



**Wednesday, August 20, 2025  
Development Review Committee**

**DEVELOPMENT REVIEW COMMITTEE AGENDA**

**PUBLIC NOTICE** is hereby given that the Development Review Committee of Spanish Fork, Utah, will hold a regular meeting at the City Council Chambers at Library Hall, 80 South Main Street, Second Floor, Spanish Fork, Utah, commencing at 10:00 a.m. This meeting is not available to attend virtually.

**1. Approval of Minutes**

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A. August 13, 2025.

**2. Final Plat**

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A. CONDOR HEIGHTS SUBDIVISION. This proposal involves the approval of a Final Plat for five single-family residential lots located at 713 South 3400 East.

**3. Zone Change**

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A. MABEY OFFICE BUILDING DEVELOPMENT ENHANCEMENT OVERLAY. This proposal involves a Zone Change with the Development Enhancement Overlay to accommodate the development of a commercial office building located at 48 East South Lane.

**4. Site Plan**

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A. MABEY OFFICE BUILDING. This proposal involves the development of a commercial office building located at 48 East South Lane.

**5. Concept Review**

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A. 7th NORTH BUILDING CONCEPT.

**6. Adjourn**

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Draft Minutes  
Spanish Fork City Development Review Committee  
80 South Main Street  
Spanish Fork, Utah  
August 13, 2025

Staff Members Present: Cory Pierce, Public Works Director; Seth Perrins, City Manager; Dave Anderson, Community Development Director; Brandon Snyder, Senior Planner; David Mann, Senior Planner; Kasey Woodard, Community Development Secretary; Ian Bunker, Associate Planner; Vaughn Pickell, City Attorney; Joshua Nielsen, Assistant City Attorney; John Little, Chief Building Official; Byron Haslam, Assistant City Engineer; Josh Wagstaff, Assistant City Engineer; Marcie Clark, Engineering Department Secretary; Jered Johnson, Engineering Division Manager; Bart Morrill, Parks Maintenance Supervisor; Bryton Shepherd, Landscape Architect; Jason Turner, Fire Marshall.

Citizens Present: Cory Anderson, Greg Trapnell.

Cory Pierce called the meeting to order at 10:30 a.m.

## MINUTES

July 30, 2025

John Little moved to approve the minutes of July 30, 2025.

Seth Perrins seconded and the motion **passed** all in favor.

## CONCEPT REVIEW

### CANYON COURT LOTS 5 & 6 CONCEPT

The applicant was not present at the start of the meeting. Staff held a brief discussion regarding City code for commercial developments, specifically whether a masonry wall would be required due to the site's proximity to the railroad. It was noted that under the City's Construction Standards, a masonry wall is required when a residential development is near a railroad.

Seth Perrins inquired whether this development included any residential housing. Staff confirmed that no residential units are included in the proposal and clarified that a masonry wall is already located to the north of the site, separating nearby residential units from the commercial development.

Staff discussed whether a masonry wall should be required in this case and agreed that the code only requires such a wall if outdoor storage is present. The applicant had been provided with comments in the redline memo, which staff felt adequately addressed relevant concerns.

Cory Peirce commented on the proposed access points, stating his support for the applicant's layout and noting the reasonable distance maintained from the roundabout. He also addressed access to 400 North, expressing that a similar approach should be applied to the west side of the access.

At this point, Cory Anderson arrived and addressed the group, apologizing for his late arrival and making light of his projects typically being heard later in the agenda. He invited questions from staff.

Cory Peirce requested that the applicant respond to Associate Planner Ian Bunker's redline comment regarding the possibility of reversing the drive-thru on Lot 5. Mr. Anderson stated that the proposed 7,000-square-foot building design would make such a reversal difficult.

Ian Bunker explained that the suggestion was intended as an alternative design to avoid vehicle stacking into the public drive area or roadway. Mr. Anderson noted his interest in incorporating two drive-thrus, one at each end of the building, though he was uncertain if this could be achieved. Staff expressed concern with this concept. Mr. Anderson acknowledged the concerns and indicated he would still be satisfied with a single drive-thru located on the south end.

Seth Perrins expressed support for the current design and stated he did not favor the cross-traffic that would result from dual drive-thrus. Staff continued discussion regarding potential traffic flow impacts.

Mr. Anderson asked about Brandon Snyder's comments concerning the timing of subdivision improvements and on-site shared access. The project timeline was discussed, with staff noting that progress would depend on permitting and that the applicant intended to proceed as soon as possible.

Mr. Anderson asked whether Harmons had submitted any permit applications. Staff confirmed that Harmons had not applied or reached out to the City. Mr. Anderson stated that Harmons had previously considered other sites but later identified Spanish Fork as

their top choice for a new grocery store location. He also reported that asphalt work was scheduled for the 27th of the month and requested that the \$200 road closure fee be waived, as the fee would otherwise apply beginning on the 13th.

Cory Peirce expressed concern that waiving the fee could allow the closure to extend beyond the planned date. Mr. Anderson assured staff that the work was firmly scheduled for the 27th. No conclusion was reached whether Mr. Anderson's request would be granted.

Discussion followed regarding the location of asphalt work and the need for adequate turnaround space for emergency vehicles. Staff suggested rotating the building on Lot 5 by 90 degrees to create the necessary turnaround area. Mr. Anderson expressed concern that such a change would significantly reduce building size but agreed to work with his engineer to explore solutions.

Seth Perrins offered suggestions to improve parking configuration and traffic flow, noting that these changes could require cross-access easements. Mr. Anderson confirmed that the lots would eventually have separate ownership. Mr. Perrins stated that while the lots remain under Mr. Anderson's ownership, he can establish the easements needed to ensure successful long-term traffic flow between the two properties.

Cory Peirce agreed and emphasized the importance of setting up the easement to address parking and circulation concerns.

Dave Anderson advised the applicant that the next step would be to submit a Site Plan for staff review and encouraged coordination with the Fire Marshal and Engineering Department prior to submission if access modifications are considered.

The discussion concluded with Seth Perrins noting that upcoming City elections have brought attention to concerns over parking lot designs throughout the city and the need for improvements at several locations.

## DISCUSSION

### RECEPTION CENTER ZONE CHANGE

Vaughn Pickell requested that the DRC review the proposed zone change. He stated that he had spoken with the property owner, who expressed interest in operating several different business types from the existing building. The property owner indicated they were unwilling to install a masonry wall as required by city code to separate residential and commercial properties.



Mr. Pickell provided a history of the property, noting that it was previously used as a church before its conversion to a reception center in 1982. At that time, the city granted a variance allowing the reception center use, though Mr. Pickell stated it is unclear how the variance was issued and whether it was formally documented. City staff, including Ian Bunker and the legal department, have been unable to locate any record of the variance beyond historical business licenses. Past licenses issued for the property included uses such as a preschool, a children's choir, and a small retail shop offering catering services.

Discussion followed regarding parking needs for the various historical uses and whether these operations occurred at different times of day. Dave Anderson asked Business Licensing Official Kasey Woodard for additional information. Mrs. Woodard reported that the property currently has one active business license for the Chillon Reception Center, with the preschool license closing in 2023 and the catering-related retail license closing in 2019.

Brandon Snyder asked whether a change in use would trigger the requirement for a buffering wall. Mr. Anderson stated that the issue is more complex, noting that past uses have been legal non-conforming uses. He added that if the variance documentation could be located, it might define the allowable uses, but staff agreed it may not exist. Mr. Anderson stated he is inclined to view the matter strictly as a legal non-conforming use and that the owner's interest in additional business types would require rezoning.

Staff discussed which uses would constitute a change of use and how they could align with existing zoning. Discussion returned to the masonry wall requirement. Mr. Anderson stated that if the property were rezoned, it would be required to meet current standards, including installation of a buffering wall.

Mr. Pickell asked whether an exception could be granted given the property's long history of commercial use. Mr. Anderson questioned the basis for such an exception and expressed concern about setting precedent.

Seth Perrins asked whether constructing a wall would be more disruptive to neighbors than maintaining the existing fence and landscaping. He noted that the proposed uses may slightly increase parking demand at certain times, referencing the larger pickup and drop-off periods for the choir and preschool uses.

Mr. Anderson noted that similar change of use requests are often met with resistance to meeting current standards. He suggested that staff consider a text amendment to the code regarding wall requirements, but he did not see a path to avoid rezoning if the owner wished to expand allowable uses. Staff discussed the history of the wall requirement, which was adopted in response to neighbor concerns, and agreed that such concerns

should be considered. It was suggested that the City Council could determine whether a wall is required as part of a zone change approval.

Mr. Anderson agreed, noting that not all developments go before City Council, which is where a text amendment could be helpful. He expressed a preference for masonry walls for both visual screening and sound buffering but stated he would be open to discussing more practical alternatives such as vinyl fencing.

Staff concluded with Mr. Anderson stating he would revise the text language provided by Mr. Pickell to clarify when a wall is required. Parking requirements for different uses were briefly discussed, and it was noted that the site may not be able to accommodate all desired uses. Staff directed that the applicant proceed with a zone change application.

It was noted that the applicant had previously applied for both a text amendment and a zone change from R-1-6 to C-1 Neighborhood Commercial with the Development Enhancement Overlay, but reception centers are not permitted in that zone.

Mr. Perrins inquired whether the overlay could include a condition preventing expansion of the existing structure or other elements of the site, and staff agreed with this suggestion.

#### OTHER DRC BUSINESS

Staff discussed several items requiring input. The first item concerned a request for a business license at a property that had previously been approved for a zone change with the Development Enhancement Overlay. As part of the approval, the applicant was required to complete specific site improvements, including landscaping upgrades, installation of a masonry buffer wall along the north property line, and resolution of parking deficiencies through a site plan.

During the approval process, the applicant's wife expressed interest in operating a small retail boutique from the house portion of the building, while the Sip'n drink shop operated from a smaller section. More recently, the city received a business license application for an esthetician-type salon in the house portion. The application was denied because this type of use was not included in the original zone change and overlay approval. Staff discussed whether such a request should be brought back before the City Council for consideration.

Seth Perrins inquired about the proposed salon's size and whether it would occupy the entire house. Staff confirmed it would not. Mr. Perrins stated that a full-house salon would be unacceptable. Dave Anderson suggested that limiting the number of salon chairs might be a workable restriction, with related implications for parking requirements. Mr. Perrins felt the best course would be to revisit the matter with the City Council for interpretation and clarity, noting concerns about the property being used as two separate

parcels. Staff clarified that the site consists of two lots, and the owners were directed to combine them into one.

Kasey Woodard noted the application was for an esthetician service rather than a hair salon and that the residence is currently advertised as two separate business spaces: one floor operating as a piercing studio, the other vacant and available for rent to similar businesses.

Mr. Perrins expressed concern over the intensity of potential business use within the large residence, particularly given the site's known parking deficiencies. Mr. Anderson stated he would continue discussions with staff and prepare to bring the matter before the City Council in early September.

Mr. Anderson then initiated discussion on the proposed 1050 West Annexation. Staff is researching service requirements for a development of this scale. He outlined the timeline for presenting the matter to the City Council and noted that the Power and Light and Engineering departments will have significant input. He requested readiness for an interdepartmental meeting within the next week, to be held prior to a meeting with the developer and before the City Council discussion.

Cory Pierce asked when a traffic study should occur, and it was agreed that the study must be completed prior to the City Council meeting. Discussion followed regarding the project's potential impacts, associated costs, and whether the developer is prepared to assume the financial responsibilities, or if the project should be deferred.

Vaughn Pickell moved to adjourn the meeting at 11:57 a.m.

Adopted:

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**Kasey Woodard**  
Community Development Division  
Secretary



Condor Heights Subdivision  
Final Plat  
713 South 3400 East  
4.18 acres  
R-1-15 Zone  
Estate Density Residential General Plan  
Designation



## PROPOSAL

The Applicant submitted an application for Final Plat approval. The proposed subdivision includes five lots, a temporary turnaround on the north end, and an 88-foot-wide railroad dedication. All proposed lots exceed the minimum lot size, but due to the triangular shape of the property and existing house on the south side, some deviations from City standards are needed. The house on lot one will remain, but due to the needed right-of-way dedication, the minimum front setback cannot be more than 15 feet. The average depth of lot five is approximately 69 feet, which is significantly less than the minimum requirement of 125 feet in the R-1-15 zone. The lot depth for the buildable portion of the lot on the south side ranges between approximately 84 to 138 feet.

Due to the area of the subject property, it failed to qualify for consideration as a Master Planned Development. The City Council approved the rezone to the R-1-15 Zone with an accompanying development agreement. That agreement contains language regarding the allowable variations from the development standards. The proposed plat conforms to the provisions in that agreement.

Some of the key other issues to consider are: storm drainage, wall, and future road connections.

## RECOMMENDATION

That the proposed Final Plat be approved based on the following findings and subject to the following conditions:

### Findings

1. That the proposal is consistent with the City's General Plan Designation of Estate Density Residential.
2. That the Applicant has entered into a development agreement with the City.
3. That the plat conforms to the provisions in the development agreement.

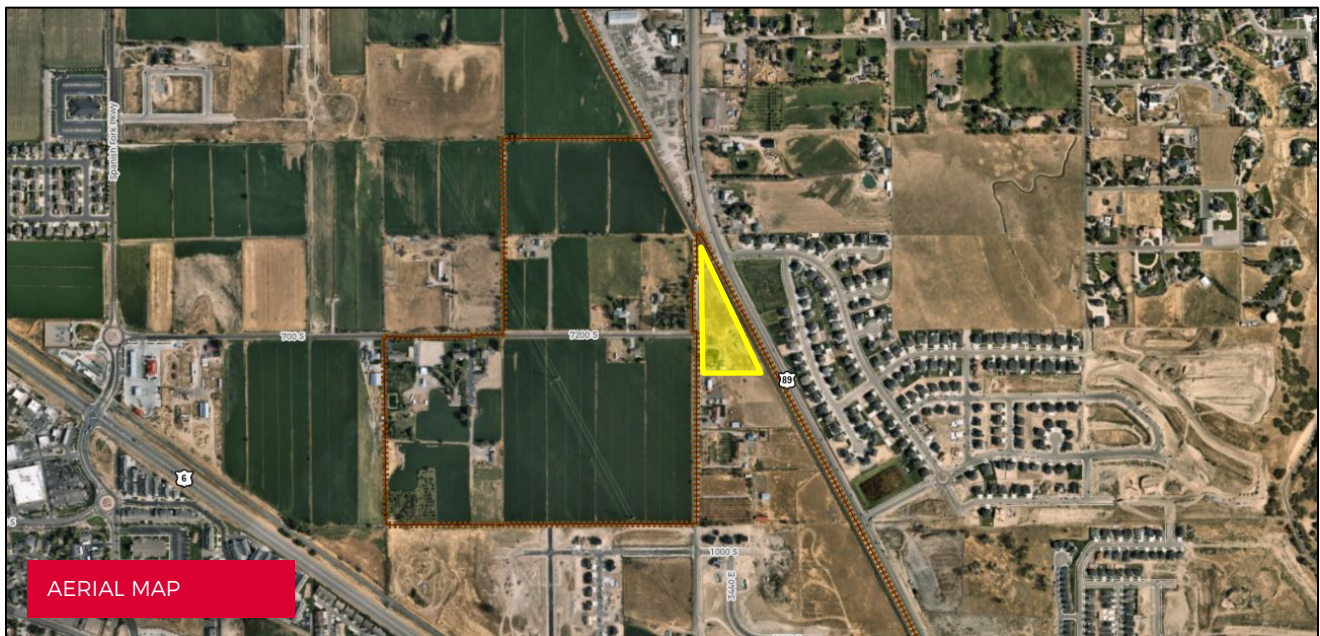
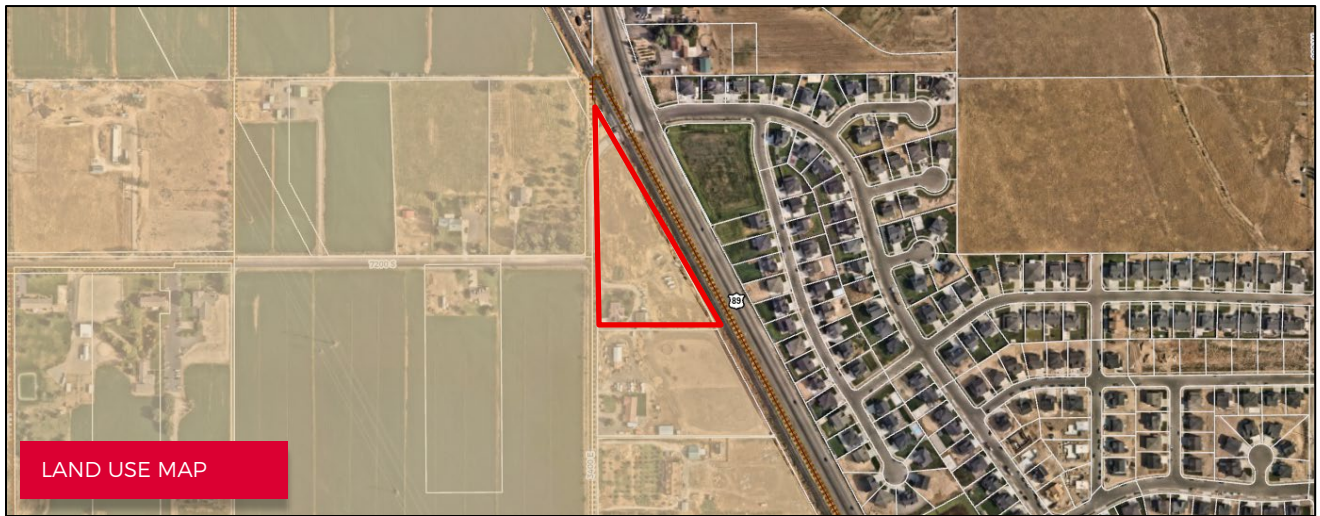
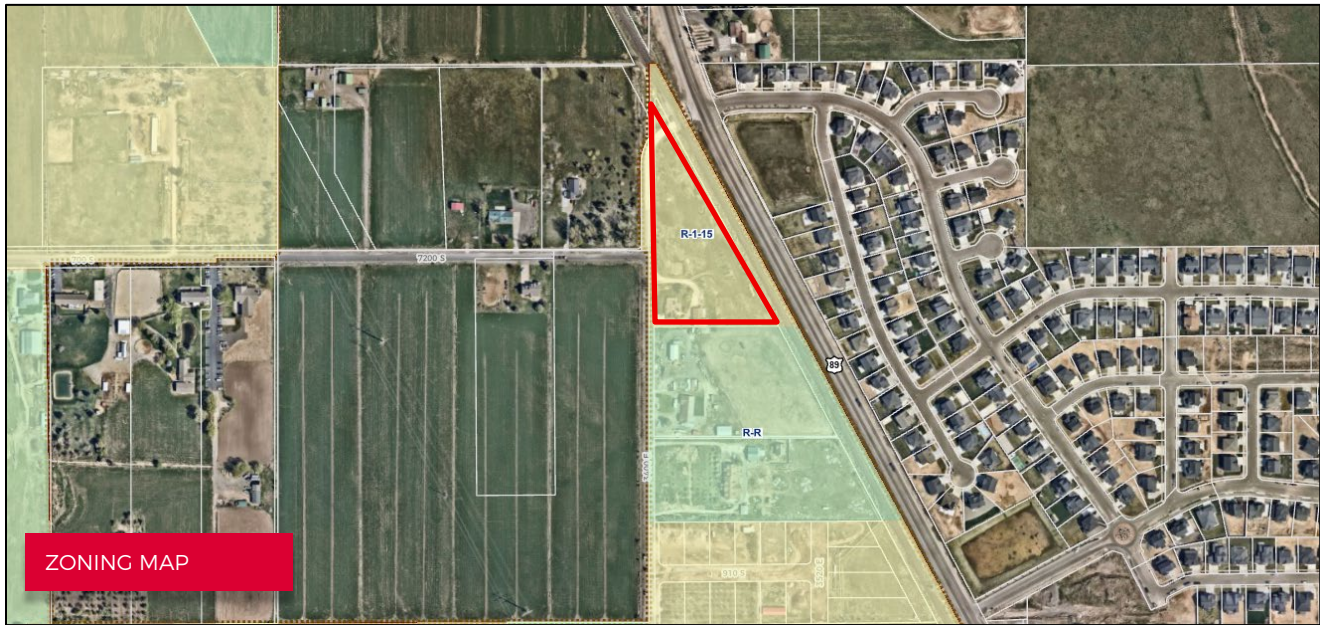
### Conditions

1. That the Applicant meets the City's development and construction standards, the conditions of the associated development agreement, and other applicable City ordinances.
2. That the Applicant addresses any outstanding red-line comments from Staff.

## EXHIBITS

1. Proposed Final Plat











Mabey Office Building  
Zone Map Amendment  
48 East South Lane  
0.25 acres  
C-2 Zone  
Mixed Use General Plan Designation



## PROPOSAL

The Applicant applied for a Zone Map Amendment approval for the Development Enhancement Overlay Zone on the subject property. According to the performance standards in §15.3.20.060, “The City Council has the discretion to impose conditions with the Development Enhancement Overlay Zone to mitigate negative impacts incurred by not meeting the standard requirements, which may include architectural requirements, color requirements, more intense landscaping, shared parking with adjacent uses, height requirements, signage requirements, lighting requirements, or others deemed appropriate in the specific circumstances to compensate for any deficiencies in the standard requirements.”

The Applicant is proposing a five-foot-wide planting buffer adjacent to the neighboring residential property to the south instead of the 10-foot-wide buffer required by §15.4.16.130 of the Municipal Code. The proposed buffer would match what is shown on the plans for the adjacent development to the west due to the approved Development Enhancement Overlay Zone on that property. The Applicant increased the amount of landscaping shown on the landscape plan, including trees adjacent to the residence to the south. In order to meet the requirement of a 10-foot-wide buffer along the south property line, the building footprint would have to be reduced, the parking lot would need to shift five feet to the north, and this development would not line up with the adjacent development.

Some of the key issues to consider are: proposed use, site configuration, adjacent uses, development timing, landscaping, fencing.

## STAFF RECOMMENDATION

That the proposed Mabey Office Building Zone Map Amendment be approved based on the following findings and subject to the following conditions:

### Findings

1. That the proposed use is an appropriate use on the specific parcel as compared with other possible uses.
2. That granting the Development Enhancement Overlay Zone with modified restrictions will not cause a detriment to prospective patrons, to adjacent property owners, nor to traffic flows on the adjacent public streets.
3. That adequate conditions have been incorporated into the Zone which will offset the easing of usual requirements.

### Conditions

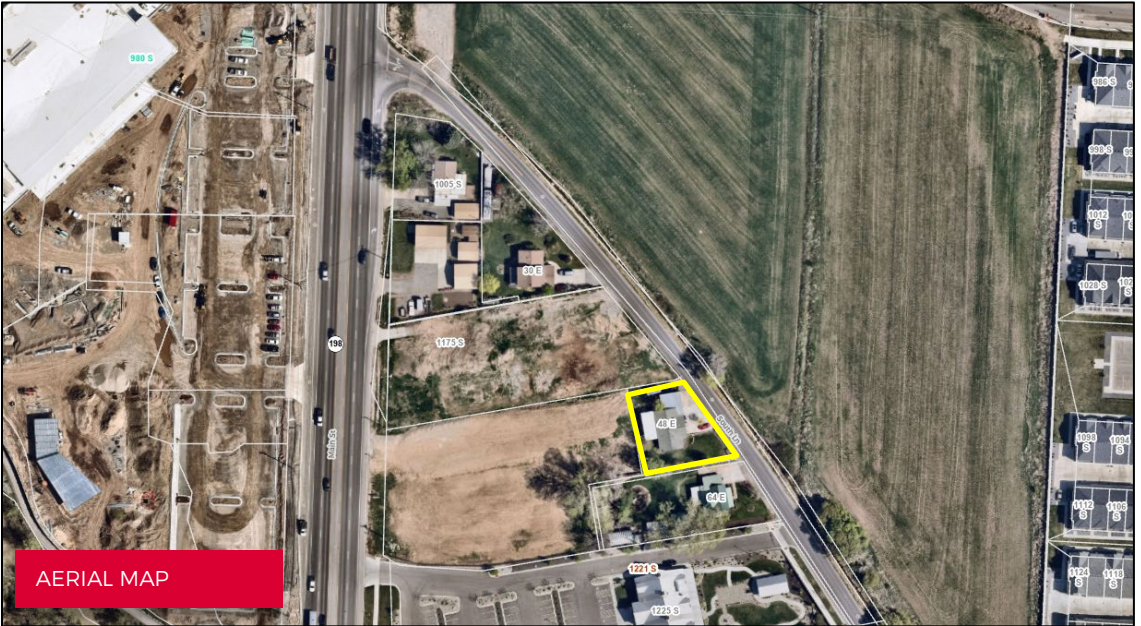
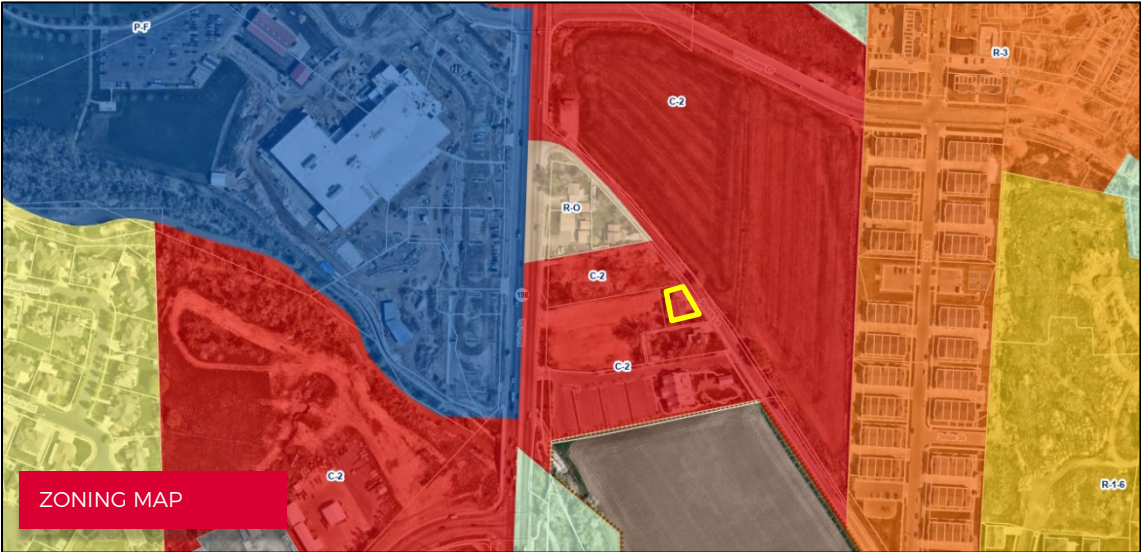
1. That the Applicant meets the City's development and construction standards, zoning requirements, and other applicable City ordinances.
2. That any remaining redlines are addressed prior to a building permit being issued.

## EXHIBITS

1. Area Maps
2. Letter of Support
3. Overlay Memo
4. Landscape Plan

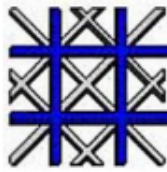


EXHIBIT 1





## EXHIBIT 2



962 West 800 North, Orem Utah, 84057

### Architectural Coalition

Phone: 801-491-0275 - email: archcoalition@hotmail.com

Guilford A. Rand, Architect-AIA-NCARB

28 July 2025

Spanish Fork City Planning Department  
40 South Main Street  
Spanish Fork, Utah 84660

REF: A new office building for Brad Mabey.

To Whom It May Concern,

Brad Mabey, Owner of the project, is seeking Development Enhancement Overlay (DEO) approval for his project located at 48 East South Lane, Spanish Fork, Utah 84660. Approval of the DEO will allow the project to have a 5' setback on the south property line rather than the required 10' setback per city ordinances. The property to the south of the project is zoned single family residential.

The Development Enhancement Overlay allows for reductions in setbacks when the subject property gives back to the city additional benefits. The Owner is providing the following enhancements.

1. A significant increase in plant materials which includes 3 trees, and 41 shrubs more than code requires.
2. A cross access easement with the property to the west so that they may access South Lane. This will reduce the number of cars that would otherwise have to access the property from South Main Street.
3. A cross access easement will also be granted so that the development to the west can share water and sewer laterals into South Lane. This means that the development to the west will not have to extend their water and sewer lines into South Main Street.
4. The development to the west already has DEO approval for the 5' setback reduction along the south property line for their parking lot driveway. The 5' reduction for the Mabey property will allow the drive ways to be straight and continuous to South Lane.

Thank you for considering this request. Please let me know if there are any questions or clarifications that need to be addressed.

Respectfully Submitted,

Guilford A. Rand  
Architect  
AIA - NCARB

## EXHIBIT 3



TO: Development Review Committee

FROM: Community Development







DATE: August 20, 2025

RE: Mabey Office Development Enhancement Overlay

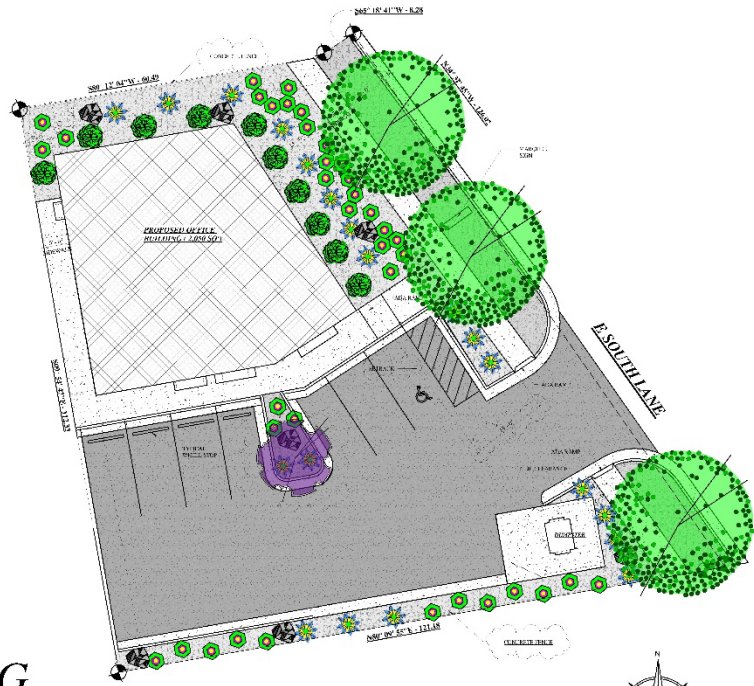
Municipal Code 15.3.20.060 Development Enhancement Overlay. The following findings must be made by the City Council before approving any Development Enhancement Overlay:

1. That the proposed use is an appropriate use on the specific parcel as compared with other possible uses.
  - a. The proposed use is permitted in the base C-2 Zone.
2. That granting the Development Enhancement Overlay Zone with modified restrictions will not cause a detriment to prospective patrons, to adjacent property owners, nor to traffic flows on the adjacent public streets.
  - a. The scale of the requested change as well as the proposed modifications will not result in a detriment to the adjacent property owners. The Applicant's proposal will not be detrimental to patrons. The modifications will not be materially detrimental to traffic flows on adjacent streets.
3. That adequate conditions have been incorporated into the Zone which will offset the easing of usual requirements.
  - a. The Applicant has proposed additional landscaping and building elevations that will match the neighboring development, in addition to a masonry wall.
4. If a study has been submitted by the Developer, the Council accepts the study as accurate as far as addressing the more lenient standards and the impact it will have on adjacent property owners and the City.
  - a. A study was not deemed necessary.

# PLANT SCHEDULE

	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY.
<b>TREES:</b>					
	GLUCONIA FRAGANTISSIMA	HONEY LOCUST	2" CALIBER	BALL & BURLAP	3
	KRAUTER VIBURNUM	FLOWERING PLUMB	2" CALIBER	BALL & BURLAP	1
<b>SHRUBS / PERENNIALS:</b>					
	CORONILLA PLEINIS	RED TWIG DOGWOOD	4 GALLON	PLASTIC BUCKET	10
	JUNIPERUS SP. QUAMATA	BLUE STAR JUNIPER	3 GALLON	PLASTIC BUCKET	20
	FRAXINUS VIRGINICA	DAISY LEAFED STYLLA	3 GALLON	PLASTIC BUCKET	38
	FIELD STONE BOULDERS	FIELD STONES	16" x 8"	1 DUMPTRUCK LOAD	

## LANDSCAPE PLANTING PLAN



ARCHITECTURAL COALITION

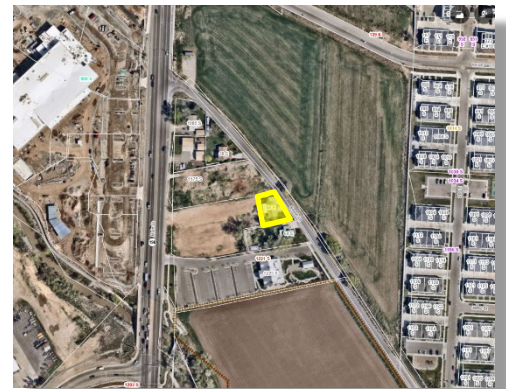
A NEW OFFICE BUILDING  
For Broc Mabey

DATE: 06/20/2025

SCALE: 1/8" = 1'



Mabey Office Building  
Site Plan  
48 East South Lane  
0.25 acre  
C-2 Zone  
Mixed Use General Plan Designation



## PROPOSAL

The Applicant applied for Site Plan approval to construct an office building on the subject property. Offices are listed as a permitted use in the C-2 Zone. The site will have access from South Lane with a shared access to the proposed building located on the west site of the property.

A six-foot-tall concrete wall is shown on the civil drawings along the south and north property line. The municipal code requires a six-foot-tall wall adjacent to the existing residential use to the south that is zoned Commercial (§15.4.16.130). Fencing adjacent to the Pacific Credit Union property on the north side is not required, but is shown on the plans.

Landscaping plans for the parkstrip still need to be updated to show the required amount of vegetation. The Applicant also submitted an application for the Development Enhancement Overlay Zone in order to propose a five-foot-wide planting buffer adjacent to the neighboring residential property to the south instead of the 10-foot-wide buffer required by §15.4.16.130 of the Municipal Code. The proposed buffer would match what is shown on the plans for the adjacent development to the west, which has an approved Development Enhancement Overlay Zone.

The application was presented to the DRC on July 16. Due to a lack of proposed site improvements and issues with the submitted grading and drainage plan, the DRC voted to continue the item. Engineering has reviewed the revised civil plans and has determined that it meets city standards. A revised landscape plan shows three additional trees and 41 additional shrubs.

Some of the key issues to consider are: development timing, utilities, storm water, road dedication, fencing.

## STAFF RECOMMENDATION

That the proposed Mabey Office Building Site Plan be approved based on the following finding and subject to the following conditions:

### Finding

1. That the proposal conforms to the City's General Plan Designation and Zoning Map.

### Conditions

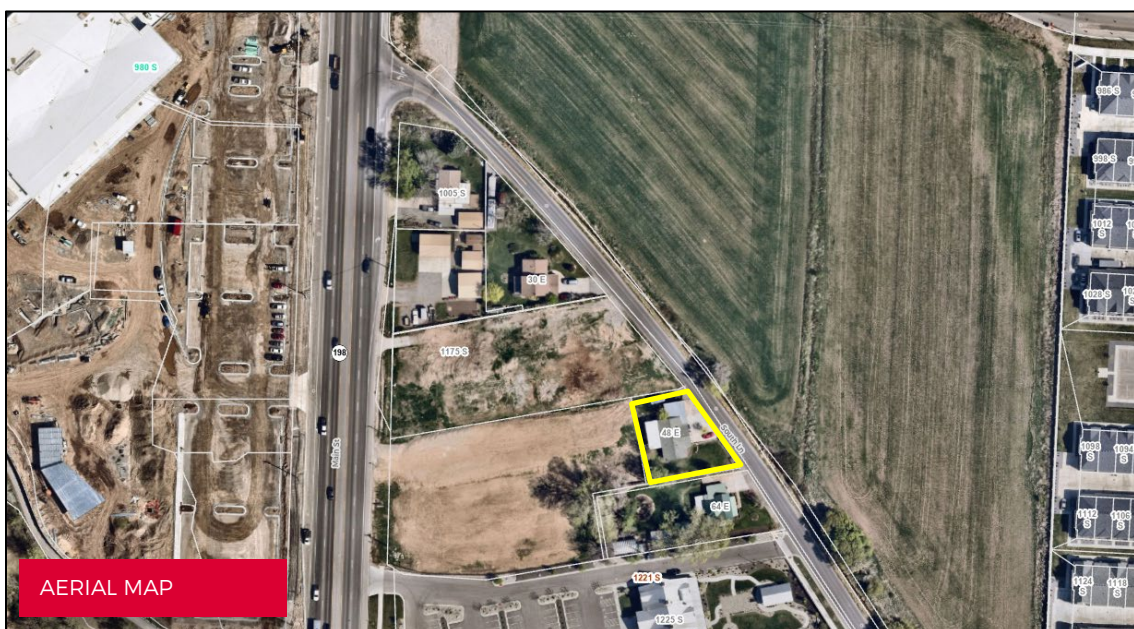
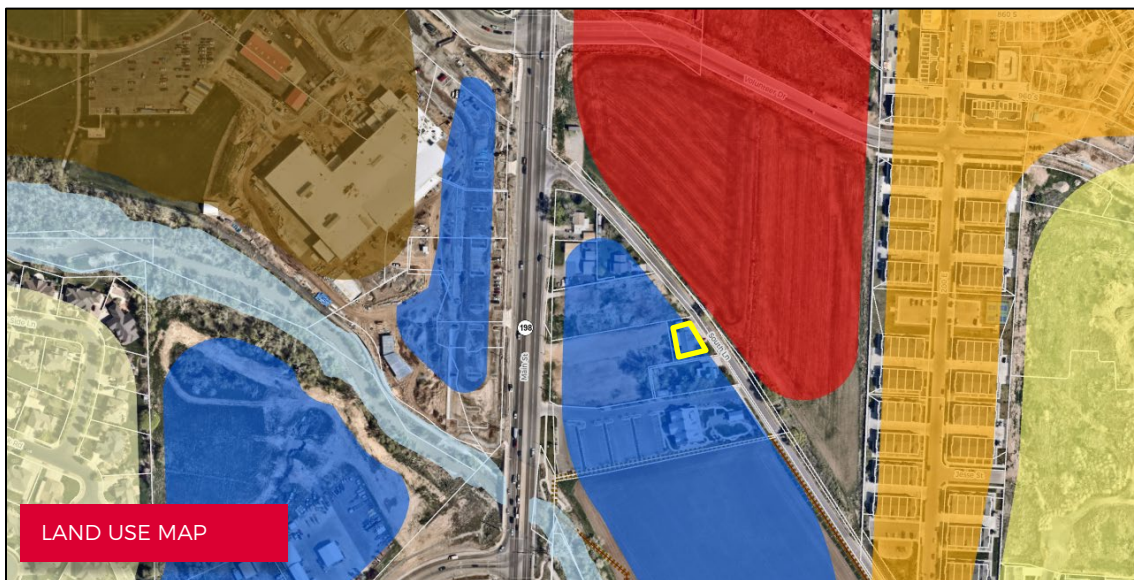
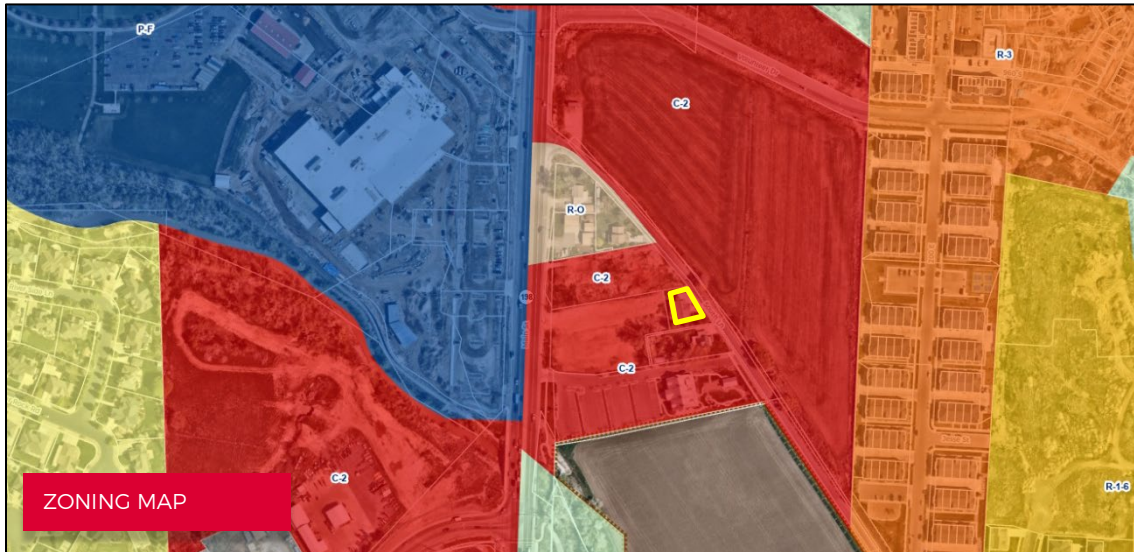
1. That the Applicant meets the City's development and construction standards and other applicable City ordinances.
2. That any remaining redlines are addressed prior to a building permit being issued.
3. That the City Council approves the proposed Development Enhancement Overlay Zone to allow the five-foot-wide planting buffer.

## EXHIBITS

1. Area Maps
2. Grading & Drainage Plan
3. Landscape Plan
4. Building Elevations



## EXHIBIT 1



## EXHIBIT 2

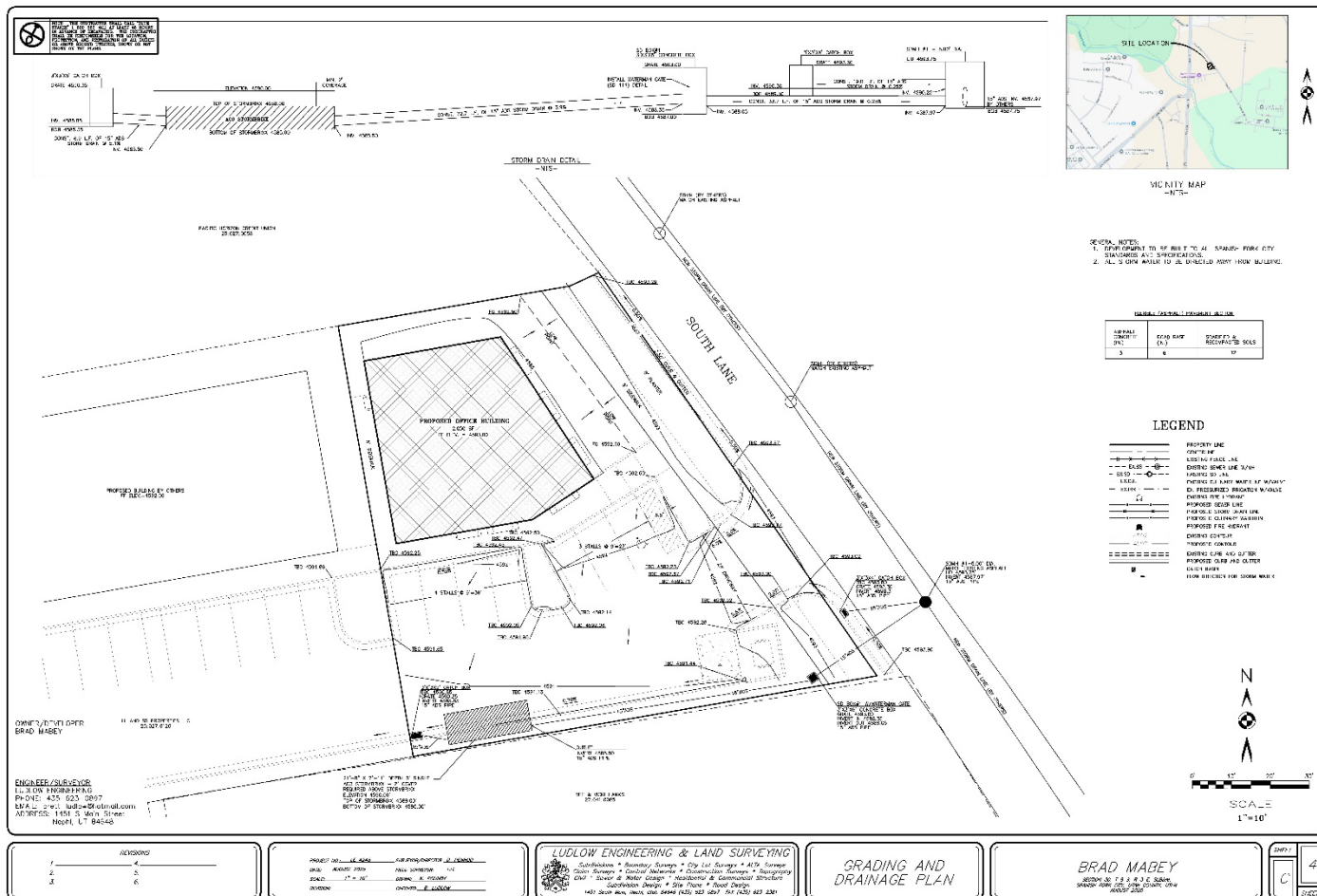


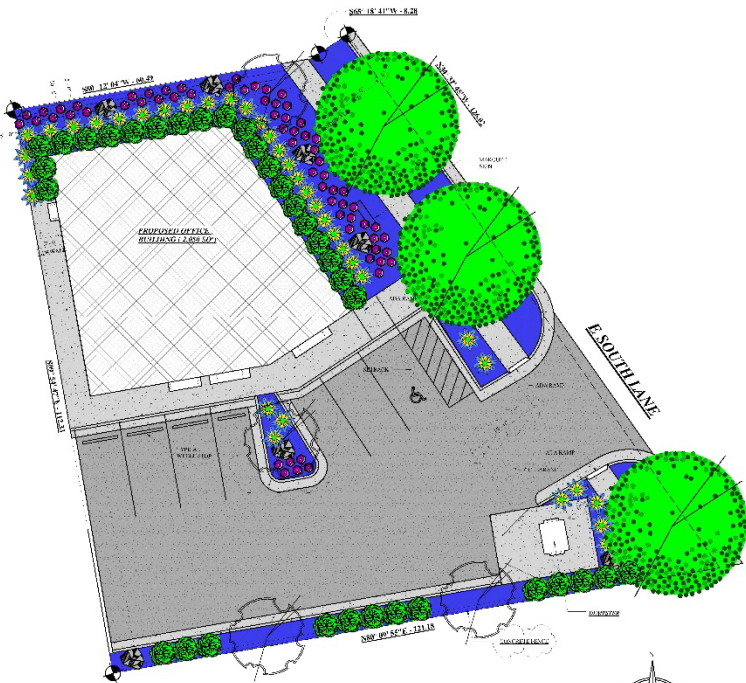


EXHIBIT 3

PLANT SCHEDULE:

	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY.
TREES					
	ULMUS AMERICANUS	HONEY LOCUST	2" CALIPER	BALL & BURLAP	3
	KRAUTER VITIS	FLOWERING PLUMB	2" CALIPER	BALL & BURLAP	4 (WAS 1)
SHRUBS / PERENNIALS					
	CORONILLA SEROTINA	RED TWIG DOGWOOD	5 GALLON	PLASTIC BUCKET	34 (WAS 10)
	JUNIPERUS SP. QUAMMATA	BLUE STAR JUNE	7 GALLON	PLASTIC BUCKET	27 (WAS 20)
	HYDRANGEA LYNCHII	DAWN RED	3 GALLON	PLASTIC BUCKET	38
	FIELD STONE BOLLERS	FIELD STONES	18" x 7"	1 DUMPTRUCK LOAD	

LANDSCAPE PLANTING PLAN



PLANTING NOTES:  
1. ALL PLANTS TO BE INSTALLED WITHIN 14 DAYS OF COMPLETION OF GRADING.  
2. ALL PLANTS TO BE INSTALLED WITHIN 14 DAYS OF COMPLETION OF GRADING.  
3. ALL PLANTS TO BE INSTALLED WITHIN 14 DAYS OF COMPLETION OF GRADING.  
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10. ALL PLANTS TO BE INSTALLED WITHIN 14 DAYS OF COMPLETION OF GRADING.



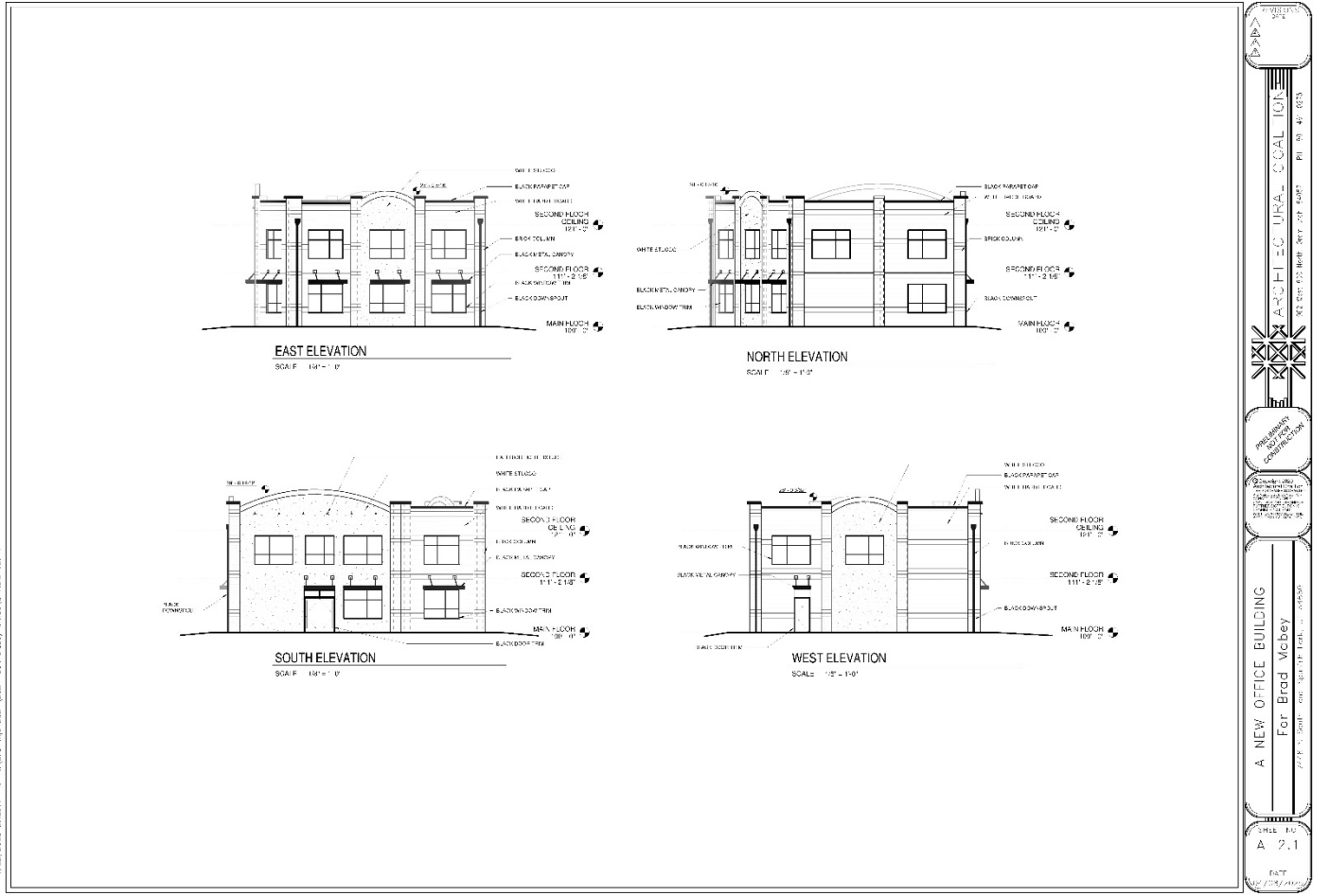
ARCHITECTURAL COALITION

A NEW OFFICE BUILDING  
For Broc Mabey

1.00

1/17/2024

# EXHIBIT 4



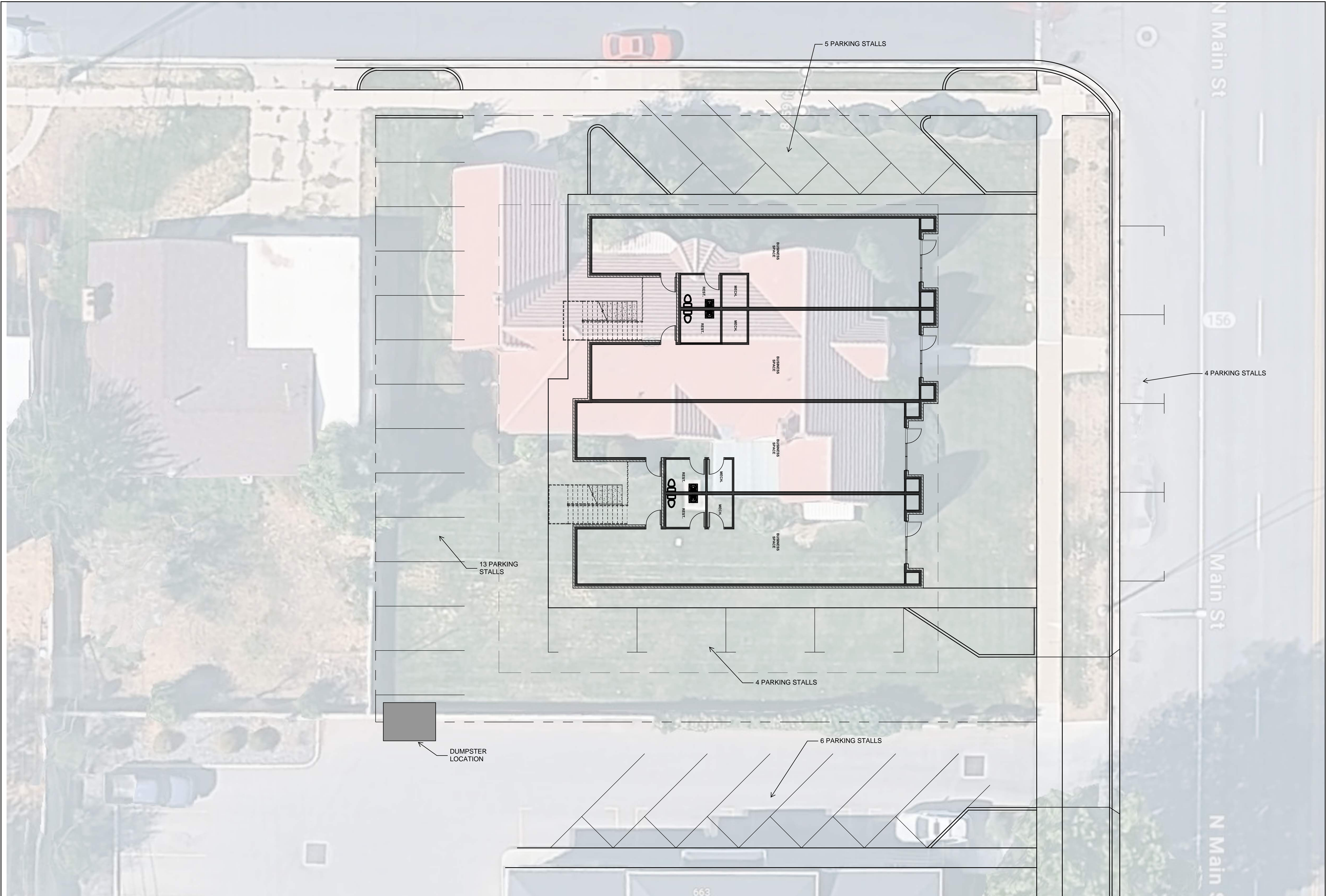






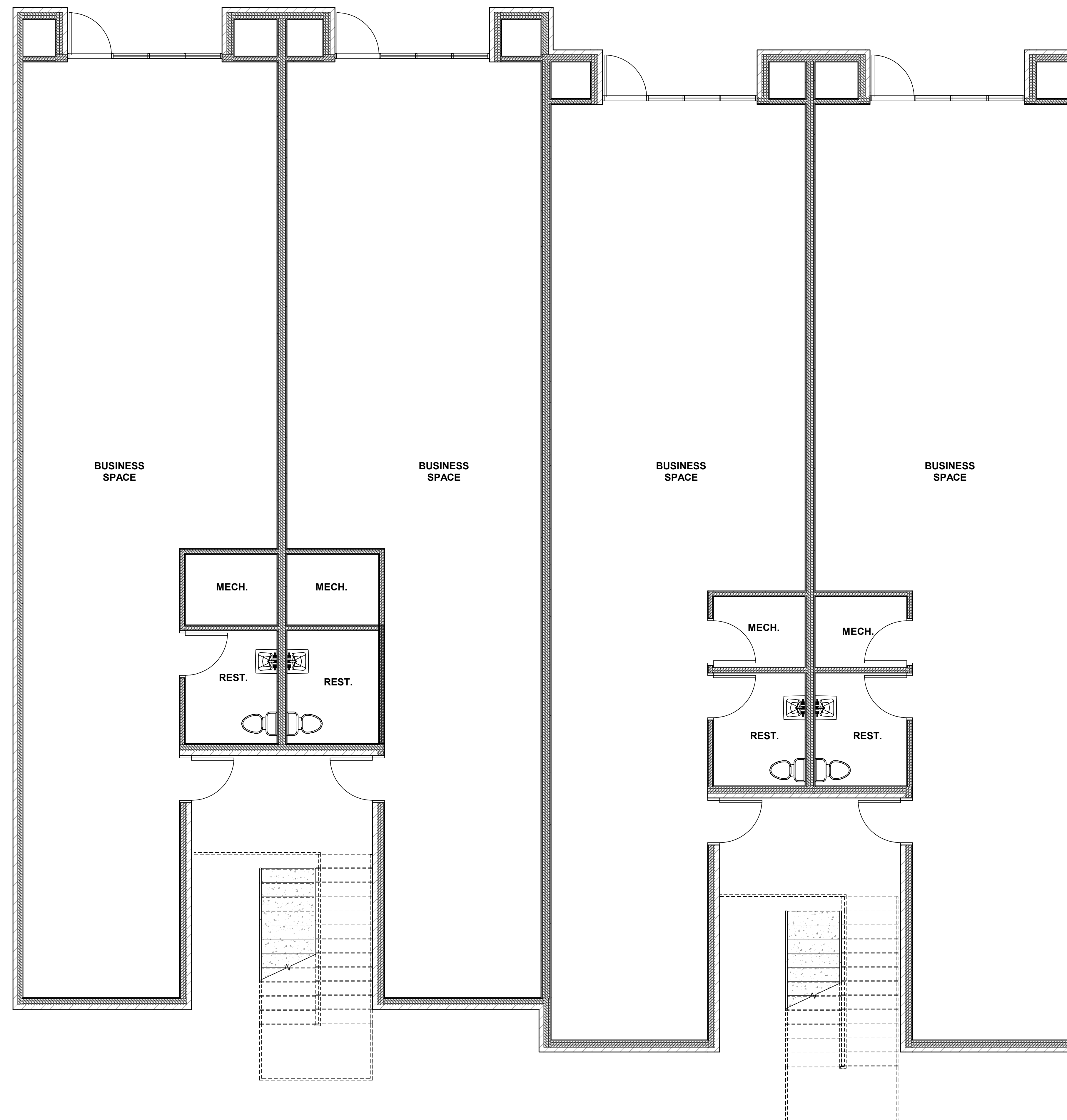






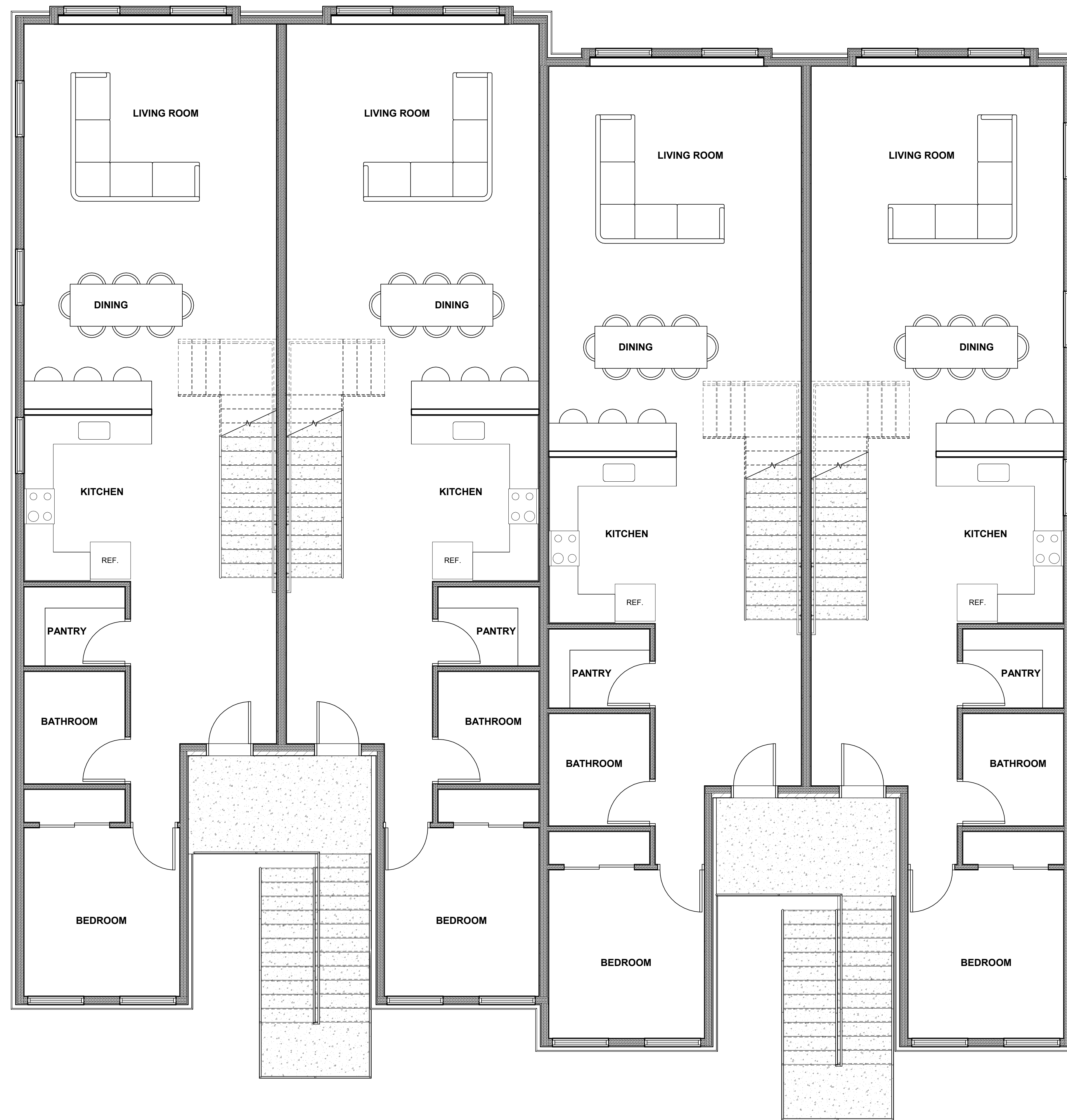
**PRELIMINARY SITE PLAN**





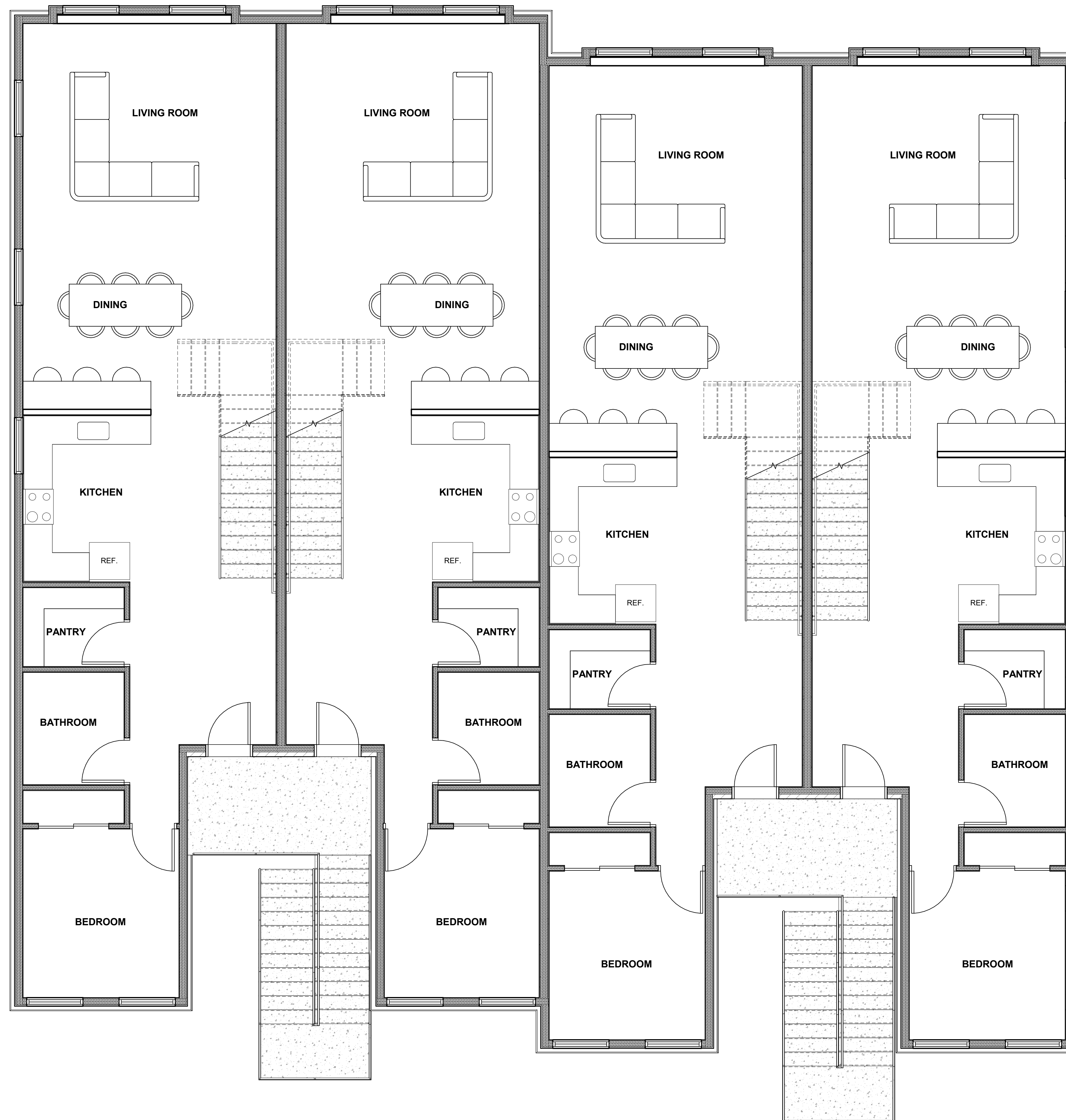
MAIN FLOOR PLAN

1/4" = 1'-0"



SECOND FLOOR PLAN  
1/4" = 1'-0"





THIRD FLOOR  
1/4" = 1'-0"