

## Provo City Planning Commission

# Report of Action

August 13, 2025

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**ITEM 2** Brigham Young University requests a Conditional Use Permit for a change of use from elementary educational use to temporary office space for property in the PF (Public Facilities) Zone, located at 1080 N 900 E. Foothills Neighborhood. Dustin Wright (801) 852-6414 [dwright@provo.gov](mailto:dwright@provo.gov) PLCUP20250058

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The following action was taken by the Planning Commission on the above described item at its regular meeting of August 13, 2025:

## APPROVED WITH CONDITIONS

On a vote of 6:1, the Planning Commission approved the above noted application.

Motion By: Lisa Jensen

Second By: Barbara DeSoto

Votes in Favor of Motion: Lisa Jensen, Barbara DeSoto, Melissa Kendall, Matt Wheelwright, Jonathon Hill, Joel Temple,

Votes Not in Favor of Motion: Daniel Gonzales.

*Jonathon Hill was present as Chair.*

### Conditions of Approval:

1. A plat application is approved and recorded that combines the adjacent parking lot with this site;
  2. An approved TDM is recorded;
  3. That this conditional use permit for temporary office space shall expire six (6) months after the new BYU administration building has received a Certificate of Occupancy; and
  4. Impact fees have been transferred with the school. If after three (3) years the existing offsite campus buildings are not demolished, 100% impact fees will be required. When permanent buildings are constructed, there will be no grandfathered impact fees.
- Includes facts of the case, analysis, conclusions and recommendations outlined in the Staff Report, with any changes noted; Planning Commission determination is generally consistent with the Staff analysis and determination.

### APPROVED OCCUPANCY

- Type of occupancy approved: Office

### APPROVED/RECOMMENDED PARKING

- 364 Total parking stalls required
- 339 Total parking stalls provided
- 25 Total parking stall reduction with approved TDM

### 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: None.

### APPLICANT RESPONSE

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

- The applicant explained that the plan is to temporally move offices from the existing campus administration building into this site while a new building is constructed. Once the new building is finished, they will move into that and vacate the building.
- No plans have been made for the future use of this site after the temporary use is completed.

### PLANNING COMMISSION DISCUSSION

Key points discussed by the Planning Commission included the following:

- The Planning Commission inquired about an estimate of how many motorcycles and bicycles are currently parked near the administration building (ASB) now. The applicant explained that there are a handful of employees that park bikes there, and that many take them inside.
- The ASB north parking lot does not seem to be full, and there are 250 employees that use the ASB.
- The elementary school may have had approximately the same trip-generation, but the parking demand would have been less than how many will be with the new use.
- The number of required parking spaces exceeds the 250 proposed employees that will occupy the building. With the TDM, there should not be an issue with parking.



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Planning Commission Chair



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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 to the Planning Commission for further detailed information. The Staff Report is a part of the record of the decision of this item. Where findings of the Planning Commission differ from findings of Staff, those will be noted in this Report of Action.

Legislative items are noted with an asterisk (\*) and require legislative action by the Municipal Council following a public hearing; the Planning Commission provides an advisory recommendation to the Municipal Council following a public hearing.

Administrative decisions of the Planning Commission (items not marked with an asterisk) **may be appealed** by submitting an application/notice of appeal, with the required application and noticing fees to the Development Services Department, 445 W Center Street, Provo, Utah, **within fourteen (14) calendar days of the Planning Commission'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