

**SANTA CLARA CITY PLANNING COMMISSION
MEETING MINUTES
2603 Santa Clara Drive
Thursday, April 23, 2026**

Present: Shelly Harris
Joby Venuti
Tyler Gubler
David Clark

Absent: Logan Blake
Kristen Walton
Josh Westbrook

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

1. Call to Order

Vice Chair Shelly Harris called the Santa Clara City Planning Commission meeting to order on April 23, 2026, at 5:30 PM.

2. Opening Ceremony

A. Pledge of Allegiance: Commissioner Venuti

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. Project Plan Amendment for the Desert Village Community located at 2540 Lava Lane. Dan Mickelson, Six Star Management LLC, applicant.

Planning Director, Jim McNulty, presented a Project Plan Amendment request from Dan Mickelson, with 6 Star Management LLC, for the Desert Village community. The proposal includes construction of a 1,200 square foot sales and leasing office building with covered front and rear awnings featuring stone pillars, columns, and a trellis system. The building will use materials including stucco, stone veneer, natural wood for pillars and trellis, and slate roofing.

The presentation highlighted that a sidewalk will be installed to provide resident access to the outdoor sitting, barbecue, and pool areas without requiring passage through the leasing building. This modification was suggested by City staff to prevent conflicts and improve circulation flow.

According to City Code section 17.68.070, the Planning Commission may approve project plan amendments if they do not alter approved Site Plans, site development regulations, or materially alter traffic circulation, mixture of use types, or general physical layout. Dan Mickelson attended a Technical Review Committee TRC meeting approximately one month prior and staff determined the application was complete for Planning Commission consideration.

Commissioner Clark inquired about potential parking conflicts between the sales office and existing tenant parking. Jared Haines, representing the owners, explained that the current leasing office operates from one of the townhomes, with visitors currently parking on the street. The proposed location already has approximately 30 parking spaces plus ADA parking. Each townhome unit includes a two-car garage and driveway, so no parking conflicts were anticipated.

Mr. McNulty confirmed that the project exceeds minimum parking requirements with ample available spaces. A building of this size would require a maximum of four parking spaces at full capacity, while over 30 spaces are available in the immediate area. City staff viewed this as an improvement over the current arrangement of using a residential unit for leasing purposes.

Commissioner Harris asked about the sales versus leasing focus of the operation. Jared Haines confirmed that the project would remain rental-focused, as the townhome units are designed for leasing rather than ownership.

Staff recommended approval subject to seven conditions outlined in the staff report, with the finding that the amendment does not alter other aspects of the plan including traffic circulation, mixture of use types, or general physical layout.

Motion: Commissioner Venuti moved to approve the project plan amendment subject to the seven conditions recommended by staff and the finding noted by staff. Commissioner Clark seconded the motion. The motion passed unanimously.

6. Discussion Items

A. City Code Title 17 Updates.

Mr. McNulty presented proposed updates to Title 17 of the City's Land Development Code. He noted that while he hoped for more Commissioners present, they could begin the discussion, though it would likely need to be revisited when more members were available.

Mr. McNulty explained that the updates stem from new state legislation requiring annual code modifications, with some items requiring adoption by July 1st and others having later deadlines. He emphasized the City's proactive approach to staying compliant with state code rather than falling behind.

The primary driver for the updates was House Bill 284 regarding LUDMA (Land Use Development and Management Act) requirements. Key changes include:

Accessory Dwelling Units (ADUs): State code now prohibits treating detached ADUs as conditional uses - they must be permitted uses. Internal ADUs (IADUs) remain permitted in all R-1 Single Family Zones. The minimum lot size requirement for IADUs was reduced from 6,000 to 4,000 square feet, with provisions for Planned Development Residential Zones with smaller lots if parking requirements are met.

State Code References: Updated references from former 10-9A to new 10-21 state code sections for all land use matters.

Affidavit Requirements: The City provides its own affidavit of understanding for ADUs and IADUs since Washington County declined to create a standardized template.

Commissioner Clark sought clarification on the difference between lot size requirements for IADUs (4,000 square feet) versus detached ADUs (6,000 square feet). Mr. McNulty explained that detached units require larger lots due to space needs, while internal units can work on smaller lots. He noted that some Planned Development Residential PDR pad lots are as small as 2,500-3,000 square feet.

Commissioner Gubler asked about additions to existing homes for ADU purposes. Mr. McNulty confirmed that additions with interior connections would qualify as IADUs, while detached structures would be ADUs.

Zone-Specific Updates: Mr. McNulty detailed proposed changes to various residential zones:

- R-1-6 Zone: Adding ADUs as permitted use, clarifying single family detached dwelling requirements, and adding language requiring accessory structures to use finished materials that blend with primary dwellings.
- R-1-10 Zone: Similar updates with removal of domestic animals/fowl references, directing users to supplementary regulations.

- R-1-10 Mixed Lot Size Zone: Adding child nursery and home occupation provisions to match R-1-10 zone standards.

Commissioner Clark questioned who determines whether colors "blend" with primary structures. Building Official, Cody Mitchell, explained that City staff makes these determinations, emphasizing the goal of preventing obviously mismatched colors while not requiring identical materials.

Commissioner Harris caught several typographical errors in the proposed text, including "inter nation" instead of "international" and questioned the placement of domestic animal provisions in various zones.

Residential Agriculture (RA) Zone: Updates include adding required language about accessory buildings only where main dwellings exist, incorporating ADU and IADU provisions, and adding child nursery Conditional Use provisions.

Supplementary Regulations: Moving portable/mobile recreational unit regulations from individual zones to centralized supplementary regulations for consistency. These regulations address temporary occupancy during construction or family emergencies, with time limits and City Council oversight for extensions beyond 60 days.

Cody Mitchell noted increased usage during COVID and ongoing enforcement needs for long-term RV occupancy situations.

Planning Commission Powers: Updates to reflect changes in subdivision review processes where Planning Commission now has final approval authority rather than making recommendations to City Council. Site Plan reviews for non-residential projects also remain with Planning Commission, except for PDC zones requiring Council approval due to zoning amendments.

Mr. McNulty indicated he would clean up the draft based on feedback and bring it back for further review before scheduling a public hearing, likely in June. He emphasized the need for all Commissioners to review the changes, given the attendance at this meeting.

7. Approval of Minutes

A. Request for Approval of Meeting Minutes: March 26, 2026

The Planning Commission reviewed the minutes from March 26, 2026. No corrections were noted.

*Motion: Commissioner Clark moved to approve the minutes of March 26, 2026.
Commissioner Venuti seconded the motion. The motion passed unanimously.*

Mr. McNulty announced that the next Planning Commission meetings would be May 14th and 28th, noting the skip due to the meeting schedule and Memorial Day falling on May 25th. He reported a busy Technical Review Committee TRC meeting earlier in the day with six

items, indicating several projects are in development review that may come before the Planning Commission in the near future.

8. Adjournment

Motion: Commissioner David Clark moved to adjourn the meeting.

Commissioner Harris adjourned the meeting at 6:25 PM.

Jim McNulty

Jim McNulty
Planning Director

Approved: May 28, 2026