

**SANTA CLARA CITY PLANNING COMMISSION
MEETING MINUTES
2603 Santa Clara Drive
Thursday, May 28, 2026**

Present: Logan Blake
Kristen Walton
Joby Venuti
Tyler Gubler
David Clark (via Zoom)

Absent: Shelly Harris
Josh Westbrook

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 May 28, 2026, at 5:42 PM.

2. Opening Ceremony

A. Pledge of Allegiance: Commissioner Blake

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. Preliminary Subdivision Plat Review for the proposed South Hills Ranch Estates Subdivision, located on the northwest corner of Gates Lane and Clary Hills Drive. Ferron Leavitt, applicant. Emmitt Younger, engineer.

Planning Director, Jim McNulty, presented the preliminary subdivision plat for the proposed South Hills Ranch Estates Subdivision. The applicant, Ferron Leavitt, was represented by engineer Jared Bates of Rosenberg Associates. The proposed plat consists of two lots totaling just over one acre, yielding a project density of 0.52 units per acre. Lot 1 comprises 22,191 square feet (0.51 acres) and Lot 2 comprises 23,851 square feet (0.53 acres), both complying with the Resident Agriculture (RA) zone minimum half-acre lot size requirement. A remainder parcel of 4.17 acres is included for future development and will require a separate subdivision review process.

Mr. McNulty noted that ingress and egress will be provided via Gates Lane, which connects with Clary Hills Drive. The public road cross-section for both streets is 55 feet, accommodating a 10-foot multi-purpose trail as required by the 2018 Trails Master Plan. Key conditions of approval include compliance with building setback and height requirements per City Code §17.60.050, a will-serve letter from Washington County Water Conservancy District prior to building permit issuance, and submission of a dust control plan prior to final plat recordation. The Building Department will also require a geotechnical report with any new construction. No public comments were received prior to the meeting.

Commissioner Blake inquired about a retaining wall depicted on the west side of Lot 1. Jared Bates explained that the street elevation is significantly higher than the existing ground level, necessitating a retaining wall to create a suitable building pad. He confirmed the wall is anticipated to be less than six feet in height and would therefore comply with city ordinance.

Commissioner Walton asked about the subdivision potential of adjacent parcels to the west (SC-38 and SC-36). Mr. McNulty confirmed those parcels are similarly sized and zoned RA, meaning their owners could pursue subdivision in the future, resulting in minimum half-acre single-family lots. He noted that Public Works has engaged a consultant to evaluate traffic and future road needs in the area, and that any future development would be subject to separate Planning Commission review.

Commissioner Venuti inquired whether the retention basin shown on the plat would remain permanent. Jared Bates confirmed it would be a permanent feature, noting it would be unobtrusive given its shallow depth and available space.

Motion: Commissioner Walton moved to approve the Preliminary Subdivision Plat for the proposed South Hills Ranch Estates Subdivision located on the northwest corner of Gates Lane and Clary Hills Drive, Ferron Leavitt applicant, subject to the conditions outlined in the staff report. Commissioner Venuti seconded the motion. The motion carried unanimously (Commissioner Clark was absent for this vote).

6. Discussion Items

A. City Code Title 17 Updates.

Mr. McNulty provided an overview of proposed updates to Title 17, noting that this item was previously discussed at the April 23, 2026, Planning Commission meeting and subsequently reviewed by the City Council on May 13, 2026, where it received favorable direction to proceed.

Chapter 17.12 – Planning Commission Powers and Duties: Mr. McNulty presented clarifications to reflect the Commission's actual authority. Notably, the Commission's role with respect to subdivisions was updated to reflect that it grants approval or denial — not merely a recommendation — consistent with the previously rewritten Title 16 subdivision ordinance. Additional duties codified include site plan review for non-residential projects in the Community Commercial zone, sign reviews per Chapter 17.44, ordinance amendments, and annexation policy plan amendments. PDC-related items will continue to go to the Commission for recommendation and to the City Council for final decision.

Chapter 17.22 – ADU/IADU Ordinance: Mr. McNulty explained that updates were made primarily to align with updated state code citations. Key provisions discussed included the 4,000 square foot minimum lot size for ADUs, with an exception for planned unit developments where lots as small as 2,500-3,000 square feet may accommodate IADUs but not detached ADUs due to insufficient land area. The requirement for an Affidavit of Understanding, recorded against the property title, remains in place for both ADUs and IADUs. Parking requirements default to one space as required by state code. Mr. McNulty noted that ADUs may no longer be processed as conditional uses in any R-1 zone per state law; they are now permitted uses, though staff will continue the TRC review process.

Chapter 17.22, Section 29 – Portable/Mobile Recreational Units: Mr. McNulty outlined the provision allowing the Planning Director to grant time extensions beyond eight days for recreational vehicle use in cases of health-related hardship, with City Council approval required beyond 60 days. Commissioner Blake requested that language be added to condition any such extension on the recreational unit meeting applicable health code requirements, noting concern about sanitary conditions for extended occupancy. Commissioner Venuti and Commissioner Walton concurred. Mr. McNulty agreed to add language to that effect. Building Director Cody Mitchell noted that to date no formal permit applications had been received under this provision.

Mr. McNulty indicated the updated Title 17 documents would return for a public hearing in two weeks.

B. City Code, Chapter 17.66 Update.

Mr. McNulty presented a proposed rewrite of Chapter 17.66, the city's Commercial Zone ordinance. The existing code was last amended in 2004 and was outdated and insufficient to accommodate the range of uses anticipated under the city's recent General Plan Update.

Mr. McNulty proposed renaming the zone from simply "Commercial" to "Community Commercial," reflecting its alignment with the General Plan's land use designations and distinguishing it from the more localized neighborhood commercial designation for Santa Clara Drive and the Historic District. The Commission received this change favorably.

Permitted Uses: Mr. McNulty walked through an expanded and reorganized list of permitted uses. Several items were discussed:

- a. Accessory uses incidental to approved permitted uses were added, consistent with the PDC zone.
- b. Amusement enterprises (miniature golf, batting cages, go-karts, laser tag, bowling, coin-operated games) were moved from permitted to conditional use to account for their potential impacts.
- c. Assisted living facilities were added, consistent with the PDC zone.
- d. Automobile repair language was updated to require complete enclosure by solid walls, including vehicle storage, consistent with the PDC zone standard. Existing auto-related businesses in the zone were noted as lawful non-conforming uses.
- e. Bed and breakfast was added, prompted by a recent inquiry regarding a small parcel near an existing coffee shop.
- f. Coffee shop drive-up was added, consistent with recent amendments to the Historic District Mixed Use ordinance.
- g. Convention center or meeting facility was recognized by Commissioner Blake as warranting reclassification given the traffic, parking, and event-related impacts are like wedding venues already listed as conditional use. Mr. McNulty agreed and noted the change would be made.
- h. Fruit and produce stand were added, consistent with the Historic District Mixed Use ordinance and existing uses along Santa Clara Drive.
- i. Hospital or public health center generated discussion. Commissioner Blake noted that while general parking requirements would be met under existing code, the placement of an emergency room or trauma center, with the associated round-the-clock ambulance activity, could justify conditional use treatment. Commissioner Venuti noted the IHC-purchased PDC parcel nearby is intended for an instacare, not a hospital. The Commission agreed to designate the use as "hospital or trauma center" and to place it under conditional use rather than permitted use.
- j. Medical/dental office or clinic were consolidated, and the separately listed optometrist was noted as redundant and removed.
- k. Mobile food vendors were added to reflect existing activity in commercial zones.
- l. Mortuary and funeral home were discussed, with Mr. McNulty noting that crematoriums may warrant conditional use treatment given public health considerations. Commissioner Blake agreed, and Mr. McNulty indicated the use would be moved to conditional use.
- m. Non-depository institutions were added as a permitted use, consistent with a prior ordinance amendment that already established them as permitted in all commercial zones.
- n. Pharmacy, drugstore, restaurant, retail sales and services, and soda shop were confirmed as permitted uses.

Conditional Uses: Mr. McNulty reviewed the proposed conditional use list, which included car washes (noise concerns), charter and technical schools, child day care and preschool centers, churches and places of religious worship, hotels and motels (round-the-clock activity), indoor gun ranges and axe-throwing facilities, pawnshops, public utility structures, wedding centers and chapels (high traffic and parking impacts), tattoo establishments, and movie theaters. Mr. McNulty noted that a clerical correction was needed: "accessory uses and buildings customarily incidental" had been inadvertently listed under conditional uses and should be under permitted uses.

Area and Yard Regulations: Mr. McNulty described cleanup language consistent with other recently updated code chapters, including the option to reduce front or side street-facing setbacks to promote walkability and allow buildings to be brought closer to the street with parking to the side or rear.

Height Regulations: The 35-foot maximum height limit was retained, with added language requiring Planning Commission review and City Council approval for any height exception. Mr. McNulty explained this was modeled after the PDC zone process, reflecting the significance of a height exception decision.

Site Design and Building Elevation Review: Mr. McNulty confirmed that all site design and building elevation elements will be subject to Planning Commission review and approval. Required submittals will include an engineered site plan drawn to scale showing building location, setbacks, access drives, pedestrian access, parking, lighting, and other improvements, as well as utility information. Building elevation submittals must include drawings to scale showing building appearance, a materials board with color samples for all sides, and a project narrative. Commissioner Blake noted that commercial zones traditionally carry fewer discretionary submittal requirements than planned development zones. Mr. McNulty acknowledged this, clarifying that the narrative requirement is intended to be minimal and that staff would exercise flexibility in working with applicants on materials submittals.

Landscaping Regulations: Mr. McNulty proposed a minimum of 10 percent of the lot area to be improved and maintained with landscaping, with an additional requirement that parking lots with more than 30 spaces provide 5 percent interior landscaping. Commissioner Blake recommended that rather than a fixed minimum strip width, the code require an average landscape buffer width along public streets to provide design flexibility around access drives and irregular parcel configurations while still achieving the intended landscaping character. Mr. McNulty agreed and indicated the language would be updated accordingly.

Commissioner Clark, participating remotely, raised a concern about balancing landscaping requirements with the city's water conservation goals, questioning whether the ordinance adequately discouraged non-functional turf in commercial settings. Mr. McNulty directed the Commission to item C of the landscaping section, which requires all landscaping to comply with Chapter 17.92, Water Efficient Landscaping and Conservation Standards. He noted that water district requirements apply to all commercial and residential projects alike, and most applicants are opting for drip-irrigated plants, trees, and rock mulch consistent with xeriscape standards. Commissioner Blake concurred, adding that the water efficient landscaping

ordinance restricts narrow turf strips and that commercial developers in the region are well acquainted with these requirements.

Mr. McNulty indicated that the Chapter 17.66 rewrite will also be brought back for a formal public hearing in two weeks, following incorporation of the Commission's feedback and any remaining City Council comments from the May 13 presentation.

7. Approval of Minutes

A. Request for Approval of Meeting Minutes: April 23, 2026

The Planning Commission reviewed the minutes from April 23, 2026. No corrections were noted.

Motion: Commissioner Venuti moved to approve the minutes of April 23, 2026. Commissioner Gubler seconded the motion. The motion passed unanimously.

8. Adjournment

Mr. McNulty noted that the next Planning Commission meeting is scheduled for Thursday, June 11, 2026, and will include public hearings on the Title 17 and Chapter 17.66 code amendments, as well as a conditional use application from Verizon Wireless for a new 80-foot monopole at Gubler Park.

Mr. McNulty also announced that the ULI Utah is hosting an urban planning workshop on Thursday, June 4, 2026, from 8:00 AM to 1:00 PM at St. George City Hall, open to public officials and local government staff at no cost. Mr. McNulty asked any interested parties to confirm by 5:00 PM on Friday, May 29.

Motion: Commissioner Blake moved to adjourn the meeting.

Commissioner Blake adjourned the meeting at 6:44 PM.

Jim McNulty

Jim McNulty
Planning Director

Approved: June 11, 2026