



NOTICE OF PUBLIC MEETING PLANNING COMMISSION

Planning Commission
December 11, 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, December 11, 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: Shelly Harris

3. Conflicts and Disclosures

4. Working Agenda

- A. Public Hearing

- 1. Chapter 17.92.010, Water Efficient Landscaping and Conservation Standards Applicability. Santa Clara City, applicant.

- B. Public Meeting

- 1. None.

5. General Business

- A. Recommendation to City Council

- 1. Recommendation to the City Council for a proposed Code Amendment to Chapter 17.92.010, Water Efficient Landscaping and Conservation Standards Applicability. Santa Clara City, applicant.

6. Discussion Items

- A. Planned Center Monument Sign

- B. Annexation Policy Plan Update

7. Approval of Minutes

A. Approval of Meeting Minutes: November 13, 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 4th day of December 2025.

Jim McNulty, Planning Director



TO: Santa Clara Planning Commission
FROM: Jim McNulty, Planning Director
DATE: December 11, 2025
RE: Chapter 17.92.010, Water Efficient Landscaping and Conservation Standards Applicability (**Public Hearing**)

The Mayor and Public Works Director have been attending monthly Washington County Water Conservancy District, WCWCD meetings for several months. Recently, the WCWCD Administrative Advisory Committee AAC has adopted a Large Users Policy. This policy requires proposed connections to the regional system with estimated demands of nine (9) million gallons or more to receive advance approval from the AAC.

City staff and legal counsel have determined that this additional provision can be added to city code (Chapter 17.92.010) without changes to the existing code language.

A working copy of Chapter 17.92.010 is included for your review and consideration.

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 17.92.010, Water Efficient Landscaping and Conservation Standards Applicability) to the City Council.

CHAPTER 17.92

WATER EFFICIENT LANDSCAPING AND CONSERVATION STANDARDS

SECTION:

17.92.010: Applicability

17.92.020: Definitions

17.92.030: Single Family And Multiple Family Residential Water Efficiency Standards

17.92.040: Nonresidential Water Efficiency Standards

17.92.050: Landscape And Irrigation Design And Operation Standards

17.92.060: Restrictive Covenants In Conflict With Water Efficiency Standards

17.92.010: APPLICABILITY:

A. The provisions of this title are applicable to all new construction, development (including redevelopment), and landscape improvements in the city, except for (a) permitted uses in the Open Space zone; (b) permitted agricultural, horticultural, and gardening uses (including fruit trees) in any zone; (c) public parks or playgrounds, or public or school-owned active recreation areas, in any zone; however, all new uses which fall under (c) must be required to be served by secondary and not culinary municipal water. The provisions of this chapter are severable and if any provision, clause, sentence, word, or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability must not affect or impair any of the remaining provisions, clauses, sentences, sections, words, or parts of this chapter or their applicability to other persons or circumstances.

B. The Washington County Water Conservancy District has adopted Ultra Water Efficient Landscape Standards which may be more restrictive than this Chapter in many ways, but which also may allow an applicant to secure more or additional impact fee credits from WCWCD. An applicant to the City under this chapter may voluntarily elect to comply with the WCWCD Ultra Water Efficient Landscape Standards. In the event that the applicant obtains approval or certification from WCWCD of landscape plans meeting the Ultra Water Efficient Standards, then the applicant may present documentation evidencing WCWCD's approval of landscape plans under the Ultra Water Efficient Landscape Standards and the City will accept said approval in lieu of the City's review and approval of the same plans under this chapter. (Ord. 2025-11: Ord. 2024-02: Ord. 2022-05)

C. The Washington County Water Conservancy District WCWCD has adopted a Large Users Policy. This policy requires proposed connections to the regional system with estimated demands of 9 million gallons or more to receive advance approval from the

[Administrative Advisory Committee AAC. An applicant to the City under this chapter is required to comply with the WCWCD Large Users Policy.](#)

17.92.020: DEFINITIONS:

ACTIVE RECREATION AREA:

Dedicated active play areas where irrigated lawn is used as the playing surface, such as a sports field designed for public use. Active recreation areas shall be:

1. A minimum of one thousand five hundred (1,500) contiguous square feet of lawn area.
2. Not less than thirty (30) feet in dimension.
3. Not less than ten (10) feet from areas dedicated to vehicular use, such as a street or parking lot.
4. Designed and located to be accessible to large populations, such as at a school, daycare, recreation center, senior center, public park, private park, water park or religious institution.
5. Co-located with amenities, including but not limited to trash bins, benches, tables, walking paths, drinking water, playground equipment and/or other recreational amenities.

CONTROLLER:

A device used in irrigation systems to automatically control when and how long sprinklers or drip irrigation systems operate.

DRIP IRRIGATION:

An irrigation system that delivers water by adding water at the plant's base and root zone, usually measured in gallons per hour. Drip irrigation exhibits a droplet, trickle, umbrella or short stream pattern, to reduce evaporation, overspray, and water use, and improving water conservation.

DRIP EMITTER:

A drip irrigation fitting that delivers water slowly at the root zone of the plant, usually measured in gallons per hour.

GRADING PLAN:

The grading plan shows all finish grades, spot elevations, drainage as necessary, and new and existing contours with the developed landscaped area.

GROUND COVER:

Material planted in such a way as to form a continuous cover over ground that can be maintained at a height no more than twelve inches (12").

HARDSCAPE:

Elements of landscape constructed from non-living materials such as concrete, boulders, brick, blacktop, and lumber. Includes patios, decks, and paths, but does not include driveways and sidewalks.

HYDROZONE:

Portion of landscape area having plants with similar water needs and rooting depth. A hydrozone may be irrigated or non-irrigated.

IRRIGATION PLAN:

A plan that shows the components of the irrigation system with water meter size, backflow prevention, precipitation rates, flow rate, and operating pressure for each irrigation circuit, and identification of all irrigation equipment.

IRRIGATION RUNOFF:

Irrigation water that is not absorbed by the soil or landscape area to which it is applied, and that flows onto other areas.

LANDSCAPE ARCHITECT:

A person who holds a professional license to practice landscape architecture in the state of Utah. Pursuant to Utah Code, licensed landscape architects, licensed architects, licensed land surveyors, and licensed engineers can professionally stamp plans that fall under the practice of landscape architecture. This includes commercial landscape and irrigation plans.

LANDSCAPE AREA:

Area of a Lot not including any building footprints, driveways, sidewalks, and patios; also not including areas of agricultural, horticultural, or gardening uses which are permitted by applicable zoning.

LANDSCAPE DESIGNER:

A person who may or may not hold professional certificates for landscape design/architecture, and who generally focuses on residential design and horticultural needs of home landscapes. Landscape designers may assist developers and property owners with landscape design but may not submit landscape plans for multifamily residential or nonresidential properties and projects under this chapter unless certified by a landscape architect.

LANDSCAPE DOCUMENTATION PACKAGE:

The documentation of graphic and written criteria, specifications, and detailed plans to arrange and modify the effects of natural features to comply with the provisions of this chapter. The Landscape Documentation Package must include a project data sheet, a site plan, a planting plan, an irrigation plan, construction details, and a grading plan.

LANDSCAPE OR LANDSCAPING:

Any combination of berms; living plants, such as trees, shrubs, vines, ground cover, annuals, perennials, ornamental grass, or seeding; natural features such as rock, stone, or bark chips; and structural features, including but not limited to, fountains, reflecting pools, outdoor artwork, screen walls, fences, or benches that create an attractive and pleasing environment.

LANDSCAPE OR LANDSCAPING MAINTENANCE:

Maintaining or keeping any landscaping, or any area required to be landscaped:

- A. In a live and thriving condition, with consideration for normal growth and water needs; and
- B. Fertilized, mowed, trimmed, edged, mulched and free from weeds, dead plants, litter, refuse, or debris in compliance with regionally accepted horticultural practice and city ordinances.

LANDSCAPE PLAN:

A plan that clearly and accurately identifies the location and species of new and existing trees, shrubs, ground cover, and other plants on a site, and any other landscape element, and includes an irrigation plan.

LAWN:

Irrigated nonagricultural land planted in closely mowed, managed grasses.

MULCH:

Material (such as, but not limited to, rock, bark, wood chips) uniformly applied upon the surface of the soil to reduce evaporation and weed growth. Mulches must allow penetration of water and air. For purposes of these standards, ungrouted pavers, stepping stones and artificial turf manufactured to be permeable to air and water may be considered mulch.

MULTIFAMILY:

Any residential use comprised of a dwelling or dwellings designed for occupation by more than one family in any zone, but for purposes of this Chapter, excludes single-family dwellings, two-family dwellings, dwellings containing an approved internal accessory dwelling unit, or dwellings which are an approved accessory dwelling unit to a primary dwelling.

PARK STRIP:

A typically narrow landscaped area located between the back-of-curb and sidewalk.

PLANTING BED:

Areas of the landscape that consist of plants, such as trees, ornamental grasses, shrubs, perennials, and other regionally appropriate plants.

PLANTING PLAN:

A planting plan that clearly and accurately identifies the type, size, and locations for new and existing trees, shrubs, planting beds, ground cover, lawn areas, driveways, sidewalks, hardscape features, and fences.

PRECIPITATION RATE:

The depth of water applied to a given area, usually measured in inches per hour.

PRESSURE REGULATING VALVE:

A valve installed in an irrigation mainline that reduces a higher supply pressure at the inlet down to a regulated lower pressure at the outlet.

REHABILITATED LANDSCAPE:

Landscape area in which over fifty percent (50%) of existing landscaping is removed and replaced. Includes all landscaping funded in part, or completely, by Washington County Water Conservancy District's landscape conversion program.

SECONDARY IRRIGATION WATER:

Non-potable water that is untreated and used for irrigation of outdoor landscaping.

SINGLE FAMILY:

Any residential use comprised of a dwelling designed for occupation by only one family in any zone, and for purposes of this Chapter includes primary dwellings, dwellings containing an approved internal accessory dwelling unit, and approved accessory dwelling units.

SLOPE:

A vertical rise in feet measured over a horizontal distance, expressed as a percentage, measured generally at right angles to contour lines.

TWO-FAMILY:

Any residential use comprised of a dwelling designed for occupation by two families in any zone, but for purposes of this Chapter excludes dwellings containing an approved internal accessory dwelling unit, or dwellings which are an approved accessory dwelling unit to a primary dwelling.

WATER-CONSERVING PLANT:

A plant that can generally survive with available rainfall once established, with possible supplemental irrigation needed or desirable during spring and summer months or during drought periods. (Ord. 2024-02: Ord. 2022-05)

17.92.030: SINGLE FAMILY AND TWO-FAMILY RESIDENTIAL WATER EFFICIENCY STANDARDS:

The provisions of this section are applicable to all new single family or two-family residential development or redevelopment in any zone.

A. Construction Standards:

1. New single family or two-family dwellings, including accessory dwelling units, having at least one thousand (1,000) square feet of living space must have installed a hot water recirculation system or systems, unless hot water delivery can be demonstrated to occur without first displacing more than 0.5 gallons of system water.
2. New single family or two-family residential dwellings, including accessory dwelling units, must use WaterSense labeled fixtures, including but not limited to faucets, showerheads, toilets, and urinals.

B. Landscape Standards: For all residential construction and development which is subject to this section, landscaping must meet the following requirements:

1. The total irrigated landscape area must not exceed eight percent (8%) of the lot square footage, up to a maximum of two thousand five hundred (2,500) square feet of lawn area. Lots less than seven thousand five hundred (7,500) square feet are allowed up to six hundred (600) square feet of lawn.
2. Single-family homes with limited common areas designated for the exclusive use of the adjacent dwelling shall have the same allowances as a single-family home.
3. Lawn is prohibited in park strips, in all landscape areas less than eight (8) feet wide, and on any slope that exceeds twenty percent (20%).
4. Any lot in any zone which is larger than one-half ($\frac{1}{2}$) acre must use secondary irrigation to irrigate any agricultural, horticultural, or gardening uses which are permitted in the applicable zone. (Ord. 2024-02: Ord. 2022-05)

17.92.040: MULTIFAMILY RESIDENTIAL AND NONRESIDENTIAL WATER EFFICIENCY STANDARDS:

The provisions of this section are applicable to all new multifamily residential and nonresidential development or redevelopment in any zone.

A. Construction Standards:

1. Hot water recirculation systems must be installed, unless hot water delivery can be demonstrated to occur without first displacing more than 0.5 gallons of system water.

2. New and future installations of plumbing fixtures must meet or exceed the water conservation requirements specified in the building code as adopted by Santa Clara City.

3. All units located partially or completely on a ground floor, and which are individually subdivided, must be separately metered, sub metered, or equipped with alternative technology capable of tracking the water use of the individual unit, and the information must be made available to the resident of each unit. Individually platted condominium units are excepted if a condominium owners' association owns and maintains the water lines and meters. All nonresidential projects require separate water meters for all outdoor water usage, including landscaping.

4. All commercial car washes must utilize a wastewater recirculation system and limit water use to a maximum amount of thirty-five (35) gallons per vehicle washed.

5. Manmade ornamental water features are limited to twenty-five (25) square feet per parcel and are limited to the parcel.

6. All golf courses using water district or municipal water supplies shall have a separate meter and irrigate with secondary irrigation water. Irrigation with potable water is prohibited. Each golf course development must submit and follow a water budget with the Landscape Documentation Package and identify water conservation measures for city approval.

7. Outdoor misting systems may only be operated during the May through September time period where the daily high temperature is ninety degrees (90°) Fahrenheit or greater.

B. Landscape Standards: For all multifamily residential and nonresidential development subject to this section, landscaping must meet the following requirements:

1. Lawn is prohibited in park strips, all landscape areas less than eight (8) feet wide, and on any slope that exceeds twenty percent (20%).

2. Attached multi-family residential units may have up to one hundred (100) square feet of lawn per dwelling unit. Properties with less than six (6) dwelling units are allowed up to six hundred (600) square feet of lawn.

3. Lawn areas are prohibited for nonresidential uses except where an active recreation area is appropriate, such as a childcare center or athletic complex.

4. Landscape and irrigation installers must follow plans that have been signed and approved by the city.

5. Each project must propose and comply with an approved planting plan that has a minimum of forty percent (40%) vegetative cover of a landscaped area with water-efficient shade trees and bushes adequate in number and configuration to visually enhance the project, prevent heat islands, and prevent soil erosion. The city has sole discretion to approve or require adjustments to the configuration of vegetation in the planting plan.

6. If secondary irrigation water is available, each project shall connect to the system for all outdoor water use. The city may make minor exceptions, allowing use of treated water for outdoor plantings in small beautification areas, in its sole discretion.

C. Required Documentation:

1. Landscape Documentation Package: A copy of a Landscape Documentation Package must be submitted to and approved by the city prior to the issue of any building permit. A copy of the approved Landscape Documentation Package must be provided to the property owner or site manager. The Landscape Documentation Package must be prepared by a professional landscape architect (PLA) and must consist of the following items:

a. Project Data Sheet containing the following:

- (1) Project name and address;
- (2) Applicant or applicant agent's name, address, phone number, and email address;
- (3) Landscape architect's name, address, phone number, and email address; and
- (4) Landscape contractor's name, address, phone number and email address, if available currently.

b. Planting Plan. A detailed planting plan must be drawn at a scale that clearly identifies the following:

- (1) Location of all plant materials, a legend with common and botanical names, and size of plant materials;
- (2) Property lines and street names;
- (3) Existing and proposed buildings, walls, fences, utilities, paved areas and other site improvements;
- (4) Existing trees and plant materials to be removed or retained;
- (5) Scale: graphic and written;
- (6) Date of design;
- (7) Designation of hydrozones; and
- (8) Details and specifications for tree staking, soil preparation, and other planting work.

c. Irrigation Plan. A detailed irrigation plan must be drawn at the same scale as the planting plan and contain the following information:

- (1) Layout of the irrigation system and a legend summarizing the type and size of all components of the system, including manufacturer name and model numbers;

(2) Static water pressure in pounds per square inch (psi) at the point of connection to the public water supply;

(3) Flow rate in gallons per minute and design operating pressure in psi for each valve and precipitation rate in inches per hour for each valve with irrigation equipment (i.e., sprinklers, drip emitters, bubblers, etc.); and

(4) Installation details for irrigation components.

d. Grading Plan. A grading plan must be drawn at the same scale as the planting plan and must contain the following information:

(1) Property lines and street names, existing and proposed buildings, walls, fences, utilities, paved areas, and other site improvements; and

(2) Existing and finished contour lines and spot elevations as necessary for the proposed site improvements, as well as drainage.

2. Plan Review, Construction Inspection, and Post-Construction Monitoring:

a. As part of the building permit approval process, a copy of the Landscape Documentation Package must be submitted with a city provided pre-submittal checklist completed for the city to initiate a review and approval process before construction begins.

b. All installers and designers must meet state and local license, insurance, and bonding requirements, and be able to show proof of such.

c. During construction, site inspection of the landscaping may be performed by the Building Department or other city official tasked with such inspections.

d. Following construction and prior to issuing an occupancy permit, an inspection must be scheduled with the Building Department or other city official tasked with such inspections to verify compliance with the approved landscape plans. The Certificate of Substantial Completion must be completed by the property owner, developer, contractor, or landscape architect and submitted to the city. The Certificate of Substantial Completion must be accompanied by a certification from the landscape architect that the landscaping, irrigation, and related improvements have been installed consistent with the approved Landscape Documentation Package.

e. The Building Department or other city official tasked with such inspections reserves the right to perform site inspections at any time before, during, or after the irrigation system and landscape installation, and to require corrective measures if requirements of this chapter are not satisfied. (Ord. 2024-02: Ord. 2022-05)

17.92.050: LANDSCAPE AND IRRIGATION DESIGN AND OPERATION STANDARDS:

The provisions of this section shall apply to all new landscaping and irrigation in the City.

A. Plants must be well-suited to the microclimate and soil conditions at the project site. Native, locally adaptable, and environmentally sustainable plants are acceptable. See the Washington County Water Conservancy District's recommended plant list on <https://wcwcd.org>. Plants with similar water needs must be grouped together as much as possible into hydrozones for efficient irrigation. Invasive plant species as identified by Washington County must not be planted.

1. Areas with slopes greater than twenty percent (20%) slope must be landscaped with deep-rooting, water-conserving plants that do not include lawn.

2. Park strips and other landscaped areas less than eight feet (8') wide must be landscaped with water-conserving plants and/or mulch that do not include lawn.

B. Tree species must be selected based on growth characteristics and site conditions, including available space, overhead clearance, soil conditions, exposure, and desired color and appearance. Trees should be suited for water-efficient landscapes; however, fruit trees are allowed where permitted by zoning. Trees must be selected and planted in accordance with the following city guidance:

1. Broad canopy trees may be selected where shade or screening of tall objects is desired.

2. Low-growing trees must be selected for spaces under utility wires.

3. Select trees from which lower branches will be trimmed to maintain a healthy growth habit where visual clearance and natural surveillance is a concern.

4. Narrow or columnar trees are recommended for small spaces, or where awnings or other building features limit growth, or where greater visibility is desired between buildings and the street for natural surveillance.

5. Tree placement must provide canopy cover (shade) and avoid conflicts with existing trees, retaining walls, above and below ground utilities, lighting, and other obstructions.

C. Irrigation Design Standards:

1. Pressure Regulation. A pressure regulating valve must be installed by the builder or developer, and maintained by the owner, if the static service pressure exceeds ninety (90) pounds per square inch (psi). The pressure regulating valve must be located between the meter and the first point of water use, or first point of division in the pipe, and must be set at the manufacturer's recommended pressure for the sprinklers.

2. Irrigation Controller. It is required that landscaped areas use a WaterSense labeled smart irrigation controller, which automatically adjusts the frequency and/or duration of irrigation events in response to changing weather conditions. All controllers must be equipped with automatic rain delay or rain shut-off capabilities. All controllers must have memory retention capability to retain pre-programmed irrigation schedules. Sites are not exempt from water waste prohibitions.

3. Low-volume irrigation equipment (i.e., drip emitters, bubblers) must be provided for each tree.
4. Drip irrigation must be used to irrigate plants in non-lawn areas.
5. High conservation efficiency spray nozzles are required for sprinkler applications.
6. Sprinkler heads must have matched precipitation rates with each control valve circuit.
7. Filters and end-flush valves must be provided for drip irrigation lines.

D. Irrigation Operation Standards:

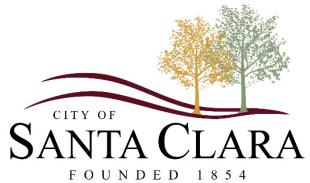
1. Landscape watering with potable (treated) water is prohibited from ten o'clock (10:00) a.m. to eight o'clock (8:00) p.m., from June 1 to October 1, to maximize irrigation efficiency.
2. Water waste is prohibited. Waste includes overwatering, irrigating during a precipitation event, water that sprays or flows off your property, failure to comply with drought restrictions and/or a failure to repair irrigation system leaks and/or malfunctions in a timely manner.
3. Overwatering can be avoided by following the water district's recommended irrigation schedule and practices as noted on wcwcd.org. The generally recommended schedule is:
 - a. Winter (Nov - Feb) - sprinkler and drip irrigation up to one (1) day a week. Irrigation is typically not needed in December and January.
 - b. Spring (Mar - April) - sprinkler irrigation up to three (3) days a week and drip irrigation up to two (2) days a week.
 - c. Summer (May - Aug) - sprinkler irrigation up to four (4) days a week and drip irrigation up to three (3) days a week.
 - d. Fall (Sept - Oct) - sprinkler irrigation up to three (3) days a week and drip irrigation up to two (2) days a week.
4. Program valves for multiple repeat cycles are required to reduce runoff on slopes and for soils with slow infiltration rates. (Ord. 2024-02: Ord. 2022-05)

17.92.060: RESTRICTIVE COVENANTS IN CONFLICT WITH WATER EFFICIENCY STANDARDS:

Any homeowners', condominium owners', or property owners' association governing documents, such as bylaws, operating rules, covenants, conditions, and restrictions that govern the operation of a common interest development, recorded after passage of this chapter, are void and unenforceable if they conflict with the water efficiency standards in

this chapter, or if they have the effect of prohibiting or restricting compliance with this chapter. (Ord. 2024-02: Ord. 2022-05)

DRAFT



TO: Santa Clara Planning Commission
FROM: Jim McNulty, Planning Director
DATE: December 11, 2025
RE: Planned Center Monument Sign

City staff would like to discuss the possibility of creating a new section within the sign code. This option would allow for a larger monument shared by multiple buildings and/or tenants. It would also limit the number of monument signs for a commercial project.

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17.44.110: MONUMENT SIGNS:

A. Definition: A freestanding sign, located on site having a maximum height depending upon the zone in which it is located, and having a closed base that provides support for the sign.

B. Where Allowed: Monument signs are encouraged in all commercial zones. Monument signs are required in all other areas of the city including planned developments, commercial sites, subdivision entrances, and historical ~~mixed-use~~mixed-use zones, parks, schools, churches, and elsewhere as required or approved by the city staff, or as may be referred by the city staff to the planning commission. However, monument signs in a planned development commercial, PDC zone require planning commission approval.

C. Maximum Allowed:

1. Monument signs in commercial zones:

a. The maximum height of a monument sign shall be eight feet (8') including the sign base. The sign area of a monument sign shall not exceed seven feet (7') in vertical height.

b. The width of monument signs shall be a maximum of ~~ten~~twelve feet (~~12~~10).

c. The square footage of the monument sign shall not exceed ~~seventy-eighty~~ (~~870~~) square feet of actual advertisement area ~~unless otherwise approved by the planning commission.~~

d. All monument signs shall be completely enclosed at the sign base. A minimum sign base height of one foot (1') is required utilizing materials and colors to match the building. The sign base ~~is~~will be required to run the entire horizontal length of the sign and shall have no sign copy. The sign base shall be designed to blend in with any proposed berthing or contouring of the property.

e. Lighting shall be indirect, or for two-faced signs it may be illuminated from within the two (2) faces of the sign. Any lights used to illuminate the face of a single-face sign shall be directed away from adjacent properties or from oncoming vehicles or pedestrians.

f. No monument sign shall be located closer to the front property line than two feet (2'). ~~No sign shall be located within a site visibility triangle.~~

D. Planned Center Monument Sign:

1. A planned center monument sign is allowed in a PDC Zone on parcels of five (5) acres or larger with a minimum of four (4) businesses advertised subject to Planning Commission approval:

a. The maximum height of a planned center monument sign shall be twelve feet (12') including the sign base. The sign area of the sign shall not exceed ten feet (10') in vertical height.

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b. The width of a planned center monument sign shall be a maximum of twelve feet (12').

c. The square footage of a planned center monument sign shall not exceed one hundred twenty (120') of actual advertisement area.

d. All planned center monument signs shall be completely enclosed at the sign base. A minimum sign base height of two feet (2') is required utilizing materials and colors to match the buildings. The sign base is required to run the entire horizontal length of the sign and shall have no sign copy. The sign base shall be designed to blend in with any proposed berthing or contouring of the property.

e. Lighting shall be indirect, or for two-faced signs it may be illuminated from within the two (2) faces of the sign. Any lights used to illuminate the face of a single-face sign shall be directed away from adjacent properties or from oncoming vehicles or pedestrians.

f. No planned center monument sign shall be located closer to the front property line than two feet (2'). No sign shall be located within a site visibility triangle.

2. Monument signs in mixed use or historic districts:

a. The maximum height shall be six feet (6'), and a width of eight feet (8').

b. The maximum sign advertising area shall be forty eight forty-eight (48) square feet.

c. Monument signs shall be a minimum of two feet (2') behind property lines. No signs shall be located within a site visibility triangle.

d. Lighting shall be indirect for a single-face sign and may be between the two (2) sign faces for a two-faced sign.

e. Monument signs in the ~~mixed use~~mixed-use zone may take different forms as may be approved by the planning commission. The ~~heritage commission and~~ planning commission may determine that signs that are in harmony with the purpose and intent, and architecturally compatible with the ~~mixed use~~mixed-use zone, may be approved as alternatives to monument signs otherwise required. Freestanding signs meeting the requirements of the commercial district ~~will~~may not be approved.

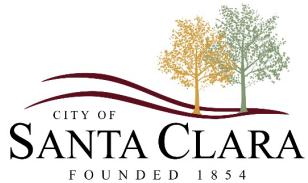
3. Monument signs in other areas:

a. Monument signs may be used as the permanent entrance to a subdivision, other planned residential development, parks, schools, churches, and elsewhere as required or approved by the planning commission. Such signs will comply with all monument sign requirements contained herein, unless otherwise approved by the planning commission. Applications shall indicate how such signs will be maintained and kept in good repair at all ~~times, or~~times or be subject to removal by the city.

b. Sign height shall be limited to six feet (6'), and a width of eight feet (8').

- c. The maximum advertising space shall be ~~forty eight~~^{forty-eight} (48) square feet.
- d. All monument signs shall be located a minimum of two feet (2') behind the property line. No signs shall be located within a site visibility triangle. (Ord. 2023-03; Ord. 2012-03)

DRAFT



TO: Santa Clara Planning Commission
FROM: Jim McNulty, Planning Director
DATE: December 11, 2025
RE: Annexation Policy Plan Update

The City adopted an Annexation Policy Plan & Map (attached) by city ordinance on March 27, 2024. In 2025 City staff, Planning Outpost, and a Steering Committee went through the process of updating the General Plan. The General Plan Update was approved by city ordinance on November 12, 2025.

During the process of updating the General Plan, it was determined that additional property to the south of the current City boundary should be included on the Annexation Policy Plan Map. To do so, the City is required to go through the same process done in 2024 to adopt the Annexation Policy Plan. City staff will outline the process during the discussion on December 11, 2025. A copy of the adopted Annexation Policy Plan Map is included, as well as the Annexation Map which was included in the General Plan Update for your review.

**CITY OF SANTA CLARA
ORDINANCE NO. 2024-04**

**AN ORDINANCE TO ADOPT AN UPDATED ANNEXATION POLICY PLAN FOR
THE CITY OF SANTA CLARA**

WHEREAS, pursuant to Utah Code § 10-2-401.5, “no municipality may annex an unincorporated area located within a specified county unless the municipality has adopted an annexation policy plan”;

WHEREAS, it having been a number of years since the City adopted an Annexation Policy Plan, a draft plan was prepared for consideration;

WHEREAS, each “affected entity” as defined in § 10-2-401 was notified in writing of the draft plan, and the Planning Commission held a public hearing on December 14, 2023, to take public comment on the draft plan;

WHEREAS, having received written and oral comments on the draft plan from Ivins City, Santa Clara City representatives met with Ivins City representatives to discuss the draft plan, and revisions to the map accompanying the plan were made based upon comments from Ivins City;

WHEREAS, no comment was received from any other affected entity;

WHEREAS, the revised draft plan was presented to and discussed by the Planning Commission at its regular meeting on February 22, 2024, and the Planning Commission recommended approval of the revised draft plan; and

WHEREAS, the City Council held a public hearing to take public comment on the revised draft plan at its regular meeting on March 27, 2024, after which the City Council voted to accept the recommendation of the Planning Commission and adopt the revised draft plan, as set forth below.

NOW THEREFORE, BE IT ORDAINED by the City Council of Santa Clara, Utah that the updated Annexation Policy Plan as recommended for approval by the Planning Commission, is hereby adopted as set forth below, and including the Annexation Policy Plan Map as set forth in Exhibit A hereto. This Ordinance shall become effective on the date executed below and upon posting as required by law.

(remainder of page intentionally left blank)

SANTA CLARA CITY ANNEXATION POLICY PLAN

Under the State Annexation Statute, UCA 10-2-401.5, which was amended by the Utah State Legislature in 2021, Santa Clara City hereby adopts the following Annexation Policy Plan. This Annexation Policy Plan is intended to comply with the provisions of UCA 10-2-401.5(4) and incorporate all criteria required and suggested by Section 10-2-401.5(3).

The Annexation Policy Plan is a guide to the orderly and well-planned annexation and development of lands contiguous to the city's boundaries. It may be modified from time to time to meet changing needs and to reflect the best interests of the community. An Annexation Policy Plan consists of the following elements:

1. General Annexation Criteria;
2. A Map of the Proposed Expansion Area;
3. Procedure for Submission of an Annexation Request;
4. Extension of needed Municipal Services in Developed and Developing Unincorporated Areas and Payment.

To qualify for annexation, a parcel of property must meet the annexation standards as established by Utah Code as well as standards established by Santa Clara City.

A. GENERAL ANNEXATION CRITERIA

1. As part of its ongoing effort to plan and prepare for quality growth, Santa Clara City has identified certain territory outside of and contiguous to its present boundaries (see Appendix A) which could, at some future time, reasonably be considered for annexation into the City. The areas proposed for possible future annexation include areas that in some instances are bordered by other municipalities.
2. Areas to be annexed must be contiguous to Santa Clara City.
3. The property must be within the area projected for expansion under the Santa Clara City annexation declaration area (see **Exhibit A**).
4. The property cannot be included within the boundaries of another incorporated municipality except as provided by law.
5. If practicable and feasible, the boundaries of an area proposed for annexation shall be drawn:
 - a. along the boundaries of existing districts for sewer, water, power; along the boundaries of school districts, and along boundaries of other taxing entities.
 - b. to eliminate islands and peninsulas of territory that are not receiving municipal services.
 - c. to facilitate the consolidation of overlapping functions of local government.
 - d. to promote the efficient delivery of services.
 - e. to encourage the equitable distribution of community resources and obligations.
6. Santa Clara City has a rural agricultural history with a mix of land uses provided in the city. The City is growing in population and the demand for both residential and commercial uses of land is high. The City encourages commercial uses that will benefit

its growing population. Areas to be annexed should be compatible with the needs of Santa Clara City.

7. Santa Clara City is concerned about the interests of all affected entities and has considered written comments from affected entities in finalizing this plan. The City is in support of property within the expansion area being developed so utility and transportation systems can be incorporated into a comprehensive plan for the area. Wherever practical, new City boundaries should conform to the boundaries of existing districts for sewer, water, power, along the boundaries of school districts, and along the boundaries of other taxing entities.
8. Santa Clara City shall not favor the annexation of areas for which it does not have the capability or the intention of providing municipal services, except for utility services that are not provided by the City but are provided by other entities in the areas to be annexed.
9. It is not Santa Clara City's intent to annex property for the sole purpose of acquiring revenues.
10. This Annexation Policy Plan does not exclude from the expansion area any area containing urban development within one half (1/2) mile of the City's boundaries.

B. PROCEDURE FOR SUBMISSION OF AN ANNEXATION REQUEST

1. Except for annexations initiated by the City in accordance with the provisions of Section 10-2-401.5, Utah Code Annotated, all annexations shall be commenced by the filing of a petition and plat meeting the requirements of Section 10-2-403.
2. The petition and plat map shall be filed with the City Recorder and shall:
 - a. File with the City Recorder a notice of intent to file a petition. Provide a copy of the notice sent to affected entities as required under Subsection (2)(a)(i)(B) and a list of the affected entities to which the notice was sent.
 - b. Contain the signatures of, if all the real property within the area proposed for annexation is owned by a public entity other than the federal government, the owners of all publicly owned real property, or the owners of private real property that is located within the area proposed for annexation.
 - c. Be equal in value to at least one third (1/3) of the value of all private real property within the proposed area for annexation.
 - d. Represent an area contiguous to the existing corporate limits of Santa Clara City and shown to be within the areas designated for annexation in the Santa Clara City Annexation Policy Plan.
 - e. Have an accurate and recordable plat map, prepared by a surveyor licensed in the State of Utah.
 - f. Contain on each signature page a notice in bold and conspicuous terms that states substantially the following:
 - “Notice”: There will be no public election on the annexation proposed by this petition because Utah law does not provide for an annexation to be approved by voters at a public election.

- If you sign this petition and later decide that you do not support the petition, you may withdraw your signature by submitting a signed, written withdrawal with the recorder or clerk of (state the name of the proposed annexing municipality). If you choose to withdraw your signature, you shall do so no later than 30 days.

after (state the name of the proposed annexing municipality) receives notice that the petition has been certified.

- g. Designate up to five (5) of the signers of the petition as sponsors, one (1) of which shall be designated as the contact sponsor and indicate the mailing address of each sponsor.
- h. Comply with any other applicable provisions of Section 10-2-403, Utah Code Annotated, not stated herein.

3. The City Recorder, upon receipt of a properly documented annexation petition accompanied by the proper plat, shall impose such fees as established by the City Council to recover the costs of processing such petition and shall place the petition on the agenda of a regular City Council meeting for consideration within fourteen (14) days of receipt of the petition, plat, and fees. The City Recorder shall also notify the petition sponsors at the time of petition receipt that they must deliver or mail a copy of the petition to the Washington County Clerk, on the same day it is filed with the City.
4. The City Council shall review the annexation petition and shall accept or deny the petition for further proceedings and consideration.
5. If accepted, the City Recorder shall, within thirty (30) days, certify that it meets the above requirements, or determine that the petition fails to meet the above requirements, and send the required notices of certification or rejection, including a written notice to the City Council. If denied, the City Recorder shall send the required notices within five (5) days of the denial.
6. Within ten (10) days after receipt of the City Recorder's notice of certification, the City shall cause to be published a notice of proposed annexation in a newspaper of local circulation at least once a week for three (3) consecutive weeks. Within twenty (20) days after receipt of the City Recorder's notice of certification, the City shall mail written notice of the proposed annexation to each affected entity as defined in State law. The notice shall explain how a written protest is to be filed within thirty (30) days after the date of the City Council's receipt of the City Recorder's certification notice (with the actual deadline date being stated).
7. If no protest is filed during the designated protest period, the City Council may hold a public hearing, after a minimum seven (7) day notice, and consider an ordinance approving the proposed annexation. If a protest is filed, the Washington County Boundary Commission shall hold a public hearing on the protest within thirty (30) days. If a protest is pending, the city Council may deny the proposed annexation at its next regularly scheduled meeting. Required notices will be sent if the petition is denied, within five (5) days of the denial.

8. Upon receipt of the Washington County Boundary Commission's decision if a protest public hearing is held, and subject to their decision, the City Council may approve or deny the proposed annexation.
9. If the City Council approves the proposed annexation by ordinance, the City shall comply with the filing and notice requirements outlined in Section 10-2-425, Utah Code Annotated, within thirty (30) days of annexing the unincorporated area.

C. EXTENSION OF NEEDED MUNICIPAL SERVICES IN DEVELOPED AND DEVELOPING UNINCORPORATED AREAS AND PAYMENT

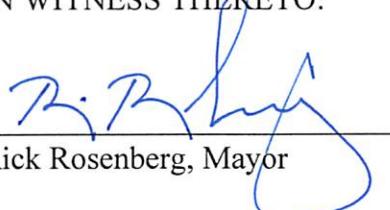
1. In areas where municipal services are not presently extended, services will be extended on an as-needed basis at the developer's expense. All extensions of municipal services shall comply with all City ordinances and policy criteria.
2. An Annexation Agreement may be prepared between the City and future developers outlining specific requirements relating to culinary water, secondary water, wastewater, storm water drainage, transportation, electricity, and other specific improvements prior to the annexation approval.
3. An approved Annexation Petition will allow developers of the annexed property to connect to City Facilities, provided that all infrastructure proposed to be connected meets City standards and specifications and complies with all applicable development and land use ordinances.
4. The way the infrastructure additions are developed will have a bearing on how they are financed. The increased valuation of property and the subsequent increase in property and sales tax revenues will help increase contributions to the City's general fund. This increase will help defray the added cost of providing services to the annexed area.
5. In general, the costs and expenses of capital improvements, such as utilities, streets, curbs, gutters, sidewalks, storm drain systems, and other improvements deemed necessary in the annexed area, shall be borne by the developer as development within the area occurs.
6. When the annexation is approved, the newly annexed area shall receive the following services:
 - a. Fire Protection;
 - b. Police Protection;
 - c. Building & Safety;
 - d. Planning & Zoning;
 - e. Utilities provided by the City at the time of annexation;
 - f. Maintenance of dedicated City (public) streets; and
 - g. Other services provided by the City at the time of annexation.
7. It is not anticipated that an annexation will cause any adverse consequences to the residents currently living within the City or living within the annexed area, except that there may be a slight reduction in general services available to current residents because of expansions of services into the newly annexed territory.

8. It is anticipated that the residents in the newly annexed territory will experience an increase in their property taxes due to the difference in certified tax rates between the City and Washington County. It is further anticipated that as the City receives property tax revenue from the newly annexed territory, the level of service for the entire community will increase.

APPROVED AND ADOPTED by a duly constituted quorum of the Santa Clara City Council this 27th day of March, 2024.

IN WITNESS THERETO:




Rick Rosenberg, Mayor

ATTEST:

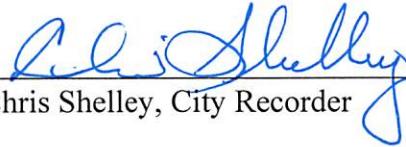
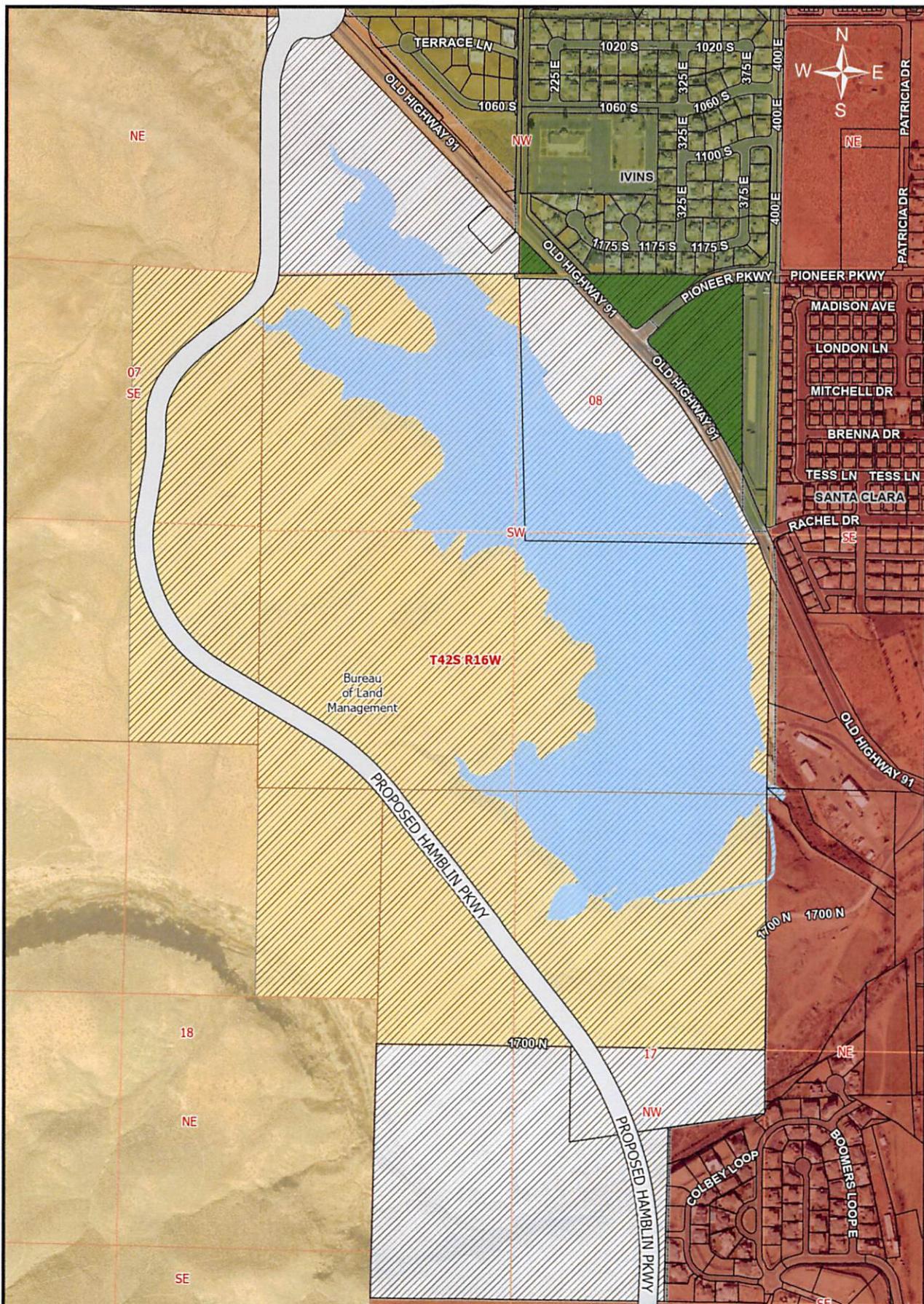

Chris Shelley, City Recorder



EXHIBIT A
TO ANNEXATION POLICY PLAN
ANNEXATION POLICY PLAN MAP

(See following page)



2603 Santa Clara Drive, Santa Clara, UT 84765
Phone: (435) 673-6712 | Fax: (435) 628-7338
www.santaclarautah.maps.arcgis.com

LEGEND

Legend:

- Santa Clara Incorporated Area
- Ivins Incorporated Area
- Future Hamblin Pkwy
- Bureau of Land Management
- PLSS Section
- PLSS Quarter Section
- Washington County Parcels
- Future Graveyard Wash
- Potential Annexation Areas
- Bureau of Land Management
- Ivins
- Unincorporated County

Annexation Policy Plan Map

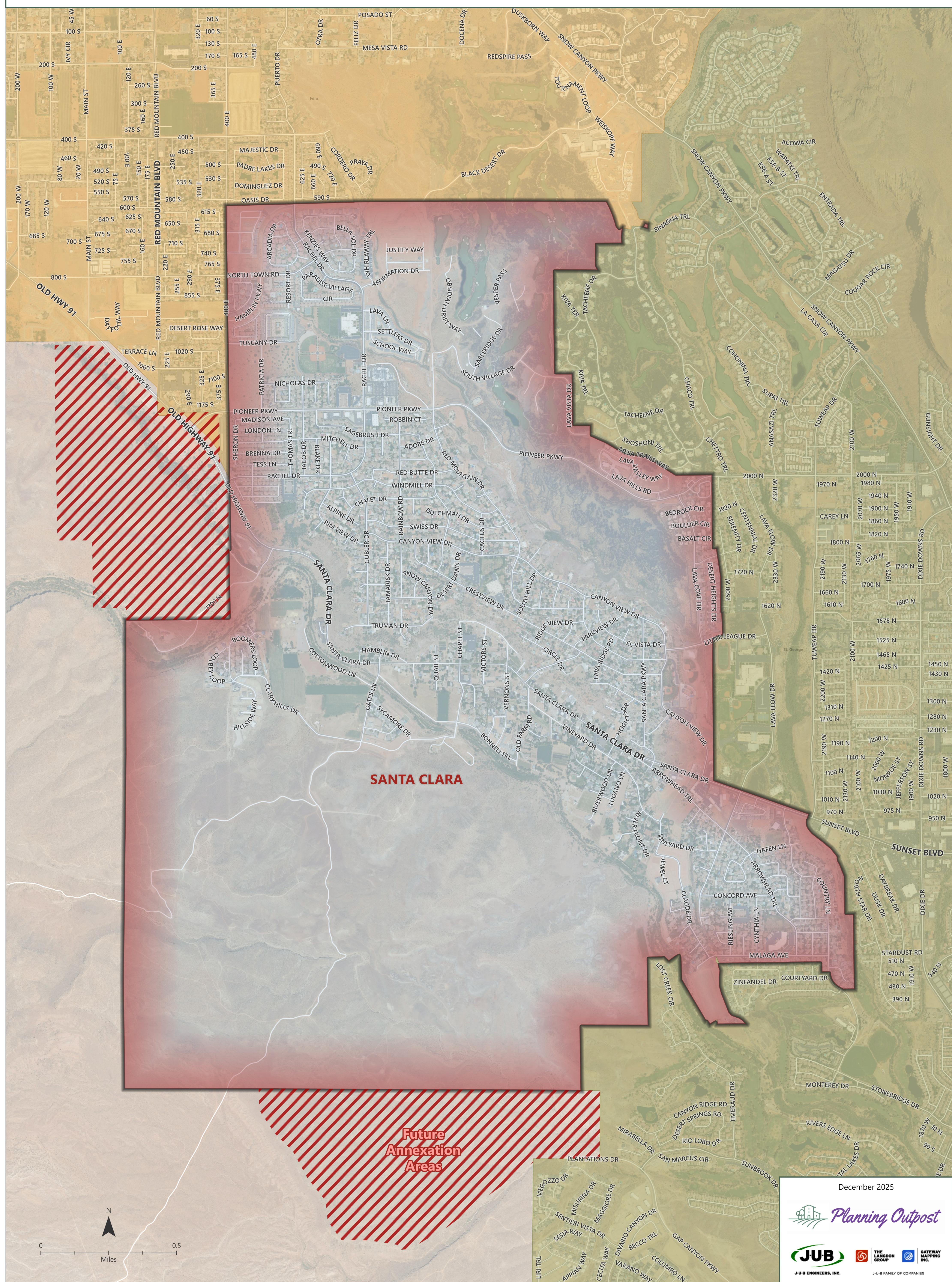
City of Santa Clara

Spatial Reference:	NAD 1983 StatePlane Utah South FIPS 4303 (US Feet)
Scale:	1 inch equals 0.09 miles
Date:	March 27, 2024

ANNEXATION



- Future Annexation Areas
- Santa Clara
- Ivins
- St. George



**SANTA CLARA CITY PLANNING COMMISSION
MEETING MINUTES
2603 Santa Clara Drive
Thursday, November 13, 2025**

Present: Logan Blake, Chair
Shelly Harris
David Clark
Joby Venuti
Kristen Walton
Josh Westbrook

Absent: Tyler Gubler

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

1. Call to Order

Chair Logan Blake called the Santa Clara City Planning Commission meeting to order on November 13, 2025, at 5:30 PM.

2. Opening Ceremony

A. Pledge of Allegiance: Commissioner Westbrook

3. Conflicts and Disclosures

No conflicts or disclosures were reported by any Commissioners.

4. Working Agenda

A. Public Hearing

1. None.

B. Public Meeting

1. See General Business Items

5. General Business

A. Planning Commission Approval

1. Temporary Use Approval for Black Desert Resort located at the southeast corner of Red Mountain Drive and S. Black Desert Boulevard. Koko Head, applicant.

Jim McNulty, Director of Planning & Economic Development, presented the application for temporary use approval. He explained that Koko Head representing Black Desert Resort is requesting temporary use approval for an existing maintenance facility consisting of two trailers, one metal shed structure, and a golf cart barn. The original temporary use approval was granted by the Planning Commission in 2022, but the applicant did not proceed with a building permit until May 2023. The original temporary use expired in October 2025.

Mr. McNulty reviewed the recent code amendment to update section 17.24.100 for temporary buildings and uses, adopted by the City Council on October 22, 2025. The updated code allows temporary approvals for up to one year, with extensions granted for cause by the Planning Commission for additional six-month periods (maximum of two extensions). If the temporary use approval expires without permanent facilities being complete, the applicant must go to City Council for an extension for a maximum period of one year, providing a schedule for project completion.

The applicant has been working with City staff and legal counsel to provide a new temporary maintenance facility agreement. City legal counsel, Matt Ence, reviewed the document and found it acceptable.

Koko Head, the applicant, presented conceptual plans for a permanent maintenance facility that would replace the temporary structures. He showed a site design by Method Studios, an architectural firm that has designed permanent maintenance facilities for their other resort locations. The proposed location would be near South Village and Silver Reef, providing easy access to the sixth hole of the golf course. Mr. Head explained that the permanent facility would be built to the standards of Silver Reef and South Village in terms of design, with a low profile that would be consistent with Black Desert's aesthetic. The facility would be recessed in an area with natural lava outcroppings that would hide much of it from view.

The applicant indicated they need the existing temporary facility on the corner of Red Mountain Drive and South Black Desert Drive to continue for at least another year while the permanent facility is constructed. They are hopeful to complete the permanent facility by this time next year.

Commissioner Clark asked about the size of the new facility, to which Mr. Head responded it would be approximately twice the size of the current temporary facility, with the office building being approximately 4,250 square feet. He explained that they are still finalizing designs but anticipate starting construction in the next 2-3 months.

Commissioner Blake asked if the maintenance facility would be phased, and Mr. Head confirmed they plan to build it all at once, moving directly from the temporary facility to the permanent one.

Staff recommended approval of the proposed temporary use subject to the four conditions outlined in the staff report.

Commissioner Westbrook moved to recommend that the Planning Commission approve the proposed temporary use allowing for a maintenance facility consisting of two trailers and one metal shed structure as well as a golf cart barn, subject to the four conditions that are listed. Commissioner Harris seconded the motion. The motion carried unanimously.

2. Preliminary Subdivision Plat Review for Quail Crossing @ Deserts Edge located at the northwest corner of 400 East and North Town Road. Robert Smith, applicant.

Mr. McNulty presented the application from Desert's Edge Holding LLC to subdivide a 5.063-acre parcel, which is part of the overall Desert's Edge project approved by the City in 2022. He displayed the phasing plan for the overall project, noting that Phase 1 is complete and Phase 3 is under construction. The applicant is looking to move forward on Phase 2, which would include the first two buildings and 60 apartment units.

The proposal is to create two lots: Lot 1 would be 2.348 acres and Lot 2 would be 2.714 acres. Mr. McNulty explained that the overall Desert Edge project included 240 units on just over 20 acres, with a density bonus allowing up to 12 units per acre as the developer would be providing 120 units of affordable apartment housing with rents at 30-80% of AMI (Area Median Income). He noted that the project has now been funded by Utah Housing after the third application attempt.

Staff recommendations included five conditions for approval. Commissioner Blake raised a concern about the lack of a dedicated right-of-way shown on the plat between Phase 2 and Phase 6, noting that access from North Town Road through Phase 2 would be needed to reach Phase 6. Robert Smith, the applicant who was participating via Zoom, acknowledged this oversight and agreed to add the necessary right-of-way for Quail Crossing Drive.

Commissioner Venuti also expressed concern about the parking distribution, noting that the parking appeared to be heavily weighted toward Phase 6 rather than Phase 2, and questioned whether residents would park where designated. Mr. McNulty explained that according to the documentation, each phase would provide 122 parking stalls (60 covered, 62 uncovered), exceeding the requirement of 120 spaces for 60 units.

Commissioner Harris moved to approve the preliminary subdivision plat for Quail Crossing at Desert's Edge located at the northwest corner of 400 East and North Town Road, subject to the five conditions in the staff report and including an additional sixth condition that requires a dedicated public right-of-way on the Phase 2 lot be shown on the final plat for Quail Crossing Drive. Commissioner Westbrook seconded the motion. The motion carried unanimously.

6. Discussion Items

A. Small Lot Single-Family R-1-4 Zone

Mr. McNulty presented a draft R-1-4 zoning ordinance for discussion, which would provide for small lot single-family homes. He explained that Hurricane City adopted a similar ordinance in January 2025, and organizations like the Southern Utah Home Builders Association (SUHBA) and the Housing Action Coalition (HAC) of Washington County are

encouraging local communities to adopt small lot single-family zoning districts to promote more affordable housing.

Mr. McNulty reviewed the key elements of the draft ordinance:

- Height regulation: 30 feet for main buildings, 15 feet for accessory buildings
- Minimum lot size: 4,000 square feet
- Minimum lot width: 45 feet
- Front setback: 15 feet to living area and 20 feet to garage
- Side yards: 5 feet each (10 feet total between buildings)
- Rear yard: 10-15 feet depending on front yard configuration
- Owner-occupied housing with deed restrictions and CC&Rs required
- Garage requirements: 1-car minimum, 2-car maximum, with carports allowed on a case-by-case basis
- Maximum square footage: 1,500 for one-story homes, 2,000 for two-story homes

He explained that the City Council had recently discussed this ordinance and was comfortable with allowing an additional 100 square feet of living space for every 500 square feet of additional lot area above 4,000 square feet, with caps of 2,000 square feet for a one-story home and 2,500 square feet for a two-story home on lots of 6,500 square feet or larger.

Commissioner Blake expressed concern about limiting home sizes, stating that such restrictions are not imposed on other zones like R-1-10. He suggested that affordability naturally comes with smaller lots, and having administrative restrictions on house size would be unnecessary. He also questioned the need to limit garage sizes and suggested allowing more flexibility.

Commissioner Clark agreed, noting that trying to dictate too many details could interfere with market forces and add administrative burdens.

Commissioner Westbrook suggested removing the provision allowing carports on a case-by-case basis, either prohibiting them entirely or allowing them without conditional approval.

Mr. McNulty explained that the state is likely to come down heavily on cities that haven't followed direction to adopt zones promoting affordability, and that this ordinance is an attempt to provide another tool for developers while complying with state mandates. He noted that the first likely application of this zone would be on the corner of Lava Flow Drive and Arrowhead Trail, where a 1.8-acre property owner is interested in developing with R-1-4 zoning.

The Commission generally supported the draft R-1-4 zone but recommended reconsidering the home size limitations and garage restrictions. Mr. McNulty indicated he would take these comments back to the City Council for further discussion before bringing the ordinance back for a public hearing likely in January.

7. Approval of Minutes

A. Request for Approval of Meeting Minutes: October 23, 2025

*Commissioner Clark moved to approve the minutes from October 23, 2025.
Commissioner Walton seconded. The motion carried unanimously.*

Mr. McNulty announced that the City Council had adopted the General Plan the previous night. He also noted that there would be no meeting on November 27 due to Thanksgiving, with the next meeting scheduled for December 11. There would also be no second meeting in December as it would fall on December 25, Christmas Day.

8. Adjournment

Commissioner Blake adjourned the meeting at 7:00 PM.

Jim McNulty
Planning Director

Approved: _____