



**Wednesday, September 3, 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

A. August 27, 2025.

2. Site Plan

A. CULVERS DRIVE THRU EXPANSION. This proposal involves site improvements to expand the existing drive thru area to include two drive lanes located at 943 North 700 East.

3. Annexation

A. STEPHENS-HILL ANNEXATION. This proposal involves a request to annex 208.3 acres of land into the city. The subject property is located at approximately 800 West 5000 South.

4. Adjourn

Draft Minutes
Spanish Fork City Development Review Committee
80 South Main Street
Spanish Fork, Utah
August 27, 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; Kevin Taylor, Senior Power Utility Planner; Jake Theurer, Power and Light Superintendent; Bart Morrill, Parks Maintenance Supervisor; Bryton Shepherd, Landscape Architect; Jason Turner, Fire Marshall.

Citizens Present: Mark Hampton, Shay Larson, Russ Berry, Marcus Case, Don Carruth, Jay Turner, Caleb Christen, David Simpson, Katie Last, Spencer Last, Allen Swenson,

Cory Pierce called the meeting to order at 10:00 a.m.

MINUTES

August 20, 2025

Vaughn Pickell moved to approve the minutes of August 20, 2025.

John Little seconded and the motion **passed** all in favor.

FINAL PLAT

CONDOR HEIGHTS SUBDIVISION

David Mann presented the proposed development, a five-lot single-family subdivision located on property recently rezoned to R-1-15. He noted that an existing home is located on one of the southern lots. Mr. Mann explained that a development agreement is

currently being finalized with City staff and must be signed prior to recording the plat. He also reported that several redline items remain to be addressed, but staff is recommending approval.

Brandon Snyder emphasized that one of the outstanding conditions requires the development agreement to be signed and submitted to the City prior to plat recordation.

Dave Anderson confirmed that this agreement has now been signed and submitted.

Jered Johnson raised a concern regarding the roundabout easement to the north, noting that it appeared the easement was not being fully conveyed to the City. He clarified that the easement must be conveyed in its entirety to Spanish Fork City and pointed out that part of the easement may overlap onto an adjacent property. Staff discussed the location of the easement and agreed to review the matter further to ensure proper conveyance.

Mr. Anderson also requested clarification that both parties are aligned regarding right-of-way acquisition for the railroad. He briefly outlined the recordation process, which staff acknowledged.

Dave Anderson **moved** to approve the proposed Condor Heights Subdivision Final Plat 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, including the need to clarify easement language on the plat.

Jered Johnson **seconded** and the motion **passed** all in favor.

SITE PLAN

TUFFLI COMPANY, INC.

Ian Bunker presented the proposed development, noting that the overall site is approximately four acres, with the first phase covering just under one acre, located in the I-1 Light Industrial Zone. He explained that the site plan proposes one building, and the applicant does not intend to further subdivide the property, but rather maintain it as a single lot. The full buildout will occur in four phases.

Mr. Bunker highlighted the large gravel area on the site, clarifying that the applicant has not proposed outdoor storage at this time. He explained that the area does not meet current outdoor storage requirements and recommended that the note on the plat be updated. If outdoor storage is proposed in the future, a site plan would need to be submitted for compliance. He noted that the current plat notes, "Clear site area per Spanish Fork City Standards," does not adequately reflect the outdoor storage standards. He further explained that, should the gravel area be used for storage, a six-foot masonry wall would be required. Mr. Bunker reported that a few redline items remain but that staff is recommending approval.

Brandon Snyder referenced the staff report and inquired whether the requirement for raised six-inch curbing had been included in the redlines. Mr. Bunker confirmed it will be added in the next round of comments. He explained that the curbing requirement was added after an observation by the City Manager, who noted that the entrance to the parking lot extended into the gravel area, creating the impression it was intended for outdoor storage. The curbing would clearly define the area as a parking lot.

Mr. Snyder also asked for clarification on Condition No. 3 regarding issuance of a business license. He questioned whether the condition would apply if the business tenant did not intend to use the gravel area for storage. Dave Anderson stated the condition would still apply, since outdoor storage must be screened with a six-foot masonry wall. Mr. Snyder clarified that businesses not intending to use the gravel area should not be subject to the requirement. Mr. Anderson agreed and suggested modifying the condition to specify that outdoor storage requirements apply only if the area is used for storage. Staff concurred with the modification.

Byron Haslam stated that Engineering had no additional comments other than supporting the raised curbing requirement.

Cory Pierce asked whether the utility easement had been platted or would be conveyed separately. Mr. Haslam confirmed it is shown on the site plan, but the City will require a deed for the MUE prior to a pre-construction meeting. He confirmed this is included in the redlines.

Staff had no further comments.

Dave Anderson **moved** to approve the proposed Tuffli Company, Inc. Site Plan based on the following finding and subject to the following conditions:

Finding:

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

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 prior to the issuance of Business License, a determination will be made on whether there will be Outdoor Storage or not, and any required improvements for outdoor storage will be made if necessary.
4. That no Outdoor Storage may be conducted on the property, including in the future undeveloped phases, unless the improvements required for Outdoor Storage are installed and approved by City Staff.

Vaughn Pickell asked whether a condition should be added regarding the raised curbing. Dave Anderson responded that a condition was not necessary, as the requirement will be included as a redline. He addressed the applicants directly to confirm their understanding of the requirement to install the raised curb to separate the drive area and clearly define the parking area. Mr. Anderson emphasized the City's willingness to work with the applicant on this matter and explained the reasoning behind the requirement to provide additional context.

Vaughn Pickell **seconded** and the motion **passed** all in favor.

The applicant shared a brief history of their family-owned company and expressed how thrilled they are to be developing in Spanish Fork, noting their eagerness to become part of and contribute to the community.

ANNEXATIONS

RAY ALLEN SWENSON ANNEXATION

Ian Bunker clarified that this annexation is proceeding by petition and is proposed to be annexed into the City with an R-R zoning designation. The annexation area is

approximately 65 acres in size and located at 1730 West and SR-77. He noted that the City Council accepted the petition for further study on July 1, and no protests were received during the protest period. While some minor utility concerns remain, staff is recommending approval.

Josh Wagstaff explained that most utilities are already available along 1730 West, including water, sewer, and pressurized irrigation. He added that a master-planned storm drain is designed to run north toward Utah Lake.

Jake Theurer reported that the Power Department is planning for this area to be incorporated into the City, though current capacity in the area is limited. He stated that the City is evaluating potential sites for a future substation and necessary transmission line easements. Larger-scale development in the area will be placed on hold until the substation site is secured and the required infrastructure is in place.

Dave Anderson noted a minor ordinance item under Title 15 that requires further staff review to refine language.

Brandon Snyder inquired about the approval process. Mr. Anderson clarified that because this annexation is by petition, the item will proceed to the Planning Commission for a zoning recommendation before moving to the City Council for consideration on September 16.

Mr. Anderson presented a memo outlining Title 15 requirements for the Development Review Committee (DRC) to review properties within the Growth Management Boundary and Annexation Policy Plan. He explained the zoning designation process for annexed properties and how designations may change with future development. He further **discussed the City's long-term vision** for industrial development in this area and the associated power and utility needs. Mr. Anderson emphasized that this annexation will not create additional challenges for service provision. He also explained the differences between residential and non-residential development financing, noting that residential growth typically generates property and sales tax revenue to fund improvements, while non-residential growth generates revenue through other means.

The discussion concluded with no further staff comments. It was agreed that City Attorney Vaughn Pickell will assist the Planning Department in refining the memo language for clarity. Mr. Anderson thanked Mr. Pickell for his assistance.

Dave Anderson **moved** to recommend approval of the proposed Annexation based on the following findings and subject to the following conditions:

Findings:

1. That the subject property is located within the City's Annexation Policy Boundary and Growth Management Boundary.
2. That the city's General Plan Land Use Designation for the annexation area is Agricultural.
3. That the city has not yet received any development applications for the annexation area so R-R Rural Residential would allow for the property owner to use the property in a similar way to how it has historically been utilized.

Jake Theurer **seconded** and the motion **passed** all in favor.

TITLE 15 AMENDMENTS

DETACHED ACCESSORY STRUCTURES

Dave Anderson stated that it has been several years since staff recommended limits on the size of detached ADUs. He explained that an applicant recently applied to build a unit larger than the current 1,000 square foot cap on a one-acre lot. He felt that larger lots should allow additional flexibility provided setback requirements are met. He added that he had spoken with the Building Official to ensure the process accounted for setbacks so that large ADUs would not be built as close as five feet from a property line.

John Little provided additional context, stating that a detached ADU could essentially be built in the same manner as a primary residence if setbacks are observed, which would provide adequate buffers between property lines.

Vaughn Pickell inquired whether an ADU must be smaller than the primary residence. Staff confirmed there is no such requirement. Mr. Little stated that if the owner resides in one of the dwelling units, the city does not regulate which unit that must be.

Jake Theurer asked if multiple ADUs could be built on larger properties. Staff clarified that only one ADU is permitted per parcel.

Brandon Snyder asked whether a property owner could run separate lateral utility lines to an ADU. Mr. Anderson stated he preferred shared connections but was open to separate laterals if necessary. Mr. Snyder felt the draft language suggested two separate laterals would be required, while Mr. Anderson disagreed, noting that size should not matter if impacts to neighbors are minimal. Mr. Snyder asked whether "appropriate scaling" was defined. Mr. Anderson stated that limiting a structure to 1,000 square feet on a parcel of one acre or larger was not appropriate scaling.

Discussion turned to how detached ADUs differ from flag lots. Staff clarified that while they may appear similar, an ADU remains on a single lot and is not a flag lot.

Brandon Snyder asked whether the city would continue requiring accessory structures to be architecturally compatible with the primary residence. Staff discussed whether this requirement is outdated, noting it would be difficult to require new structures to match older ones and that such standards are challenging to regulate. Mr. Anderson stated it may be time to revisit the standard, agreeing that it can be an unreasonable burden on property owners.

Cory Peirce noted that while detached ADUs may resemble flag lots, they could trigger fire code requirements such as turnaround space, access, or water laterals. He asked how these would be addressed during the permitting process, as Jason Turner does not typically review residential building permits.

John Little clarified that detached ADUs still go through the building permit and ADU approval process. While Mr. Turner is not part of that review, Mr. Little suggested Engineering or Building staff could flag permits for fire review.

Mr. Peirce expressed concern that builders may be surprised by unexpected fire code requirements such as hydrants or access improvements. He asked how such issues could be identified early in the process.

Mr. Turner suggested adding a requirement to the ADU permit for fire apparatus access review. Mr. Anderson stated this requirement already exists in development standards, but agreed that ensuring staff and applicants are aware is important. He suggested that Mr. Little involve Mr. Peirce and Mr. Turner in the permit process as needed.

Dave Anderson asked whether the architectural compatibility requirement should be retained. Brandon Snyder inquired if the code addressed non-ADU structures. John Little confirmed it does, noting provisions tied to public right-of-way and corner lots. Mr. Snyder suggested requiring compatibility only for structures under 1,000 square feet.

Staff discussed whether such a standard could be reasonably enforced, questioning whether the city should require new structures to resemble much older ones. Mr. Anderson stated he favored having some safeguard to guide what could be built, though the city has historically not supported such guidelines. Mr. Little added that state legislators have also indicated they do not want cities heavily regulating this area.

Vaughn Pickell asked if there is a minimum lot size for detached ADUs. Staff confirmed the minimum is 6,000 square feet, reduced from 8,000 in recent years.

Jake Theurer asked if there were limits on the number of families who could live in an ADU. Staff clarified that the city does not regulate family composition, only whether a residence is divided into separate units with a kitchen, bathroom, and living space.

Mr. Anderson closed the discussion by suggesting that the issue of architectural compatibility be forwarded to the Planning Commission for further consideration.

Vaughn Pickell **moved** to recommend the approval of the proposed Title 15 Amendments to City Council with the added recommendation to eliminate the language regarding architectural compatibility.

Dave Anderson **seconded** and the motion **passed** all in favor.

CONCEPT REVIEW

MODERA WEST TOWNHOMES CONCEPT

Dave Simpson approached the podium to speak on behalf of the applicant, who was unable to attend. He stated that they were seeking feedback from the DRC on whether the proposed lower density would be preferable to a higher density. He explained that they wish to move forward with installing infrastructure and noted that they would coordinate with the neighboring property to the west. He clarified that they are not necessarily in favor of the concept plan as submitted but expressed a preference for townhomes in the development.

Dave Anderson stated that the discussion was more about overall land use and the appropriate number of units per acre for the area. From a land use perspective, he felt the site should accommodate higher density and said he was interested in hearing the Planning Commission's and City Council's perspectives.

Vaughn Pickell asked how the concept compared to the already approved Modera project. Staff presented the Modera plans for review. After reviewing, Cory Peirce agreed with Mr. Anderson that the area should support higher density. Mr. Pickell asked if staff now considered the Modera approvals lapsed. Mr. Anderson stated that the applications still had about ten months before expiration. He added that he believed the Modera project was effectively defunct due to the Rocky Mountain Power project that will pass through the area, and that significant revisions would be required. He expressed disappointment that the project was unlikely to proceed.

Dave Simpson voiced frustration that his project remained tied to Modera East, which constrained his options. He noted that they may need to re-evaluate the economics of higher density. Mr. Anderson suggested renaming the project since Modera was no longer viable. Mr. Simpson asked if staff believed their project could move forward independently at the desired density. Staff discussed the development agreement and indicated that, provided requirements were met, it should not be a problem. Mr. Simpson added that rent versus for-sale issues would need further consideration.

Dave Anderson stated that moving forward independently may be the best course, though an amendment to the phasing plan would likely be required to address improvements originally tied to Modera East.

Seth Perrins asked how the development had become two separate projects. Staff explained there were two different owners. Mr. Perrins stated that the city does not usually intervene in ownership issues but noted it was problematic to develop one component without completing the other. He said he would prefer to see the entire Modera project terminated before revisions proceed.

Dave Simpson asked if Modera East was on hold because of the power project. Mr. Anderson replied that from the city's perspective it was not on hold and could still proceed unless Rocky Mountain Power formally requested otherwise. He cautioned against terminating the project prematurely but acknowledged that a clean slate would be beneficial.

Mr. Simpson asked if the item would be voted on. Mr. Anderson stated that the DRC does not vote on concepts but recommended the matter be forwarded to the Planning Commission for discussion, as broader land use considerations warrant their input.

Vaughn Pickell noted that any amendment to the existing development agreement would require signatures from all landowners. Mr. Simpson said he would attempt to contact the other property owner but noted they rarely communicate. Mr. Perrins asked whether the development agreement would survive two years of inactivity. Mr. Pickell said he was uncertain and would need to review the agreement, but noted that the plat approval would expire and a new development application would be required.

The discussion concluded with staff directing the applicant to coordinate with the other property owner before proceeding to the Planning Commission. Staff also suggested revising parts of the concept, including accounting for the power line alignment in case adjustments are needed to the commercial component, and reconsidering the street layout to provide a more functional local street network. Mr. Simpson thanked staff, agreed to revisit the plans with the provided feedback, and stated he would reach out to the other developer to initiate further discussion.

Dave Anderson moved to adjourn the meeting at 11:05 a.m.

Adopted:

Kasey Woodard
Community Development Division
Secretary



Culvers Drive-Thru
Site Plan
943 North 700 West
0.94 acres
C-2 General Commercial
Commercial General Plan Designation



PROPOSAL

The Applicant submitted an application for Site Plan approval to construct a second drive-thru on the subject property. This new drive-thru lane would be located parallel to the existing one, to the northeast. A new menu board island would also be constructed to serve the new lane.

Due to limited space on the site, all but one of the existing parking stalls on the northeast side of the property will be removed. This removal would result in the site being under-parked by one stall. To mitigate this parking deficiency, a cross-access parking agreement is recorded against the adjacent Canyon Creek properties.

Some of the key issues to consider are: landscaping, parking and width of the drive aisle.

STAFF RECOMMENDATION

That the proposed Culver’s Drive-Thru 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 Zoning Map and General Plan Land Use Designation.

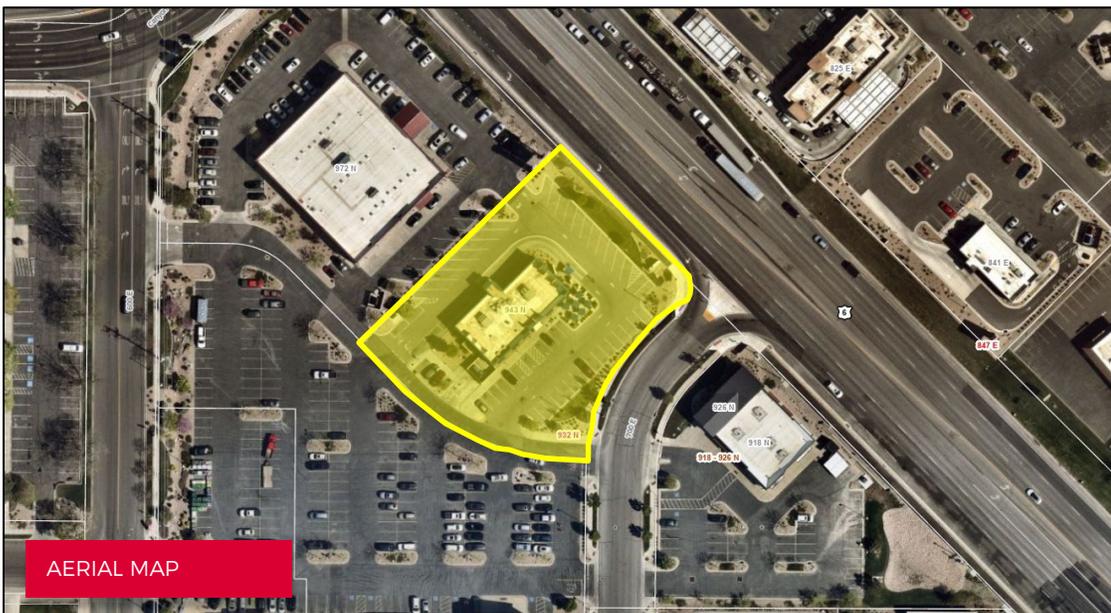
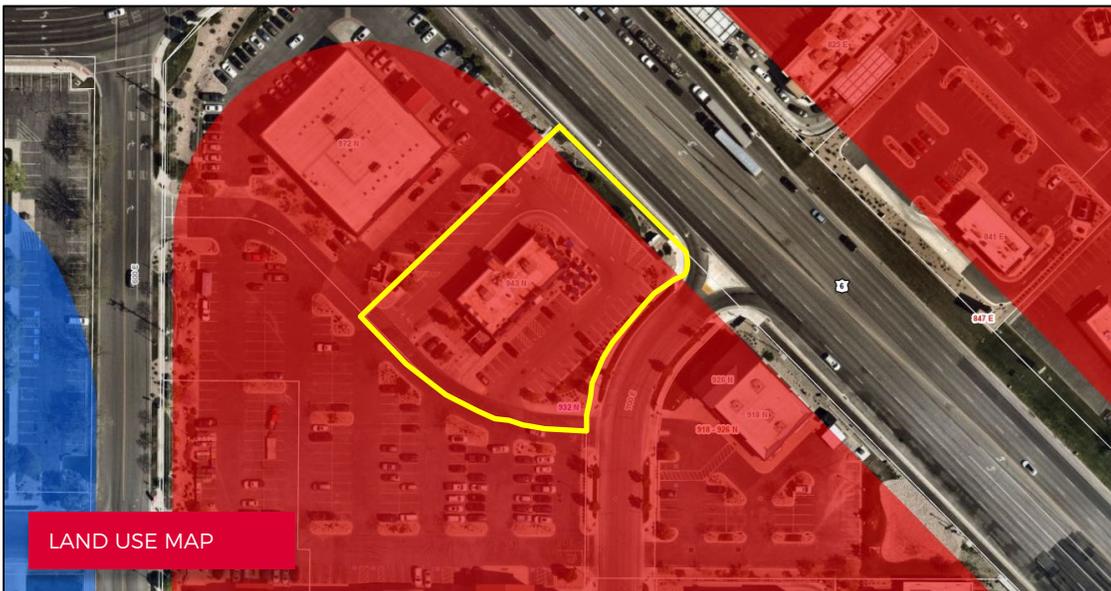
Conditions

1. That the Applicant meets the City’s development and construction standards and other applicable City ordinances.
2. That any remaining redline comments are addressed.

EXHIBITS

1. Area Maps
2. Site Plan

EXHIBIT 1



CULVERS DRIVE-THRU LANE

493 NORTH 700 EAST
SPANISH FORK, UTAH 84660

NORTHEAST & SOUTHEAST QUARTERS OF SECTION 18
TOWNSHIP 8 SOUTH, RANGE 3 EAST
SALT LAKE BASE AND MERIDIAN
SPANISH FORK, UTAH COUNTY, UTAH



VICINITY MAP

1. ALL WORK SHALL CONFORM TO ASMA STANDARDS & SPECIFICATIONS
2. CALL BLUE STAKES AT LEAST 48 HOURS PRIOR TO THE COMMENCEMENT OF ANY
3. THE CONTRACTOR IS WARNED THAT THE LOCATION AND/OR ELEVATIONS OF THE
4. FIX STAKES UTILIZED AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE CAROLIS
5. RECONSTRUCTION DIVISION OF THE UTAH DEPARTMENT OF TRANSPORTATION. THE
6. INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE
7. CONTRACTOR MUST CALL THE LOCAL UTILITY LOCATION CENTER AT LEAST 48 HOURS
8. BEFORE ANY PROVISION TO REQUEST DESIGN FIELD LOCATIONS OF UTILITIES.

GENERAL NOTES

SHEET INDEX		
PAGE #	SHEET #	SHEET TITLE
1	C000	COVER SHEET
2	C100	GENERAL NOTES
3	C200	EXISTING/DEMO PLAN
4	C300	SITE UTILITY PLAN
5	C400	GRADING/DRAINAGE PLAN
6	C500	EROSION CONTROL PLAN

SHEET NO.

C000

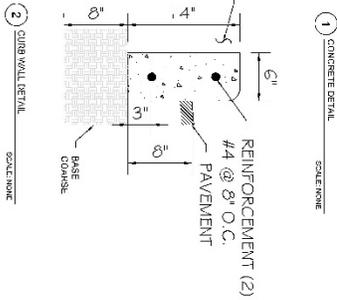
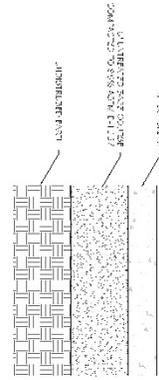
COVER PAGE

CULVER'S DRIVE-THRU LANE
943 NORTH 700 EAST
SPANISH FORK, UTAH 84660

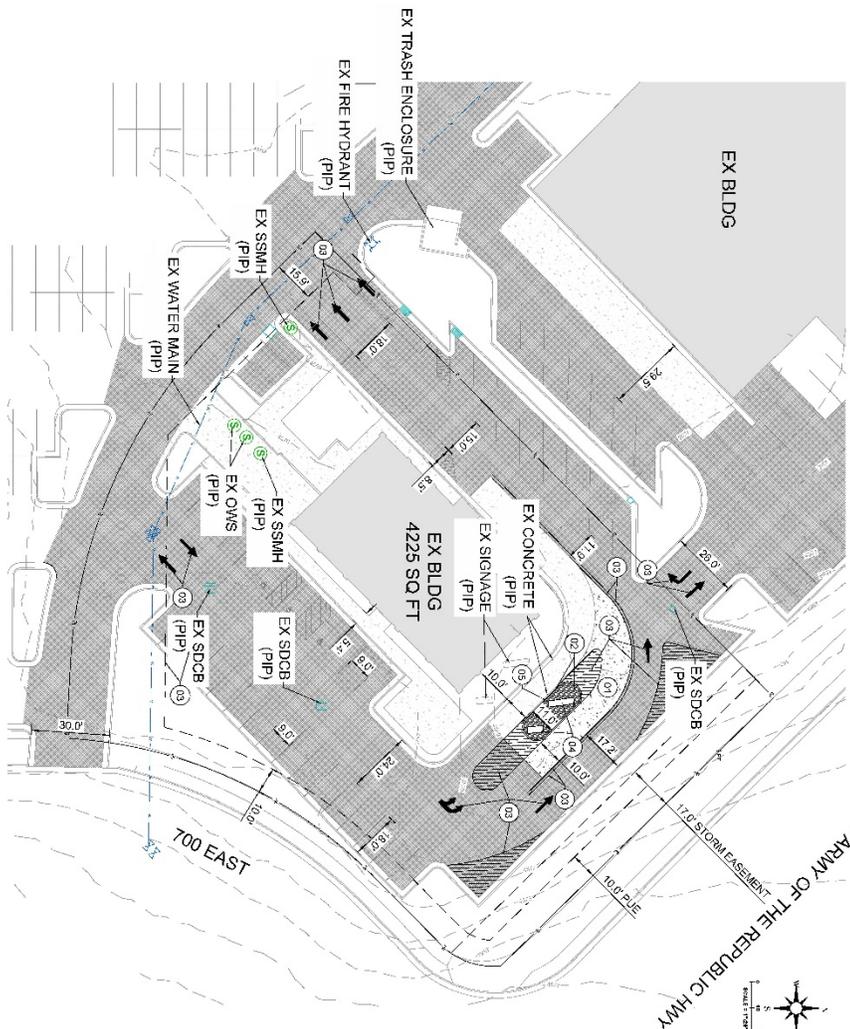


KEYNOTES:

- (01) CONCRETE PER DETAIL 1 ON THIS SHEET
- (02) CURB WALL PER DETAIL 2 ON THIS SHEET
- (03) NEW STRIPING
- (04) NEW SIGNAGE PER CULVER'S SPEC
- (05) FINISHED ROCK THAT MATCHES NEW LANDSCAPE ROCK (HIGHWAY)
- (06) LANDSCAPING



LAND USE TABLE			
SPANISH FORK CITY ZONING - C-2			
UTAH COUNTY PARCEL ID NO: 85-366,002			
GROSS SQUARE FOOTAGE (ACRES)	41,044.65 SQ. FT. (0.94 ACRES)	100%	
TOTAL DISTURBED SQUARE FOOTAGE (ACRES)	1,961.83 SQ. FT. (0.03 ACRES)	3.98%	
GROSS BUILDING FOOTPRINT	4,225.70 SQ. FT.	10.30%	
HARDSCAPE	27,181.20 SQ. FT.	66.20%	
LANDSCAPE	9,637.76 SQ. FT.	23.50%	
PRE DEVELOPMENT PARKING STALLS	57 STALLS		
REQUIRED PARKING STALLS	43 STALLS		
ADA PARKING STALLS	3 STALLS		



Know what's below.
Call before you dig.

THE CONTRACTOR IS TO CALL THE UTILITY STRIKES PRIOR TO ANY CONSTRUCTION.

CAUTION: NOTICE TO CONTRACTOR

THE CONTRACTOR IS RESPONSIBLY ADVISED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE CITY OF SPANISH FORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO ANY CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF SPANISH FORK PRIOR TO ANY CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF SPANISH FORK PRIOR TO ANY CONSTRUCTION.

REV.	COMMENT

C300
SITE/UTILITY

CULVER'S DRIVE-THRU LANE
943 NORTH 700 EAST
SPANISH FORK, UTAH 84660



RE CIVIL

1248 E. Diggins Ave
S.C., UT 84105
801.468.1111



Stephens-Hill
Annexation Petition
1150 West 2200 North
208.32 acres
R-R Residential
Proposed Zone
Agricultural
General Plan Designation



PROPOSAL

The Applicant has proposed that 27 parcels totaling 208.32 acres, located at approximately 1150 West 2200 North, be annexed.

The subject property is currently outside City boundaries but is located within the City's Annexation Policy Boundary and Growth Management Boundary. Annexing this property will not create any islands or peninsulas of unincorporated Utah County.

STAFF RECOMMENDATION

That the proposed Annexation be accepted for further study based on the following findings:

Findings

1. That the subject property is located within the City's Annexation Policy Boundary and Growth Management Boundary.
2. That the staff believes that this area can be serviced by municipal services.
3. That the proposed annexation area appears to be in the path of development.

EXHIBITS

1. Area Maps
2. Annexation Plat

EXHIBIT 1

