



Agenda

Naples City Planning and Zoning Commission

June 18, 2026
Naples City Council Room
1420 East 2850 South
Naples, Utah 84078

OPENING CEREMONIES

STANDING BUSINESS

- Verification of Full Quorum & Designation of Voting Members:

<u>Commissioner</u>	<u>Voting</u>	<u>Commissioner</u>	<u>Voting</u>
Kevin Hiatt (Chairman)	Y N	Masen Holmes	Y N
Chris Clark (Vice-Chairman)	Y N		
Jessy McKee	Y N		
Ryan Wolfinger	Y N		

- Approval of Agenda – June 18, 2026
- Disclosures
- Approval of Minutes –May 21, 2026

Public Hearing

1. Amend ordinance 17.125 Commercial Zone C for clarification and administrative updates
2. Amend ordinance 17.20 Planning Commission Bylaws to reflect legislative changes.
3. Propose ordinance Accessory Dwelling Units to allow accessory dwellings in all residential zones.

ITEMS FOR FUTURE DISCUSSION

ADJOURN

The next Planning and Zoning meeting will tentatively be held on July 16, 2026

All persons residing within the area served by City of Naples are HEREBY NOTIFIED that the Naples Planning and Zoning Commission will meet on the 3rd Thursday of each month at 7:30pm. All persons concerned with any matter before the Naples Planning and Zoning Commission are invited to attend. If possible, call to get on the agenda, 435-789-9090 NOTE: In compliance with the Americans with Disabilities Act, Individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the Land Use Administrator at 435-789-9090 at the Naples City Office, 1420 East 2850 South, Naples, Utah 84078 at least three days prior to the meeting.

Naples Planning and Land Use
Public Meeting
May 21, 2026

Commission Present: Kevin Hiatt, Chris Clark, Jessy McKee, Masen Holmes

Commission Absent: Ryan Wolfinger

Others Present: Mike Davis, Gwen Harrison, Ken Reynolds

Opening Ceremonies

Verification of full Quorum Kevin Hiatt verified a full quorum. Masen Holmes will not be voting.

Approval of Agenda Chris Clark mentions that the title of Chairman needs moved from Chris Clark to Kevin Hiatt. Chris Clark motions to approve the agenda with the recommended change. Jessy McKee seconds the motion.
All in favor:

Chris Clark	Aye
Kevin Hiatt	Aye
Jessy McKee	Aye

Motion carried with all voting Aye. None opposed.

Disclosures Mike Davis informed the Planning Commission know that Guy Collett has resigned from the Planning Commission.

Approval of Minutes Jessy McKee motions to approve the minutes of February 19, 2026. Chris Clark seconds the motion.
All in favor:

Chris Clark	Aye
Kevin Hiatt	Aye
Jessy McKee	Aye

Motion carried with all voting Aye. None opposed.

Planning/Discussion
Amend Ordinance 17.125
Commercial Zone C

Gwen Harrison presented the proposed changes to the Commercial Zone including new changes regarding legislative changes regarding new and unlisted businesses. The Planning Commission discussed allowing metal as an allowable siding for buildings within the Commercial Zone. Miss Harrison asked if having a specific percentage allowed, the consensus of the Planning Commission is to allow fifty percent of any one siding material. Kevin Hiatt stated there are a couple items listed as permitted and conditional uses, one needs to be listed. Masen Holmes stated there is section that needs added regarding a sight obscuring fence for storage of equipment.

Chris Clark motions to approve the proposed changes to the Commercial ordinance and bring it back for a public hearing. Masen Holmes seconds the motion.

All in favor:

Chris Clark	Aye
Kevin Hiatt	Aye
Jessy McKee	Aye

Motion carried with all voting Aye. None opposed.

Amend Ordinance 17.20 Planning
Commission Bylaws

Gwen Harrison presented the proposed changes to the Planning Commission Bylaws including legislative changes including members being removed for cause and training.

Chris Clark motions to approve the proposed changes to the Planning Commission Bylaws and bring it back for a public hearing. Masen Holmes seconds the motion.
All in favor:

Chris Clark	Aye
Kevin Hiatt	Aye
Jessy McKee	Aye

Motion carried with all voting Aye. None opposed.

Proposed Ordinance Accessory Dwelling Units

Gwen Harrison presented the proposed ordinance Accessory Dwelling Units. The purpose of this would be to allow one accessory dwelling unit to be built on an individual parcel- not both an internal accessory dwelling unit and detached accessory dwelling unit. There are zones which currently allow an accessory dwelling units, this would be to allow them in all residential zones. Miss Harrison questioned the Planning Commission if they have a preference on the size of the lot that would allow an accessory dwelling unit. Chris Clark stated that a minimum lot of a quarter acre, so it aligns with our current ordinances and would allow for parking requirements. Gwen Harrison questioned the size limitations of the detached accessory dwelling units if 2 bedrooms is enough. Kevin Hiatt stated he would like to see the limit at 3 bedrooms and 1400 square feet maximum and minimum size of 750 square feet.

Chris Clark motions to approve the proposed changes to the Accessory Dwelling Unit ordinance and bring it back for a public hearing. Masen Holmes seconds the motion.
All in favor:

Chris Clark	Aye
Kevin Hiatt	Aye
Jessy McKee	Aye

Motion carried with all voting Aye. None opposed.

ITEMS FOR FUTURE DISCUSSION

ADJOURN

Chris Clark motions to adjourn, Masen Holmes seconds the motion.

All in favor:

Chris Clark	Aye
Kevin Hiatt	Aye
Jessy McKee	Aye

Motion carried with all voting Aye. None opposed.

The next Planning and Zoning meeting will tentatively be held July 16, 2026 in the Naples City Council Chambers @ 7:30 P.M.



Item No: 1

MEMO TO: Planning Commission FROM: Staff Date: June 18, 2026	Subject: Commercial Zone
Staff Recommendation:	
Background: Proposed ordinance update and discussion regarding the Commercial Zone ordinance.	
Options: <input type="checkbox"/> Bring back for further discussion <input type="checkbox"/> Recommend to City Council for approval	

Note: All proposed ordinance changes included in this document are NOT considered legal until legislative action has occurred and are accepted by Naples City Council in a public meeting by ordinance.

Chapter 17.125 COMMERCIAL ZONE C

Sections:

- 17.125.010 Purpose and intent.
- 17.125.020 Definitions.
- 17.125.030 Special regulations.
- 17.125.040 Permitted uses.
- 17.125.050 Conditional uses.
- 17.125.060 Site development standards – C zone.
- 17.125.070 Protection of adjoining residential properties.
- 17.125.080 Reserved.
- 17.125.090 General regulations.
- 17.125.100 Project area description and design theme.
- 17.125.110 Sign regulations.
- 17.125.120 Commercial guidelines.
- 17.125.130 Design goals.
- 17.125.140 Design framework.
- 17.125.150 Submittal process.
- 17.125.160 Circulation guidelines.
- 17.125.170 Site planning guidelines.
- 17.125.180 Site grading and drainage guidelines.
- 17.125.190 Architecture guidelines.
- 17.125.200 Landscape architecture guidelines.
- 17.125.210 Exterior lighting design guidelines.

Prior legislation: Ords. 12-138 and 16-176.

17.125.010 Purpose and intent.

The intent of the commercial zone is to permit the establishment of a well designed complex of retail commercial facilities and associated services, which will provide goods and services for the people to be served, minimize traffic congestion of public streets in the vicinity, and which shall best fit the general environment and land use pattern of the area. The protective standards contained in this chapter are intended to minimize any adverse effect of the planned commercial zone on nearby property values, by achieving maximum compatible integration of land uses, by preserving the aesthetic qualities of the area, and to provide for safe and efficient use of the commercial zone itself. [Ord. 18-212 § 1, 2018. LUO § 02-26-001.]

17.125.020 Definitions.

See Chapter 17.10 NCC for definitions. [Ord. 18-212 § 1, 2018; Ord. 17-197 § 1, 2017. LUO § 02-26-002.]

17.125.030 Special regulations.

~~Since it is intended that the establishment within this zone will serve the entire city and surrounding area, this zone is located in the city in a location that will best serve the population of the area.~~

In an effort to give some protection to the surrounding residential zones and to promote a progressive, well-kept business area, no storage of merchandise, material or junk, except vehicles in running order, is permitted in this zone outside of enclosed buildings and shall be stored in an enclosed building or within an enclosure surrounded by a solid sight-obscuring fence or wall of not less than six feet in height, of a neutral color and no material or merchandise shall be stored to a height of more than the height of the enclosing fence or wall. ~~nor shall any~~ No excessive dust, noise, odor, smoke, fumes, vibration, or intermittent glare be emitted from the premises.

No trash, rubbish, weeds or other combustible material shall be allowed to remain on any lot outside of approved containers in any commercial zone. No junk, debris, abandoned or dismantled automobile or automobile parts or similar material shall be stored

or allowed to remain on any lot in any commercial zone.

In addition to the five percent landscaping required on the private lot area, all road right-of-way not utilized for pavement, curb or sidewalk shall be planted and maintained as landscaped area.

All solid waste storage facilities shall be located at the rear of the main building or else behind a sight-obscuring fence or wall which will prevent the facility from being seen from a public street. [Ord. 18-212 § 1, 2018. LUO § 02-26-003.]

17.125.040 Permitted uses.

(1) Hereafter, specified permitted uses shall be permitted only when the following conditions are complied with:

- (a) All manufacturing shall be done within a completely enclosed building.
- (b) The design for curb and gutter in commercial subdivisions shall be high back.

(2) Uses.

• [Accessory buildings and uses customarily incidental to a permitted use](#)

• Air conditioning, sales and service.

• Altering, pressing, and repairing of wearing apparel.

• Animal hospital, small animals only, and provided conducted within completely enclosed building.

• Antique, import or souvenir shop.

• Arcade.

• Archery shop or sporting goods store and range, provided conducted within completely enclosed building.

• Art and artists supply store.

• Athletic and sporting goods store, excluding sale or repair of motor vehicles, motor boats or motors.

• [Athletic club](#).

• [Auction establishment](#)

• Automobile, new or used, sales and service.

• [Automobile parts sales within completely enclosed building](#).

• [Automobile repair shop](#)

• Awning sales and service.

• Baby formula service.

• Bakery manufacture limited to goods retailed on premises.

• Bank or financial institution.

• Barber shop.

• Beauty culture school.

• Beauty parlor for cats and dogs, enclosed.

• Beauty shop.

• Bicycle sales and service, enclosed.

• Boat sales and service.

• Bookbinding.

• Bookstore, retail.

- Bowling alley.
- Building materials sales or yard.
- Cafe or cafeteria.
- Candy manufacture, retail.
- Candy store, confectionery.
- Carpenter and cabinet shop.
- Carpet, rug, and linoleum service and retail sales.
- Car wash, automatic type.
- Car wash, manual spray.
- Cash register sales and service.
- Catering establishment.
- China, crystal and silver shop.
- Christmas tree sales.
- Church.
- Cleaning and dyeing establishment.
- Clinics, medical or dental.
- Clothing and accessory store.
- Communication equipment building.
- [Costume rental.](#)
- [Craft supply store](#)
- Dairy products store.
- [Dance hall.](#)
- [Dance, drama, or music school](#)
- [Data processing service and supplies.](#)
- [Daycare facilities](#)
- [Delicatessen.](#)
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- Department store.
- Detective agency.
- Diaper service, including cleaning.
- Drugstore.
- Educational institution.
- Electrical and heating appliances and fixtures sales and service.
- Electronic equipment sales and service.

- Employment agency.
- [Fabric and textile sales.](#)
- [Fireworks stand- temporary](#)
- Florist shop.
- Frozen food lockers, incidental to a grocery store or food business.

- Fruit store or stand.
- Furniture sales and repair.
- Fur apparel sales, storage or repair.
- Garden supplies and plant material sales.
- Gift store.
- Glass sales and service.
- Government buildings or uses, no industrial.
- Greenhouse and nursery; soil and lawn service.
- [Grocery store.](#)
- [Group homes](#)
- [Gunsmith.](#)
- [Hand crafted items, manufacture and retail sales on premise](#)
- Hardware stores.
- [Health club.](#)
- [Health food store](#)
- [Hobby and crafts store.](#)
- [Home goods store](#)
- [Hospital](#)
- Hospital supplies.
- Hotel.
- House cleaning and repair.
- Household appliance sales and incidental services.
- Ice cream parlor.
- Ice store or vending station.
- Insulation sales.
- Insurance agency.
- Interior decorating and designing establishment.
- Janitor service and supply.
- Jewelry store, sales and service.
- Laboratory, dental or medical.
- Laundry or dry cleaning, collection station.
- Laundry or dry cleaning, laundromat type.
- Lawn mower sales and service.
- Leather goods, sales.

- Legal office.
- Linen office.
- Linen store.
- Linen supply service.
- Locksmith.
- Lodge or social hall.
- Luggage store.

• [Massage](#)

- Meat, fish and seafood store.
- Medical office.
- Millinery.
- Monument works and sales.
- Mortuary.
- Motel.
- Motorboat sale and service.

• [Motorcycle and motor scooter sales and service.](#)

• [Movie theater](#)

• [Museum](#)

- Music store.
- Needlework, embroidery or knitting store.
- Newsstand.
- Notions store.
- Novelty store.
- Office machines, sales and service.
- Office supply.
- Optometrist, optical or oculist.
- Paint or wallpaper store.
- Parks and playgrounds.
- Parking lot or garage for passenger automobiles.
- Pest control and extermination.
- Pet and pet supply store.
- Pharmacy.
- Photographic supplies.
- Photo studio.
- Physician or surgeon.

- Plumbing shop.
- Popcorn or nut shop.
- Post office.
- Printing, lithographing, publishing or reproduction sales and service.
- Professional office.
- Radio and television sales and service.
- Radio, television or FM broadcasting station.
- Real estate agency.
- Reception center or wedding chapel.
- Recreation center.
- Restaurant, ~~drive in.~~
- Roofing sales or shop.
- [School, public or private](#)
- Second-hand store.
- Seed and feed store, retail.
- Service station, automobile with rotating brush car wash as accessory use.
- Sewing machine sales and service.
- Shoe repair or shoe shine shop.
- Shoe store.
- [Sign manufacture or sign painting.](#)
- [Sports activities facilities](#)
- Supermarket.
- Tailor shop.
- Taxicab stand.
- Taxidermist.
- Temporary building for uses incidental to construction work. Such shall be removed upon completion of the construction work.
- ~~Theater, indoor.~~
- [Tire shop, sale and mounting only](#)
- [Toy store, retail.](#)
- Travel agency.
- Variety store or stand.
- Ventilation equipment, sales and service.
- Weather stripping shop.

- Window washing establishment.

Other uses not mentioned above, but ruled by the land use administrator to be similar to uses permitted above, shall be considered a conditional use.

(3) No residential uses shall be allowed in the commercial zone. [Ord. 18-212 § 1, 2018. LUO § 02-26-004.]

17.125.050 Conditional uses.

The following uses will be allowed only when authorized by a conditional use permit obtained as provided in Chapter 17.155 NCC:

- (1) Bakery goods manufacturing.
- (2) Bath and massage establishment.

- (3) Billiard parlor.
- (4) Boxing arena.
- (5) Carpet and rug cleaner.
- (6) Contractor shop, provided work conducted within a completely enclosed building.
- (7) Dance hall.
- (8) Express and transfer service.
- (9) Farm implement sales.
- (10) Food trucks, with the following conditions:
 - (a) Must obtain a Naples City business license or provide a valid copy of a current Utah business license, a current health department food truck permit; a current approval from a fire and safety inspection and any other licenses or permits required by state or local authorities.
 - (b) Shall obey all parking and traffic regulations in Naples City.
 - (c) The outdoor dining area shall not impede pedestrian or emergency access circulation.
 - (d) Shall not interfere with or limit pedestrian users' free and unobstructed passage.
 - (e) Shall not operate on public streets where the speed limit exceeds 35 miles per hour.
 - (f) Shall not sell to any person standing in the roadway.
 - (g) Trash containers shall be provided for the use of the business patrons.
 - (h) All signs must be physically attached to the vehicle.
- (11) Lumber yard.
- (12) Manufacture of goods retailed on premises.
- (13) Miniature golf.
- (14) Shooting gallery.
- (15) Temporary permits for bazaars and carnivals.
- (16) Trailer sales and service.
- (17) Travel-trailer courts.
- (18) Used car lot. [Ord. 18-212 § 1, 2018; Ord. 18-209 § 1, 2018. LUO § 02-26-005.]

[17.125.051 Classification of New and Unlisted Business Uses](#)

[Classification of New or Unlisted Business Uses](#)

[1\) Purpose](#)

[i\) The purpose of this section is to establish a clear process for:](#)

[2\) Determining whether a proposed business use fits within an existing land use classification; and](#)

[3\) Reviewing and approving new or unlisted business uses that are not addressed in this Title.](#)

[4\) Definitions](#)

[5\) Classification Request: A request to determine whether a proposed business use fits within an existing land use category defined in the city's ordinances.](#)

[6\) New or Unlisted Business Use: A business activity that does not clearly fit within any existing land use category in the city's ordinances.](#)

[7\) Classification Process](#)

[8\) An applicant must submit a written request to the Land Use Administrator asking whether a proposed business use fits within an existing land use category established in the City Code.](#)

[9\) The Land Use Administrator shall review the request and determine whether the proposed use:](#)

[a\) Fits within an existing land use classification](#)

- b) Is substantially similar to an existing land use classification; or
 - c) Constitutes a new or unlisted business use
- 10) The Land Use Administrator shall make determination of the request while considering:
 - a) The nature of the business activity;
 - b) The scale and intensity of the use;
 - c) Expected impacts on surrounding properties;
 - d) Whether the use is consistent with the purpose of the zoning district
- 11) Decision
 - a) The Land Use Administrator shall issue a written decision within fifteen (15) business days after the application is determined complete.
 - b) If the use is determined to be substantially similar to an existing land use classification
 - i) The use shall be regulated under the applicable standards for that classification; and
 - ii) The applicant may proceed through the normal permitting process.
 - c) If the use is determined to be a new or unlisted business use, the applicant shall submit an application to the City Council requesting approval of the use and adoption of an ordinance allowing the use as a permitted or conditional use.
 - i) The City Council shall approve or deny the application within 45 days after the application is determined complete, if the applicant responds to requests for additional information within a time frame established by the City and appears at required hearings.
 - ii) If approved, the City Council shall:
 - (1) Adopt an ordinance establishing the use classification, and
 - (2) Identify the zoning districts in which the use shall be permitted or conditionally permitted.
- 12) Appeal of Decision
 - a) If the City Council denies the application, or if the applicant disagrees with the Land Use Administrator's classification of the proposed use the City Council shall:
 - i) Notify the applicant in writing of each reason for the classification or denial; and
 - ii) Notify the applicant of the process for appealing the City Council decision.
 - b) An applicant may appeal a classification determination made by the Zoning administrator to the City's designated Appeal Authority.
 - c) An Appeal shall be filed in writing within ten (10) business days after issuance of the written decision.
 - d) The Appeal Authority shall review the appeal and issue a written decision affirming, modifying, or overturning the original determination.

17.125.060 Site development standards – C zone.

- (1) Minimum lot area: one acre.
- (2) Minimum lot width: 100 feet.
- (3) Minimum yard setbacks.
 - (a) Front: 30 feet.
 - (b) Side: none, except 10 feet adjoining a residential zone, or where required by the International Building Code.
 - (c) Side facing street on corner lot: 20 feet.
 - (d) Rear: none, except 30 feet adjoining a residential zone.

(e) Building Height.

(i) Minimum: one story.

(ii) Maximum: 55 feet.

(4) Lot Coverage. The aggregate of all buildings shall not exceed 60 percent of the entire lot area, [provided that all applicable parking, setback, and landscaping requirements are met](#). [Ord. 18-212 § 1, 2018; Ord. 17-188 § 1, 2017. LUO § 02-26-006.]

17.125.070 Protection of adjoining residential properties.

Where a commercial development adjoins any lot or parcel of ground in any residential zone [or residential use](#), there shall be provided and maintained [by the commercial property](#) along the adjoining property line a decorative, sight-obscuring fence of not less than six feet in height, a 10-foot wide planting strip or any combination of fencing and landscaping which adequately protects the adjoining residential property and is properly maintained. [Ord. 18-212 § 1, 2018; Ord. 14-167 § 1, 2014. LUO § 02-26-007.]

17.125.080 Reserved.

[Ord. 18-212 § 1, 2018. LUO § 02-26-008.]

17.125.090 General regulations.

A commercial zone may be established only upon land held in single ownership, or under unified control, or where the planning commission determines that commercial development on separate adjoining properties should be coordinated for a physically unified commercial facility, which will be compatible with the surrounding land uses. The location of the commercial zone shall have an acceptable relationship to and further the purposes of the general plan for the city, as determined by the planning commission. [Ord. 18-212 § 1, 2018. LUO § 02-26-009.]

~~**17.125.100 Project area description and design theme.**~~

~~Located in the dramatic Uintah Basin, Naples City is a mix of residential, commercial, and industrial adapted to the native landscape of Ashley Valley. The aesthetic tenor for the development is rooted in the heritage of the basin. Drawing from the area's historic agricultural land base, the design reveals the traditional uses of the region, reinterpreted for today. Elements such as orchards, horse pastures, drainage channels, and irrigation channels have become defining forms for the community. The mingling of the native context with modern vernacular construction allows for contemporary living in a city and country style. The intertwining of environmental needs with developer constraints results in compact development preserving agricultural lands and open areas.~~

~~The interpretation of the historic landscape surrounding Naples City blends the ideas of new urbanism with the natural western landscape. The linear and gridded forms of the landscape elements are recreated in each commercial area. Using a modified grid to structure the community allows for preservation of natural drainage channels while maintaining clear orientation and circulation. Short blocks, pedestrian ways, narrow streets with detached walks, regularly planted street trees, defined setbacks, and parks define the human scale for the community.~~

~~The elements of development shall emphasize greening the city by increasing buffering and landscaping requirements. The developments shall be walkable and transit-oriented. We should not allow a strip mall with a sea of asphalt out front. Instead provide small wooded areas as buffer zones and locate parking areas behind or to the side of retail establishments with sidewalks and attractive streetscapes in front.~~

~~The street design reduces vehicle travel speeds and encourages pedestrian activity. The planning process involved city officials and community leaders in negotiating narrower street standards than those found in nearby communities. The design structure of each development promotes commercial and retail to encourage a retail environment through variable commercial types and land uses. [Ord. 18-212 § 1, 2018. LUO § 02-26-010.]~~

17.125.110 Sign regulations.

The height, size, and location of the permitted signs shall be in accordance with the regulations set forth in Chapter 17.60 NCC.

(1) Preface. All signage within Naples City is regulated for aesthetic consistency and appropriateness.

(2) General Requirements and Prohibitions.

(a) All signs and graphics require approval of the city. Signs and graphics not having this approval shall not be installed. A specific signage plan and design must be submitted to the city for approval.

- (b) Signs on the interior of buildings that are not visible from the building exterior are not subject to city approval.
- (c) No unfinished, exposed, illuminated sign cans, electrical raceways, or wiring crossovers will be permitted unless in the construction or installation phase.
- (d) ~~Flashing, blinking or moving signs, e~~Exposed light, iridescent colors, fluorescent materials, steamers, or searchlights are prohibited.
- (e) Signs using special effects, such as exposed neon or fluorescent tubing, must be approved in advance by the planning commission. A color layout to scale of the proposed sign must be submitted for approval.
- (f) Temporary signs, posters, or banners of a specific advertising or promotional nature may be displayed for short time periods if the signage, size, color, placement and their mounting devices are first submitted, in layout form to scale, for approval to the planning commission. If so approved, a removal date of the sign will be established at the time the temporary permit is granted.
- (g) Off-premises billboard signs are prohibited.
- (h) Bench signs are prohibited.
- (i) Tenants and owners are responsible for the installation and maintenance of all signs. Tenants and owners must obtain all necessary permits and approvals.
- (j) All materials used in signage, except temporary signage, shall be durable, or permanent in nature, require minimum maintenance, and be resistant to weathering and staining.
- (k) No signs shall be posted or attached to trees, public utility improvements, lighting poles or fixtures, traffic signs, or traffic control devices.
- (l) No sign shall be posted, placed or erected within public rights-of-way and thoroughfares.

~~(m) The display of banners (signs made of fabric, plastic, or other similar material) is prohibited unless approved for special uses by the city.~~

~~(n)~~(m) No sign or any portion thereof may project or extend above the parapet wall or top of the exterior wall or building facade upon which the sign is mounted.

~~(o)~~(n) Rooftop signs are prohibited.

~~(p)~~(o) Except for directional and traffic control signs, off-site signs are prohibited unless approved by the planning commission.

~~(q)~~(p) All unapproved signs or banners are subject to removal.

(3) Signage Plan Submittal.

- (a) A signage plan must be submitted to the planning commission for review and approval prior to installation.
- (b) The signage plan submittal should include the following:
 - (i) A scale site plan showing the location and type of proposed signage.
 - (ii) Scaled drawings of proposed signs including lettering and logos, materials, dimensions and colors. [Ord. 18-212 § 1, 2018. LUO § 02-26-011.]

~~17.125.120 Commercial guidelines.~~

~~These commercial guidelines address those physical elements of urban development that contribute to overall character, including built form, architectural style, streetscape, landscape architecture, parkland and open space, parking, service areas, signs, lighting and grading. The guidelines provide prospective developers with a clear statement of the design goals and objectives and development requirements for the commercial/retail development. This framework will be used to create cohesive commercial zones through high quality design and construction. The guidelines are a tool for the development of site and building plans that will be submitted to the planning commission. [Ord. 18-212 § 1, 2018. LUO § 02-26-012.]~~

17.125.130-Design goals.

~~The goals for development in Naples City are to ensure that future urban form and development patterns are sustainable, that the architectural form of buildings relates to both pedestrians and automobiles, and that new development is in physical and visual harmony with the natural environment.~~

~~Develop corridors to connect people to commercial areas; these may be streets, pathways, or recreational corridors.~~

~~Develop mixed-use, commercial and business zones that have distinct and identifiable characters.~~

~~Preserve and create open space that respects existing topography and minimizes the impact of development on the natural environment.~~

~~Design urban space and buildings that create or contribute to a sense of community.~~

~~Build lasting infrastructure, architecture and landscape architecture. [Ord. 18-212 § 1, 2018; LUO § 02-26-013.]~~

17.125.140-Design framework.

~~(1) Preface. This section defines design themes for Naples City that uphold the preservation of the natural environment and the heritage of rural and small city in Uintah County, and establishes design principles that support innovative architecture, landscape architecture, and site planning.~~

~~(2) Design Vision: The Natural Environment Theme. The aesthetic tenor for Naples City is rooted in the heritage of rural Eastern Utah. Drawing from the area's historic agricultural land base, the design reveals the traditional uses of the region reinterpreted for today. The site was long used for agricultural farming and still displays agrarian-oriented patterns on the land. Accordingly, drainage channels, horse and cattle pastures, orchards, and irrigation channels are defining forms for the new community.~~

~~The following forms are central to the vision for Naples City:~~

~~(a) Regional historical planting patterns such as horse and cattle pastures, orchards, and alleys shall be promoted as landscape elements.~~

~~(b) Southwestern architecture shall be promoted within Naples City. The southwestern theme is comprised of a combination of earthen tones, exposed wood/lumber, columns, and stucco or rock finishes. Flatter roof lines copy the surrounding mountains and arched windows and doors are set apart with strong framing and supports.~~

~~(c) The existing topography shall direct design; land use patterns shall respect and complement the land forms. The character of the natural site must be incorporated into the design such that the geometric forms of the built environment and the natural forms of the land form a complementary relationship.~~

~~(d) Environmentally sensitive areas shall be protected from encroachment or inappropriate use.~~

~~(3) Urban Design. Buildings should relate to one another through scale, form and material, and should be appropriately scaled for pedestrian activity. Creating a relationship between the street, open space, and public amenities is critical to the overall character of Naples City. To this end, the following design precepts shall guide the development of the commercial zones:~~

~~(a) Building masses should be scaled to integrate with neighboring properties, particularly where dissimilar land uses abut.~~

~~(b) Provide open space to accommodate active public life. These include city squares, village greens, pocket parks, and urban plazas.~~

~~(c) Maintain a well designed transition between open spaces and developed area.~~

~~(d) Where appropriate, use formal streetscape treatments such as parkway strips between street and sidewalk, regularly spaced canopy trees, and special paving to denote pedestrian zones.~~

~~(e) Establish gateway features at key intersections of the various commercial areas. These elements may include entrance plazas, fountains, tree bosques, special pavement treatments, monumentation, or public art.~~

~~(f) Establish a series of vehicular and pedestrian nodes designed to enhance points of convergence and concentration of activities.~~

~~(g) Provide direct vehicular access to specialty retail storefronts through on-street diagonal and parallel parking.~~

~~(h) Break up parking areas into smaller units in order to reduce the walking distance to storefronts and other commercial activities.~~

~~(i) Require reciprocal cross access between parcels in order to minimize multiple entrances and curb cuts.~~

~~(j) Promote a mixture of daytime and evening uses in order to concentrate shared parking arrangements and to increase opportunity for 24-hour activity in the commercial zones.~~

~~(k)~~(a) Establish an off-street open space/greenbelt link between commercial zones and adjacent neighborhoods and public facilities.

~~(l) Use detached sidewalks whenever possible throughout the city.~~

~~(m)~~(b) All commercial development is encouraged to dedicate one percent of building cost for public artwork: fountains, bell tower, plaza with colonnades and benches, to be located at or near the building or within public areas. [Ord. 18-212 § 1, 2018. LUO § 02-26-014.]

17.125.150 Submittal process.

(1) Approvals. Unless otherwise explicitly provided herein to the contrary, all approvals required under Naples City land use ordinance shall be in writing and may be granted or withheld at the sole discretion of the city. Any approval pursuant to these design guidelines does not constitute a warranty, assurance or representation by the planning commission and the approving party should have no responsibility by virtue of such approval.

(2) Design Review Committee Requirements.

(a) Design Review Committee. The design review committee is established to assure current and future owners that the adopted covenants, conditions and restrictions are being enforced and that the overall design theme will be adhered to by future development and the planning commission which has been established. The planning commission is responsible for reviewing plans for all development, including construction of any type, landscaping, lighting, signage, ~~deed restrictions~~, which are reviewed by the planning commission to determine their compliance with the covenants and this chapter.

(b) Design Review Procedure. All plans for construction must be submitted to the planning commission for approval. For a typical building project, three copies (one copy for owner, one copy for planning commission, one copy for building official), and an electronic Adobe PDF file of the required information must be submitted. One copy shall remain on file with one copy to be returned to the applicant with planning commission comments.

Prior to the submittal, the applicant should arrange to obtain a copy of any available engineering, grading, utility, street and drainage plans.

(3) Submittal Process. There is a four ~~five~~-step submittal/approval process. These are:

(a) Design review conference;

(b) Concept plan review;

(c) Preliminary plan review (schematic design review);

(d) Final plan review and approval;

~~(e) Final approval prior to certificate of occupancy.~~

(4) Application Fee. The applicant shall pay nonrefundable fees as required by the Naples City consolidated fee schedule for each step of the development process.

(5) Design Review Conference. Prior to the formal submittal of a request for approval, an informal conference is recommended between the applicant and ~~the planning commission~~ Land Use Administrator. This conference will serve to acquaint the applicant with the overall context of Naples City as well as covenants and design guidelines. At the same time, the Land Use Administrator ~~planning commission~~ will become familiar with the applicant's development intent. Conceptual site plans and conceptual building drawings will aid in discussion at this conference; however, applicants are strongly encouraged not to prepare detailed schematic designs until after this conference.

Suggested material for discussion at the pre-application conference includes:

- (a) General project concept;
- (b) Specific uses proposed and intensity of use proposed (floor area/parking demand);
- (c) Proposed construction timing;
- (d) Conceptual building size, massing, and site plan ideas.

(6) Concept Plan Submittal. Prior to submitting a preliminary plat, an applicant shall submit an initial written concept plan to the ~~Land Use Administrator~~ including a sketch plan of the proposed development in which the proposed development is sufficiently described to enable the land use administrator to determine whether the proposed ~~development subdivision~~ complies with the city's land use ordinances, capital growth and general plan, street plans and services. The land use administrator shall advise the applicant of possible problems with the proposed ~~development subdivision~~ within 30 days after it has received the initial application including sketch plans. Approval of the concept plan shall not constitute approval of the "preliminary plan." Or "final plan". This subsection is mandatory, and an applicant may not submit a preliminary plat plan in lieu of the concept plan. If disapproved, the planning commission shall express its reasons in writing to the applicant.

(7) Preliminary Submittal. This review covers conceptual site planning, architecture, and landscape architecture for the project. Review by the planning commission will not commence until all specified information has been submitted. The material must be submitted 21 days prior to a regularly or specially scheduled planning commission meeting. The material submitted should constitute schematic level design documents for architecture and landscape architecture. The required drawings are to be prepared by licensed design professionals. Based on the results of the pre-application conference, the following information shall be submitted by the applicant:

(a) Preliminary Site Plan. ~~To~~ include:

- (i) Site and context plan (immediately adjacent properties).
- (ii) Site coverage data total property area.
- (iii) Required setbacks for buildings and parking areas.
- (iv) Building height.
- (v) Pedestrian circulation.
- (vi) Vehicular access and circulation.
- (vii) Buildings, storage, loading, and trash location areas.
- (viii) Parking areas with total spaces provided.
- (ix) Driveways, sidewalks, trash enclosures, and utility screening.
- (x) Site lighting including fixture selection.
- (xi) Landscape plan including hardscape elements.
- (xii) Grading and drainage plan.
- (xiii) Development phasing concept, if applicable.
- (xiv) Geotechnical report – if required by the building official.

Note: the site plan(s) must show development of the entire property.

(b) Preliminary Architectural Plans. ~~To~~ include:

- (i) Building elevations (all sides).
- (ii) Typical floor plans noting exterior dimension and total gross floor area.

(iii) Notations explaining building materials, colors, and finishes.

(iv) Special attention to screening of storage areas, mechanical equipment, loading docks and trash receptacles.

(c) Preliminary Landscape Architecture Plan.

(i) Location of trees, shrubs, ground covers, berms, walls, fencing, etc.

(ii) Plants under consideration.

(iii) Conceptual design of courts, plazas, terraces and other special features.

~~(iv) Delineate landscape theme areas: native, formal, naturalized, agrarian.~~

(d) Project Information. To be included on the site plan:

(i) Name of owner, developer and/or builder (as applicable).

(ii) Name of project.

(iii) Name of architect/landscape architect/engineer.

(iv) Proposed use.

(v) Development schedule.

(vi) Total site area.

(vii) Total building area (gross and net rentable as applicable).

(viii) Total landscape area.

(ix) Identification of project phasing and phasing schedule.

(x) Required parking by code.

(xi) Location and block number.

(xii) Name, address and telephone number of person who will maintain communication with the ~~city planning commission~~. This should be a person who will have long-term responsibility for the projects.

(xiii) The zone in which the development is proposed.

(xiv) Setbacks as required by code.

(xv) Landscaping.

(xvi) A proposed building construction schedule to describe:

(A) Start of site preparation and building construction.

(B) Building completion.

(C) Landscape and site work completion.

(D) Phasing and expansion plans.

(E) Occupancy.

(e) Soil Controls. Provide complete information about any potential geologic problems within the development areas, including but not limited to expandable soils, potential slide of slough areas, high ground water, etc.

The ~~Building Official~~ ~~planning commission~~ shall determine from the concept plan review or the preliminary plat application the possible need for environmental impact analysis, which would take into account the soil, slope, vegetation, drainage and other geological characteristics of the site. If the site requires substantial cutting, clearing, grading or other earthmoving operations in

construction of structures or roads in the proposed development or if geologic conditions warrant, the [Building Official](#) ~~planning commission and/or city council~~ shall require the applicant to provide soil erosion and sedimentation control plans or stabilization plans and specifications prepared by a registered civil engineer.

(8) Final Application (Construction Drawings). After preliminary approval, a final application must be submitted prior to final planning commission approval and/or issuance of a building permit. The material submitted should constitute 90 percent complete construction drawings for architecture and landscape architecture. The following information shall be submitted for the final application:

(a) Site Development Construction Drawings. To show in addition to the preliminary application requirements:

- (i) Location and size of building/easements/utility locations.
- (ii) Curb cuts and access points for autos and service vehicles.
- (iii) Parking areas, islands, and drive aisles with number of spaces noted.
- (iv) Pedestrian circulation system.
- (v) Loading area (location and design).
- (vi) Trash enclosures (location and design).
- (vii) Open space area.
- (viii) Finished contour grading/drainage plan with drainage structures and any storm water retention areas.
- (ix) Storm water drainage calculations.
- (x) Building pad elevations.

Site plan shall be prepared on a topographic base map of one-foot contour interval and one inch equals 20 feet unless otherwise approved by the ~~Land Use Administrator~~ [planning commission](#).

(b) Landscape Construction Documents. To show:

- (i) Grading, water retention, retaining walls, rock work, and slope stabilization.
- (ii) Walkways, plazas, decks, walls, and fences (type, details, materials, and location).
- (iii) Trees, shrubs, ground covers, grasses and mulches; indicate type, size and location.
- (iv) Location and dimensions of berms and other grading elements.
- (v) Location and type of hardscape materials.
- (vi) Site furniture: benches, fountains, kiosks, trash receptacles, flagpoles, etc.
- (vii) Irrigation plan, including line size, locations, valves and controllers.
- (viii) Materials list, including type, size, quantity, and specification of all materials.

Landscape plan shall be prepared on a topographic base map of one-foot contour interval; scale: one inch equals 20 feet unless otherwise approved by the [Land Use Administrator](#) ~~planning commission~~.

(c) Building Construction Documents. To show:

- (i) Architectural site plan.
- (ii) Building floor plans.
- (iii) Exterior elevations, colored to accurately indicate the colors and materials to be used.
- (iv) Building and wall sections specific to exterior elevations.

(v) Sample board displaying actual samples of all exterior building materials and actual colors, as requested by the planning commission.

(d) Signage and Lighting Documents. To show:

(i) Location of all information and directional signs.

(ii) Location of all lighting fixtures by type (e.g., area, building accent, security signage).

(iii) Signage system design: plan and elevation drawings to show the size, graphic layout, type face, construction details, materials, color and lighting method of all signs.

(iv) Exterior lighting system design: plan and elevation drawings to show the size, construction details, material, and colors of all light fixtures.

(v) Photometric analysis of lighting coverage.

Plan shall be one inch equals 20 feet unless otherwise approved by the Land Use Administrator ~~planning commission~~.

(e) Construction schedule.

(f) Pertinent details and specifications.

(g) Written material to include tabulation, expressed in square feet and in percent of site coverage describing (minimum, required, proposed):

(i) Building coverage (footprint).

(ii) Landscaped open space.

(iii) Driveways, parking, and loading areas.

This tabulation should total 100 percent of the site.

(9) Final Approval/Building Permit. The final submittal will be reviewed by the city council and approved, conditionally approved, or disapproved. Detailed reasons for its conditional approval or disapproval will be given in writing. Final approval and infrastructure acceptance is required prior to building permit issuance.

(10) Construction Compliance Verification. The building official shall have the right to review construction work in progress to evaluate compliance with the construction documents as approved. All design changes which affect the exterior conditions of the project shall be approved by the planning commission and will be sent to city council for final acceptance.

(a) Construction Precautions. In order to minimize soil erosion by water and wind, practical combinations of the following shall be used:

(i) Expose smallest practical area of cleared land during construction.

(ii) Temporary ditches, dikes, vegetation and/or mulching shall be used to protect critical areas exposed during development or construction.

(iii) Sediment basins (debris basins, desilting basins, or silt traps) shall be installed and maintained to remove sediment from runoff waters during development.

(iv) Permanent landscaping shall be installed as soon as practical after construction activities.

(v) Temporary mulching shall be used for imported fill and other distributed areas subject to erosion, on construction projects over six months in duration.

(b) All construction storage, equipment yards and on-site trailers and san-o-lets shall be fenced or segregated in a manner approved by the planning commission and shall be located on the site in a way to minimize their impact on adjacent properties and public streets. Construction sites shall be maintained in a neat and orderly manner. All trash shall be kept in enclosed containers and emptied frequently.

(c) Construction access shall be coordinated with and approved by the city building official. Special care shall be taken to protect existing curbs and pavements from damage and removal of site soil tracked onto streets.

(d) At the end of the construction period, by phase, the applicant shall submit to the city building official reproducible copies of record drawings (as built) showing the actual locations of all underground utilities and irrigation systems.

(11) Modifications. If it becomes impossible or impractical to complete construction of a structure or a multiple-structure project substantially in accordance with design consistency determinations obtained pursuant to the design review process, the owner of such structure or project shall notify the land use administrator of such impossibility or impracticality and shall submit to the land use administrator an alternative design that is as close as reasonably possible to the consistent or approved design. The planning commission shall refer such proposed alternative design to the city within 30 days. The city shall treat such referral as a new application. [Ord. 18-212 § 1, 2018. LUO § 02-26-015.]

17.125.160 Circulation guidelines.

(1) Preface. The circulation concept for Naples City is based on a hierarchy of roadways and pedestrian paths that connect village cores, commercial cores, and business parks, to neighborhoods and surrounding development. The primary system consists of Highway 40 and other local collection roads. This circulation network is organized to allow for the greatest number of possible routes from one location to another. The street design and pattern is geared toward reducing vehicle travel speeds and encouraging pedestrian activity. Streets, alleys, walks, and trails are interconnected to facilitate access and minimize congestion.

(2) General Parameters.

(a) The circulation system shall respond to topography and environmental constraints. On relatively flat terrain, grid or modified grid street patterns should be used to reinforce traditional neighborhood design (TND).

(b) There shall be a clear separation between pedestrian and vehicular traffic.

(c) Pedestrian circulation layout on any development site should take into account all off-site generators of pedestrian movement, such as open spaces, schools, retail centers, bus stops, etc.

(d) Surface accent strips of brick or textured paving should be used to define pedestrian walkways.

(e) Long straight streets shall be avoided. Human scale, narrower and shorter run streets shall be encouraged.

(f) Streets and pathways should lead directly to visual anchors and/or focal points.

(g) Direct connections shall be provided to public features (e.g., village cores, golf course), thereby reducing public traffic on residential streets.

(3) Roadway Hierarchy. The variously sized roads within Naples City are intended to accommodate traditional and alternative forms of movement within the community.

See the Naples City Road Classification 2016. [Ord. 18-212 § 1, 2018. LUO § 02-26-016.]

17.125.170 Site planning guidelines.

(1) Preface. Site planning for Naples City's commercial areas is intended to maintain visual consistency, ensure strong connections between neighborhoods and commercial area, and to create inviting and dynamic shopping zones. To this end, the site planning guidelines seek to:

(a) Control building placement;

(b) Establish building setbacks that promote dynamic streetscape;

(c) Site buildings to frame formal open spaces;

(d) Promote pedestrian connections that link commercial activity centers;

(e) Provide conveniently located access points and driveways; and

(f) Lessen the impact of visually disruptive elements such as service areas.

(2) Site Planning Requirements. This section delineates requirements for parking, service, loading, special equipment, utilities, communication devices, and fencing and screening.

(a) Parking Requirements. Parking areas should provide safe, convenient, and efficient access. They should be distributed to reduce overall scale of paved surface and to shorten walking distances between cars and buildings. ~~No more than 50 percent of the off-street parking area for the lot, tract, or area of land devoted to the large retail establishment shall be located between the front facade of the building and the abutting streets.~~

(i) The parking lot and cars should not be dominant visual elements of the site. Large expansive paved areas located between the street and the building shall be avoided in favor of smaller multiple lots separated by landscaping and buildings.

(ii) Divide lots with planted buffers to create a series of smaller lots (maximum 200 cars).

~~(iii) Parking areas, drive aisles and lots adjacent to and visible from public streets shall be adequately screened from view by using rolling earth berms and landscaping. Water conserving profiles are encouraged in the design of landscape berms. Low decorative screen walls, changes in elevation, landscaping, or combinations thereof should be used wherever possible.~~

~~(iv) For security purposes, all parking spaces should be visible from the interior of the structures, especially entrances.~~

~~(v)(iv)~~ The layout of parking lots should work with the existing site grading. The use of terraced or stepped parking platforms is encouraged to break down apparent size of parking areas.

~~(vi)(v)~~ Minimize walking distance from furthest parking space to a building.

~~(vii) Locate vanpool and carpool spaces close to buildings to encourage their use.~~

~~(viii)(vi)~~ Standard minimum parking space dimensions shall comply with off-street parking standards. ~~be 10 feet, zero inches by 20 feet, zero inches for full size cars and eight feet, zero inches by 16 feet, zero inches for compact cars.~~

~~(ix)(vii)~~ Minimum drive aisle width shall be 23 feet, zero inches.

~~(x)(viii)~~ Handicapped parking required per specification of the Americans with Disabilities Act. ANSI 117 ~~Naples City development code.~~

~~(xi)(ix)~~ Parking is not permitted in landscape areas.

~~(xii)(x)~~ Parking lots shall have landscaped islands provided at maximum intervals of 23 spaces at retail uses and 15 spaces at office uses and at the end of all parking rows. These islands shall be a minimum width of six feet. A continuous poured-in-place concrete curb shall be provided around landscape islands.

~~(xiii) The use of parking bumpers in surface lots is prohibited.~~

~~(xiv)(xi)~~ A continuous poured-in-place concrete curb and gutter shall be provided around all parking and access areas. Curb may be used as a wheel stop with a maximum five-foot overhang.

~~(xv)(xii)~~ Roadways and primary drive lanes within parking lots shall be oriented so as to create an axis which terminates in either a building element, landscape element, or view corridor whenever possible.

~~(xvi)(xiii)~~ Human services facilities (day care centers, schools, libraries, etc.) that regularly have more than 20 clients on site and are located on an arterial, major collector, or parkway shall be served by a minimum of one passenger loading area.

(b) Service, Loading, and Special Equipment Areas. To minimize visual and noise impacts on adjacent uses, loading areas, storage areas, HVAC units, garbage receptacles, etc., shall be screened, recessed, or enclosed. Appropriate locations for loading and outdoor storage include areas between buildings, where more than one building is located on a site and such buildings are not more than 40 feet apart, or on those sides of buildings that do not have customer entrances.

(i) Service and delivery activities shall be separated from primary public access and screened from public view either by being located underground or internal to structures, or by providing walls, fences, and/or landscaping of sufficient height

and density. Roofs shall be required if the area is overlooked by residential uses.

(ii) Service, storage, and maintenance areas shall be constructed and maintained according to the following criteria:

(A) No materials, supplies, or equipment, including trucks or other motor vehicles, shall be stored on site except inside a closed building or behind architectural screening, to prevent visibility from neighboring properties and streets.

(B) All storage areas shall be located on the side or rear portions of buildings.

(C) No service, storage, maintenance, or loading area shall extend into a setback area.

(iii) Loading areas shall be entirely on site. Off-site vehicle loading shall not be permitted.

(iv) All service and loading areas shall be positioned so service vehicles will not disrupt traffic flow to or from the site.

(v) Commercial and industrial buildings shall have one off-street freight loading area for each 10,000 square feet of gross floor and/or outdoor storage area.

(vi) Loading areas should not be visible from street frontages. Loading docks shall be located on the interior side or rear yards (where the rear of a building does not face a public street) and concealed from public view.

(vii) Refuse collection areas shall be screened with solid perimeter walls using materials and colors compatible with those of the adjacent buildings.

(viii) Areas for outdoor storage, truck parking, trash collection or compaction, loading, or other such uses shall not be visible from abutting streets.

(ix) No area for outdoor storage, trash collection or compaction, loading, or other such uses shall be located within 20 feet of any public street, public sidewalk, or internal pedestrian way.

(x) Delivery and loading operations should not disturb adjoining neighborhoods or other uses. No delivery, loading, trash removal or compaction, or other operations shall be permitted between the hours of 10:00 p.m. and 7:00 a.m. within the mixed use village cores unless the applicant submits evidence that sound barriers between all areas for such operations effectively reduce noise emissions to a level of 45 dB, as measured at the lot line of any adjoining property.

(xi) Loading docks, truck parking, outdoor storage, utility meters, HVAC equipment, trash collection, trash compaction, and other service functions shall be incorporated into the overall design of the building and the landscape so that the visual and acoustic impacts of these functions are fully contained and out of view from adjacent properties and public streets.

(xii) Nonenclosed areas for the storage and sale of seasonal inventory shall be permanently defined and screened with walls and/or fences.

(xiii) Vehicles shall be stored in designated areas only. If vehicles are to be stored more than 48 hours, they shall be stored in an area screened from adjacent properties, parking areas, public roadways, and pedestrian areas.

(3) Utilities and Communication Devices.

(a) Utility equipment and communication devices located on the ground shall be screened so that the site will appear free of all such devices. Utility lines for water, gas, sewage, electrical, and communication shall be installed underground.

All permanent utilities shall be underground; above ground utility access points shall be screened from public view and permitted by conditional use permit.

(b) Minimize visual and audio impact of utilities, transmission dishes and related services.

(c) Transmission dishes and antennas are not permitted on roofs of buildings unless adequately screened. Where located on the ground, screen these devices with landscaping and screen walls constructed of the same materials as the building.

(d) Overhead wiring and telephone lines are permitted during construction only.

(e) Provide utility easements where required.

(f) Transformers and utility meters shall be grouped where possible. Where street cuts are made for utilities, cutting, backfilling and paving shall be repaired in accordance with Naples [City](#) standards and specifications.

(g) Utilities shall be grouped and screened with materials consistent with the architecture of the building and at a height acceptable to the design review committee.

(4) Fencing and Screening.

(a) No fence or screen of any kind shall be constructed unless specifically approved by the planning commission.

~~(b) Where screening and/or fencing is required, a combination of elements should be used including solid decorative masonry walls, berms, landscaping, vinyl, wood, and or chain link fencing with privacy slats.~~

~~(c) For any fencing a combination of elements should be used including solid decorative masonry walls, berms, landscaping, vinyl or wood.~~

~~(d)~~(b) All materials and merchandise, except vehicles in running order, shall be stored in an enclosed building or within an enclosure surrounded by a solid sight-obscuring fence or wall of not less than six feet in height, of a neutral color and no material or merchandise shall be stored to a height of more than the height of the enclosing fence or wall. Chain link fencing with privacy slats does qualify.

~~(e)~~(c) Any mechanical equipment, whether on the roof, side of building, or ground, shall be screened. The method of screening shall be architecturally integrated in terms of materials, color, shape, and size.

~~(f)~~(d) Screen fences or walls shall be built at a height at least 12 inches higher than that of the materials or equipment being stored.

~~(g)~~(e) No fence shall be located within 20 feet of the front property line or of any street right-of-way unless specifically approved by the planning commission.

(5) Walls.

(a) Decorative walls shall be used to screen automobiles, loading areas, utility structures, and automobile headlights from neighboring residential areas. Decorative walls shall be kept as low as possible while performing their screening and security functions.

(b) Where walls are used at property frontages, or screen walls are used to conceal storage and equipment areas, they should be designed to blend with the site's architecture. Landscaping should be used in combination with such walls wherever possible.

(c) Long expanses of wall surfaces should be offset and architecturally designed to prevent monotony. Landscape pockets should be provided. [Ord. 18-212 § 1, 2018. LUO § 02-26-017.]

17.125.180 Site grading and drainage guidelines.

(1) Preface. Each site within Naples City represents a specific set of conditions that should influence the grading design applied. A grading concept that would be ideal for one site might be totally inappropriate for another. Most of the design concepts are based on the creation of more natural appearing landforms.

(2) Guidelines. Excessive grading should not be necessary in Naples City and is not desirable. Grading should produce graceful contours, not sharp angles, and should respect the natural land forms. Contoured swales and berms will soften the impact of structures on each lot. Varying the degree of long slopes will avoid the unnatural look of broad flat surfaces. The following are general grading guidelines:

(a) Grading practices shall respect the natural features of the development by avoiding prominent ridgelines and contouring in harmony with existing landforms.

(b) All manufactured slopes shall be rounded to conform with the existing topography.

(c) Grading shall be minimized and buildings and roadways are to conform to and "blend" with landforms.

(d) Variation and undulation of slopes to retain the natural character of Naples City shall be encouraged.

(e) All graded slopes shall be planted with a combination of native grasses, ground covers, shrubs, and trees to insure slope stability, reduce erosion potential and improve visual quality. Plant materials of varying form and density should be used to soften slope banks.

(f) Borrow ditches should not be paved with asphalt concrete or concrete. Borrow ditches should be seeded and accented with native rocks.

(g) Finished floor heights in relation to any adjacent curb in commercial areas should be limited to a five percent differential to minimize excessive handicap ramps.

(h) Building and site design is encouraged to work with the natural contours of the land.

(i) The following standards shall apply to all site grading:

Area	Min Slope	Max Slope
Planted Areas	2%	33%
Parking Lot	1%	5%
Driveways, Access Drives	1%	5%
Pedestrian Plaza	1%	2%
Sidewalks (direction of travel)	1.5%	6%
Sidewalks (horizontal tilt)	0%	2%

All slopes must also conform to ADA standards.

(j) No cut or fill slopes shall be steeper than 3:1 with smooth vertical transitions. Terracing with retaining walls of approved materials will be allowed in certain situations. Materials will be compatible with the building design and shall be approved by the planning commission.

(k) Add site topographic features (such as landscape berms and swales).

(l) Site drainage must be designed to eliminate water collection at building foundations and minimize water collection at entrances and service ramps.

(m) Retention/detention areas should be designed as year-round amenities with pedestrian access.

(3) Storm Water Retention. The applicant shall design, construct and install a storm water drainage system within the lot which shall be constructed of materials and according to the specifications of the master storm drain plan and according to generally accepted engineering standards, with an engineer's seal stamped on the plat. Naples City's on-site storage plan requires retention of 125 percent of a two-hour, 100-year storm volume. The storm water retention system may consist of one or more storm water retention areas. The overflow area must be identified, and evidence shown that it will not drain onto neighboring properties or nearby structures.

If the storm water retention area and system is on the surface and not underground, the owner/developer shall set aside an area approved by the city council within the development engineered to retain the water as required by this chapter. The retention pond/area shall be established by a recorded plat with covenants that run with the land and that require the owner of the land to maintain the retention pond/area as designed and at its expense to make any repairs or improvements as needed over the years to effectuate the purpose of the water retention facility. The owner shall be required to hold the city harmless from any damage or expense related to repairs or maintenance or from damage caused by failure of the system, in perpetuity. The area shall also be identified on the plat and the recorded documents shall be approved by the city attorney as to form and effect. No modification of the retention area may be done without an amendment to the plat. If the water retention is shared between two properties, a recorded easement is required. [Ord. 18-212 § 1, 2018. LUO § 02-26-018.]

17.125.190 Architecture guidelines.

(1) Preface. These guidelines address the visual image of all buildings within the commercial development. The prominence and location of commercial and institutional buildings along major roads should encourage architectural design which is highly visible

and innovative, while being sympathetic to surrounding built form. Building design should address the sidewalk through elements such as entrance structures, colonnades, canopies, and awnings. Building envelopes that are well proportioned and aesthetically interesting on all visible sides are encouraged. Where substantial building setbacks are required, greater articulation of the building is required.

(2) Design Professionals. Design and documentation of all buildings shall be by licensed architect or engineer as allowed by the Utah State Code.

(3) Guidelines.

(a) General Tenets.

(i) ~~Modern southwest A design for using earthen tones architecture~~ is strongly encouraged.

(ii) Building massing should include variations in the building envelope. Elements such as entrances, forecourts, terracing or other building features should provide interest and detail when viewed from public streets.

(iii) In all areas, a strong articulation of building facades is encouraged. However, details or elements that appear as “add-ons” are discouraged.

(iv) Front facades should be of a high standard of design and quality of materials. Flanking facades should be upgraded to a design and materials standard equal to the front facade treatment.

(v) Where appropriate, building design should provide for future expansion, and should demonstrate how expansion can be accommodated while respecting design principles.

(vi) Mechanical and equipment facilities located on building roofs shall be screened.

(b) Siting and Orientation. Placement of the building in relation to the surrounding elements is as important as the design of the building. The proposed building orientation should respond to surrounding buildings, existing pedestrian paths and sidewalks, and adjacent streets. Rows of buildings which create a monotonous, “cookie cutter” design are discouraged.

(i) The proposed building orientation should respect climatic conditions. Buildings should maximize public comfort by providing comfortable public outdoor areas. Building exposures subject to climatic intensities should utilize landscaping and architectural surface relief to offset weather impact.

(ii) Building siting should be sensitive to surrounding roads and public spaces in terms of height, scale, massing and blocked views.

(iii) Buildings should be sited to reinforce the character and quality of plazas, courtyards, greens and open spaces.

(iv) Buildings should be oriented so that entrances are clearly identifiable and directly accessible from a sidewalk. Buildings should be accessible for pedestrians and public transit users, not just for people driving private automobiles.

(c) Scale. Scale relationships must be carefully considered and appropriate transitions provided where a change of scale is proposed or required. Stair-stepping building height, breaking up the mass of the building and shifting building placement can mitigate the impact of differing building scales and intensities.

(d) Building Elevations. Elevations should incorporate the use of strong vertical and/or horizontal reveals, offsets, and three-dimensional detail between surface planes to create shadow lines and break up flat surface areas.

(i) Rear building elevations, especially those facing adjoining residential areas, should be aesthetically enhanced with materials to match the front of the building. Side elevations along side streets should be treated with same quality of design and materials as the front elevations. There shall be no unimproved side to a structure.

(ii) Building siting should be sensitive to surrounding roads and public spaces in terms of height, scale, massing and blocked views.

(iii) Buildings should be sited to reinforce the character and quality of plazas, courtyards, greens, and open spaces.

~~(iv) Buildings should be oriented so that entrances are clearly identifiable and directly accessible from a sidewalk. Buildings should be accessible for pedestrians and public transit users, not just for people driving private automobiles.~~

~~(iv)~~ (iv) On commercial sites, especially large retail centers, a portion of the total building area should be located near the street perimeter to reinforce the streetscape.

(e) Transparency. A high degree of transparency should occur at lower levels of building facades to ~~insure~~ensure the visibility and safety of pedestrian uses, and to provide an active, human scaled architectural pattern along the street. On front elevation or elevation facing public open space or golf course, between 60 percent and 90 percent of the ground floor facade should be transparent glazing. Areas of the building that are functionally restricted from providing vision glass may be exempted from minimum glazing percentages provided other architectural scaling techniques are employed. A pattern of individual windows at upper floors also should be established to increase variety of scale through fenestration patterns, material variation, detail and surface relief.

(f) Roof Forms and Materials. Rooftops should contribute to the visual unity of the project and should be considered from both the ground level as well as from adjacent buildings. Roof forms should support and reinforce overall building massing. Roof form should complement the context in terms of height, proportions, form and materials, and whether the surrounding buildings are of a similar scale.

Roofing materials should be tile or other hard surface, durable materials. The use of asphalt shingles is discouraged.

(g) Materials and Colors. Materials and colors of the development should be selected for earth tone compatibility with the site, as well as compatibility with the neighboring area. High quality, low maintenance materials are encouraged as well as building materials that age well.

(i) The selected materials and color palette should be compatible with the valley's mountain and basin environment.

(ii) Building materials should convey durability and express regional character.

(iii) Facade materials that appear tacked on shall be avoided.

(iv) The use of reflective glass as a complete exterior surface is discouraged due to the great increase in reflected glare. Use of highly reflective glass should be avoided. Reflective glass should be limited to an outside reflective factor of 30 percent or less. Mirror glass is not allowed except in very limited applications.

(v) All sides of a structure should exhibit design continuity.

(vi) All facades facing public streets or open space shall be constructed of a combination of high quality materials including the following:

(A) Masonry, including stone, brick, terra cotta, architectural precast concrete, cast stone and prefabricated brick panels, stucco, wood, architectural metals, glass, glass block or any combination thereof. . .

~~(B) Glass and glass block.~~ The exterior wall or facade of any building fronting up on a public street shall not have the appearance of a metal building

(C) No single material shall be allowed to exceed 50 percent on all front street facing facades, excluding windows.

~~(B)~~ (D) Flanking facades facing streets should be upgraded with materials standard equal to the front façade treatment.

The final approval of exterior materials is at the discretion of the Planning Commission. ~~city council.~~

~~(h)~~ Maintenance. Owners or occupants shall maintain all buildings, drives, parking lots, signs or other structures located upon the property in good and sufficient repair and shall keep such premises painted, windows glazed, paving swept and otherwise maintain the property in a neat, clear and orderly manner. Building, site, material and color modifications after initial construction require the land use administrator's approval.

~~(h)~~ (h) Any structure, driveway or parking lot surface that is damaged by the elements, vehicles, fire or any other cause shall be repaired as promptly as possible.

(ii) Grounds shall be maintained in a healthy growing condition. Dead or dying plants shall be removed as soon as possible and replaced during the next growing season.

(iii) If the owner or occupant does not achieve and maintain high quality maintenance standards, the city shall issue a notice requesting action. If the problem is not remedied within 30 days, the city shall cause the maintenance work to be

performed and shall charge the owner or occupant for all costs incurred.

(i) Parking Garages. Parking garages may be used in the commercial zones and are subject to the same architectural standards as other structures.

(i) Parking structures shall be designed to conceal the view of all parked cars and light sources from adjacent public right-of-way or public open space for the full height of the structure.

(ii) Facade openings that face any public right-of-way or open space shall be vertically and horizontally aligned and the floors fronting on such facades shall be level.

(iii) The sidewalk level of parking structures shall be designed to accommodate active uses, display windows, public art or other features that enhance the structure's relationship to pedestrians. Adequate ground floor dimensions are required and shall include floor to floor heights, structural, driving aisle and utility layouts within 30 feet of public right-of-way designed to accommodate occupancy by pedestrian uses.

(iv) Parking structures should not exceed 50 percent of any given block frontage.

(v) Parking structures should utilize materials and architectural detailing found in the primary development being served.

(vi) Reduce impact on pedestrians from cars entering and exiting parking garages by locating garage access on alleys, wherever possible. [Ord. 18-212 § 1, 2018. LUO § 02-26-019.]

17.125.200 Landscape architecture guidelines.

(1) Purpose and Intent. The landscape guidelines are intended to establish criteria necessary for the development, preservation and enhancement of open space in Naples. A well designed and maintained landscape will enrich buildings and create a unified and visually pleasing character for the entire community.

~~(2) Concept. The landscape concept for Naples City derives its character from the rural Utah landscape. This landscape possesses a rustic quality that blends with the agricultural tradition. Reflecting these two aspects, the cultivated landscape at Naples City is divided into two distinct categories: the native landscape and the agrarian landscape.~~

~~(3) The Native Landscape. The native landscape consists of native plant materials currently present in the area and those used for revegetation after development construction. The native landscape will occur in designated open space areas within Naples City. No water other than natural rainfall and snow runoff will be applied to these landscapes. Efforts shall be made to minimize disturbance of these areas from adjacent roadways and development parcels. Native plants shall be used in groupings similar to those seen in nature to facilitate visual integration of the community with the surrounding terrain.~~

~~(4) The Agrarian Landscape. An orchard-like landscape will be created in areas that, because of their visual prominence or intense use, are important elements in the community. These areas include village cores, the business park, formal parks, squares, commons, recreation facilities, entry gateways, and edges of major public roads. Alleys will be used in conjunction with the orchard style planting. Trees to be used in these areas include crab apple, pear, cherry, or other ornamental orchard trees. Poplar varieties will be used to create windrows defining the orchard edges.~~

~~(5)~~⁽²⁾ Conserving Resources. In addition to utilizing agricultural elements, the landscape concept incorporates several ideas that are essential to its long term viability. First, landscape development will be efficient: resources will be concentrated to areas receiving the most intense human use such as parks and recreation facilities. Second, the landscape will be designed with the objective of reducing water requirements. Third, the landscape will be designed to minimize maintenance requirements. This will be achieved by limiting areas of irrigated turf and restricting use of high maintenance elements such as clipped hedges, etc.

~~(6)~~⁽³⁾ General Requirements.

(a) Landscaping in accordance with the approved plan shall be installed prior to obtaining a certificate of occupancy for the building except where seasonal limitations exist, in which case the landscaping must be installed within 60 days from the time planting operations can be undertaken. Erosion control must be undertaken when seasonal conditions do not permit immediate planting.

(b) The street concept has been designed to provide continuity throughout the development. Each developer is required to provide street trees and ground plane landscaping as per the streetscape plan.

(c) All areas not paved or built upon must be landscaped and, where necessary, irrigated. Large areas of gravel or mulch are prohibited. Use of water-conserving trees, shrubs, and ground covers is required.

(d) Areas to be developed in a further phase need not be landscaped or irrigated. They do, however, require a minimum application of a drought-tolerant seed mix that must be established and properly maintained to prevent erosion. Weed control and periodic mowing of these areas is required.

(e) All public rights-of-way must be landscaped and irrigated within one year of the purchase of property, whether or not development has begun.

(f) The irrigation system must be below ground and fully automatic. Use of drip irrigation for trees and shrubs is encouraged. All back-flow devices must be either underground or screened from view. Overspray onto hard capped areas should be minimized.

(g) Each owner shall regularly maintain all segments of their property, keeping them in a neat and orderly condition, including the replacement of dead and unhealthy plant materials.

(h) All landscape design must be approved by the planning commission.

(i) All landscaping will be bonded or cash held in escrow until completed.

(j) Fencing and landscaping shall comply with the clear view triangle and must be placed no closer than 20 feet from the curb or edge of pavement. Plantings and fences may not exceed 36 inches in height or hang lower than 96 inches within the clear view triangle at street intersections on corner lots and at driveway entries to public streets.

~~(7)~~(4) Landscape Criteria for Development Edges. Edge zones have been identified at Naples City: buffers between land uses and at development edges; and Naples City and U.S. 40. A graduated transition between nonirrigated and irrigated landscapes is necessary for these areas.

(a) Landscape Buffers Between Land Uses and at Development Edges. Perimeter buffers consisting of berms and plant groupings shall be used to provide a soft edge between different uses. A minimum 25-foot landscape buffer shall be provided around the perimeter of development enclave. This transition should be smooth and continuous. Retaining walls shall only be used in buffer situations if the grade is too steep for any other solution.

(b) U.S. 40. The parkway plants should reflect the native hillsides. Gentle earth mounding and native plant materials should be incorporated for transitioning and screening. Native junipers or pine or trees as approved by the planning commission shall be planted in loose groves to preserve views. (Clusters of formal orchard plants shall occur at all intersections.)

~~(8)~~(5) Landscape Elements.

(a) Courts and Plazas. Landscape development in the court and plaza areas shall include ornamental trees and shrubs, annuals and perennials, and public art. Special paving is recommended in pedestrian traffic areas.

(b) Key Intersections. Treatment at key intersections and entry points shall include accent paving, bollards, signage, low walls, and ornamental/accent planting. Accent paving is also recommended to highlight pedestrian crossings across the road.

(c) Landscape Transitions. Planting materials, grading, land forms, and landscape features shall be used to provide smooth transitions between landscape types. These transitions should be used to reinforce the soft edge of property lines. Site design of grading, land forms, walks, walls, fences, paths, roads and irrigation systems should establish and maintain these transitions.

(d) Streetscape Landscaping. The planting of street trees is required for each property. A streetscape tree design has been provided to ensure continuity throughout the development.

(e) Service and Utility Areas. The use of low walls, berms, and hedges is suggested to aid in screening loading docks and service areas. See NCC 17.125.170, Site planning guidelines, for further details.

(f) Plant Materials Standards. Planting materials used shall meet the minimum standards established by the American Association of Nurserymen, as published in the "American Standards for Nursery Stock."

(g) Site Furnishings. A wide variety of site furnishings may be utilized on any particular site. Selection of these furnishings shall require approval by the planning commission. The term "site furnishings" is intended to cover at least the following

items: shelters, fences, walls, water features, benches, trash receptacles, bicycle racks, telephones, flagpoles, lighting, and security fencing.

~~(9)~~(6) Landscape Requirements. The developer shall provide a site plan design of the meaningful landscape and its maintenance. The components, layout, arrangement, and size shall be approved by the planning commission.

Meaningful landscaping is grass, trees, shrubs, xeriscape, etc., in an appealing layout and size arrangement approved by the planning commission. Landscaping shall be maintained by the property owner. The minimum area requirements for landscaping are as follows:

- (a) A minimum 20-foot strip of landscape measured from back of sidewalk, along the frontage; or
- (b) A minimum of five percent of the total lot area landscaped near the frontage.

A bond or other financial guarantee shall be required, guaranteeing landscaping and other improvements, ~~at the planning commission's option.~~

The design for curb and gutter shall be either high back or modified high back but modified high back shall only be allowed where there is no sidewalk. [Ord. 18-212 § 1, 2018. LUO § 02-26-020.]

17.125.210 Exterior lighting design guidelines.

(1) Preface. The lighting standard shall provide visual continuity for the development and minimize the impact of exterior lighting on adjacent residential areas. The spacing, location, height, source, fixture, and illumination level of all lighting is subject to review by the city.

- (a) Use accent lighting at specific building features. Lighting of architectural features is to provide accent, not to exhibit or advertise buildings. All illumination sources must be located within the property boundaries and be shielded from public view. Lamp selection should be compatible with building color and texture.
- (b) Accent lighting of landscaping is permitted. Landscape illumination shall be low level and background in appearance.
- (c) Exterior paved areas and pedestrian walks shall be lighted using low intensity fixtures.
- (d) Lights shall be placed so as not to cause glare or excessive spillage onto adjacent lots.
- (e) Service area lighting should be contained within the service yard boundaries. No light spillover shall occur outside the service or storage area.
- (f) All seasonal/temporary lighting must be reviewed by the land use administrator.
- (g) Poles and luminaires shall be approved by the planning commission.
- (h) Pole height shall not exceed 30 feet in height, measured from the ground to the top of the pole.
- (i) Internally illuminated awnings are prohibited. [Ord. 18-212 § 1, 2018. LUO § 02-26-021.]

[Mobile Version](#)



Item No: 2

MEMO TO: Planning Commission FROM: Staff Date: June 18, 2026	Subject: Planning Commission Bylaws Ordinance
Staff Recommendation:	
Background: Legislative changes have been made to the Planning Commission Bylaws to reflect new requirements for planning commission members	
Options: <input type="checkbox"/> Bring back for further discussion <input type="checkbox"/> Recommend to City Council for approval	

Note: All proposed ordinance changes included in this document are NOT considered legal until legislative action has occurred and are accepted by Naples City Council in a public meeting by ordinance.

CHAPTER 17.20
PLANNING COMMISSION BYLAWS¹

§ 17.20.010. Name of the agency.

The name of the agency shall be the Naples planning commission.
(LUO § 02-04-001)

§ 17.20.020. Appointment, term, and removal.

- (1) There is hereby established a planning commission which shall have the powers and duties described in Section 10-9a-302, Utah Code Annotated 1953.
- (2) The planning commission shall consist of five regular members and up to five alternate members. Alternate members are assigned seniority based on the time they were first considered to be appointed. The members of the planning commission shall be residents of Naples City and shall be appointed by the mayor and approved by the city council. Planning commissioners shall be appointed by terms. Terms are four years in length and are measured starting on January 1st of the year of appointment. Typically, a planning commissioner may serve a maximum of three terms. Incumbent planning commissioners as of the date of the ordinance codified in this chapter shall be considered to have served a number of terms equal to the number of years served divided by four. Planning commissioner appointments shall be staggered in such a way that no more than four planning commissioners' terms expire at the same time.
- (3) Members of the planning commission shall be registered voters in the city of Naples.
- (4) Any member may be removed for cause by the city council. Grounds for removal shall include but not be limited to failure to regularly attend meetings, failure to attend/participate in training, conflict of interest, disruptive behavior, neglect or violation of duty, conviction of any crime deemed by the city council to affect the fitness or ability of the individual to serve, [using public funds for a political purpose, violating a provision of Title 10, Chapter 3, Part 13 Municipal Officer's and Employee's Ethics Act, acting with intent to influence a land use decision or an appeal of a pending land use application in a manner that creates actual impermissible bias or an unacceptable risk of the impermissible bias in the planning commission member's administrative or quasi-judicial duties,](#) or any other cause determined by the city council to warrant removal.
- (5) Prior to removal for cause the member shall be notified of the charges or allegations and shall have an opportunity to appear before the city council and answer those charges according to procedures adopted by the city council.
- (6) Alternate members shall be appointed and shall serve in the same manner as regular members and shall be requested to attend meetings and training. In the absence of a member of the planning commission, an alternate member shall sit in place of and perform the same functions and duties as a regular member of the commission.
- (7) A quorum to conduct business or conduct a public hearing or perform any other function of the commission shall only consist of one of the following options, based

a) **Prior legislation: Ord. 13-154.**

on the members present in attendance:

- (a) Three regular members and zero alternate members.
 - (b) Three regular members and two alternate members.
 - (c) Four regular members and one alternate member.
 - (d) Five regular members and zero alternate members.
- (8) Whenever one or two alternates are used to make a quorum, the senior-most alternate(s) shall be used.
 - (9) When exactly two regular members and at least one alternate member are present at a meeting, the chairman, vice-chairman, or chairman pro tem may temporarily designate the senior-most alternate as a regular member in order to create a full quorum.
 - (10) Unless otherwise specified herein, any matter shall be passed or approved upon motion made and seconded and approved by the affirmative vote of majority of members present at the meeting.
 - (11) The commission may adopt rules of order for the conduct of its business and shall adopt rules of procedure for the conduct of public hearings before the commission which shall be approved and may be altered or amended by the city council.
 - (12) Failure to adopt rules of order or procedure shall not be cause to avoid or nullify action of the commission.

(LUO § 02-04-002)

(13) Each commission member is required to complete four hours of annual land use training.

a) One hour annual training on general powers and duties, including the role of the planning commission in administrative, legislative, and quasi-judicial functions

- A newly appointed planning commission member may not participate in a public meeting as an appointed member until the member completes the training described above

b) Three hours of annual training on land use or ethics, which may include

- Appeals and variances;
- Conditional use permits;
- Exactions;
- Impact fees;
- Vested rights;
- Subdivision regulations and improvement guarantees;
- Land use referenda

- Real estate procedures and financing;
- Zoning, including use-based and form-based;
- Drafting ordinances and code that complies with statute;
- Ex parte communication
- Conflict of interest.

c) A planning commission member may qualify for one completed hour of training required under Subsection 17.20.020 (13) (B) if the member attends, as an appointed member, 12 public meetings of the planning commission within a calendar year.

§ 17.20.030. Election.

The chairman and vice-chairman shall be elected by the members of the commission from among the regular members and shall hold office for one year or until their successors are elected by the members and qualified by the city council. The elections shall take place in January of each year.

(LUO § 02-04-003)

§ 17.20.040. Vacancies.

Should the office of chairman or vice-chairman become vacant, the commission shall elect a successor from the commission members at the next regular meeting and such election shall be for the unexpired term of said office. Any vacancy occurring during the term of any member by reason of death, resignation, removal or disqualification shall be promptly filled. The commission shall give recommendations for a successor to the city council to fill the unexpired portion of the term.

(LUO § 02-04-004)

§ 17.20.050. Disqualification.

From time to time a member will need to be excused in missing a regularly scheduled

meeting. The member will call in to the secretary to give notice for an excused absence. An excused absence does not disqualify a member to sit on the commission. Four nonexcused absences in a year disqualifies a member. Upon the fourth nonexcused absence of a member on the planning commission, the secretary will give notice to the commission chairman and written notice of disqualification and appreciation for service to the disqualified member. The vacancies will be filled as soon as possible.

(LUO § 02-04-005)

§ 17.20.060. Officers.

The officers of the commission shall be a chairman and a vice-chairman. In the absence of both the chairman and vice-chairman, the members present at such a meeting may elect a chairman pro tem. The terms of office for the chairman and vice-chairman shall be one year and for the chairman pro tem only for the meeting at which he or she is appointed or until relieved of the chairmanship by the chairman or vice-chairman.

A secretary to the commission shall be appointed in conformance with Naples planning and zoning ordinances and procedures.

(LUO § 02-04-006)

§ 17.20.070. Meetings.

The regular meetings of the commission shall be held the third Thursday of every month, providing that:

- (1) A quorum of the commission at any such regular meeting may, by formal action, substitute another day for a regular meeting for the ensuing month.
- (2) If, for any reason, the business to be considered at a regular meeting cannot then be completed, the commission may, at such meeting, designate the time for an adjourned meeting to consider any matter that can properly be considered at a regular meeting; provided, that such action shall serve as adequate notice to members not present. It shall be the standing order that the secretary shall endeavor to advise absentee members of the determination to hold such adjourned meeting.
- (3) The chairman shall preside at all meetings. Except as otherwise authorized, the chairman shall sign all contracts, deeds, plats, and other instruments made by the commission. At each meeting the chairman shall submit such recommendations and information as may be considered proper concerning the business, affairs and policies of the commission.
- (4) In the event of lack of quorum at a regular meeting, the chairman or vice-chairman or chairman pro tem, in that order, shall adjourn the meeting to another date in the same calendar month and such declaration of adjournment shall serve as sufficient notice thereof to all members present and it shall be the duty of the secretary to employ such reasonable means as may be necessary to notify the absentees.
- (5) Special meetings may be called:
 - (a) By action of the commission at a regular meeting.

(b) By order of the chairman or, in their absence, by the vice-chairman.

(c) By the written request of three or more regular members of the commission. Written notice of special meetings shall be provided to members of the commission by the secretary. In the event of emergency, a telephoned notice shall suffice, provided a written waiver of other notice is signed by a majority of the entire commission present at such special meeting. Action on matters at special meetings shall be limited to subjects announced in the call for such special meetings.

(Ord. 21-236, 2021; LUO § 02-04-007)

§ 17.20.080. Minutes and records.

It shall be the duty of the secretary of the commission to keep the minutes of all official meetings of the planning commission in conformance with the city of Naples zoning ordinances and procedures, including public hearings whether presided over by the commission as a whole or by a designated member or members. It shall also be the duty of the secretary to maintain all of the records of the planning commission, including all applications made under provisions of law and the complete files of proceedings and actions taken in connection therewith.

The secretary shall, not less than two days prior to any regular scheduled meeting of the planning commission, transmit to each member of the commission a full and completed copy of the minutes of the previous meetings, including copies of any resolutions referred to therein.

(LUO § 02-04-008)

§ 17.20.090. Personnel.

The commission may from time to time employ, with the approval of the city council, such personnel or consultants as it deems necessary to exercise its powers, duties and functions as prescribed by the laws of the state of Utah applicable thereto. The selection and compensation of such personnel shall be determined by the city council subject to the laws and ordinances of the city of Naples.

(LUO § 02-04-009)

§ 17.20.100. Policies for conducting business.

- (1) **Members Serve With Compensation.** Members and alternates of the planning commission shall receive a per diem compensation for attendance at meetings and training sessions of \$75.00 per meeting or such other amount as may be established by resolution of the city council. Members or alternates may be reimbursed for reasonable expenses incurred in the performance of their duties with the approval of the city council.
- (2) **Contracts and Employment.** The planning commission may appoint such employees and staff as it may deem necessary for its work and may contract with planners and other consultants for such services as it requires, provided the expenditures of the commission shall not be in excess of such sums as may be appropriated by the city council, and/or placed at the disposal of the commission

through donations or otherwise.

- (3) Reports and Recommendations – Entry Upon Land. The planning commission may make reports and recommendations relating to the general plan and development of the city to city officials and agencies, and other organizations and citizens. It may recommend to the city council programs for public improvements and the financing thereof. The commission, its members and employees, in the performance of its function may enter upon any land at reasonable times to make examination and surveys and place and maintain necessary monuments and marks thereon. In general, the commission shall have such powers as may be necessary to enable it to perform its function and promote city planning.
- (4) Land Use Plan. The planning commission, through its own initiative or by order of the city council, shall make and certify to the city council a land use plan, including both the full text of the zoning ordinance and maps, and any amendments thereto, representing the commission's recommendations for zoning of Naples City. The city council may, after receiving the recommendations of the commission, adopt the recommendations of the commission, as it may determine.
- (5) General Plan.
 - (a) It shall be the function and duty of the planning commission, after holding public hearings, to make and adopt and certify to the city council a general plan for the physical development of the city. The general plan, with the accompanying maps, charts, and descriptive and explanatory matter, shall show the commission recommendation for the said physical development and may include, among other things, the general location and extent of street. The planning commission, after holding a public hearing thereon, may from time to time amend, extend, or add to the plan or carry any part of the subject matter into greater detail.
 - (b) General Plan to Act as Guide for Development. Whenever the city council shall have adopted a general plan for the city of Naples, henceforth the general plan shall be a guide for the physical development of the city. All land use decisions should, where practical, conform to the adopted general plan. The general plan should be reviewed and updated from time to time to reflect new circumstances.
- (6) Adoption of Master Street Plan. The planning commission shall adopt and maintain a master street plan for the city in conformance with, and as a part of, the general plan. Said master street plan shall contain the proposed location of all arterial and collector streets, and such other principal streets as the commission may deem appropriate. Upon adoption of a master street plan by the planning commission, said plan shall be submitted to and recommended to the city council for adoption as the official master street plan.
- ~~(7) Approval and Recording of Subdivision Plats. No plan of a subdivision of land lying within the city shall be filed or recorded in the county recorder's office until it shall have been submitted to the planning commission for recommendation and~~

~~then given approval by the city council, and any recording of a plat of a subdivision without such approval shall be void. In exercising the power granted to it, the planning commission shall prepare regulations governing the subdivision of land within the city. A public hearing thereon shall be held, after which the city council may adopt said regulations for the city.~~

(LUO § 02-04-010)

§ 17.20.110. Advisory committee.

The planning commission may make a recommendation to appoint an advisory committee to perform such duties as requested by the mayor and city council. The function of the advisory committee will be to make recommendations and provide guidance to all matters pertaining to activities assigned to the committee.

The committee may be selected from individual citizens, public officials, business and community leaders, and civic organizations.

(LUO § 02-04-011)

§ 17.20.120. Planning commission creed.

As a member of the Naples City planning commission who is vitally interested in building and maintaining a viable community in which to live, work and play, I hereby resolve to:

- (1) Support and defend the Constitution of the United States of America and the Constitution of the State of Utah.
- (2) Concern myself with the advancement of the public's interest in all matters that come before me.
- (3) Place the competence and effectiveness of service to the public above all interests of persons, factions, or parties.
- (4) Endeavor, through diligent attendance, to represent the best interest of the community as a whole, as I have been appointed to do.
- (5) Seek to assimilate all pertinent information on matters before the planning commission prior to committing myself to an irrevocable judgment or decision.
- (6) Prepare myself for all items scheduled for presentation to the planning commission.
- (7) Strive to provide fiscally sound policies, matching expenditures to funds budgeted.
- (8) Not make available to any one citizen any services, tangible or intangible, that are not equally available under the law to any other citizen.
- (9) Abstain from participation in a decision of the planning commission and/or governing body where a possible conflict of interest may occur.
- (10) Avoid unilateral action that does not comply with existing policy of the planning commission.

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- (11) Work with the professional staff of the planning commission and other persons to achieve the most desirable results with regard to the planning/zoning processes and established community development policies.
- (12) Refuse personal gifts in every instance where I have reason to believe the gift would not have been extended to me except for my official position, where I have reason to believe the giver's interests are likely to be affected by my official actions, or where the gift is or may reasonably be considered to be designed to influence my official actions.
- (13) Conduct myself, in my contacts with other persons and groups, in a manner keeping the trust and dignity reposing in my position as a servant of the community. I shall further take care to guard not only the factual principles but also the appearances of justice and integrity.

(LUO § 02-04-012)

§ 17.20.130. Chairman signature approval.

A motion to approve a plat or document that must be signed by the chairman on behalf of the commission shall include authorization for the chairman or in his absence, vice-chairman, to sign the document on behalf of the commission. If after the motion is adopted, there are any material changes, the matter must be submitted for approval by the commission again prior to being signed. Whenever the chairman signs a document on behalf of the commission, a copy will be made at the time of the signature and kept in the records of the planning commission.

(LUO § 02-04-013)



Item No: __ 3 __

MEMO TO: Planning Commission FROM: Staff Date: June 18, 2026	Subject: Accessory Dwelling Units Ordinance
Staff Recommendation:	
Background: A proposed ordinance to allow accessory dwelling units in all residential zones.	
Options: <input type="checkbox"/> Bring back for further discussion <input type="checkbox"/> Recommend to City Council for approval	

Note: All proposed ordinance changes included in this document are NOT considered legal until legislative action has occurred and are accepted by Naples City Council in a public meeting by ordinance.

Accessory Dwelling Units

1) Purpose and Objectives

a) Purpose and Intent

The purpose and intent of this section is to recognize the residential character of Naples City and to provide supplementary housing opportunities for property owners. These provisions are intended to provide affordable housing with reasonable limitations that minimize impacts on neighboring properties and neighborhoods and promote the health, safety, and welfare of property owners and residents of accessory dwelling units.

b) Permitted Use

The use of an accessory dwelling unit in areas zoned primarily for residential use is a permitted use, except as otherwise provided in this Chapter.

2) Definitions

a) Accessory Dwelling Unit (ADU)

A habitable living unit added to, created within, or detached from a single-family dwelling and located on the same lot or parcel. An accessory dwelling unit is not a mobile home or other portable structure that does not qualify as an ADU.

b) Internal Accessory Dwelling Unit (IADU)

An accessory dwelling unit located within or attached to the footprint of the primary dwelling.

c) Detached Accessory Dwelling Unit (DADU)

An accessory dwelling unit that is detached from the primary dwelling and is not located within the footprint of the primary dwelling, but remains located on the same lot or parcel as the primary dwelling.

3) General Accessory Dwelling Unit Standards

The following standards shall apply to all accessory dwelling units (ADUs), including Internal Accessory Dwelling Units (IADUs) and Detached Accessory Dwelling Units (DADUs), unless otherwise stated.

a) Compliance With Codes

All accessory dwelling units shall comply with all applicable building, health, fire, plumbing, electrical, mechanical, and other applicable federal, state, or local codes.

b) Compliance With Zoning Regulations

Accessory dwelling units shall comply with all applicable land use regulations and setbacks for the zoning district in which the property is located.

c) Permanent Structure Required

An accessory dwelling unit shall be a permanent structure. Travel trailers, boats, recreational vehicles, mobile homes, or other portable structures shall not be used as accessory dwelling units.

d) Number of ADUs Permitted

No more than one (1) accessory dwelling unit shall be permitted on an individual property. A property containing an IADU shall not be eligible for a DADU, and a property containing a DADU shall not be eligible for an IADU.

e) Prohibited Dwelling Types

Accessory dwelling units shall not be permitted on lots containing duplexes, twin homes, multi-family dwellings, or mobile homes.

f) Required Features

An accessory dwelling unit shall contain the following separate features from the primary dwelling:

(i) Means of ingress and egress.

(ii) Kitchen facilities, including the means for cooking, storing, and preparing food.

(iii) Sleeping area.

(iv) Bathing area.

(v) Bathroom facilities.

g) Owner Occupancy

If the accessory dwelling unit is rented, the property owner shall occupy either the primary dwelling or the accessory dwelling unit as their permanent residence for at least six (6) months of each calendar year.

h) Short-Term Rentals Prohibited

Accessory dwelling units shall not be used or operated as short-term rentals.

i) Business License Required

A business license shall be required for all accessory dwelling units that are rented.

j) Failing Septic Systems

An accessory dwelling unit shall not be permitted if the primary dwelling or proposed accessory dwelling unit will be served by a failing septic system.

k) Parking Replacement

When a garage is converted to an accessory dwelling unit, any parking spaces required for the single-family dwelling that were previously located within the garage shall be replaced on-site.

Required parking spaces for an accessory dwelling unit and the primary dwelling shall be located off-street. On-street parking spaces shall not count toward the minimum parking requirements of this section.

4) Internal Accessory Dwelling Units (IADUs)

a) Applicability

An Internal Accessory Dwelling Unit (IADU) is an accessory dwelling unit created:

- i) Within a primary dwelling;
- ii) Within the footprint of the primary dwelling at the time the IADU is created; and
- iii) For the purpose of offering a long-term rental of thirty (30) consecutive days or longer.

b) Eligibility

An IADU shall be permitted in any area zoned primarily for residential use.

An IADU shall not be permitted on properties less than eleven thousand square feet (11,000 sq. ft.) in size.

c) Permitted Locations

An IADU may only be located:

- i) Within the footprint of the primary dwelling;
- ii) Over an attached garage where the primary dwelling has an internal connection to the garage; or
- iii) Attached to the primary dwelling through an addition that does not alter the original character of the primary dwelling.

d) Parking

Unless otherwise restricted by Utah Code §10-9a-530, one (1) additional off-street parking space shall be provided in addition to those required for the primary dwelling.

The City may require replacement parking for parking spaces lost through the conversion of a garage or carport into an IADU.

e) Building Permit Required

An IADU shall require a building permit prior to construction or occupancy.

f) Violations

Violations of this section shall be processed in accordance with Utah Code §10-9a-530, as amended.

5) Detached Accessory Dwelling Units (DADUs)

a) Applicability

A Detached Accessory Dwelling Unit (DADU) is an accessory dwelling unit that is not attached to or located within the footprint of the primary dwelling while still being located on the same parcel of the original home.

b) Eligibility

A DADU shall not be permitted on any lot or parcel that is eleven thousand square feet (11,000 sq. ft.) or less.

c) Location and Setbacks

i) A DADU shall not be located within a required front yard.

d) A DADU shall comply with the same setback requirements applicable to the primary dwelling within the applicable zoning district.

e) Lot Coverage and Height

Construction of a DADU shall not exceed the allowable lot coverage or building height requirements of the applicable zoning district.

f) Size Limitation

A DADU:

i) Shall not exceed one thousand four hundred square feet (1,400 sq. ft.) in size; and

ii) Shall not contain more than three (3) bedrooms.

iii) The minimum size of DADU shall not be less than 750 square feet

g) Design Standards

A DADU shall be compatible with the exterior colors and materials of the primary dwelling.

h) Parking

i) In addition to parking required for the primary dwelling, one (1) additional off-street parking space per bedroom shall be provided.

ii) Additional occupant vehicles shall be parked on-site.

i) Addressing

A DADU shall not be assigned a separate address by the City.

j) Building Permit Required

A DADU shall require a building permit prior to construction or occupancy.

k) Ownership and Conveyance

The DADU shall remain under the same ownership as the primary dwelling and shall only be sold, transferred, or conveyed together with the primary dwelling as a single property.

l) Violations

Violations of this section may result in revocation of any approval or permit associated with the accessory dwelling unit