

Draft Minutes  
Spanish Fork City Development Review Committee  
80 South Main Street  
Spanish Fork, Utah  
September 10, 2025

Staff Members Present: Cory Pierce, Public Works Director; 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; 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: Hunter Horsely, Shane Williams, Gavin West, Skip Tischner, \*Illegible\*, Mike McDonald, Tyler Horan.

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

## MINUTES

September 3, 2025

Vaughn Pickell moved to approve the minutes of September 3, 2025.

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

## SITE PLAN

### ASG WAREHOUSE

Brandon Snyder stated that the proposal includes two industrial lots. He explained that an office warehouse building is planned for the north lot, while the south lot will serve as an improved outdoor storage yard. He clarified that the applicants will be developing Lots 10 and 12, but they do not intend to combine the lots at this time.

Mr. Snyder noted that the applicants have provided the required easements for cross-access and a shared storm drain, as outlined in Condition No. 4. He also indicated that several redlines remain outstanding, including the need for an updated and notarized petition to remove the property from the Agriculture Protection Area.

He reported that a fifth condition has been added to address comments from Airport Manager Christian Davis, requiring the applicant to obtain all necessary FAA permits prior to construction. Mr. Snyder stated his understanding that the applicant has already received height approval for the proposed building. Because the site is located near the airport runway, a note on the plat restricts building height to 27 feet unless additional approval is granted. The applicant is proposing a 37-foot building, and Mr. Snyder noted that approval appears to have been granted. He explained that the applicant has provided FAA Form 7460-1 to the airport manager but must also complete a third required form five days prior to reaching the highest point of construction. He expressed confidence that the fifth condition would address all remaining concerns. Based on these findings and conditions, staff recommended approval with the addition of the fifth condition to ensure compliance with FAA requirements.

Cory Pierce confirmed his understanding of the FAA process, stating that the additional form serves as an as-built assurance that the constructed building conforms to the approved plans.

Staff had no further comments.

Jake Theurer **moved** to approve the proposed ASG Warehouse 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 the petition process to remove land from an Agricultural Protection Area be completed.
4. That the cross-access and shared storm drain easement between lots 10 and 12 be recorded prior to the issuance of a building permit.

5. That all the necessary FAA permitting and licensing be taken care of during construction.

Byron Haslam **seconded** and the motion **passed** all in favor.

## FINAL PLAT

### RIVER RUN PLAT H

Brandon Snyder reported that the project is nearing completion and expressed appreciation to the applicants for the improvements made to Volunteer Drive and the Main Street connection. He noted that this phase of the development includes 27 residential units and reminded staff that it is part of a larger Master Planned Development. He further stated that one additional phase remains. Mr. Snyder indicated that he was uncertain if any redlines remain to be addressed.

Staff had no further comments.

Byron Haslam **moved** to approve the proposed River Run Plat H Final Plat based on the following findings and subject to the following conditions:

#### Findings:

1. That the proposal conforms to the City's General Plan Land Use Map and Zoning Map.
2. That the submitted plans are consistent with the approved Preliminary Plat.

#### Conditions:

1. That the Applicant meets the City's development and construction standards, zoning requirements and other applicable City ordinances.
2. That all remaining red-lines are addressed by the Applicant.

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

## CONCEPT REVIEWS

### WOODLAND HILLS CITY PARK CONCEPT

Bryton Shepherd presented a proposal for a new city park. He explained that the parcel is approximately 2.5 acres in size and would be classified as a "mini-park" under the City's

Master Park Plan. The proposed amenities include a playground area, a pavilion, a half basketball court, and two pickleball courts. In addition, a trail would wrap around the park, with a future connection planned from Woodland Hills Drive.

cory Pierce inquired about curbing at the site, and it was confirmed that curbing is already in place.

Brandon Snyder asked whether lighting is planned. Mr. Shepherd responded that no lighting is currently planned for the pickleball courts and that he would review the requirements for street lighting.

Mr. Snyder also asked about fencing. Mr. Shepherd stated that the plans do not include fencing along the north side of the property, where existing fencing is already present, but do propose a four-foot chain link fence along the west and south sides.

Mr. Snyder shared comments from John Little regarding the need for building permits for the proposed pavilion and fencing. He also suggested that a dog park be considered, as the neighboring Juniper Ridge subdivision does not include one. He thanked Mr. Shepherd for providing multiple perspectives to better illustrate the park design.

Staff briefly discussed power needs and possible requirements for street lighting.

Mr. Snyder then asked if there were grading concerns with adjacent properties. Mr. Shepherd explained that while the parcel is generally flat, there may be issues near the southern portion of the property and along Woodland Hills Drive that will require further review. He noted that surveying efforts are being considered.

Staff generally agreed that the concept was visually appealing and expressed support for the project, noting its potential to be a strong addition to the community.

Dave Anderson commented that if the park is developed with a design like the city park on Spanish Fork Parkway, it would be a welcome improvement. He stated that the Spanish Fork Parkway park has proven to be a great community asset, and he believes this site has similar potential.

Bart Morrill stated that construction is anticipated to begin in the spring of 2026.

#### SOUTH RANCH CROSSING CONCEPT

Per the applicant's request, this item has been continued until the applicant and property owner can be present for the meeting.

#### MCDONALD COMMERCIAL CONCEPT

Mike McDonald, the property owner, presented a concept proposal for the development of his property. He stated that he is exploring options for the site and noted the City's Sewer Master Plan includes a line along Main Street. He proposed running the sewer line through an easement he owns and inquired whether the City would have concerns, provided Atlas Engineering confirms sufficient capacity at the lift station. He acknowledged that redline comments from staff had identified outstanding concerns but expressed a desire to discuss the matter directly.

Cory Pierce stated that the Engineering Department has reviewed the proposal and, if lift station capacity is confirmed, sees no issue with the request. He added that the proposed development does not appear to be a high-intensity water user.

Mr. McDonald confirmed that the site is intended for commercial uses. While the property is not currently zoned for commercial use, he acknowledged that the General Plan designates the area as commercial and that a Zone Change application would be required. He again asked whether staff anticipated any issues with routing the sewer line through his private easement. Mr. Pierce clarified that the easement would need to be dedicated as a public easement, and additional engineering review would be required to evaluate the alignment and determine if expansion is necessary. He stated that no immediate concerns are anticipated until future development progresses.

Dave Anderson requested clarification on the proposal. Mr. McDonald explained that the concept rendering submitted is intended to show a vision of potential commercial buildings along Main Street, though the layout is not final. He emphasized that residential uses are not being proposed. He also noted that one staff comment had referenced the need for a condominium plat, which would need further review.

Discussion followed regarding access to the site. Mr. McDonald stated that they are flexible and willing to coordinate with both the City and UDOT to establish an appropriate access point.

Byron Haslam indicated they will coordinate with Atlas Engineering regarding the sewer alignment.

Mr. Pierce reiterated that the Engineering Department will evaluate the potential impact on the lift station but does not currently anticipate any issues.

Mr. Anderson observed that the submitted layout does not appear to fit the property well. Mr. McDonald agreed, clarifying that the rendering provided was originally prepared for a separate property he owns to the south. He explained that the concept was submitted primarily to facilitate discussion on the sewer connection and acknowledged that the layout will require significant revision to address site-specific challenges.

Jake Theurer moved to adjourn the meeting at 10:25 a.m.

Adopted:

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Kasey Woodard  
Community Development Division  
Secretary



**Wednesday, September 17, 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. September 10, 2025.

**2. Zone Change**

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A. RECEPTION CENTER ZONE CHANGE. This proposal involves a request to change the zoning of a property from R-1-6 to C-O to allow for a Reception Center to continue operating from 710 East Center Street.

**3. Title 15 Amendment**

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A. ADDING EVENT CENTER TO THE C-O ZONE. This proposal involves amending the City's code to add Event Centers as an allowable use within the C-O zoning designation.

**4. Discussion**

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A. CANYON CREEK PKWY SAFETY IMPROVEMENTS 2025.

**5. Adjourn**

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Chillon Reception Center  
Zone Map Amendment  
710 East Center Street  
1.05 acres  
R-1-6 Zone  
Mixed Use General Plan Designation



## PROPOSAL

The Applicant applied for a Zone Map Amendment approval for the C-O Commercial Office Zone with the Development Enhancement Overlay on the subject property.

The Applicant has proposed a variety of new uses for the property, including a senior citizen's gym, arts and crafts classes, cosmetology, and retail services. Since the current R-1-6 zone does not permit these commercial uses, the Zone Map Amendment is necessary to allow for the issuance of future business licenses and to accommodate uses that differ significantly from the site's historical function as a reception center.

The Development Enhancement Overlay is required because the site is currently legal non-conforming. Specifically, the property lacks an adequate landscape buffer on its eastern boundary, which is adjacent to a residential property, as required by §15.4.16.130.

In conjunction with the zone change, Staff is proposing a text amendment to Title 15. This amendment would remove the requirement for existing professional office uses to construct a masonry wall when changing or adding uses, which would directly impact the requirements for this property.

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

## STAFF RECOMMENDATION

That the proposed Chillon Reception Center Zone Map Amendment be approved based on the following finding and subject to the following condition:

### Finding

1. That the proposed modifications will conform to the intent of the Development Enhancement Overlay Zone.

### Condition

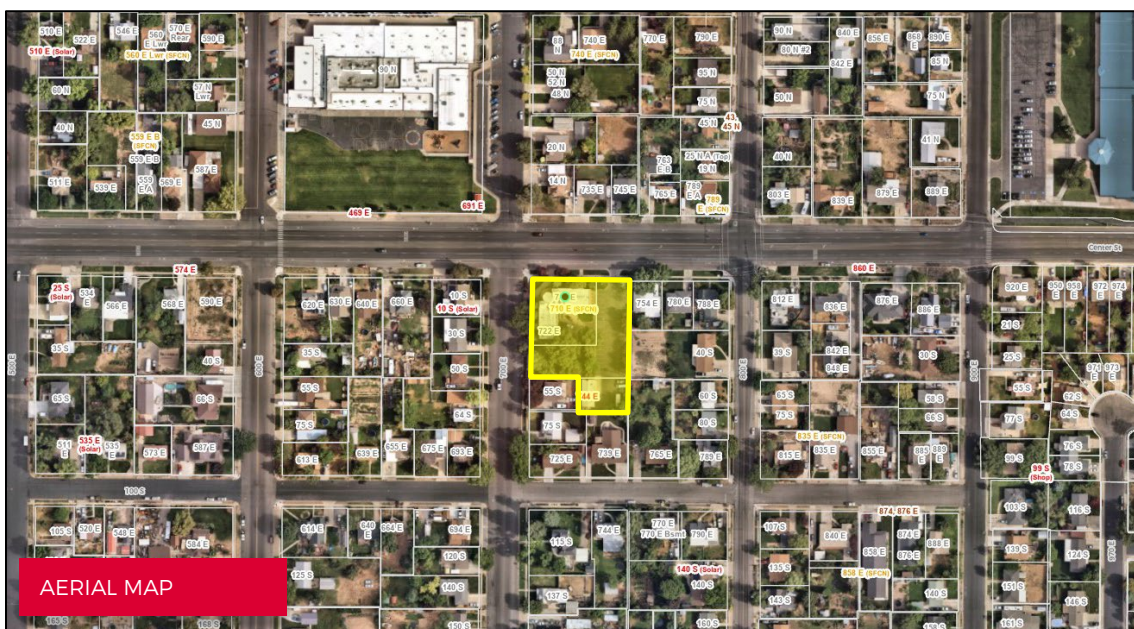
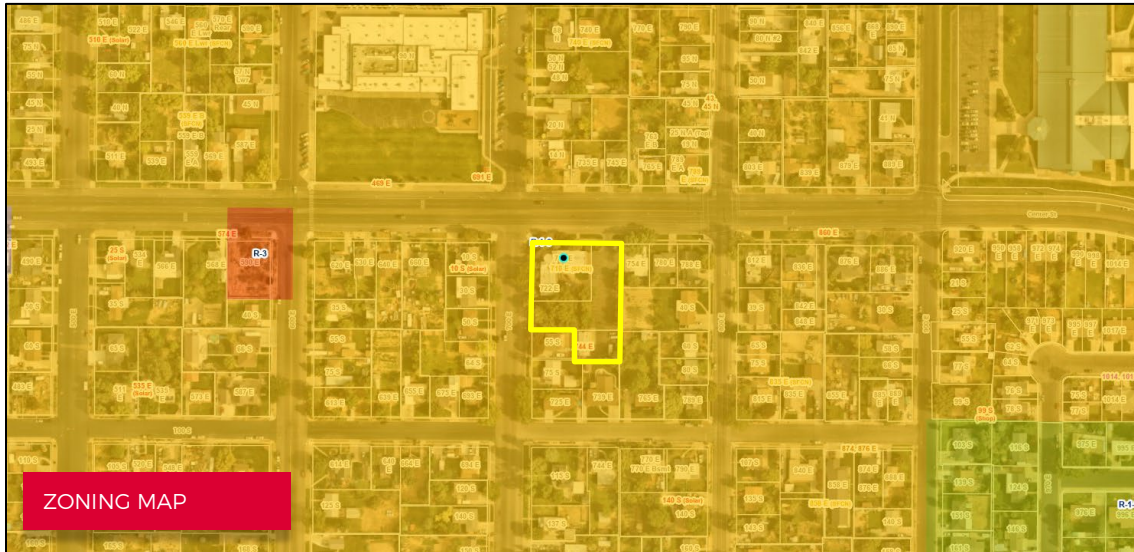
1. That the City Council approves the associated Text Amendment to add "Event Centers" to the C-O zone.

## EXHIBITS

1. Area Maps
2. Development Enhancement Overlay Memo



## EXHIBIT 1



## EXHIBIT 2



TO: City Council

FROM: Community Development

DATE: September 17, 2025

RE: Chillon Reception Center 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. Commercial uses have operated on the site for many decades. That Staff is aware, adjacent property owners have not filed any complaints regarding the commercial use of the site, demonstrating its long-term compatibility with the neighborhood.
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. This site has operated commercially for decades without being a detriment to patrons and neighboring property owners. The scale of the requested change is minor and will not negatively impact adjacent properties. While the property may lack specific items like landscaped parking lot islands or a full curb, the site has ample existing landscaping, including several mature trees. Furthermore, the number of angled on-street parking stalls helps to alleviate any potential shortage of off-street parking.
3. That adequate conditions have been incorporated into the Zone which will offset the easing of usual requirements.
  - a. The site exceeds the landscaping requirements for commercial uses. The property's many mature trees, shrubs, and other plants more than compensate for any requirements to create additional landscaped parking lot islands or a landscape buffer. The building also has a substantial landscaped setback from both the right-of-way and adjacent properties.

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.





TO: Planning Commission

FROM: Dave Anderson, AICP

DATE: October 8, 2025

RE: Chillon Text Amendments

This proposal would add 'Event Center' to the C-O Commercial Office zone and, under certain circumstances, alleviate the requirement for existing professional office and commercial uses to construct a masonry wall.

**15.3.16.050 C-O Commercial Office**

This district is intended to provide for general office development. It may serve as a transition between commercial uses and residential areas, or it may be designed as a concentration of similar uses intended as an employment center.

A. Permitted Uses:

1. Adult Day Care.
2. Child Care Centers.
3. Emergency Medical Care Facilities.
- 4. Event Center.**
5. Financial Institutions.
6. Funeral Homes.
7. Instructional Studios.
8. Medical and Dental Clinics.
9. Medical and Dental Laboratories.
10. Municipal Facilities required for local service.
11. Nursing or Retirement Homes.
12. Offices.
13. Office Supply Stores.
14. Personal Service Businesses.
15. Pharmacies.
16. Retail Stores.
17. Supervisory Care Facilities.
18. Veterinary Offices for small animals with no outside boarding of animals.

**15.4.16.130 Landscaping, Buffering Walls, And Fences**

- b. Professional Office and Non-residential or Non-commercial Uses.
- (1) Minimum of 20% on-site landscaping as a percentage of total site area.
  - (2) Minimum one (1) tree provided for every 1,000 square feet of required landscaping area.
  - (3) Parking lots shall include landscape islands within the parking lot, with a minimum of 108 square feet of planter area for every 10 parking spaces. Required landscape islands

shall be individual islands of landscaping and shall be at least six (6) feet wide. Required planter areas shall include Street and Shade Trees, as identified on the City's approved Street and Shade Tree List, with a maximum spacing of 30 feet (see Section 12.08 Street Trees and Park Strip Design for details).

- (4) Minimum 15 foot wide planting area adjacent to all public streets, which shall include trees with a maximum spacing of 30 feet. The planter area may be partially or completely within the street right-of-way area. The specific trees used shall be selected from the City's approved Street and Shade Tree List. In locations included in the Shade Tree Master Plan, the selected trees shall include the mix of trees as prescribed by the Plan. Street and Shade Trees must be planted within 30 feet of the public street curb wherever possible, with 50% of the required Street and Shade Trees required to be planted in the park strip. These trees shall count toward meeting up to 50% of the minimum number of required trees for the site based on the amount of required landscaping.
- (5) A minimum 10-foot-wide planting buffer is required where the site abuts a residential use or district. The planting buffer shall include trees with a maximum spacing of 30 feet. A six (6) foot decorative wall shall be constructed where the site abuts a residential district. Where the use of the adjacent property is residential but zoned Commercial Office, Commercial 1, Commercial 2, Commercial Downtown, Urban Village Commercial, Business Park or Shopping Center, a solid fence (not chain link with slats or similar) may be constructed in place of the decorative wall. In situations where adjacent sites are designed to function as an integrated campus, the Development Review Committee may consider alternatives to the six (6) foot wall. **In situations where a non-conforming site is occupied by professional office uses and no changes are proposed to structures or parking areas, the site may be approved for new uses allowed in the applicable zone without requiring the construction of a masonry wall.**
- (6) In cases where it is determined that utilizing tree species found in the approved Street and Shade Tree List would adversely impact utility lines, the use of substitute tree species may be approved by the Community Development Director.
- (7) No more than 20% of the required landscaping shall be irrigated turf grass outside of active recreation areas, and no turf area shall be less than eight (8) feet in width. At maturity, multi-family and non-residential landscapes are required to have enough plant material (perennials and shrubs) to create at least 50% living plant cover at maturity at the ground plane, not including tree canopies.
- (8) Lawn and artificial turf shall not be installed in park strips. Lawn shall not be installed on paths or on slopes greater than 25% or 4:1 grade.

c. Commercial Uses.

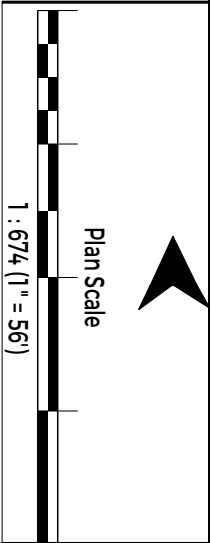
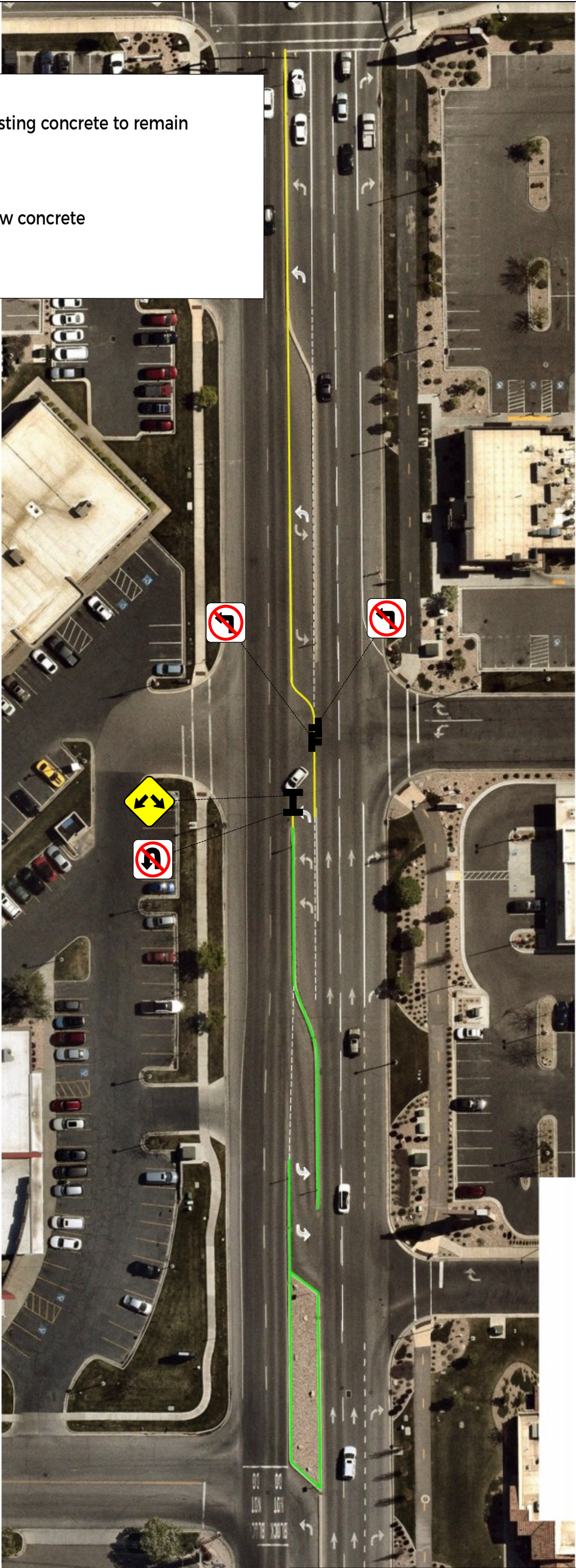
- (1) Minimum of 15% on-site landscaping as a percentage of total site area.
- (2) Minimum one (1) tree provided for every 1,000 square feet of required landscaping area.
- (3) Parking lots shall include landscape islands within the parking lot, with a minimum 108 square foot planter island separating every 10 parking spaces in a row. Required landscape islands shall be at least six (6) feet wide, and shall be individual islands in single-loaded parking lots or merged with the required island on the opposite side of a double-loaded configuration. Each required landscape island shall include a single shade tree as identified on the City's approved list of Street and Shade Trees (one (1) tree for single loaded, and two (2) trees for each merged double-loaded island). These trees shall count toward meeting the minimum required trees for the site.

- (4) Minimum of 15-foot-wide planter area adjacent to all public streets, which shall include one (1) Street Tree for each 30 feet of frontage along all public streets. The specific trees used shall be selected from the City's approved Street and Shade Tree List. For sites included in the Shade Tree Master Plan, the trees selected shall include the mix of trees as prescribed by the Plan. Street and Shade Trees must be planted within 30 feet of the public street curb, and wherever possible 50% of the required Street and Shade Trees must be planted in the park strip. These trees shall count toward meeting up to 50% of the minimum number of required trees for the site based on the amount of required landscaping.
- (5) A minimum 10-foot-wide planting buffer where the site abuts a residential use or district. The planting buffer shall include trees with a maximum spacing of 30 feet, which shall count toward meeting the minimum required trees for the site. A six (6) foot high decorative wall shall be constructed where the site abuts a residential district. Where the use of the adjacent property is residential but zoned Commercial Office, Commercial 1, Commercial 2, Commercial Downtown, Urban Village Commercial, Business Park or Shopping Center, a solid Fence (not chain link with slats or similar) may be constructed in place of the decorative wall. **Also, in situations where adjacent sites are designed to function as an integrated campus, the Development Review Committee may consider alternatives to the six (6) foot high decorative wall. In situations where a non-conforming site is occupied by commercial uses and no changes are proposed to structures or parking areas, the site may be approved for new uses allowed in the applicable zone without requiring the construction of a masonry wall.**
- (6) In cases where it is determined that utilizing tree species found in the approved Street and Shade Tree List would adversely impact utility lines, the use of substitute tree species may be approved by the Community Development Director.
- (7) In order to ensure construction requirements are met and City utilities are not damaged, Spanish Fork City shall require applicants to provide a deposit with the construction of each non-residential project valued at \$50,000 or more. The deposit amount shall be determined in the City budget and will be refunded to whomever paid the application fees containing that line item. If the required landscape cannot be installed prior to the issuance of the Certificate of Occupancy, a landscaping deposit will be required for the estimated cost of installing the required landscape. Once the landscaping is complete and approved, the landscaping deposit will be refunded to whomever paid it.
- (8) No more than 20% of the required landscaping shall be irrigated turf grass outside of active recreation areas, and no turf area shall be less than eight (8) feet in width. At maturity, multi-family and non-residential landscapes are required to have enough plant material (perennials and shrubs) to create at least 50% living plant cover at maturity at the ground plane, not including tree canopies.
- (9) Lawn and artificial turf shall not be installed in park strips. Lawn shall not be installed on paths or on slopes greater than 25% or 4:1 grade.



Existing concrete to remain

New concrete



	DATE 9/8/2025	AUTHOR Dillon Muirbrook	<div>CC Pkwy Safety Improvements</div> <div>Canyon Creek Pkwy 1140 N</div>	<div> <b>SPANISH FORK</b> ENGINEERING</div>	<div>SPANISH FORK CITY</div> <div>ENGINEERING 775 N MAIN ST SPANISH FORK, UTAH 84660 (801 ) 804-4626</div>
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