



PROVO CITY CORPORATION  
DEVELOPMENT SERVICES DEPARTMENT  
Administrative Hearing Agenda  
July 02, 2025

## NOTICE OF PUBLIC HEARING

**A Provo City Planning Commission Administrative Hearing on delegated applications will be held on Wednesday, July 02, 2025, at 5:00 p.m. at the Provo Peak Conference Room, 445 West Center Street, Provo.** The items listed below will be discussed, and anyone interested is invited to participate and provide comment. Hearings can be viewed live and on-demand at: YouTube [youtube.com/user/ProvoChannel17](https://youtube.com/user/ProvoChannel17) and on Facebook [facebook.com/provochannel17](https://facebook.com/provochannel17).

- Item 1 Joshua Godfrey requests Project Plan approval for a new 12-unit residential development in the DT1 (General Downtown) Zone, located approximately at 80 East 200 South. Downtown Neighborhood. Jessica Dahneke (801) 852-6413 PLPPA20240043
- Item 2 Brandon Budd requests Project Plan approval for an update of a commercial building and site in the CG (General Commercial) Zone, located at 1273 N Canyon Road. Carterville Neighborhood. Nancy Robison (801) 852-6417 [nrobison@provo.gov](mailto:nrobison@provo.gov) PLPPA20240333

Prior to the hearing application information may be obtained from and comments may be submitted to the Development Services Department, Suite 200 located at 445 West Center Street, Provo, 7:00 a.m. - 6:00 p.m., Monday - Thursday, or visit [provo.gov/pcadminhearing](https://provo.gov/pcadminhearing). Decisions may be appealed to the Provo City Board of Adjustment by filing an appeal application within fourteen (14) days following the decision.

To send public comments to Planning Commission members, email them at [dspublichearings@provo.gov](mailto:dspublichearings@provo.gov). Please submit public comment emails before 3:00 PM the day of the hearing. Additional information can be found at [provo.gov/publiccomments](https://provo.gov/publiccomments).

Provo City will make reasonable accommodations for all citizens interested in participating in this meeting. If assistance is needed to allow participation at this meeting, please call the Development Services Department at (801) 852-6400 before 12:00 p.m. the day before the meeting to make arrangements.

By order of the Provo City Planning Commission  
Planning Secretary, (801) 852-6424



**ITEM 1** Joshua Godfrey requests Project Plan approval for a new 12-unit residential development in the DT1 (General Downtown) Zone, located approximately at 80 East 200 South. Downtown Neighborhood. Jessica Dahneke (801) 852-6413 PLPPA20240043

<p><b>Applicant:</b> INCHON TWO HOLDINGS LLC Joshua Godfrey</p> <p><b>Staff Coordinator:</b> Jessica Dahneke</p> <p><b>Property Owner:</b> INCHON TWO HOLDINGS LLC</p> <p><b>Parcel ID#:</b> 05:013:0015</p> <p><b>Acreage:</b> 0.27</p> <p><b>Number of Properties:</b> 1</p> <p><b>Number of Lots:</b> 1</p> <p><b><u>ALTERNATIVE ACTIONS</u></b></p> <ol style="list-style-type: none"> <li><b>Continue</b> to a future date to obtain additional information or to further consider information presented. <i>The next available meeting date is July 16, 2025 5:00 P.M.</i></li> <li><b>Deny</b> the requested variance. <i>This action <u>would not be consistent with the recommendations of the Staff Report.</u> The Board of Adjustment should <u>state new findings.</u></i></li> </ol>	<p><b>Current Legal Use:</b> Vacant lot in the General Downtown Zone (DT1)</p> <p><b>Relevant History:</b> An application for a 12-unit residential development was submitted to develop the vacant parcel located approximately at 80 East 200 South in February 2024. The application has been reviewed for compliance with the applicable codes and has been given CRC approval.</p> <p><b>Neighborhood Issues:</b> No known neighborhood issues</p> <p><b>Summary of Key Issues:</b></p> <ul style="list-style-type: none"> <li>The proposed project is for an additional 12 units in the DT1 zone.</li> <li>The proposed plan is a permitted use in the DT1 zone.</li> <li>The project has been reviewed for compliance with Provo City Code.</li> <li>The application has received CRC approval.</li> </ul> <p><b>Staff Recommendation:</b> <u>Approve</u> the requested appeal. <i>This action <u>would be consistent with the recommendations of the Staff Report.</u></i></p>
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## **OVERVIEW**

Joshua Godfrey is requesting approval for a 12-unit residential development located approximately at 80 East 200 South in the General Downtown Zone (DT1). Currently a vacant lot located between an apartment complex to the west and smaller multiplexes to the east. This project is in harmony with the surrounding uses and provides an additional housing option for the area. The project is comprised of one four-plex fronting 200 South with eight townhomes to be built along the west side of the property.

The project has shown that it meets the requirements of Provo City Code including providing the required parking and is designed in accordance with the design corridor requirements and the downtown streetscape standards. The proposed project adds new residential units to the downtown area, which would allow more people to live near and enjoy the amenities of the area.

## **FINDINGS OF FACT**

1. The proposed residential project is a permitted use in the General Downtown Zone (DT1).
2. The project meets the requirements of Provo City Code.
3. The application has been approved by the CRC.

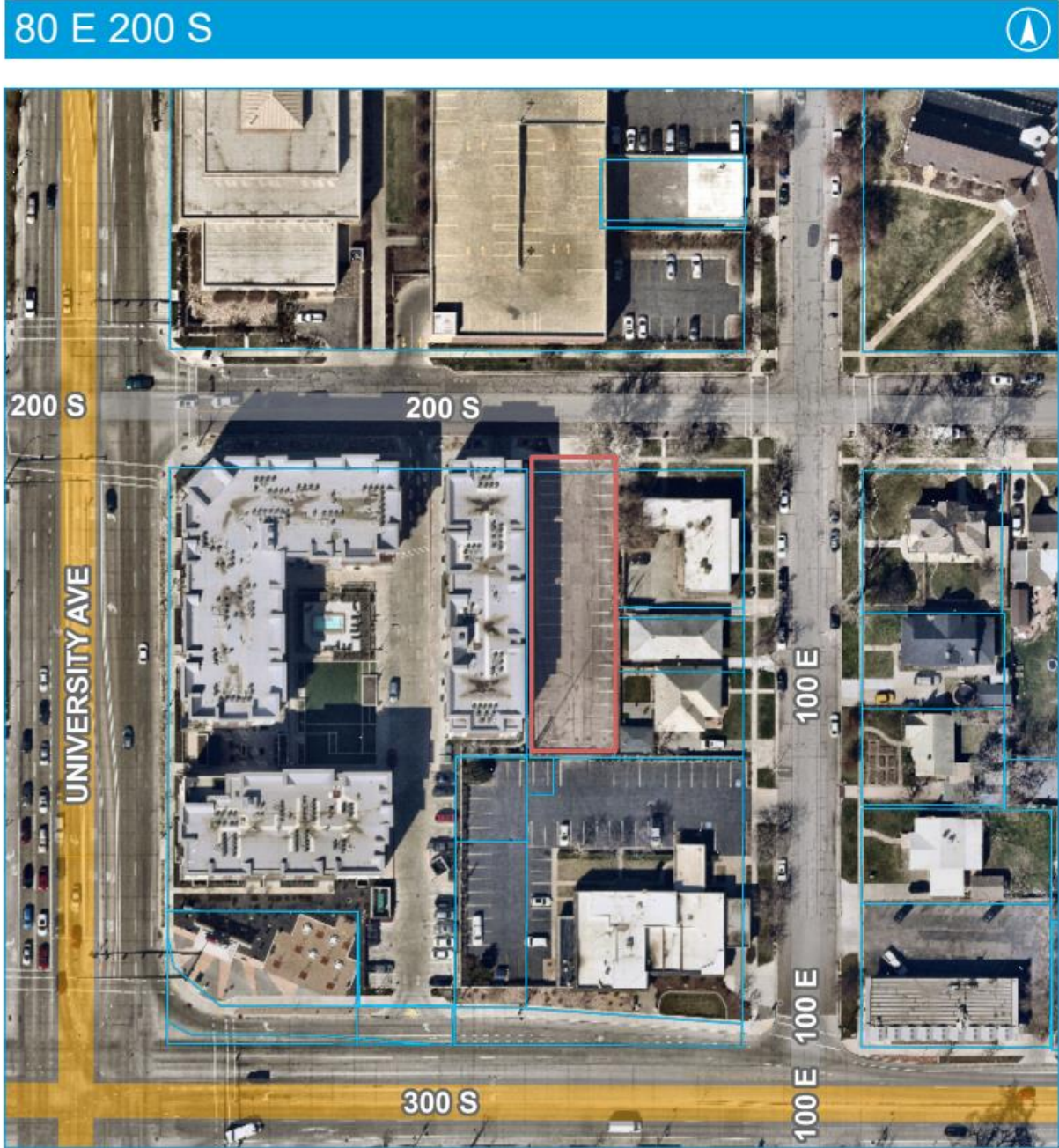
## **CONCLUSIONS**

The proposed project creates additional housing in the downtown core adding to the variety of housing in the downtown area and giving future tenants easy access to the amenities of the area. The project has been designed in a way that meets code requirements, as such staff recommends approval of the project plan for a 12-unit development located approximately at 80 East 200 South.

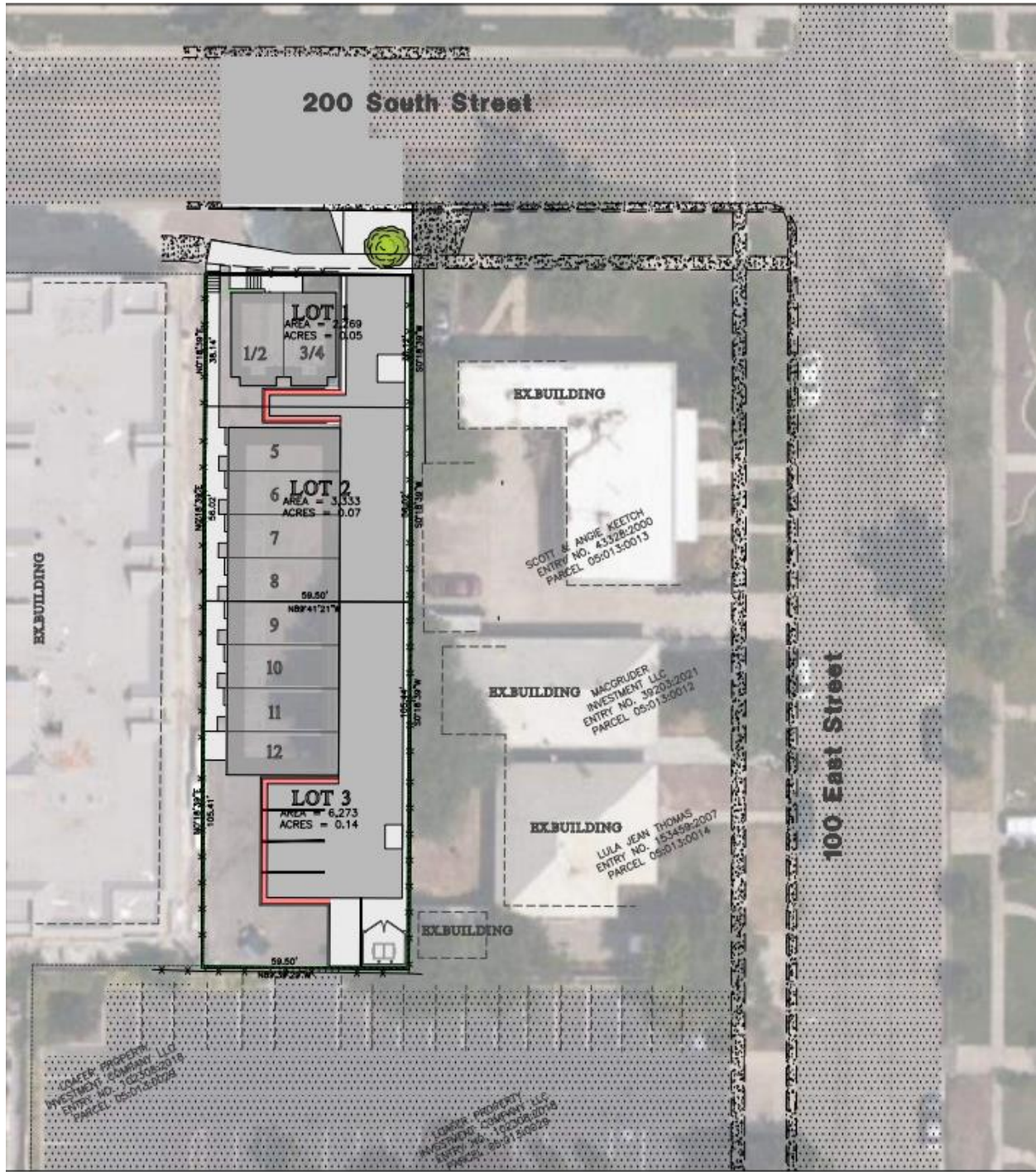
## **ATTACHMENTS**

1. Aerial Photo
2. Site Plan
3. Elevations
4. Landscape Plan

**ATTACHMENT 1 – AERIAL PHOTO**



**ATTACHMENT 2 – SITE PLAN**



**ATTACHMENT 3 – ELEVATIONS**







**ITEM 2** Brandon Budd requests Project Plan approval for an update of a commercial building and site in the CG (General Commercial) Zone, located at 1273 N Canyon Road. Carterville Neighborhood. Nancy Robison (801) 852-6417 nrobison@provo.gov PLPPA20240333

**Applicant:** G&P MADSEN HOLDINGS LLC  
Brandon Budd

**Staff Coordinator:** Nancy Robison

**Property Owner:** G&P MADSEN HOLDINGS LLC

**Parcel ID#:** 20:064:0008

**Acreage:** 0.26

**Number of Properties:** 1

**Number of Lots:** 1

**ALTERNATIVE ACTIONS**

1. **Continue** to a future date to obtain additional information or to further consider information presented. *The next available meeting date is July 16, 2025, 5:00 P.M.*
2. **Deny** the requested project plan. *This action would not be consistent with the recommendations of the Staff Report. The Planning Commission Admin should state new findings.*

**Current Legal Use:** This property is in the General Commercial (CG) zone. It has two businesses in the building. One is a dry cleaner, the other an ice cream place.

**Relevant History:** The building was originally constructed in 1959, as a laundry and dry-cleaning service. It has a small drive through that was accessed from Canyon Road.

**Neighborhood Issues:** There are no known neighborhood issues at the time of the writing of this report.

**Summary of Key Issues:**

- The property is an L shape consisting of .26 acres and has no way of expanding.
- The original building met the code requirements in 1959.
- The original building is 2,772 sq feet.
- There is access to the lot from Canyon Rd and Cougar Boulevard.
- The property currently has 14 parking spaces.

**Staff Recommendation:** Staff recommends approval with conditions.

1. All CRC Comments are addressed and satisfied.

## **OVERVIEW**

The subject property, located at 1273 N Canyon Road, is an L-shaped parcel with access points from both Canyon Road and Cougar Boulevard. The existing structure was built in 1959 and currently includes a drive-thru that serves a dry cleaning business. The existing drive-thru operates with ingress from Canyon Road and egress onto Cougar Boulevard.

Due to existing development on the adjacent sides, including buildings and parking lots, the site has limited expansion potential. The applicant has worked closely with the Public Works and Development Services departments through multiple plan revisions in an effort to bring the site as close to current code compliance as feasible, given the lot's constraints in size and configuration.

The proposed project does not increase the footprint of the building. However, it does include the following changes:

- Modification of the on-site traffic circulation pattern.
- Reconfiguration of parking to provide a total of 10 spaces, including one ADA-compliant stall.
- A change in use for one of the two units within the building.
- The proposed drive-thru will feature a single service window located on the passenger side of the vehicle. The applicant has assured Provo City that operational procedures will be implemented to ensure efficient and safe service from this configuration.
- In addition to the drive-thru option, customers will also have the ability to enter the building to receive in-store service.

To address landscaping requirements, the applicant has increased the amount of landscaped areas on the site. The interior dining area has been reduced in size to comply with parking requirements under city code. Vehicle access will now occur via a right turn from Cougar Boulevard, utilizing angled parking, with egress through the drive-thru lane.

A smaller-sized dumpster has been placed on site. The property owner has committed to arranging more frequent waste collection with the sanitation department to ensure ongoing site cleanliness and functionality.

## **FINDINGS OF FACT**

- The parcel is .26 acres in size with surrounding development on all sides which limits expansion.
- The parcel is L shaped with access off of Canyon Road and Cougar Blvd
- 2 businesses are currently in the building, and the applicant wants to keep that the same.
- There are 10 parking stalls including 1 ADA compliant stall

- There will be a drive-thru that will have to be accessed on the passenger side of the car because of the flow of traffic.
- The applicant has increased the landscaping on the parcel.
- The ingress will be from Cougar Blvd and egress will be into Canyon Road.
- The dumpster on site will need to be serviced more often.
- There are still CRC comments that need to be addressed.

### **CONCLUSIONS**

The proposed improvements at 1273 N Canyon Road show a practical and thoughtful approach to updating an older commercial property within a tight, L-shaped lot. While the footprint of the building remains the same, the proposed changes will hopefully add to the community with more landscaping and a new business in the area.

The applicant plans to maintain two businesses on the site and has worked closely with city departments to bring the project as close to current code as possible. Updates include a new drive-thru window accessible on the passenger side, improved site circulation, additional landscaping, and a reduced dining area to meet parking requirements. They've also committed to more frequent dumpster servicing to help maintain the site.

Staff recommends approval with the following conditions

- All CRC comments are addressed and satisfied.

### **APPLICANT AGREEMENT TO CONDITIONS**

Pursuant to Section 14.04.050 of the Provo City Code, relating to Staff Action on Planning Commission Matters, by signing below, the applicant agrees to the recommended conditions. If the applicant does not agree to the recommended conditions, the applicant may request to have the item heard by the Planning Commission.

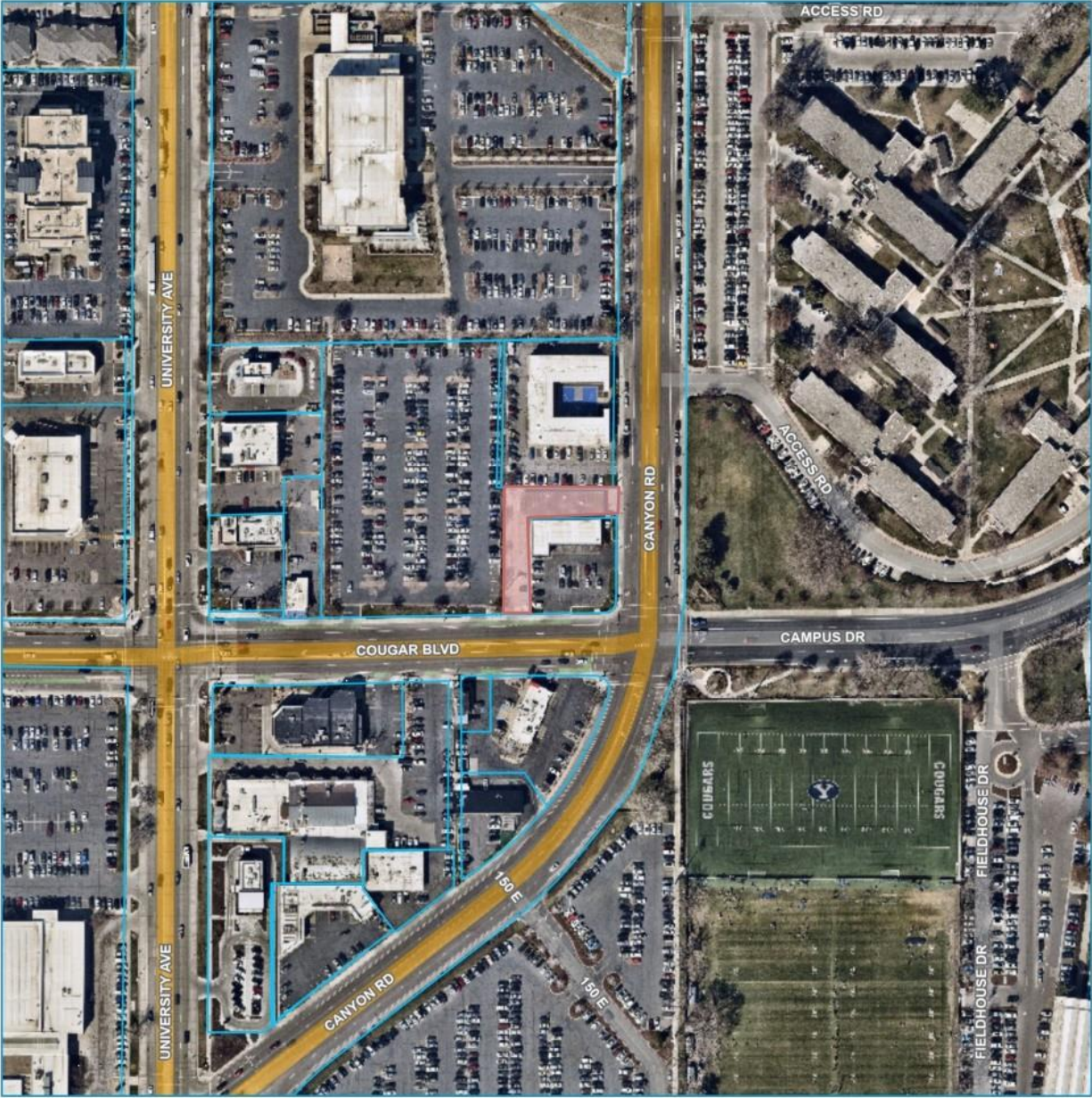
(x) \_\_\_\_\_ Date \_\_\_\_\_

### **ATTACHMENTS**

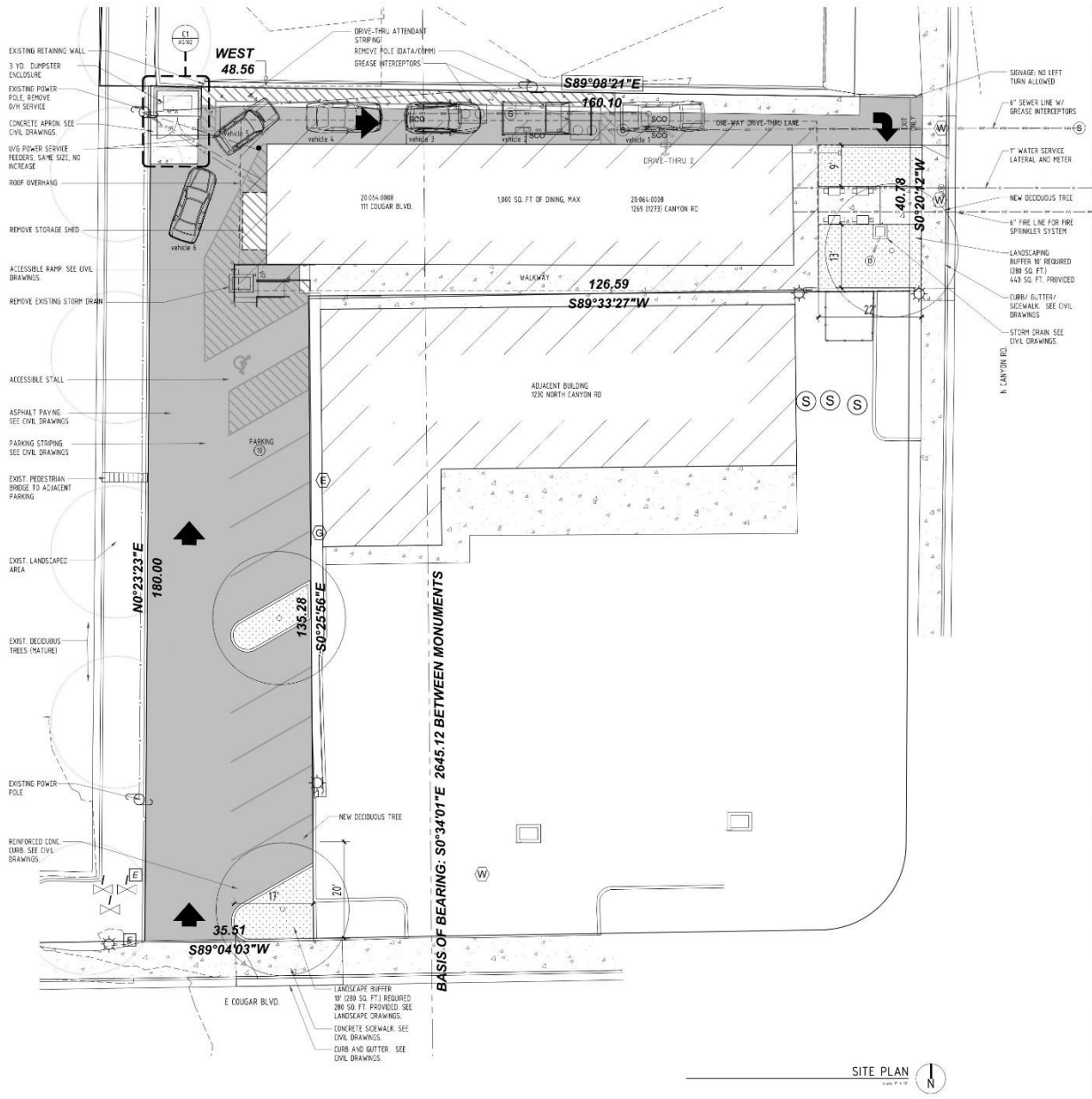
1. Aerial Photo
2. Site Plan
3. Landscape and Parking Plan

**ATTACHMENT 1 – AERIAL PHOTO**

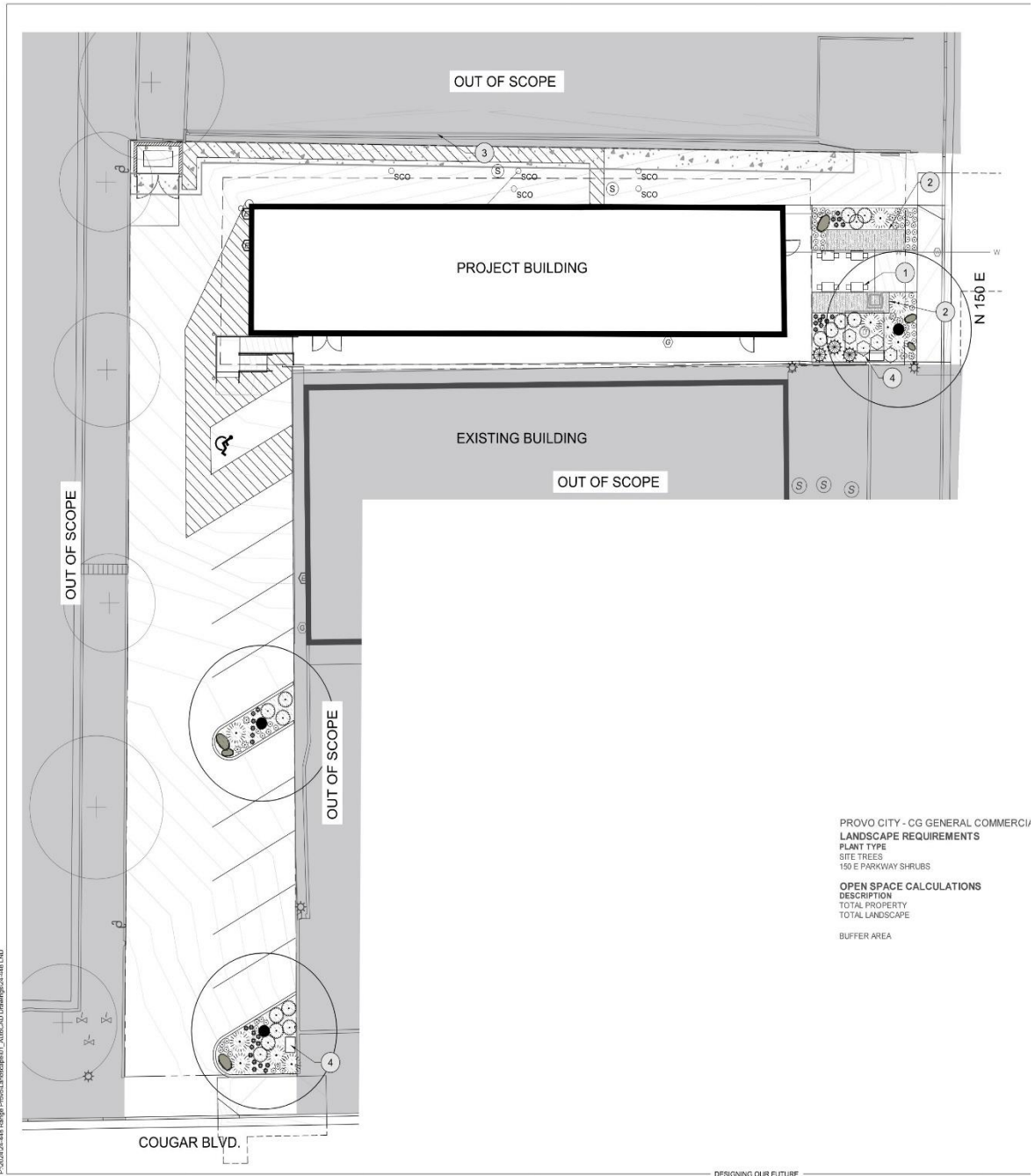
1273 N Canyon Rd 



**ATTACHMENT 2 – SITE PLAN**



**ATTACHMENT 3 – LANDSCAPE AND PARKING**



# Provo City Planning Commission Administrative Hearing

## Report of Action

July 02, 2025

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**ITEM 1** Joshua Godfrey requests Project Plan approval for a new 12-unit residential development in the DT1 (General Downtown) Zone, located approximately at 80 East 200 South. Downtown Neighborhood. Jessica Dahneke (801) 852-6413 PLPPA20240043

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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: July 02, 2025.

## APPROVED

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.

### APPROVED/RECOMMENDED OCCUPANCY

- 12 Total Units
- Type of occupancy approved: Family
- Standard Land Use Code 1131

### APPROVED/RECOMMENDED PARKING

- 14 Total parking stalls required
- 14 Total parking stalls provided

### 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 MEETING DATE

- The Neighborhood District Chair determined that a neighborhood meeting would not be required.

### NEIGHBORHOOD AND PUBLIC COMMENT

- The Neighborhood District Chair was not present or did not address the Planning Commission during the hearing.

### CONCERNS RAISED BY PUBLIC

Any comments received prior to completion of the Staff Report are addressed in the Staff Report to the Planning Commission. Key issues raised in written comments received subsequent to the Staff Report or public comment during the public hearing included the following: No concerns were raised.

### APPLICANT RESPONSE

Key points addressed in the applicant's presentation to the Planning Commission included the following:  
The applicant was not present

**PLANNING COMMISSION DISCUSSION**

Key points discussed by the Planning Commission included the following:

The administrative hearing officer confirmed that no amenity space was required as part of the project due to the number of units.



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Administrative Hearing Officer



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Development Services Director

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

Provo City Planning Commission Administrative Hearing

Report of Action

July 02, 2025

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**APPROVED WITH CONDITIONS**

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.

**CONDITIONS OF APPROVAL**

1. Complete all CRC comments

**APPROVED/RECOMMENDED OCCUPANCY**

2 Total Units  
Standard Land Use Code 5811

**APPROVED/RECOMMENDED PARKING**

10 Total parking stalls required  
10 Total parking stalls provided

**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**

There are remaining issues from the Coordinator Review Committee (CRC) review that need to be resolved.

**NEIGHBORHOOD MEETING DATE**

The Neighborhood District Chair determined that a neighborhood meeting would not be required.

**NEIGHBORHOOD AND PUBLIC COMMENT**

The Neighborhood District Chair was not present or did not address the Planning Commission during the hearing.

**CONCERNS RAISED BY PUBLIC**

No Comments or concerns were raised by the public

**APPLICANT RESPONSE**

With regard to the location of the drive thru window, they are going to try to set something up like Chick-Fil-A has to have an employee outside to take orders and deliver the food.

**PLANNING COMMISSION DISCUSSION**

Key points discussed by the Administrative Hearing Officer included the following:

Make sure the required bicycle parking is in place



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Administrative Hearing Officer



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Development Services Director

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