

Administrative Land Use Authority (ALUA)

MINUTES – Sept. 24th, 2025 – 2:30 pm

Providence City Office Building, 164 North Gateway Drive, Providence UT 84332

Call to Order: Skarlet Bankhead, Chair

Roll Call of Members: Community Development Director Skarlet Bankhead, Public Works Director Rob Stapley and City Engineer Steven Wood

Staff in Attendance: Stormwater and Zoning Specialist Colton Love & City Recorder Ty Cameron.

Approval of the Minutes: The Administrative Land Use Authority will consider approval of the minutes from July 23rd, 2025. [\(MINUTES\)](#)

- The Administrative Land Use Authority considered the minutes from July 23rd, 2025. Skarlet Bankhead stated she had no corrections to the minutes and asked if the other members had any corrections. Both Steven Wood and Rob Stapley indicated the minutes looked good.

Skarlet Bankhead moved to approve the minutes from July 23rd, 2025. Steven Wood seconded the motion. The motion passed unanimously.

➤ **Item No. 1 Stack Built LLC Commercial Office Building:** The ALUA will review, discuss and may take action on site plans from Stack Built LLC for a Commercial Office Building located in the general area of 512 W 100 N Providence City, UT. [\(STAFF REPORT\)](#)

- The ALUA reviewed site plans from Stack Built LLC for a Commercial Office Building located at 512 West 100 North in Providence City.
- Colton Love presented the staff report, explaining that the applicant submitted plans on September 11, 2025, including a commercial site information form, site plan, building elevations, and landscaping plans. He noted that Aaron Walker, the deputy fire marshal/fire inspector, had reviewed the site with a letter dated September 17, 2025. The property is located in a mixed-use zone according to the recently revised official zoning map from September 2025. The current built commercial square footage is 19,623, with current residential at 21,600 square feet. The proposed Stack Built building would add 2,000 square feet. Colton stated the applicant meets the requirements of code section 10-8-5 with certain conditions, including compliance with all relevant federal, state, county, and Providence City rules, laws, codes, and ordinances.
- Danny and Ashton MacFarlane, applicants, joined the discussion. Skarlet Bankhead explained that while the meeting is formal, the discussion would be somewhat informal since the ALUA serves as both the reviewing and approving authority.
- Skarlet Bankhead began by acknowledging receipt of the site plans, though she noted the version she received had scanning issues. She stated that after reviewing the percentages for landscaping, hard surface, and lot size, the proposal meets code requirements in those areas. She confirmed the parking stalls appear to meet code for 45-degree angle parking with proper ADA accommodations and sufficient total stalls.
- The primary concern raised was the 10-foot buffer requirement around commercial buildings. Skarlet Bankhead explained that the code requires a 10-foot buffer around the building, with 5

44 feet allowed to be concrete sidewalk and 5 feet required to be landscaping. The submitted plans
45 showed only 5 feet on the east side of the building rather than the required 10 feet.

- 46 • Danny MacFarlane initially believed the side setback was only 5 feet based on other office
47 buildings he had developed, but Skarlet clarified those other buildings had included sidewalks to
48 meet the 10-foot buffer requirement. Steven Wood confirmed that other commercial
49 developments had managed to meet the requirement by including 5 feet of concrete within the
50 10-foot buffer.
- 51 • Mr. Wood mentioned he had researched potential exceptions, including one for soil conditions
52 that don't support irrigated landscaping, but determined this exception wouldn't apply to this
53 situation. Skarlet Bankhead noted the only other exception is for building sides accepting
54 deliveries, which wouldn't apply to this building design.
- 55 • The group calculated that to meet the buffer requirements, the building would need to shift
56 approximately 13 feet total - 5 additional feet on the east side and 8.5 feet on the west side.
57 Skarlet suggested the applicants might approach AmSource, the neighboring property owner,
58 about acquiring additional land to allow the building to shift westward.
- 59 • Discussion turned to other site considerations. Regarding garbage collection, Danny MacFarlane
60 suggested they would likely use a standard can rather than a dumpster. Various options were
61 discussed including placing it on 100 North, though concerns were raised about safety and traffic
62 flow. The possibility of expanding the southern landscape island to accommodate a small
63 dumpster enclosure was also explored.
- 64 • Steven Wood inquired about stormwater management. The plans showed underground detention
65 with release to an irrigation system. He expressed concern about joint stormwater and irrigation
66 systems, preferring they remain separate. Danny suggested alternatives including an overflow
67 pipe to the curb. Steven noted that construction drawings would need to detail the stormwater
68 management approach, likely requiring some form of injection with an overflow system.
- 69 • Regarding sewer connections, it was revealed that a private sewer main had already been
70 extended behind AmSource, with a separate tap installed for this property. This raised questions
71 about ownership and maintenance agreements, particularly since the property would be part of
72 the City Center HOA. Danny explained that a legal agreement was in place for pro-rata sharing
73 of utility costs among property owners.
- 74 • Steven Wood raised concerns about the implications of master meters serving multiple
75 properties, explaining that the Division of Drinking Water is increasing scrutiny on such
76 arrangements. He noted that when a master meter serves more than 25 residents through a private
77 network, it could be classified as a public water system subject to state regulations. While Danny
78 viewed this as creating unnecessary hurdles, Steven clarified it was meant as a heads-up about
79 potential future state requirements.
- 80 • Snow storage was identified as another concern, particularly given the narrow driveway width.
81 The applicants suggested using the southern landscape island for snow storage, acknowledging
82 that snow might need to be trucked off-site as is common throughout town.
- 83 • Creative solutions to the landscaping buffer issue were explored extensively. Danny asked
84 whether the building could be cantilevered to provide the required landscaping underneath. This
85 led to discussion about whether setback requirements measured to the foundation or the building
86 exterior. Various design options were considered, including raising the first floor 2-3 feet with
87 landscaping underneath, cantilevering just the second floor, or creating a podium-style design
88 with support columns. Skarlet indicated she would need to review the code to determine if
89 cantilevering would satisfy the requirements, noting that any such design would need to maintain
90 the appearance of actual landscaping rather than just a crawl space.

- The ALUA members confirmed that aside from the 10-foot landscape buffer issue, they saw no other major obstacles to the project moving forward. Rob Stapley emphasized the importance of planning for snow removal and storage, noting that many HOAs have experienced regrets about inadequate planning in these areas.
- Skarlet Bankhead explained that the applicants would need to submit revised plans addressing the landscape buffer requirements. Once received, each ALUA member would review the plans individually before reconvening to discuss and potentially approve the site plan at a future meeting.

Rob Stapley moved to continue the item until the next submittal is received. Steven Wood seconded the motion. The motion passed unanimously.

Skarlet Bankhead adjourned the meeting.

Minutes approved by vote of ALUA on _____ day of _____ 2025.

I swear these minutes are true and correct to the best of my knowledge.

Ty Cameron, City Recorder.