry on the east side coming off Red Mountain Drive. Mr. McNulty confirmed it would be a private driveway system, like Harmon's shopping center.

Commissioner Clark raised concerns about geotechnical work, referencing his nearly 40 years of experience in the area and "way too many surprises." Mr. McNulty indicated that each individual lot would require its own geotechnical report as part of building permit reviews, and that preliminary geotechnical information had been provided during the rezone process.

Commissioner Whitehead moved to approve the preliminary plat for the Cole West Santa Clara commercial subdivision located on the northwest corner of Pioneer Parkway and Red Mountain Drive, subject to the staff's 8 conditions of approval. Commissioner Harris seconded the motion. The motion carried unanimously.

2. Preliminary Plat Review for the CW Santa Clara Residential Subdivision located north of Pioneer Parkway and west of Red Mountain Drive. McKenna Christensen, Cole West LLC, applicant.

Mr. McNulty presented the residential portion of the Cole West project. The project includes 58 two-story front-loaded townhomes, 12 three-story rear-loaded townhomes, and 10 small-lot single-family homes on a 7.35-acre site. This represents a project density of 10.9 units per acre.

The presentation noted this property was previously under consideration by the Silverado Company in 2022-2023 with a much denser proposal including apartments. Mr. McNulty

confirmed the preliminary plat is consistent with the Project Plan reviewed by the Planning Commission on June 26, 2025, and approved by City Council on July 9, 2025.

The Phasing Plan shows two project phases, with phase 1 including major amenity areas such as a dog park, central park with playground and covered pavilion. Phase 2 would include another open space area with a pavilion. The City-required 10-foot multi-purpose trail from the 2018 Trails Master Plan would be constructed in phase 1.

Mr. McNulty detailed the unit specifications:

- The 58 front-loaded townhomes would include 3-4 bedrooms, 2.5 baths, and 2-car garages, ranging from 1,550 to 1,850 square feet
- The 12 rear-loaded townhomes would include 4 bedrooms, 3.5 baths, and 2-car garages, at approximately 1,800-1,850 square feet
- The 10 single-family homes would each have a 2-car garage

Building materials would include brick wainscot, hardy board, stucco, and asphalt shingle roofs. The 2-story townhomes would be approximately 26 feet in height, while the 3-story townhomes would be approximately 34 feet in height, which is within the 35-foot height limitation for the PDR zone.

Mr. McNulty also reviewed the project amenities, including a children's playground, covered seating areas, benches, and a fire pit area. He noted that the landscape plan complied with city ordinance #2024-02, and that the project would exceed parking requirements with 2-car garages and 2-car driveways for all units, plus 10 guest parking spaces.

Commissioner Clark raised several questions about the future of the development. His first concern was about the public trail, asking who dedicates it and when the process starts. McKenna Christensen clarified that the public trail easement already exists and is recorded against the property, with maintenance being the city's obligation.

Commissioner Clark then inquired about private road maintenance standards and city protections. Mr. McNulty explained that a road maintenance fund would be required, separate from HOA fees, citing examples from Sandy City and other communities. McKenna Christensen added that Cole West typically installs road maintenance funds well in advance and stays involved in budgeting until HOA management is turned over to homeowners.

Commissioner Harris asked if the project qualifies for Washington County Water Conservancy District's ultra- water efficiency standards. McKenna Christensen confirmed they are aiming for that standard and working with the WCWCD.

During the discussion, McKenna Christensen mentioned they would be adding another 5-foot dedication to the city off Rachel Drive for a future deceleration lane, though the traffic study hadn't originally anticipated this need. Dustin Mouritsen verified this requirement.

The City staff recommendation included 18 conditions of approval, with condition #18 specifically limiting rentals to a maximum of 35% of the project as discussed and agreed upon by both Planning Commission and City Council during the Project Plan approval.

Commissioner Westbrook moved to grant approval for the preliminary subdivision plat for the CW Santa Clara residential subdivision along with the 18 conditions, and in addition, that the 5-foot right-of-way along Rachel Drive be increased for a deceleration lane. Commissioner Harris seconded the motion. The motion carried unanimously.

3. Preliminary Plat Review for the Solace Townhome Subdivision located on the corner of Rachel Drive and Affirmation Drive. Dustin Garr, New Wave Construction, applicant.

Mr. McNulty presented the overall plan for Solace, explaining the existing Solace subdivision is well underway with phases 1-3 nearing completion. The single-family residential portion includes 128 units across six project phases. This proposal is for 56 townhome units on 8.16 acres south of Affirmation Drive, representing a density of 7.2 units per acre.

The 56 units would be located within eight 7-plex buildings, with Phase 1 including 3 buildings on the western half and Phase 2 including 5 buildings on the eastern half. The Tuacahn Wash runs through the center of the project.

Each unit would be two-story with 4 bedrooms, 2.5 baths, 2-car garages, approximately 1,820 square feet, and 24 feet in height with flat roofs and parapets. Materials include stucco, rock, and wood finishes on front and rear elevations with balconies and awnings.

Amenities in Phase 1 include a large playground, half-court basketball court, and pedestrian trail. Phase 2 would have pickleball courts, picnic pavilions, and open space. Additional lawn areas and walking paths would connect both sides through the wash area.

Mr. McNulty noted that the project would exceed the required parking of 112 spaces (56 covered and 56 uncovered), as each unit would have 4 parking spaces (2 driveway spaces and 2 garage spaces), plus 31 guest parking spaces.

Commissioner Blake asked about special restrictions on the wash. Jared Bates from Rosenberg Engineering explained it's in the 100-year floodplain but all units are outside the floodplain. He noted that flow has been significantly reduced since construction of a detention basin upstream about 5 years ago.

Commissioner Clark asked about determining dollar amounts for road maintenance. Jared Bates explained they would provide initial construction estimates and maintenance schedules, with an HOA management company providing recommendations for sufficient funding. Dustin Garr with New Wave representative indicated they're currently working on those numbers for submittal prior to final plat.

Commissioner Westbrook asked if New Wave plans to retain units for rentals. Mr. Garr stated they hope to keep maybe 7 units for rent, but it's primarily a for-sale product. Mr. McNulty noted there were no rental restrictions on this project since New Wave had been straightforward about their intentions from the beginning.

Discussion arose about pricing, with Commissioner Clark noting his curiosity about entry-level housing costs. The New Wave representative mentioned recent appraisals for similar

units in Ivins came in at \$449,000. This sparked broader discussion about workforce housing challenges, with Mr. McNulty noting the state considers \$350,000-450,000 as "affordable" under their funding programs. Commissioner Clark expressed concern about teachers, public safety workers, and other essential workers being priced out.

Commissioner Westbrook moved that the Planning Commission grant approval for the preliminary subdivision plat for the Solace Townhome subdivision along with the 16 conditions of approval. Commissioner Whitehead seconded the motion. The motion carried unanimously.

6. Discussion Items

A. Discussion Item: Temporary Buildings and Uses

Mr. McNulty presented a proposed code amendment for temporary buildings and uses (Section 17.24.100), prompted by the situation at Black Desert Resort. The resort's temporary maintenance facility, approved in 2023 for one year with potential extensions totaling 30 months, would expire in October following the PGA tournament.

Mr. McNulty explained that Black Desert has not yet started their permanent maintenance facility, visible on the right side when driving north on Red Mountain from Pioneer Parkway. A temporary golf cart barn was added last year on the left side in the Lot 7 area used for PGA parking.

The proposed code amendment would allow initial temporary approval for up to one year, with Planning Commission able to grant two 6-month extensions (maximum 12 months total). If facilities aren't complete after that period, applicants must go to City Council for consideration of an extension for a maximum of one year, providing a schedule for project completion.

Black Desert representatives acknowledged they had focused on getting the course open for PGA/LPGA events and developing resort facilities but hadn't progressed on the maintenance facility. They're committed to working on approval and construction within the next year. Council reviewed this language on August 27 and again last night (work meetings), expressing comfort with the proposal. Mr. McNulty noted that future large master plan developments could address such needs in their development agreements.

Commissioner Westbrook questioned whether the proposal was strong enough to change behavior, suggesting it might be a "we'll give you one more chance" approach. Mr. McNulty responded that Council and legal counsel feel this is a good start.

Discussion covered enforcement mechanisms if Black Desert doesn't comply, including removal requirements, withholding bonds, code enforcement fines, and the City's Administrative Law Judge process. Commissioner Harris confirmed that after the initial year and two 6-month extensions, authority would shift from Planning Commission to City Council.

Regarding cell towers, Mr. McNulty noted Black Desert isn't requesting a temporary tower this year as they have capacity at the resort center in Ivins. The permanent solution will be

upgrading a sports light at Gubler Park, with Black Desert/Verizon paying all costs. The Commission expressed general support for bringing the code amendment back for the October 9, 2025, meeting.

7. Approval of Minutes

A. Request for Approval of Meeting Minutes: August 28, 2025

Commissioner Harris asked Commissioner Westbrook if his three points from the previous meeting were adequately addressed in the minutes. Commissioner Westbrook confirmed he had read through them and was satisfied.

Commissioner Harris moved to approve the minutes from the August 28, 2025, Santa Clara Planning Commission meeting as presented. Commissioner Westbrook seconded the motion. The motion carried unanimously.

8. Adjournment

Before adjournment, Mr. McNulty announced several items:

The next Planning Commission meeting would be October 9, 2025, with the September 25, 2025, meeting cancelled due to Swiss Days. General Plan workshops are scheduled for October 8 and 22, 2025, at 4:00 PM during City Council work sessions.

Mr. McNulty announced this was Commissioner Whitehead's last meeting after six years of service. Mr. McNulty praised Mr. Whitehead's contributions during a transformative period for the Commission.

Commissioner Whitehead reflected on his six years, expressing gratitude for the structure and direction Mr. McNulty brought to Planning Commission. He noted the city now has clear direction compared to the past, crediting Mr. McNulty and City Attorney Matt Ence for their work on city codes. Commissioner Whitehead thanked fellow commissioners for their friendship and shared love for Santa Clara City.

Mr. McNulty announced Tyler Gubler has accepted appointment and will be confirmed by City Council on September 24, 2025, with his first meeting on October 9, 2025.

Commissioner Westbrook moved to adjourn. The meeting adjourned at 6:44 PM.

Jim McNulty
Planning Director

Approved:_____