SANTA CLARA CITY PLANNING COMMISSION
MEETING MINUTES
2603 Santa Clara Drive
Thursday, September 17, 2026

Present: Logan Blake
Shelly Harris
Josh Westbook
Kristen Walton
David Clark
Joby Venuti
Tyler Gubler

Staff: Jim McNulty, Planning and Economic Development Director
Debbie Andrews, Administrative Assistant

1. Call to Order

Chair Logan Blake called the Santa Clara City Planning Commission meeting to order on September 17, 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. Consideration and possible action on a proposed PDC Amendment and Site Plan application for Lot 1 of the Silverado Santa Clara Amended Commercial Subdivision. Utah First Credit Union is proposing a 3,300 square foot office building on the subject property. Darin Moody, applicant. Rob Merrick, architect.

Jim McNulty, Planning and Economic Development Director, presented the staff report for the proposed PDC Amendment and Site Plan for Lot 1 of the Silverado Santa Clara Amended Commercial Subdivision. Utah First Credit Union is proposing a 3,300 square foot office building on the 0.76-acre subject property, located directly west of the intersection of Pioneer Parkway and Red Mountain Drive, adjacent to the Harmons Shopping Center.

Mr. McNulty summarized the project history, noting that the Rezoning and Project Plan for the overall Cole West commercial subdivision were reviewed by the Planning Commission on June 26, 2025, and adopted by the City Council on July 9, 2025, converting the property from PD Residential to PD Commercial for a seven-lot subdivision. The current application is subject to Site Plan Review requirements per Chapter 17.68 of the City's Planned Development ordinance.

Key site plan elements presented included two points of ingress and egress, one via the internal access drive running through the center of the development, and a second connecting to Red Mountain Drive and the Harmon Shopping Center. The internal private driveway is 30 feet in width. A deceleration lane on Pioneer Parkway is required as part of the final subdivision plat and is the responsibility of Cole West. Three drive-through lanes are incorporated, with the drive-through aisle designed at 16 feet in width.

Building materials include limestone panels, charcoal, natural aluminum, and custom orange ACM panels, insulated glazing with metal window frames, and a roofing membrane system. The building height of approximately 23 feet is well within the 35-foot maximum. Signature backlit orange translucent panels on the south and west facades will be controlled by a time-dimmer, reducing intensity from 10:00 PM to 7:00 AM in spring and summer, and from 5:00 PM to 7:00 AM in winter months.

The site provides 22 parking spaces, including two ADA spaces, exceeding the code-required minimum of 13 spaces. Consistent with the Development Agreement established for the overall Cole West commercial subdivision, nine surplus spaces adjacent to the private driveway (Sego Lily Way) are designated for shared use across the development. Open space comprises approximately 30 percent of the site, exceeding PDC zone requirements. The submitted landscape and irrigation plan was found to comply with Chapter 17.92 Water-Efficient Landscaping standards. The photometric plan was reviewed and found to comply with the City's lighting ordinance, with no light spill beyond the property boundaries. Parking lot light standards are limited to 16 feet in height. The dumpster enclosure is screened from street view and is required to feature CMU walls with solid metal gates. Required public hearing notices were mailed to property owners within 300 feet, posted on the city and state websites, and no public comments were received.

Staff recommended that the Planning Commission find the application complete and forward a recommendation for approval to the City Council, subject to 13 conditions of approval detailed in the staff report.

Commissioner Blake opened the public hearing. No members of the public came forward to comment, and the hearing was closed.

Rob Merrick (appearing via Zoom) sought clarification regarding the dumpster enclosure gate material, noting that the submitted drawings showed Trex slats rather than solid metal. Mr. McNulty confirmed that solid metal gates are required and are reflected as such in Condition 10 of the staff report.

Commissioner Blake raised a concern regarding the absence of a pedestrian ADA-accessible egress route from the building to the public right-of-way. Rob Merrick acknowledged the omission and indicated that a pedestrian access route could be added along the west side of the building, with appropriate grade transitions to connect to the public way to the south. Commissioner Blake directed that this item be added as a condition of approval.

Commissioner Venuti recommended that the interior turning radius at the southwest corner of the drive-through aisle be increased beyond the proposed 8.5 feet, noting that the tight radius would likely result in damage over time. Rob Merrick acknowledged the concern and indicated the radius could be addressed in conjunction with the ADA access revisions.

Commissioner Clark sought clarification on the shared parking arrangement, noting that while shared parking is a practical necessity of the Development Agreement, it effectively means that the nine identified spaces are available to broader development on a first-come, first-served basis. Darin Moody confirmed this understanding and noted that Utah First Credit Union anticipated low transaction volumes at the branch, approximately two percent of organization-wide transactions, and was not concerned about parking adequacy. Commissioner Clark suggested the shared spaces be clearly identified on the Site Plan, and Mr. McNulty indicated this could be conditioned accordingly.

B. Public Meeting

1. None.

5. General Business

A. Recommendation to City Council

1. Recommendation to City Council for consideration possible action on a proposed PDC Amendment and Site Plan application for Lot 1 of the Silverado Santa Clara Amended Commercial Subdivision. Darin Moody, applicant. Rob Merrick, architect

Following the close of the public hearing and commission discussion, the Commission moved to act on the application.

Commissioner Westbrook moved to forward a recommendation of approval to the City Council for the PDC Amendment and Site Plan for Lot 1 of the Silverado Santa Clara Amended Commercial Subdivision, subject to Conditions 1 through 13 as outlined in the staff report, with the additional condition requiring the provision of an ADA-accessible pedestrian egress route to the public right-of-way. Commissioner Walton seconded the motion. The motion carried unanimously.

Mr. McNulty indicated that he would contact Rob Merrick with the City Council hearing date, anticipated in October.

6. Discussion Items

A. Historic District/Mixed Use Zone parking requirements.

Mr. McNulty introduced a discussion regarding parking requirements in the Historic District/ Mixed Use zone, noting that the topic had arisen during a recent application for an art gallery at 2998 Santa Clara Drive where the standard 1-space-per-250-square-feet requirement proved difficult to accommodate without compromising site function.

Mr. McNulty observed that the current standard appears overly restrictive in the context of the Historic District, where street parking is prevalent but not currently counted toward required minimums. He noted that Chapter 17.74.090 of the city code already contemplates case-by-case exceptions to parking requirements for Historic District properties, provided that technical justification is submitted. He referenced a comparable standard in the City of St. George, which applies a 1-space-per-500-square-feet ratio for similar uses in its historic downtown area, and suggested this could be a model worth adopting in code.

Commissioner Blake expressed support for reducing parking requirements, emphasizing that walkable historic districts in other communities' function with minimal off-street parking. He noted a preference for codifying a clear standard rather than relying on discretionary case-by-case exceptions, while also acknowledging that some flexibility may still be warranted. He pointed to the St. George model as a reasonable benchmark and noted that Salt Lake City has gone further by adopting parking maximums in its downtown.

Commissioner Venuti raised a specific concern from the art gallery application, where the ADA parking stall had been placed within the driveway, effectively blocking access to rear parking. Mr. McNulty acknowledged that TRC staff reviewed the arrangement and determined it was acceptable given the site's constraints but agreed that clearer code language addressing ADA placement in the Historic District context could be beneficial.

Commissioner Clark stated his preference for establishing a defined standard that becomes the baseline, with a clearly defined variance process as the fallback. He also noted the distinction between free and paid parking as a factor to consider.

Commissioner Walton suggested that allowing on-street parking to count toward the required minimum could provide meaningful relief, particularly for small-scale uses requiring only one or two spaces. Mr. McNulty noted this has been raised in the past and was not previously supported by city leadership, though he indicated he would revisit the question. He noted that if on-street parking were to be counted, it would likely be limited to spaces along the property's frontage.

Discussion also touched on the possibility of allowing tandem parking in the Historic District, given the narrow character of historic lots. Mr. McNulty noted that tandem parking is currently permitted in Residential Zones but not in Commercial Zones and suggested that a code exception for the Historic District could be explored.

Commissioner Blake referenced a parking provision adopted by the City of Hurricane that allows on-street parking stalls to be constructed within the public right-of-way, backing out

into the travel lane, as an alternative to large off-street parking areas, and offered to share the relevant code section with Mr. McNulty.

Mr. McNulty committed to conducting additional research, including approaches taken by Park City, 25th Street in Ogden, and the Arcadia development in Santa Clara, and indicated he would return with an updated proposal following Swiss Days.

7. Approval of Minutes

A. Request for Approval of Meeting Minutes: August 13, 2026

The Planning Commission reviewed the minutes from August 13, 2026. Commissioner Blake briefly sought clarification on the authorship of two separate motions reflected on pages 5 and 6 of the draft minutes. Mr. McNulty confirmed that the motions were handled as separate agenda items and correctly attributed in the minutes.

Commissioner Harris moved to approve the meeting minutes from August 13, 2026, as presented. Commissioner Westbrook seconded the motion. The motion carried unanimously.

8. Directors Report

Mr. McNulty announced that the next regular Planning Commission meeting is scheduled for October 8, 2026, and that several projects currently in progress are anticipated to appear on that agenda. He noted that there will be no meeting on September 24, 2026, as that date falls at the start of the Swiss Days celebration, and encouraged attendance at the community festivities. He also expressed appreciation to the Planning Commission for accommodating a special meeting on September 17th to advance the Utah First Credit Union application.

9. Adjournment

Motion: Commissioner Harris moved to adjourn.

Commissioner Blake adjourned the meeting at 6:24 PM.

Jim McNulty

Jim McNulty
Planning Director

Approved: October 8, 2026