

Provo City Planning Commission
Administrative Hearing
Report of Action
April 16, 2025

ITEM 1 Matt Alexander requests Project Plan approval for an office addition with additional parking in the DT1 (General Downtown) Zone, located at 268 W Center Street. Downtown Neighborhood. Dustin Wright (801) 852-6414 dwright@provo.gov PLPPA20250060

The following action was taken on the above described item by an Administrative Hearing Officer, acting in behalf of the Provo City Planning Commission, on: April 16, 2025:

APPROVED WITH CONDITIONS

Condition of approval:

1. That two long-term and two short-term bicycle racks are installed before the final Certificate of Occupancy is given.

Administrative Hearing Officer: Aaron Ardmore

Includes facts of the case, analysis, and conclusions outlined in the Staff Report, with any changes noted. Administrative Hearing Officer determination is consistent with the Staff analysis and determination.

RELATED ACTIONS

Landmarks Certificate of Appropriateness - PLLDR20250049, approved by Landmarks Staff on 2/11/2025.

APPROVED/RECOMMENDED PARKING

In place of the one new parking stall that would be required for this addition, the Hearing Officer approved two long-term and two short-term bicycle racks instead as outlined in Provo City Code 14.37.080(3).

STAFF PRESENTATION

The Staff Report to the Planning Commission provides details of the facts of the case and the Staff's analysis, conclusions, and recommendations.

CITY DEPARTMENTAL ISSUES

- The Coordinator Review Committee (CRC) has reviewed the application and given their approval.

NEIGHBORHOOD AND PUBLIC COMMENT

- The Neighborhood District Chair was not present or did not address the Hearing Officer during the hearing.
- No Neighbors or other interested parties were present.

APPLICANT RESPONSE

Key points addressed in the applicant's presentation to the Planning Commission included the following:

- The applicant was present, but did not have any additional comments beyond what was presented by staff.

ADMINISTRATIVE HEARING DISCUSSION

Key points discussed by the Planning Commission included the following:

- The Hearing Officer agreed with the recommendation from the staff report to allow for a reduction in the one parking stall that would be required with the increase of bicycle parking being provided and that this would be permissible based on Provo City Code 14.37.080(3).

- The Hearing Officer confirmed with the applicant that they would have to ensure that the bike racks are installed before the City will issue a final Certificate of Occupancy.



Administrative Hearing Officer



Director of Development Services

See Key Land Use Policies of the Provo City General Plan, applicable Titles of the Provo City Code, and the Staff Report for further detailed information. The Staff Report is a part of the record of the decision of this item.

Administrative decisions may be appealed by submitting an application/notice of appeal, with the required application and noticing fees, to the Development Services Department, 445 West Center Street, Provo, Utah, **within fourteen (14) calendar days of the Hearing Officer's decision** (Provo City office hours are Monday through Thursday, 7:00 a.m. to 6:00 p.m.).

BUILDING PERMITS MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS