



**Wednesday, November 5, 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. September 24, 2025.
- B. October 8, 2025.
- C. October 15, 2025.
- D. October 22, 2025.

2. Site Plan

A. WESTRIDGE BUSINESS PARK COMMERCIAL AMENDED. This proposal involves the development of an industrial subdivision located at 3632 North 600 West.

3. Minor Plat Amendments

A. WESTRIDGE BUSINESS PARK SUBDIVISION PLAT AMENDMENT. This proposal involves amending the Westridge Business Park Subdivision Plat located at approximately 3600 North 600 West.

B. WESTRIDGE BUSINESS PARK AMENDED CONDOMINIUM PLAT. This proposal involves amending the Westridge Business Park Condo Plat A located at approximately 3600 North 600 West.

C. CANYON POINT PLAT C. This proposal involves amending residential lot lines between two properties located at 1608 East 850 South.

D. MADISON BUSINESS PARK PLAT A AMENDED. This proposal involves amending a previously approved condominium plat to subdivide building 4 located at 648 North 900 East.

4. Discussion

- A. STEPHENS - HILL ANNEXATION.

5. Adjourn

End

Draft Minutes
Spanish Fork City Development Review Committee
80 South Main Street
Spanish Fork, Utah
September 24, 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; Josh Wagstaff, Assistant City Engineer; Kevin Taylor, Senior Power Utility Planner; Jake Theurer, Power and Light Superintendent; Bart Morrill, Parks Maintenance Supervisor; Bryton Shepherd, Landscape Architect; Jason Turner, Fire Marshal.

Citizens Present: Lynette Smith, Colton Smith, Joseph Earnest, Russ Nelson, Dallas Hakes, Larvin Pollock, Gavin West, Owen Williams, Ben Hayden, Wayne Anderson, Mikayla Boyack, Torrey Anderson, Austin Richards

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

MINUTES

September 17, 2025

Dave Anderson moved to approve the minutes of September 17, 2025.

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

MINOR PLAT AMENDMENT

BERYPLACE PLAT B AMENDMENT

Ian Bunker presented a proposed plat amendment involving two lots located in the R-1-6 zone. He explained that Lot 1 is approximately 13,000 square feet and Lot 2 is approximately 6,600 square feet. Under the amendment, Lot 2 would acquire roughly 4,000 square feet from Lot 1, resulting in Lot 1 being reduced to approximately 9,000 square feet and Lot 2 increasing to just over 10,000 square feet. Mr. Bunker noted that the

adjustment complies with all applicable setbacks and zoning requirements. He further reported that City staff is recommending approval of the amendment based on the findings and conditions outlined in the staff report.

Kevin Taylor acknowledged the presence of overhead powerlines in the area but confirmed that an existing easement is in place and stated he had no concerns.

Dave Anderson **moved** to approve the proposed Beryplace Plat B Minor Plat Amendment based on the following findings and subject to the following conditions:

Findings:

1. That the proposal conforms to the City's Zoning Map and General Plan Designation.
2. That the proposal meets the minimum lot size and dimension requirements of the R-1-6 zone.

Conditions:

1. That the Applicant meets the City's development and construction standards, zoning requirements and other applicable City ordinances.
2. That the Applicant addresses all red-line review comments.

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

ZONE CHANGE

6th EAST TOWNHOMES ZONE CHANGE

Brandon Snyder began his presentation by noting that this item would require two separate motions; however, staff discussion would address both the Preliminary Plat and the Zone Change collectively. He explained that the request involves amendments to the existing zoning and plat layout for the townhome development previously reviewed and approved by the City Council in 2021.

Mr. Snyder discussed the proposed building orientation, parking configuration, and landscaping plan. He noted that a decorative cap will be added to the perimeter wall as part of the updated design. He further stated that staff have been working directly with the applicant to refine certain design elements, including rotating the front door of the end unit to establish a stronger presence along Center Street. **The applicant's architect is** currently preparing revised plans to be presented to the Planning Commission at its October meeting.

Mr. Snyder indicated that each unit will include a two-car garage, with two additional guest parking stalls located on the north side of the site. He referenced previous Planning Commission discussions concerning guest parking and noted that the project's CC&Rs will include provisions to address this issue, including appropriate signage for designated guest spaces. Additionally, each unit owner will be required to use their garage for vehicle parking rather than for storage.

Mr. Snyder reminded staff that the first motion would pertain to the Zone Change request, including application of the Infill Overlay to the site. The second motion would address the Preliminary Plat approval, contingent upon City Council approval of the related Zone Change (Condition No. 4). He also recommended adding a fourth condition to the Zone Change approval requiring incorporation of the architectural updates discussed earlier.

Seth Perrins inquired about the distance between the garages and the rear property line. Mr. Snyder responded that the measurement is approximately 38 feet from the garage door to the back wall, consisting of 26 feet of vehicle backing space and a 10-foot landscape buffer. He noted that this configuration represents the maximum setback achievable without reducing the size of the landscape buffer.

Staff also briefly discussed the reorientation of the end unit entryway to face Center Street. It was further noted that the project, previously known as Center Street Townhomes, has been renamed, 6th East Townhomes.

Dave Anderson moved to recommend approval of the proposed 6th East Townhomes Zone Change 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 Mixed Use.
2. That the proposal meets the intent of the Infill Overlay Zoning District.

Conditions:

1. That the Applicant meets the City's development and construction standards, zoning requirements and other applicable City ordinances.
2. That the Applicant addresses any staff review comments.
3. That the proposed CC&Rs be updated to reflect the current proposal (i.e., unit count and project name).
4. That the building design be modified to have a unit including a man door entrance oriented to Center Street.
5. That the applicant upgrade the existing masonry wall to include a decorative cap to make it look more appropriate for a residential setting.

Bart Morrill **seconded** and the motion **passed** all in favor.

PRELIMINARY PLAT

6th EAST TOWNHOMES PRELIMINARY PLAT

Staff had no further discussion. It was noted that the additional conditions associated with the Zone Change would also be incorporated into the conditions of approval for the Preliminary Plat.

Dave Anderson **moved** to recommend approval of the proposed 6th East Townhomes Preliminary 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 Mixed Use.
2. That the proposal meets the intent of the Infill Overlay Zoning District.

Conditions:

1. That the Applicant meets the City's development and construction standards, zoning requirements and other applicable City ordinances.
2. That the Applicant addresses any staff review comments.
3. That the proposed CC&Rs be updated to reflect the current proposal (i.e., unit count and project name).
4. That the City Council approves of the associated Zone Change to amend the existing approvals.
5. That the building design be modified to have a unit including a man door entrance oriented to Center Street.
6. That the applicant upgrade the existing masonry wall to include a decorative cap to make it look more appropriate for a residential setting.

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

CONCEPT REVIEW

COBALT SUBDIVISION CONCEPT

Austin Richards approached the podium and explained that they are seeking feedback on a revised plat. He stated that both parcels in question have been purchased and combined into a single parcel proposed for development with a future zoning designation of R-1-6, intended to accommodate single-family homes.

Brandon Snyder noted that the applicant had previously submitted a Zone Change request that may not have received full staff review during the Conceptual Review process. However, he observed that the current layout generally aligns with existing road configurations discussed in connection with the Cobalt and Wyndsong developments. He reminded staff that in those prior projects, applicants also sought R-1-6 zoning, but the Planning Commission had expressed that higher densities were more appropriate closer to Main Street, with density decreasing to R-1-8 or R-1-9 the further the development is away from Main Street. Mr. Snyder suggested that this item be returned to the Planning Commission for discussion to determine whether there would be support for an R-1-6 zoning designation in this area, noting that the Commission will likely want to review the proposed housing product.

Mr. Richards agreed, explaining that the purpose of the meeting was to obtain initial feedback from staff and Commissioners regarding support for this type of planned community. He stated that Alpine Homes would serve as the home builder for the project.

Mr. Snyder added that the Wyndsong development had previously received approval with an R-1-8 zoning designation but did not move forward. He also noted that the Cobalt subdivision never advanced to formal review by the Development Review Committee or the Planning Commission.

Mr. Richards acknowledged this and stated that by combining the two parcels into a single subdivision, the development would feel more cohesive and better integrated than if it were built as two separate projects.

Dave Anderson commented that the City has received several recent requests for reduced lot sizes in this area but emphasized that the City Council has generally not supported such reductions. Based on this current policy direction, Mr. Anderson stated he would be comfortable allowing the applicant to present the proposal to the Planning Commission as a discussion item to gauge support for the concept. Mr. Richards expressed appreciation for that opportunity, noting that the goal is to create affordable, smaller single-family homes targeted toward first-time homebuyers. He mentioned that if the lots were more developable for basement construction, the standard 8,000-square-foot lot size would be more practical. Mr. Richards also referenced the adjacent 55 and older active adult community, noting that the proposed neighborhood would complement the existing development in scale and character.

Mr. Snyder encouraged the applicant to consider utilizing one of the City's available overlay zoning tools, such as the Master Planned Development (MPD) Overlay, which would allow for flexibility in lot sizes while maintaining an overall average of 8,000 square feet per lot. He also mentioned the Complete Neighborhoods Overlay, which has only been used once in the City to date. This overlay, he explained, allows for a mix of housing types to achieve a balanced increase in density.

Further discussion followed regarding utility connections and roadway configurations. Mr. Richards stated that it is the developer's intent to bury the existing canal for safety and aesthetic reasons and to improve overall site design. He also discussed proposed roadway connections and plans for roadway widening in the area.

Mr. Richards inquired about the reasoning behind the area's current R-1-8 zoning designation as opposed to R-1-6. Mr. Anderson responded that the City Council had expressed a desire to maintain lower-density residential development and a different housing product type in this area. Mr. Richards acknowledged this and reiterated his appreciation for the opportunity to present their concept to the Planning Commission for further consideration.

In response to Mr. Snyder's question regarding home sizes, Mr. Richards stated that the proposed homes would range between 2,300 and 2,600 square feet and would include two-car garages.

Seth Perrins reiterated Mr. Snyder's earlier recommendation to explore the Complete Neighborhoods Overlay, emphasizing that while the tool has not been widely utilized, staff is eager to see developers apply it in practice. He noted that while implementation challenges are expected, the City is interested in receiving feedback from developers on the overlay's effectiveness and practicality.

Mr. Richards agreed to review the overlay options and stated that his team would provide feedback to City staff on their findings.

Cory Pierce concluded the discussion by addressing a concern from the Engineering Department regarding driveway spacing near intersections, particularly within cul-de-sacs. Staff also discussed potential improvements to River Bottoms Road and the planned open space areas. Mr. Pierce advised the applicant to continue coordination with the Engineering Department to resolve these design elements.

Mr. Snyder suggested that staff use the materials submitted with the Zone Change request to prepare a Concept Review application, which would allow staff to provide formal written feedback prior to the upcoming Planning Commission meeting.

Mr. Richards thanked staff for their time, feedback, and guidance on the project.

TITLE 15 AMENDMENTS

BOUNDARY ADJUSTMENTS

Ian Bunker presented the item and explained that recent changes to state code regarding **boundary adjustments necessitate an update to the City's procedures**. The proposed update will now include provisions for both Simple Boundary Adjustments and Full Boundary Adjustments, ensuring compliance with current state requirements.

Mr. Bunker stated that, under the revised process for Simple Boundary Adjustments, a Notice of Consent will now be required. This notice designates a local land use authority representative who must sign off on all boundary adjustment proposals, verifying that each request meets the findings outlined in state code. He further clarified that such adjustments do not impact public rights-of-way, public property, easements, or wastewater systems, and must conform to all applicable land use regulations.

Staff recommended designating the Public Works Director as the authorized signee for these adjustments. Additionally, staff proposed the creation of a no-cost Boundary Adjustment application to ensure proper internal review and coordination between relevant departments.

Seth Perrins expressed his support for the recommendation, noting that establishing a formal application process would help ensure that all boundary adjustment requests are accurately reviewed for both land use and utility considerations. He added that involving both the Community Development and Public Works departments in the review process is beneficial, as each department brings expertise in distinct aspects of these applications.

Seth Perrins **moved** to recommend approval of the proposed Title 15 Amendments to City Council as discussed.

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

TITLE 15 I-1 CANNABIS PROCESSING FACILITY

Dave Anderson presented the item, noting that it has been several years since the Utah State Legislature last updated the requirements for businesses operating Cannabis Processing Facilities. He explained that the state has established specific mechanisms governing the production and testing of cannabis products. Following the most recent

legislative update, the City amended its Municipal Code under Title 15 to allow Cannabis Processing Facilities as a Use Subject to Conditions in the I-3 Heavy Industrial Zone.

Mr. Anderson stated that this designation was originally intended to limit the likelihood of such facilities operating within Spanish Fork City, as there are very few properties zoned I-3. However, he believes that this approach is not necessary. The property under consideration is zoned I-1 Light Industrial, which currently does not permit Cannabis Processing Facilities. Mr. Anderson proposed amending the code to allow this use as a Use Subject to Conditions within the I-1 Zone. He requested staff feedback, emphasizing the importance of understanding the manufacturing process and feeling comfortable making an informed recommendation to the City Council. He stated that he feels the current zoning regulations are unnecessarily restrictive regarding where these businesses can operate. Mr. Anderson then invited the applicant to provide additional information about his proposal.

Owen Williams, representing Two West Medical, addressed the committee. He explained that his company designs medications for pharmaceutical firms that subsequently pursue FDA approval. He stated that the state requires licensed collaboration for the handling of cannabis materials used in pharmaceutical research and development. Mr. Williams emphasized that their facility does not process any biomass; instead, it synthesizes medications through laboratory methods like other FDA-approved pharmaceutical facilities. He added that Two West Medical will also operate as a licensed testing facility, offering testing services for agricultural products. The business will employ 8–10 staff members, all holding doctorate degrees, who are engaged in research and patent development in collaboration with institutions such as the Huntsman Cancer Institute, Primary Children's Hospital, and the University of Utah.

Seth Perrins inquired about the size of the proposed facility. Mr. Williams stated that the total area is approximately 12,000 square feet, with about 3,000 square feet dedicated to laboratory and containment space. The remainder consists primarily of open warehouse area.

Mr. Anderson sought clarification regarding Mr. Williams' reference to biomass. Mr. Williams confirmed that any material entering the facility would already be processed and refined to a molecular level, typically in powder form. He explained that only a very small portion of their operations involve cannabis, but that state law requires a license for any handling of cannabis-derived compounds. He illustrated the process by comparing it to how aspirin is derived from the bark of a willow tree.

Mr. Perrins commented that the proposed location appears compatible with surrounding uses, noting that other businesses in the area conduct similar types of operations. He asked whether the City Code sufficiently outlines requirements for Cannabis Processing

Facilities or if more specific conditions should be developed. He expressed interest in ensuring clear, detailed conditions exist to guide the approval process and minimize potential concerns from the City Council.

Mr. Anderson stated that the existing ordinance provides limited guidance on Cannabis Processing Facilities and largely defers to state regulations. He indicated that City review would focus on compliance with local licensing requirements and any necessary site improvements, while the state oversees operational standards and safety compliance.

The group discussed how state licensing restricts businesses to operating only one type of cannabis facility—either processing or cultivation—and that only 16 cannabis processing licenses are permitted statewide. Mr. Williams noted that 14 facilities are currently active, with his company holding one of the two remaining licenses recently issued by the state.

Mr. Pierce asked about the facility's utility usage, water discharge, and pre-treatment processes. Mr. Williams stated that the location was selected specifically to meet state and city requirements for utilities and power capacity. He emphasized that the facility will produce no discharge or odor, as all operations occur within sealed laboratory environments. He added that any potential discharge would be regulated under strict state environmental standards.

Mr. Perrins thanked Mr. Williams for his presentation and the information provided. He confirmed that the business license would be issued only after the state license is obtained and submitted with the city application.

Dave Anderson **moved** to recommend approval of the proposed Title 15 Amendments to City Council as discussed.

Mr. Perrins expressed appreciation for the informative discussion and the opportunity for staff to gain a better understanding of the nature and operations of the business. He also noted his appreciation for the City's ability to apply conditions and regulations as deemed necessary.

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

DISCUSSION

RIVER MEADOWS AMENDED PRELIMINARY PLAT

Brandon Snyder invited Joseph Earnest up to the podium to speak on the project. He noted that the previous Fritz development was approved by way of a development agreement that included 150 townhomes. He continued by stating that the townhome unit square footage was proposed to be 2,456 square feet and was intended to be a for rent product. He stated they initially tried to find a developer to build this product but they were unsuccessful noting the cost to develop a for rent product and the current economy. He continued by stating they began working with Meritage and notes that their product is more affordable and a better product. He notes that the unit sizes range between 1,350-1,650 square feet that would be a for sale product. He feels that this is a better deal for buyers as it is more affordable. He stated that the footprint of the development is about 8,000 square feet less than the original design and they can include 174 units instead of 150 units. He feels that the location for the development is a great location and he speaks briefly on the amenities package that will be available to the development and notes the new Rec Center that will be near the development. Mr. Earnest thanked city staff for all the time they have invested in helping get this development moving forward.

Staff were presented slides featuring the building elevations and amenities of the development. It was stated that of the 174 units, 21 of the units are front loading units with the remaining units all being rear loading.

Jason Turner expressed his discomfort with the layout as it does not meet the Fire Code regarding spacing requirements.

Seth Perrins reiterated that this project was approved by Development Agreement. It was stated that City Attorney Vaughn Pickell has drafted an amendment to the original agreement.

Dave Anderson again clarified that the city expects the applicants to submit with the deadline of Monday September 29th by 5:30 p.m. for this project to meet the public noticing deadline for

Cory Pierce moved to adjourn the meeting at 11:58 a.m.

Adopted:

Kasey Woodard
Community Development Division
Secretary

Draft Minutes
Spanish Fork City Development Review Committee
80 South Main Street
Spanish Fork, Utah
October 8, 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; 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; Bart Morrill, Parks Maintenance Supervisor; Jason Turner, Fire Marshal.

Citizens Present: Joseph Earnest, Tate Murphey, Gavin West, Hunter Horsely, Todd Christensen, Russell Nelson, Tyler Horan, Jeff Glazier, Jake Horan, Larvin Pollock, John Bateman.

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

MINUTES

September 24, 2025

Dave Anderson moved to Continue the minutes of September 24, 2025.

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

DEVELOPMENT AGREEMENT

RIVER MEADOWS TOWNHOMES AMENDED DEVELOPMENT AGREEMENT

Brandon Snyder began his presentation by explaining that he would be discussing this item in conjunction with the corresponding amended Preliminary Plat item that follows. He stated that the applicant is requesting an amendment to the previously approved Development Agreement, as well as an amendment to the approved plat to accommodate

24 additional townhome units. To allow for these additional units without expanding the overall development footprint, the developer has reduced the individual unit sizes. Mr. Snyder noted that even with the increased unit count, the overall density remains below the baseline density permitted under the zoning code.

He presented the proposed building elevations for staff review and highlighted the realignment of Cal Pac Avenue. He discussed several modifications made to the Site Plan to accommodate the additional units and questioned whether the newly proposed product represents an improvement or decline from the originally approved version. He also reviewed the proposed amenities package, which includes a clubhouse, swimming pool, pickleball court, playground, and a dog park, in addition to large areas of open green space. Mr. Snyder noted that all units are proposed as three-bedroom, two-bath units and briefly outlined the building materials to be used in construction.

Dave Anderson stated that it is appropriate for this item to move forward for discussion and consideration by the Planning Commission and City Council regarding both the amendment to the Development Agreement and the increase in density. He commented that the project overall may represent an improvement over the original proposal. He did not feel it was necessary to revisit street layouts or utilities at this time and suggested that staff should instead focus on vertical improvements and amenities. Mr. Anderson expressed that the architectural design of the homes is particularly important but noted that, in his opinion, the current design does not compare as favorably to other recently approved developments in the city. He acknowledged the effort made by the builders and their collaboration with city staff to produce a quality product.

Mr. Anderson also commented on the narrow design of the units, noting that this may present challenges related to garage parking and storage. He stated that he is eager to bring the proposal before the Planning Commission to receive additional feedback. He then discussed the project's phasing plan, noting that his understanding was that the development is proposed to be constructed in a single phase.

Joseph Earnest, representing the applicant, confirmed that the development is being proposed as one phase. Mr. Anderson suggested that the project be divided into smaller, more manageable phases to allow for incremental completion and to ensure that all amenities are constructed early in the process. He expressed support for the efficiency of completing the project in one phase but questioned whether that approach would be practical or sustainable.

Cory Pierce stated that there are no current engineering concerns related to the proposal but acknowledged the previous comments made by Fire Marshal Jason Turner, whose tenure with the city began after the original approval of the development.

Jason Turner emphasized the importance of ensuring that all public safety requirements are met, specifically that any units located more than 150 feet from the street must maintain adequate access for emergency vehicles.

Brandon Snyder concluded by clarifying that there would be two separate motions related to this item. The first motion will address the amendment to the Development Agreement, specifically Addendum Number 4.

Vaughn Pickell **moved** to recommend approval of the Amended Development Agreement for River Meadows Townhomes to the City Council as discussed.

Seth Perrins acknowledged Mr. Turner's concerns and reassured him that the original development application had undergone thorough review. He noted that the current proposal does not alter the previously approved development footprint.

Mr. Earnest confirmed that the site layout has, in fact, improved from the original approval and expressed confidence that public safety considerations have been appropriately addressed.

Dave Anderson concluded the discussion by stating that the proposed development remains largely consistent with the previously approved plan. He explained that if the design or layout had been significantly modified, the project would be subject to review under current city codes. He further clarified that the developer retains the right to construct the project as originally approved under the existing Development Agreement, which accounts for any perceived differences in compliance with updated standards. Mr. Anderson concluded by noting that the proposed modifications represent a positive step forward for the project overall.

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

PRELIMINARY PLAT

RIVER MEADOWS TOWNHOMES AMENDED PRELIMINARY PLAT

There was no further discussion.

Vaughn Pickell **moved** to recommend the approval of the proposed River Meadows Townhomes Amended Preliminary Plat to City Council based on the following findings and subject to the following conditions:

Findings:

1. That the proposal is consistent with the City's General Plan Land Use Designations and Zoning Map.
2. That the proposal meets the intent of the previous approvals of the Master Development Agreement for Skye Meadows.

Conditions:

1. That the Applicant meets the City's development and construction standards, zoning requirements and other applicable City ordinances.
2. That the Applicant addresses any staff review comments.
3. That the City Council approves of the associated Addendum No. 4 to the Master Development Agreement for Skye Meadows.

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

FINAL PLAT

RIVER RUN PLAT I

Brandon Snyder began the presentation, explaining that the applicant requested to review the proposed fencing plan along River Bottoms Road in conjunction with the Final Plat. He noted that this represents the final phase of the development, which will include both condominium and townhome units. This phase consists of 30 total units—10 townhomes and two condominium buildings comprising the remaining 20 condominium units.

Mr. Snyder outlined the proposed fencing materials, which include options for either a wrought iron or split rail fence. He described the intended placement of the fence along River Bottoms Road, clarifying that it will not extend across Volunteer Drive by the condominium buildings. Although fencing is typically required to include a gate, he noted that this development is exempt from that condition. He also discussed the necessary breaks in the fencing alignment to accommodate power boxes and transformers.

Mr. Snyder stated there had been discussion with the applicant regarding the potential to move the fence closer to the trail corridor to create more usable space for residents. He reminded the Committee that the development had previously been granted a reduced setback of ten feet rather than the standard twenty feet. He asked committee members to consider their comfort level with relocating the fence off the property line toward the trail. He added that staff does not support removing the fence entirely, as it provides an important visual and landscape buffer from River Bottoms Road.

Staff and committee members discussed the proposed location and maintenance responsibilities of the fence in the event of damage. It was suggested that the homeowners' association (HOA) assume responsibility for maintaining the fence, to be formalized through an agreement.

The applicant inquired whether a planter strip could be used in place of a fence, noting that their goal is not to avoid constructing a fence if it is required but rather to enhance usable space for residents. Mr. Anderson commented that including a fence would still allow adequate usable space and asked Mr. Snyder for his opinion.

Mr. Snyder responded that he was comfortable proceeding if a written agreement clearly outlined the expectations. He questioned whether the city might specify the exact fencing material to be used.

The applicant agreed to prepare a written proposal for city staff review and confirmed that the HOA would be responsible for fence maintenance.

Mr. Snyder suggested adding a third condition to the motion requiring that (1) ownership and maintenance of the fence be clearly defined, and (2) the developer provide revised landscaping and fencing plans for River Bottoms Road.

Vaughn Pickell requested that the applicant submit a formal agreement between the HOA and the city outlining maintenance responsibilities for the fence.

Dave Anderson **moved** to approve the proposed River Run Plat I 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.
3. That the applicant provides an updated fencing and landscaping plan for staff review and approval and that the Applicant enters into a Development Agreement to specify who will maintain the landscaping and fencing.

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

SITE PLAN

COMERS CONCRETE OUTDOOR STORAGE YARD

Brandon Snyder began his presentation by outlining the location and details of the proposed Site Plan for an outdoor storage yard. He explained that Comer Concrete has already completed construction of its office warehouse building and associated site improvements. The remainder of the parcel will be utilized for outdoor storage, except for the area designated for required landscaping along the street frontage.

Mr. Snyder noted that the landscaping requirements include a lighting plan, which he presented as part of his slides. He then reviewed the landscaping and screening wall plan, explaining that the proposed wall will be a gated concrete masonry structure.

John Little inquired about the height of the proposed wall. It was clarified that the wall will be a standard six-foot masonry wall.

The applicant added that a 30-foot section along the rear of the property will appear taller from the airport side due to the natural slope of the ground.

John Little **moved** to approve the proposed Comers Concrete Outdoor Storage Yard 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 be addressed.

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

CONCEPT REVIEWS

HANGAR 127 IMPROVEMENTS CONCEPT

John Bateman approached the podium to request feedback from staff regarding potential improvements that would allow for additional parking spaces near his hangar. He explained

that he is a physician who provides medical examinations for pilots and is seeking to create additional parking and a safe pedestrian path from vehicles to the hangar. Mr. Bateman noted that staff redline comments indicated the additional parking may not be permitted and asked whether alternative options could be considered to provide parking for his patients without requiring them to access the hangar through the main airport grounds.

Brandon Snyder stated his understanding that fencing would be installed along the exterior of the hangars. Mr. Bateman responded that this was not consistent with his discussions with Airport Manager Christian Davis. Mr. Snyder recalled prior conversations among city staff regarding the need to maintain airport safety and limit general access to airfield areas.

Jered Johnson confirmed that security and limited access to the airport grounds had been discussed previously, though it had been some time since those discussions occurred.

Staff reviewed the airport's parking configuration and the location of Mr. Bateman's hangar. It was noted that in addition to storing his aircraft, Mr. Bateman conducts occupational medical exams for pilots as part of their certification requirements.

Cory Pierce observed that the hangar layout includes shoulder space along the road, which could reasonably accommodate parallel parking. He also discussed the potential for future road expansion, stating that he does not anticipate the road being widened to four lanes. Mr. Pierce expressed concern about 90-degree parking stalls, noting that vehicles backing into traffic would create a significant safety issue.

Mr. Bateman agreed with this concern and suggested that parallel parking, with a drive-through configuration allowing vehicles to pull straight out, would be preferable. He also inquired about the possibility of a designated walkway from the hangar to the parking area. Mr. Pierce indicated support for a paved walkway to ensure pedestrian safety and advised that any necessary ADA accommodations be coordinated with the Building Department.

Staff continued discussion regarding airport entry points and access to hangar spaces. It was noted that a public parking area was planned on the south side of the airport, and staff questioned whether a sidewalk connection to the hangars was included in those plans.

Mr. Bateman stated that he does not wish to construct a sidewalk if curb, gutter, and sidewalk improvements are already planned as part of future city development. He explained that most of his business operations occur at his Salt Lake City practice, where he sees approximately 150 patients per month, and that he expects limited use of the Spanish Fork hangar location, approximately one to two days per week, with no more than two vehicles parked at a time. Most visits will involve flight students or pilots arriving by air and being taxied to the hangar.

Mr. Pierce stated he had no concerns with Mr. Bateman operating his medical practice at the location or allowing patients to park on site. He advised Mr. Bateman to obtain a building permit for the construction of the proposed sidewalk.

Staff concluded the discussion by reviewing utility locations and the existing gate situated near the hangar. It was noted that, if additional parking becomes necessary in the future, the city could utilize the planned area on the south side of the airport for expanded public parking. Mr. Bateman stated that he does not anticipate needing more than four parking spaces at any time, as most of his patients will continue to be seen at his Salt Lake City office.

Staff acknowledged that future public demand may eventually warrant additional parking improvements and that the city will need to evaluate a paving plan for the site when that time comes. It was generally agreed that paving the existing parking area would be a higher priority than adding more fencing, as other measures could adequately address security needs.

Mr. Bateman was advised to obtain an excavation permit through the Engineering Department, with staff noting that concrete fees are typically waived for such permits. Mr. Bateman thanked staff for their time and guidance and inquired about the potential for parking along the roadway. Staff confirmed that the road will be striped for parking and Mr. Bateman asked whether the curb could be modified to allow vehicles to pull through for parallel parking. Staff indicated that this option would require further review to determine its feasibility within the existing site plan.

SOUTH VALLEY VILLAGE SUBDIVISION CONCEPT

Staff noted that this item is scheduled for discussion during the joint Planning Commission and City Council meeting in October.

Tate Murphey approached the podium to present his concept proposal and requested general feedback from staff regarding potential land uses and development opportunities for the area. He explained that open space is incorporated throughout the project and that his primary focus is determining appropriate densities for the various subareas, particularly those closer to 2700 North. Mr. Murphey noted that an earlier version of the concept plan featured significantly less commercial space and more residential development. Based on previous feedback encouraging a stronger commercial presence, the plan was revised to expand commercial uses along Canyon Creek Parkway, with residential areas situated farther north near 2700 North and increasing in density toward that direction.

Dave Anderson stated that, based on recent City Council feedback, this updated proposal represents a positive step forward and aligns well with earlier discussions. He suggested,

however, that the Council may still prefer to see a greater amount of commercial space incorporated into the plan. Mr. Anderson also mentioned that there are boundary line concerns that will require additional discussion and clarification.

Mr. Murphey explained that he has been in contact with the Army Corps of Engineers regarding the existing canal on the site. Seth Perrins asked whether the feature is an actual canal or a ditch that could be piped. It was clarified that the feature is a ditch, which could technically be piped, though the size of the pipe would be substantial and the work would represent a significant undertaking. Staff expressed a preference to maintain the ditch in a more natural condition if possible. Discussion followed regarding the potential to reroute the ditch, and it was noted that this could occur with proper permitting. The current alignment generally follows existing property lines. Mr. Perrins asked whether there were any existing clay tiles in the area that would need to be addressed, and Mr. Murphey confirmed that there are, noting that coordination is underway with the Utah State cultural resources office and the local drainage district.

Mr. Anderson expressed concern that the presence of these environmental and drainage features could negatively affect development potential in certain areas, particularly for residential uses. Mr. Murphey responded that this was one of the reasons the design concentrates residential units in the central portion of the site, with parking and recreation areas located nearby. He explained that higher-density residential is proposed in the areas marked for that use on the plan, and that townhome products generally require less parking. He also described prior versions of the plan that included more parking beneath the rail lines and different density distributions, and sought staff feedback on whether returning to that configuration might be preferable.

Mr. Anderson stated that higher residential density can make sense in some areas but questioned whether this portion of the site is the best location for it. He suggested that greater density should be positioned near commercial, employment, and freeway access points to support convenience and functionality. He emphasized the need for the project to include more than 1,000 housing units overall and described how specific housing types are best suited for areas within the city.

Discussion turned to the railroad corridor. Mr. Murphey noted that efforts are underway to have part of the rail line removed. Staff also suggested coordinating with Springville City to ensure consistency with their General Plan and future land use vision, given the area's proximity to the City Boundary. It was acknowledged that the area presents unique opportunities for well-planned development if approached strategically.

Mr. Murphey stated that he has been in communication with Springville and that their General Plan designates the adjacent area as Medium Density Residential, allowing up to 12 units per acre.

Mr. Anderson commented that the site is a distinctive area within Spanish Fork and could support a variety of uses. While townhomes could be successful in many locations, he questioned whether this site might be better utilized for professional offices or similar commercial uses. He encouraged staff to carefully evaluate the most appropriate long-term use for the property and expressed interest in further exploring the site's development potential.

Mr. Murphey agreed and stated that once there is clearer direction from the city regarding preferred land uses, he will be able to refine the concept plan to include more detailed information on park space, road connections, and site layout prior to submitting a Preliminary Plat.

Mr. Perrins asked the Engineering team for insight into plans for the railroad corridor, expressing hope that as much of the rail line as possible could be removed.

Jered Johnson outlined which portions of the track are expected to remain and which will be removed in connection with the Sharp Tintic project. Mr. Murphey added that he has been working with the railroad on a plan to realign the tracks to the west, away from the development area, and that a separate track may also be constructed for Irontown. He stated that both tracks can be accommodated within the existing easement.

Byron Haslam reported that he has an upcoming meeting with Union Pacific Railroad, which is currently awaiting city comments on the 30% design plans. Once the alignment is finalized, the annexation boundaries will be better defined, allowing an application to be submitted to the city. Mr. Perrins concluded that pursuing a double-track design would provide greater flexibility and development potential for this area in the future.

Mr. Murphey thanked staff for their time and suggestions.

Vaughn Pickell moved to adjourn the meeting at 11:25 a.m.

Adopted:

Kasey Woodard
Community Development Division
Secretary

Draft Minutes
Spanish Fork City Development Review Committee
80 South Main Street
Spanish Fork, Utah
October 15, 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; 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; Bart Morrill, Parks Maintenance Supervisor; Bryton Shepherd, Landscape Architect; Eddie Hales, Fire & EMS Director.

Citizens Present: Doran Wilde, AJ DelPivo, Brandon Watson, Peter Smith, Natalie Carpio.

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

MINUTES

September 24, 2025

October 8, 2025

Dave Anderson moved to Continue the minutes of September 24 & October 8, 2025.

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

SITE PLAN

PETIT BALLET ACADEMY

David Mann began his presentation by describing the property's location and noting that it is currently zoned I-1, Light Industrial. He explained that a recorded cross-access easement provides shared access to the property from the north. Engineering staff reviewed the proposed southern access point in relation to the intersection at 1150 West and

determined that it must be located no closer than 120 feet from the intersection, which has been reflected on the plans.

Mr. Mann briefly discussed the landscaping plan and noted that the site design includes space for a potential future building to the north should expansion occur. He explained that the parking currently shown on the plans will be sufficient to serve both the existing and future building. Until such expansion takes place, the additional area will be used as flex space. Based on these considerations, staff recommended approval of the proposal.

Josh Wagstaff inquired whether Federal Aviation Administration (FAA) approval had been obtained, noting that his only concern relates to the building's height and proximity to the airport.

The applicant responded that the proposed building will be approximately 21 feet in height and therefore should not present any issues. He stated that the FAA review request was submitted several weeks ago and remains under review, but approval may be delayed due to the current federal government shutdown.

Brandon Snyder asked whether the FAA review was required, as his understanding was that buildings under 27 feet in height were not subject to such review according to the recorded plat.

Corey Pierce confirmed that any structure located within the vicinity of the airport is required to submit FAA review forms, regardless of height, and provided a brief overview of the standard review process for development within designated FAA airspace.

Dave Anderson commended both staff and the applicant for their work in finalizing the drive aisle layout and ensuring compliance with city standards.

The discussion concluded with the applicant offering a brief history of how the property was acquired and clarifying the proper pronunciation of the property name.

Dave Anderson **moved** to approve the proposed Petit Ballet Academy Site Plan 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.

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

ZONE CHANGE

ELLIS PARK ZONE CHANGE

David Mann stated that the proposal includes both a Zone Change and a Preliminary Plat, which he would review together, noting that two separate motions would ultimately be required. He explained that the applicant is requesting to rezone the property from R-R (Rural Residential) to R-1-9 (Single-Family Residential) with the use of a Master Planned Development (MPD) Overlay. The overlay is being requested because some of the proposed lot sizes do not meet the minimum 9,000-square-foot requirement, though the overall average lot size exceeds that standard. Based on these factors, staff recommended approval. Mr. Mann added that staff believe the proposal meets all requirements of the MPD Overlay and that the applicant has provided a sufficient range of home elevations for review. He also noted that the developer will be responsible for completing the adjacent trail.

Cory Pierce asked about the existing SESD power line located along the trail corridor and whether it would be buried. It was confirmed that the line is planned to be buried as part of the project.

Seth Perrins questioned whether the power line is still active and expressed interest in coordinating with SESD to determine if it could be removed entirely if no longer in use. Staff discussed the value of retaining the line underground and agreed that further discussion with the city's Power Department and SESD would be appropriate.

Brandon Snyder raised the issue of access limitations along 100 South and asked if a note regarding this would be added to the plat. He also inquired whether similar access restrictions should be considered for 300 South. Given that the project is utilizing the MPD Overlay, he felt such conditions would be reasonable. Dave Anderson agreed.

Mr. Anderson asked the applicant how the homes along 300 South would be oriented. The applicant stated that they did not anticipate any issues and expressed a desire for uniform fencing along 300 South, preferring consistent materials and colors. They indicated that a uniform vinyl fence would be installed at the beginning of development to maintain a cohesive appearance.

Staff continued discussing potential access limitations from 300 South, and Mr. Perrins questioned whether restricting access was the best approach. Mr. Snyder provided additional context on why such limitations could be beneficial. The applicant stated they were comfortable with staff's recommendation. Discussion then turned to landscaping, curb and gutter installation, and the piping of the existing ditch.

Mr. Anderson asked whether the homes would include Accessory Dwelling Units (ADUs) in the basements. The applicant stated they would not be constructed with ADUs, though future homeowners could choose to finish their basements as ADUs if permitted by code. He explained that while the idea had been discussed, they decided against marketing the homes as having ADU potential. The applicant added that in some municipalities, developers are instructed not to advertise ADUs in new construction if they are not an approved use.

Mr. Anderson noted that while some cities with universities restrict ADUs, most communities do not, and he expressed his support for them. He stated his preference for designing homes that can accommodate ADUs, suggesting modifications such as driveway extensions or additional entrances to make them functional. He emphasized that ADUs can benefit property owners without negatively impacting surrounding neighborhoods.

John Little agreed, stating that when properly designed, ADUs do not adversely affect nearby homes. The applicant expressed appreciation for staff's support of ADUs to increase affordable housing options within the community.

Staff discussed whether the site presented any challenges for basement construction. It was confirmed that basements would be feasible for this development, though properties farther north may not allow them due to groundwater and flooding concerns.

Mr. Anderson concluded by commending the project engineer for meeting the average lot size requirement and ensuring compliance with city standards. He reviewed the findings and conditions outlined in the staff report, noting that the first finding may need to be refined in future updates for greater clarity. He observed that developments utilizing the MPD Overlay provide the city with flexibility to achieve better design outcomes and suggested that the findings should better reflect the intent of the MPD process. Mr. Anderson stated that this proposal represents a strong example of a project that appropriately utilizes the Master Planned Development Overlay and merits approval.

Dave Anderson **moved** to recommend the approval of the proposed Ellis Park Zone Change based on the following findings and subject to the following conditions:

Findings:

1. That the proposed development will provide a more pleasant and attractive living environment than a conventional residential development established under the application of the provisions of the underlying zone.
2. That the proposed development will not be materially detrimental to the health, safety, or general welfare of persons residing or working within the neighborhood.
3. That any variation allowed from the development standards of the underlying district will not create increased hazards to the health, safety, or general welfare of the residents of the development of adjacent areas.
4. That the development will improve infrastructure connectivity.

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 applying for Final Plat approval.

Kevin Taylor **seconded** and the motion **passed** all in favor.

PRELIMINARY PLAT

ELLIS PARK

Staff had no further discussion.

Dave Anderson **moved** to recommend the approval of the proposed Ellis Park Preliminary Plat 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 approve the Zone Map Amendment and associated Master Planned Development Overlay.

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

TITLE 14 AMENDMENTS 27.20

WILDLAND URBAN INTERFACE CODE

Fire Chief Eddie Hales presented proposed amendments to the city fire code, noting that the matter had previously been discussed with the Development Review Committee several months earlier. He explained that he had prepared a map showing how his department envisions Spanish Fork City's Wildland Urban Interface (WUI) area, consistent with recently approved state legislation (HB48), which requires municipalities and counties to identify urban interface areas and adopt building codes specific to those areas for enforcement. Chief Hales stated that the department had received valuable staff feedback and developed a presentation to illustrate the areas proposed for designation as WUI zones, including locations such as The Oaks.

Staff discussed the need to update the city's online map, which currently reflects the 2006 WUI code, to align with the 2024 version.

Brandon Snyder asked Chief Hales if an updated map was available, referencing the prior discussion about posting it on the city website. Chief Hales replied that, to his knowledge, the code had not yet been adopted. He outlined proposed adjustments, including the removal of certain areas within the Quiet Valley Corridor and near The Ridge, and stated that the new standards would take effect on January 1, 2026, following adoption by the city. He added that the city is already building to the 2024 standards and expects only minor updates will be necessary to ensure full compliance once the new code is enacted. Chief Hales emphasized that the state primarily seeks to ensure that municipalities update their language and enforce the new standards.

Seth Perrins asked Building Official John Little what substantive changes the amendment would bring in practical terms. Mr. Little explained that the city is already following most of the new standards; the primary change would be verifying that submitted plans and materials meet updated building requirements. Mr. Perrins expressed relief, noting that the impact appeared minimal.

Mr. Snyder recalled prior concerns about how the new standards might affect ongoing development and landscaping requirements for future projects. Chief Hales confirmed that the code includes provisions related to landscaping layout and vegetation types.

Dave Anderson requested that Chief Hales provide staff with a written description summarizing the code's requirements and identifying who would be responsible for enforcement. Mr. Perrins noted his understanding that county officials might play a role in enforcement, even within city limits. Chief Hales clarified that this was a misunderstanding; the proposed adoption simply establishes standards for the city to enforce within its designated WUI areas. He emphasized that this does not apply to areas already identified by the state as high hazard zones. Mr. Anderson confirmed with Chief Hales that the city does not participate in the state's high hazard area designations, which Chief Hales affirmed.

Mr. Perrins asked whether the city must include a reference to the WUI map within the code language. Chief Hales confirmed that such a reference is required and that the proposed language would need revision to include it. Staff discussed the process for making future revisions if designated areas are later adjusted. It was noted that any proposed changes must be submitted to the State of Utah for recordkeeping. Mr. Perrins expressed readiness to move the item forward with a recommendation for City Council approval.

City Attorney Vaughn Pickell recommended tabling the item until the language revisions and updated map could be completed for staff review. He noted that approval must occur before year-end, leaving sufficient time to finalize revisions and bring the item back for discussion the following week. Staff agreed, concluding that the discussion would continue the next week to allow time for updating the proposed language and the map on the city's website.

Vaughn Pickell moved to Continue the proposed Title 14 Amendments to include language regarding the hazard map.

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

CONCEPT REVIEW

SIX NORTH DENTAL CONCEPT

Peter Smith, property and practice owner of Six North Dental, addressed the Committee to present a proposal related to additional on-site parking. He explained that during the summer of 2024, a neighboring property owner parked a motorhome in front of the building for an extended period, moving it only intermittently to avoid parking violations. This experience prompted a desire to establish dedicated patient parking on-site, as only two spaces currently exist. Mr. Smith presented an updated site plan illustrating up to seven total parking spaces for patients.

Dave Anderson inquired about the history of the property's use as a dental practice, noting that staff had encountered difficulty reconstructing how the property came to be used in its current form.

Mr. Smith explained that he had purchased the property from Mr. Sorenson, a retired dentist, and was informed that the dentist office was allowed if the building continued to look like a residence. The dental practice has been in place for over forty years.

Mr. Anderson asked whether the property's zoning had changed at any point in the past, expressing concern that a non-residential use existed within a residential zone. He remarked that he was unaware the building was not a residence until the current concept was submitted. Mr. Smith noted that the building is frequently mistaken for a home by patients searching for the practice. Mr. Anderson stated that he appreciated the residential appearance given the location but expressed hesitation about altering the zoning to allow for front-yard parking, which would remove landscaping and replace it with asphalt or concrete. He acknowledged Mr. Smith's frustration regarding the motorhome and recognized the importance of preserving access for patients but questioned whether the proposed changes would provide a significant parking benefit relative to the potential loss of neighborhood character.

The property's history was further discussed. Brandon Snyder noted that the building appeared to have been originally constructed in 1975, though only a remodel permit from 1981 could be located. It was suggested that a variance might have been granted historically to allow the residence to function as a commercial office.

Mr. Smith stated that the proposed improvements would enhance the property's professional appearance by remodeling the structure to resemble more of an office than a home. Planned updates would include changes to the roofing and walkway, as well as the additional parking, to create a more welcoming and functional environment for patients.

Cory Pierce expressed understanding of the desire to improve patient access and parking convenience.

Mr. Anderson referenced a nearby property that had undergone recent improvements, noting that those upgrades were preferable to what was being proposed in this instance.

Seth Perrins commented that the building had been well maintained over the years. Mr. Smith agreed, stating that he and his staff intend to continue maintaining the property's appearance and enhance what currently exists. He emphasized the importance of preserving the neighborhood's character and expressed reluctance to pursue a zoning change that could affect neighboring residents.

The discussion concluded with Mr. Pierce and Mr. Smith reviewing options for covering an existing pipe. Mr. Smith explained that the pipe is currently covered by an arched structure but that a more effective solution would be preferred. Mr. Pierce stated that a simple plate cover would not be acceptable, and it was noted that sidewalk removal and reconstruction might be necessary. The applicant was directed to work with the Engineering Department to determine the best approach.

It was noted that the applicant had previously submitted a Site Plan and Zone Change application, both of which had been placed on hold pending further discussion. This concept review was brought forward to allow staff to provide general feedback before a formal submittal. Mr. Anderson stated that the initial plans lacked sufficient detail regarding site layout and landscaping and requested that additional information be included, particularly concerning the driveway configuration, parking, and landscaping plans. Mr. Smith asked for clarification regarding the level of detail required, and Mr. Anderson confirmed that full plans would be necessary. Mr. Pierce added that an easement for the public sidewalk should also be included.

Mr. Anderson directed the applicant to proceed with formal submittals, including the zone change request, to allow further review by the Planning Commission and City Council. Mr. Perrins stated that he was not concerned about the rezoning, viewing the property as an existing nonconforming use, and felt that the proposed improvements would enhance the site's functionality and align it with its long-standing use.

Mr. Smith concluded by emphasizing that his intent was not to disrupt the neighborhood but simply to add parking for patients. He thanked the Committee for their time and feedback.

Dave Anderson moved to adjourn the meeting at 11:10 a.m.

Adopted:

Kasey Woodard
Community Development Division
Secretary

Draft Minutes
Spanish Fork City Development Review Committee
80 South Main Street
Spanish Fork, Utah
October 22, 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; John Little, Chief Building Official; Josh Wagstaff, Assistant City Engineer; Marcie Clark, Engineering Department Secretary; Jered Johnson, Engineering Division Manager; Jake Theurer, Power and Light Superintendent; Bryton Shepherd, Landscape Architect.

Citizens Present: Odaly Plancarte, Michelle MacDonnell.

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

MINUTES

September 24, 2025

October 8, 2025

October 15, 2025

Dave Anderson moved to Continue the minutes of September 24, October 8 and October 15, 2025.

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

SITE PLAN

LEGACY FARMS LDS STAKE CENTER

David Mann presented the proposal and stated the property is currently zoned R-1-9 which is a low-density land designation. He stated the plan shows a six-foot masonry wall that will border the existing residential homes and an additional black chain link fencing on the southwest corner next to the pavilion. Mr. Mann noted that there has been discussion with the applicant regarding the lighting requirements for the parking lot and he notes that currently there are no lights included on the north side of the parking lot but that there are lights on the building and that the applicant feels that the existing lighting from the street lights will light the property sufficiently for safety concerns. He notes that he mentioned this so that it will be on the record that these discussions took place. He continued by outlining that the storm water will be detained in an underground storm tank. He stated there are a few remaining redlines that to be addressed, but stated that staff is recommending approval.

Dave Anderson asked if there was a photometric lighting plan. Dave Mann stated that the plan does illustrate areas on the north side of the parking lot that are not sufficiently lit. The discussion continued regarding the proposed landscaping for the site and Mr. Mann stated they are meeting all the landscaping requirements.

Mr. Anderson feels that there needs to be further details provided regarding the lighting of the property. He notes that he is in favor of not requiring additional lighting if it is not needed, but he states that there is a level of lighting that is needed throughout the site. He notes that there are areas that are not illuminated and create dark spots that can over time create negative impacts to a property. He is concerned about dark spots on a property and light spill over on neighboring properties. He feels that this is something that the city will want to address now.

Odaly Plancarte, who was representing the development, stated that their client prefers to only light the building as they feel the street is already covered. She acknowledged the dark spots on the site. Mr. Anderson reiterated that the city has concerns for the dark spots that are being created, the light spill over onto the neighboring properties, and the irregularities in terms of the light levels throughout the site. He stated that the city typically prefers to have some uniformity to the level of lighting for a property. He noted that the city does not currently have a minimum lighting requirement, but stated that a site should have adequate lighting to promote safety and security of the vehicles and pedestrians within the lot.

Ms. Plancarte asked if this needs to be resubmitted before the project can move forward and receive a building permit and Mr. Anderson feels comfortable with moving the project forward and allowing the development to submit for a building permit if they submit a lighting plan to be approved by staff. It was asked if this is part of the redlines and it

confirmed that this concern has been addressed in the previous redline comments and has been challenging since this lighting concern is not specified in the city standards about the lighting requirements.

Before the discussion concluded, Mr. Anderson had questions for the applicants about the client they are working for. He continued by stating there are other local facilities that are owned and operated by the property owner for this site, which he remarked are bad actors in the community when it comes to compliance with city standards. He asked if they would be able to put him in touch with the representing party for the owner of the site, he would like to have a discussion with them regarding the development of this site and ensuring that all building and landscaping requirements are met and to prevent any challenges from occurring.

The applicants stated they will pass this request along but that they are not the party that coordinates between the entities. With this information Mr. Anderson expressed his desire to continue the item until a discussion can be held with the property owner to discuss Mr. Anderson's concerns but he understands that these are his concerns.

Dave Anderson **moved** to approve the proposed Legacy Farms LDS Stake Center Site Plan 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 applicant provides an updated photometric plan, that limits light spillover and eliminates dark areas while providing for uniform lighting throughout the site, to the Community Development Department for review and approval before a building permit is issued.

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

TITLE 14 AMENDMENTS

WILDLAND URBAN INTERFACE CODE

There was no representative from the Fire Department present to introduce the item; therefore, Dave Anderson presented the matter to the DRC. He noted that this topic had been discussed in a previous meeting and that additional conversations had since taken place with neighboring communities regarding the state requirement to adopt the new code by January 1, 2026. Mr. Anderson stated that adoption of this code does not require review by the Planning Commission or a public hearing. He added that the City intends to incorporate this code into the Title 14 Amendments as soon as possible.

Mr. Anderson then invited Building Official John Little to provide an overview of the key differences between the 2006 state code and the forthcoming 2024 standards, and to explain the implications for the City's building requirements.

Mr. Little began by stating that any legally existing structures or site conditions may remain as they are, provided they are not expanded or altered beyond their current state. In cases where alterations occur, the work will be required to comply with the new standards.

Mr. Anderson asked for clarification regarding the areas where the new standards would apply. He explained that Fire Marshal Jason Turner had prepared a map outlining the Wildland Urban Interface (WUI) areas affected by the code adoption, including neighborhoods such as The Oaks and Whispering Pines. He noted that there are two maps, one developed by the State and another by the Fire Department. The state map, in part, establishes insurance risk ratings for properties identified as being in high-risk areas.

Mr. Little summarized that one map serves for assessing insurance and fees, while the other addresses construction standards. He emphasized that all new structures, whether they require a building permit, must comply with the updated standards. Existing structures may remain as is, but any replacements or expansions must meet current requirements. This applies to all structures, including non-habitable ones such as sheds and decks.

Jake Theurer inquired how the change would affect the Whispering Pines development, which had been approved but had not yet begun construction. It was confirmed that since construction has not started, the development would be required to comply with the new standards. Minor adjustments to materials and landscaping may be necessary to achieve compliance.

Mr. Little continued, explaining that the Community Development and Building Departments will manage the application and plan review processes to ensure compliance with the new code during both review and construction phases.

Cory Pierce asked whether the county would be the enforcing authority for the interface code. Mr. Little confirmed that the county will administer the program and collect associated fees, while assessments may be conducted either by the municipalities or the county. Mr. Pierce further asked if assessments would focus primarily on materials and landscaping. Mr. Little responded that additional details about the process would be provided soon but expressed that the impact on existing city procedures should be minimal.

Mr. Anderson added that City Manager Seth Perrins should be involved in further discussions to clarify the city's role in enforcement. He recommended greater coordination with the Fire Marshal when reviewing projects located within high-risk areas. Mr. Anderson also discussed the differences between the state and city maps, noting that the state map may be amended. The Division of Forestry and Fire is developing a process that will allow certified individuals to perform assessments to update the map in real time, potentially removing lower-risk properties from high-risk classifications. This process could help mitigate insurance impacts on affected homeowners.

He stated that while the code adoption is scheduled to take effect on January 1, the assessment process and criteria for certification have not yet been finalized. He acknowledged that the implementation may create challenges but expressed confidence in city staff's ability to manage the transition and communicate effectively with residents. He noted his belief that the state timeline would have been more appropriate if postponed until January 1, 2027.

Staff concluded the discussion by noting potential concerns about property insurance. It was clarified that rather than losing coverage, most affected properties are more likely to see increased insurance premiums due to their high-risk classification. Homeowners will be able to request an evaluation by a certified assessor to determine whether their property remains in a high-risk area; if reassessed as low risk, the state map can be updated accordingly.

Mr. Snyder asked whether staff wished to hold a separate meeting to review the appendices, given that the item would not be required to go before the Planning Commission and would instead proceed directly to the City Council for final approval. He also noted that several questions remain outstanding due to the absence of a Fire Department representative. Mr. Anderson stated that he did not believe a further meeting was necessary at this time. It was confirmed that, as the item pertains to amendments to Title 14, a public hearing is not required. Public hearings are only mandated for amendments to Title 15, which covers Land Use Regulations.

Vaughn Pickell **moved** to recommend the approval of the proposed Title 14 Amendments to City Council as discussed. striking the recital of a requirement for a meeting with the Planning Commission and a public hearing with the City Council.

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

Staff briefly reviewed the contents of the proposed amendment and clarified that the adoption does not include the three appendices. Discussion followed regarding whether inclusion of the appendices would be preferable at this time. Staff inquired about the Fire Marshal's recommendation on the matter and noted that the appendices could be adopted later if deemed appropriate.

Dave Anderson moved to adjourn the meeting at 10:40 a.m.

Adopted:

Kasey Woodard
Community Development Division
Secretary



Westridge Business Park Amended
Site Plan
3632 North 600 West
17.36 acres
I-1 Zone
Industrial General Plan
Designation



PROPOSAL

The Applicant has applied for amended Site Plan approval to construct office/warehouse industrial buildings along with a screened outdoor storage yard. The previous Site Plan was approved November 1, 2023.

The two south buildings, adjacent storage yard, and improvements are existing. The proposed new buildings are being reoriented on the site. The Applicant will accomplish this by vacating the Westridge Business Park Condo Plat A, and by amending the Westridge Business Park Subdivision Plat. The site will be built in phases.

The I-1 Light Industrial Zone allows for Outdoor Storage Areas subject to the conditions outlined in Municipal Code §15.3.24.090, which includes lighting and a masonry wall for screening.

Some of the key issues to consider are: timing of the recordings, improvements, easements and phasing.

STAFF RECOMMENDATION

That the proposed Westridge Business Park Amended 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.

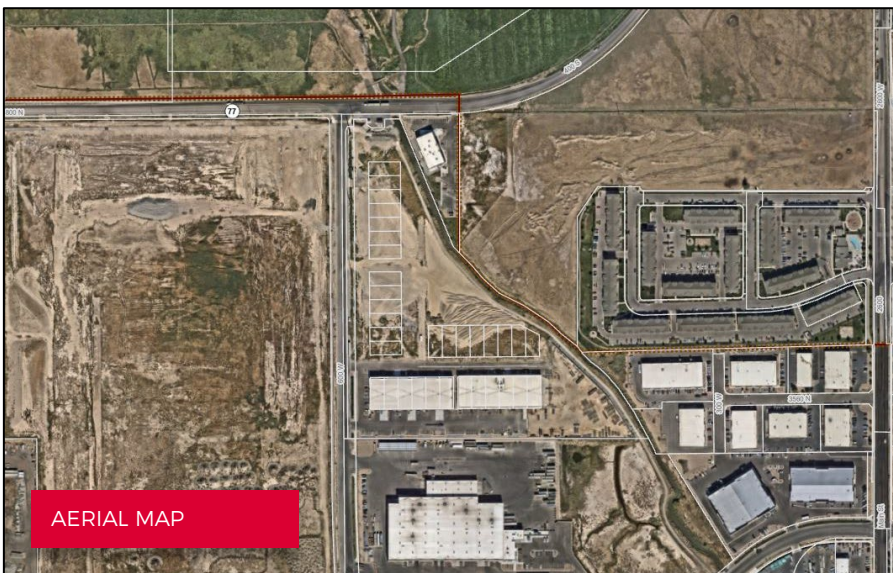
Conditions

1. That the Applicant meets the City's development and construction standards, zoning requirements and other applicable City ordinances.
2. That any remaining redlines are addressed.
3. That the proposed Subdivision Plat and Condominium Plat Amendments, on which this proposed Site Plan layout is based off of, be approved by the Development Review Committee.
4. That the Plats be recorded prior to the issuance of building permits.

EXHIBITS

1. Area Maps
2. Proposed Site Plan
3. Landscaping
4. Building Elevations
5. Existing Site Plan

EXHIBIT 1



WESTRIDGE BUSINESS PARK
SPANISH FORK, UT

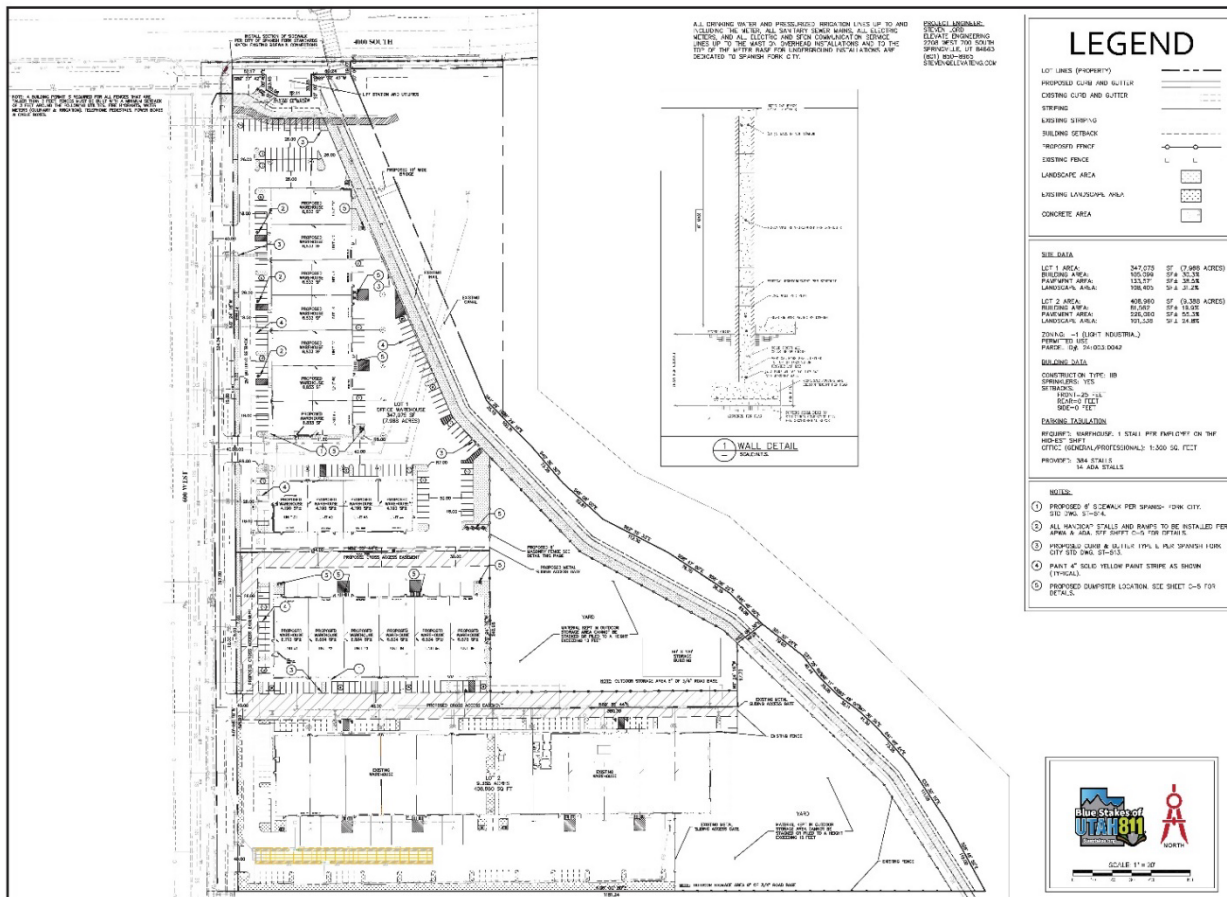


- G-0 Cover Sheet
- C-1 Site Plan
- C-2 Grading Plan
- C-2.1 Grading Plan
- C-3 Drainage Plan
- C-4 Utility Plan
- C-5 Details
- C-6 Stormwater Pollution Prevention Plan
- C-7 SWPPP Details
- L-1 Landscape Plan
- L-2 Irrigation Plan
- EX-1 Site Triangle Exhibit
- PH-1 Phasing Plan

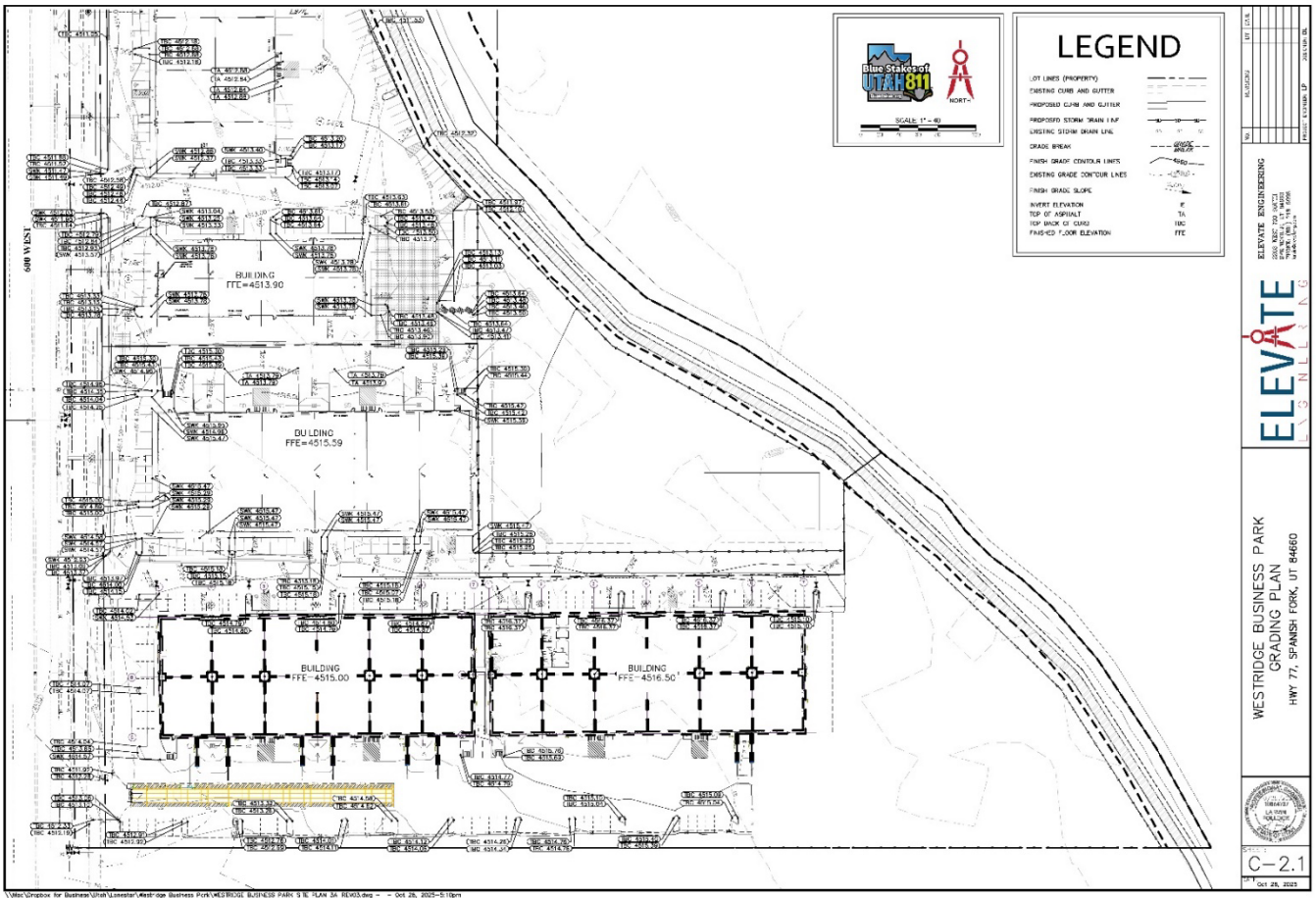
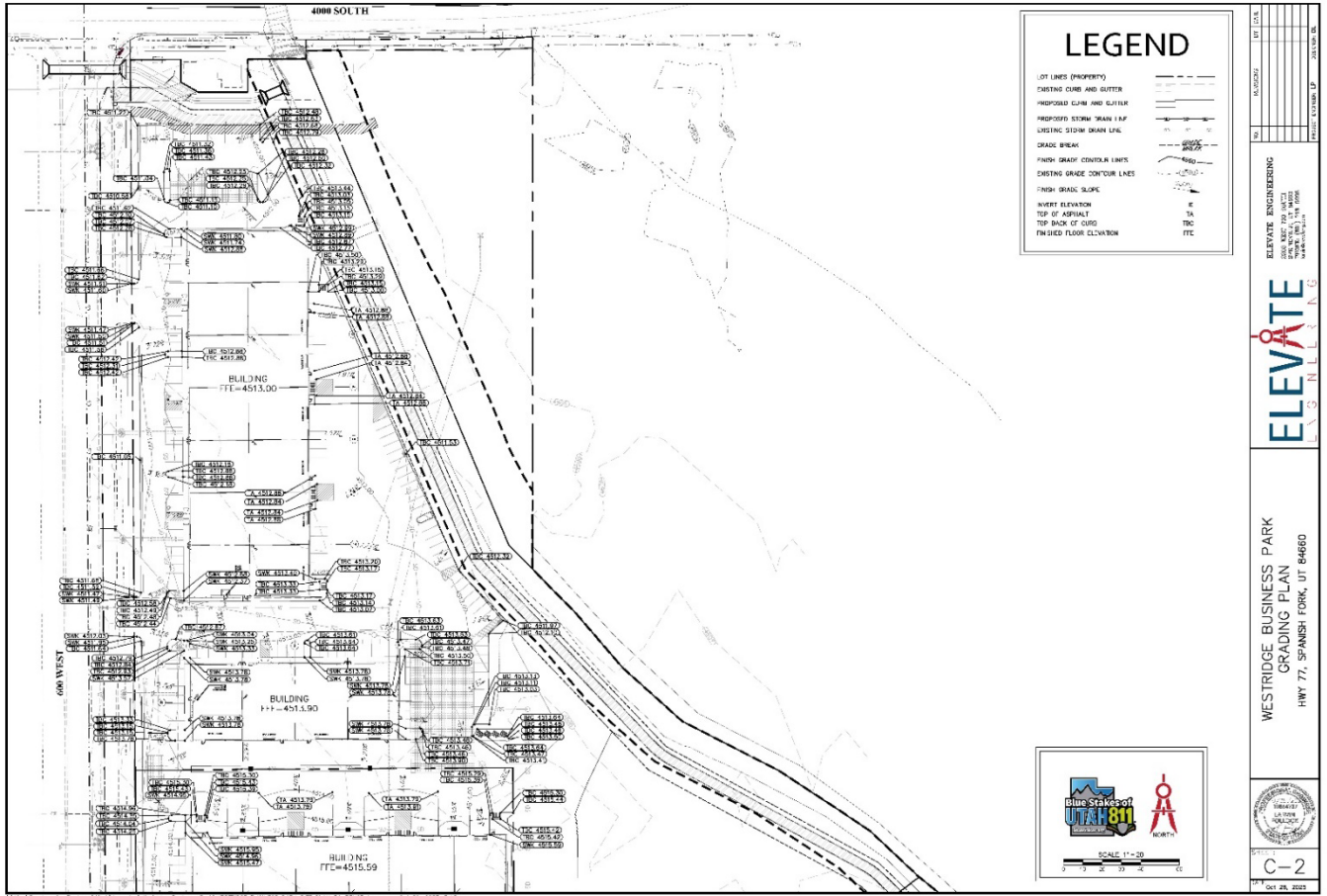
ZONING: I-1 (LIGHT INDUSTRIAL)
PERMITTED USE
PARCEL ID: 24:003:0012

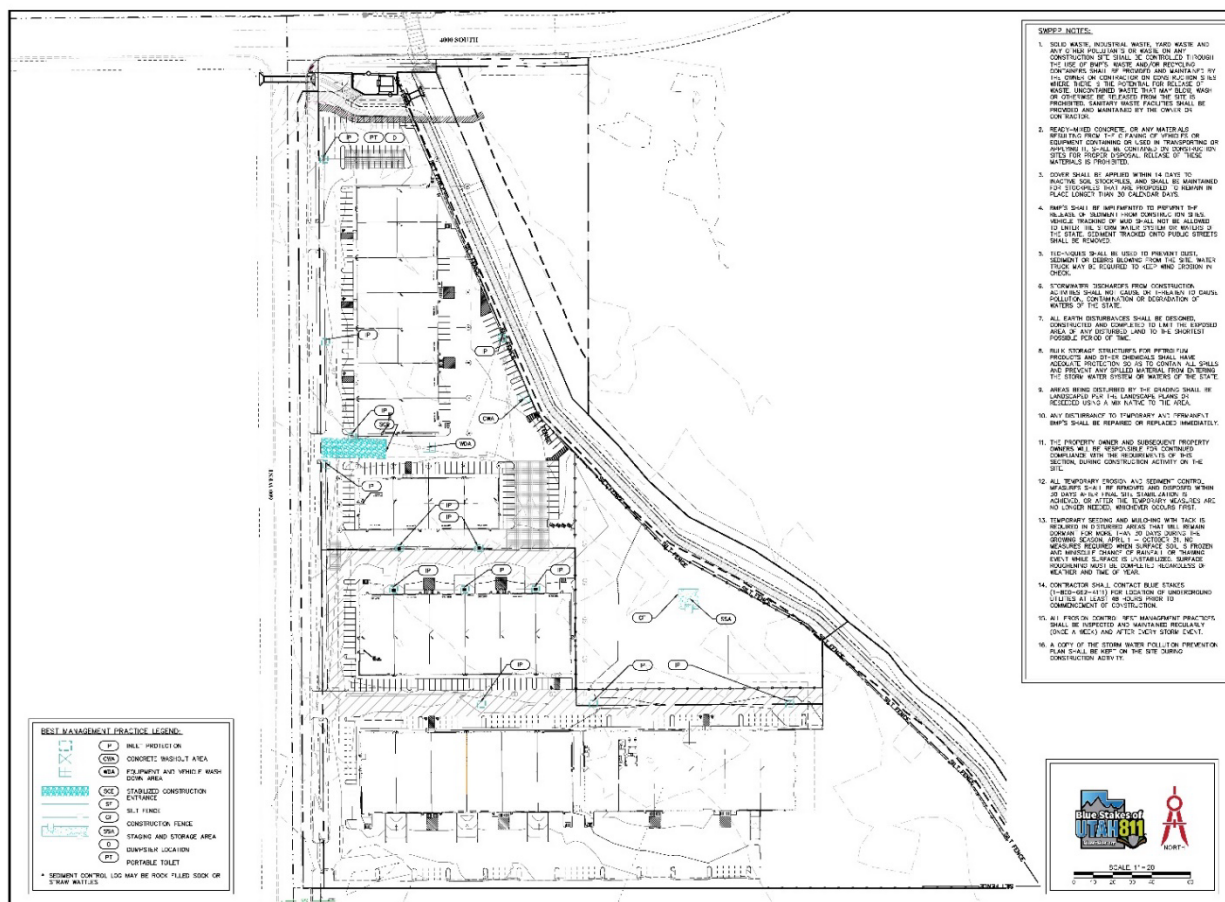
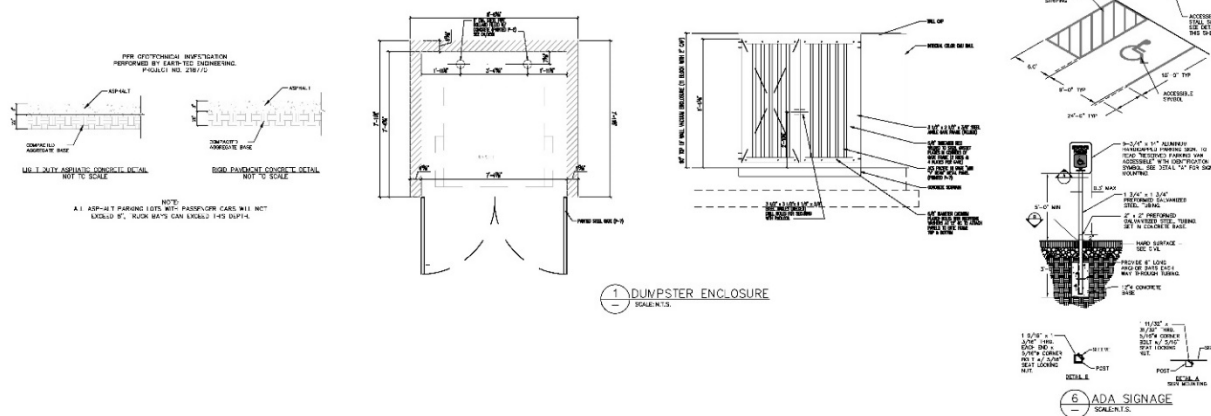
SITE MAP
1"=150'

PROPOSED PROPERTY LINE		EXISTING CURB AND GUTTER	
PROPOSED 1" INF.		PROPOSED CURB AND GUTTER	
CULVERT LANE		FINISH ELEVATION	1"6
PROPOSED TRAIL		TOP BACK CURB	TRC
PROPOSED MAIN LINE		TOP ASPHALT	A
PROPOSED PRESSURIZED IRRIGATION		TOP OF GRADE	OG
PROPOSED GROUND WATER DRAIN		FINISHED GRADE	FG
PROPOSED SENDER LINE		TOP OF CONCRETE	TC
PROPOSED STORM DRAIN LINE		HIGH WATER ELEVATION	HWE
EXISTING SCHED LINE		CATCH BASIN	
EXISTING WATER INF.		SURFACE FLOW DIRECTION	
EXISTING STORM DRAIN LINE		PROPOSED STREET LIGHT	
EXISTING DRAIN		S'DRAIN DRAIN MANHOLE	
PROPOSED CENTER		SANITARY SENDER MANHOLE	
		PROPOSED WATER VALVE	



A graphic scale bar is shown with the text "SCALE 1" = 30'" above it. The bar is divided into segments with tick marks at 0, 1, 2, 3, 4, 5, 6, 7, and 8 feet.





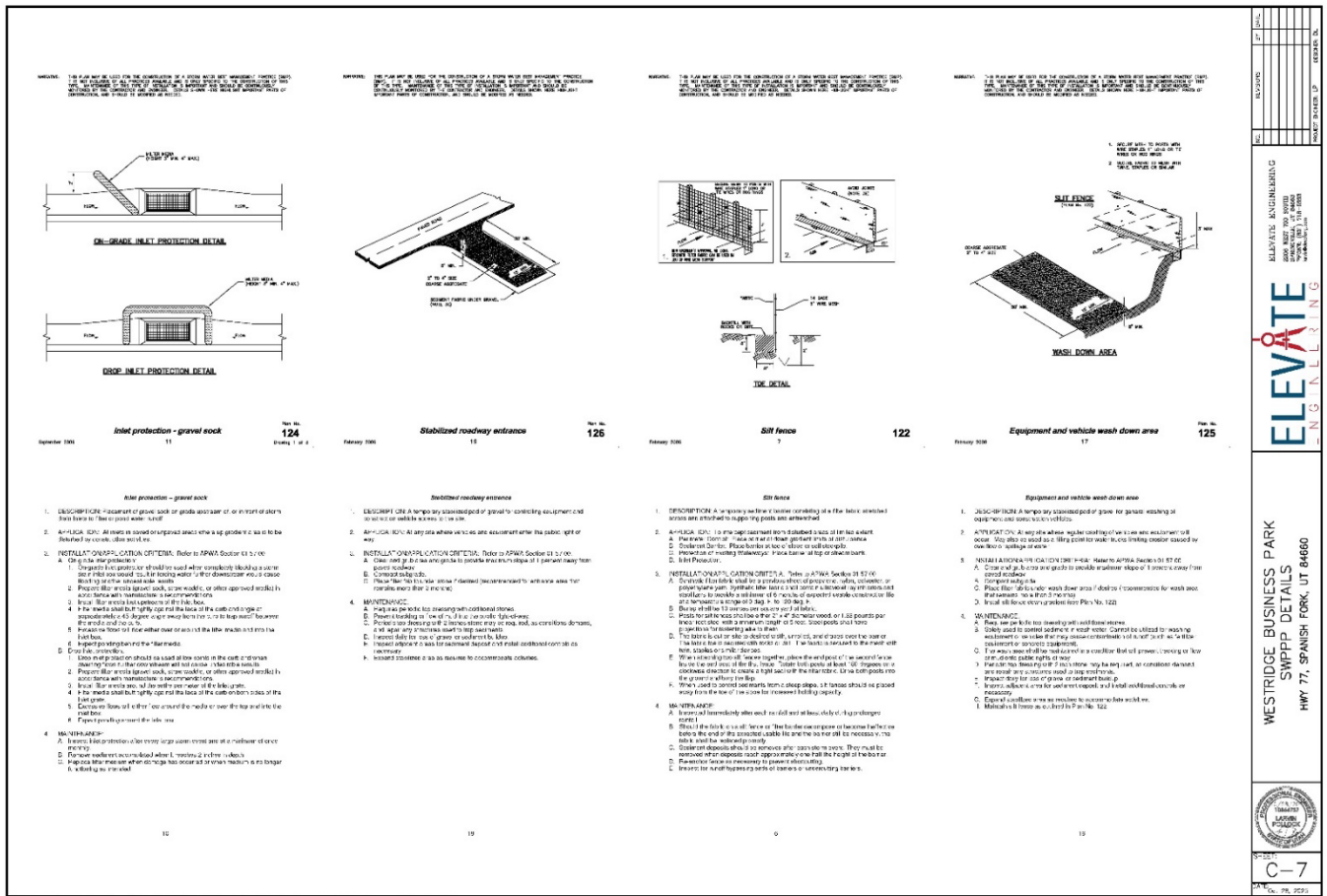


EXHIBIT 3

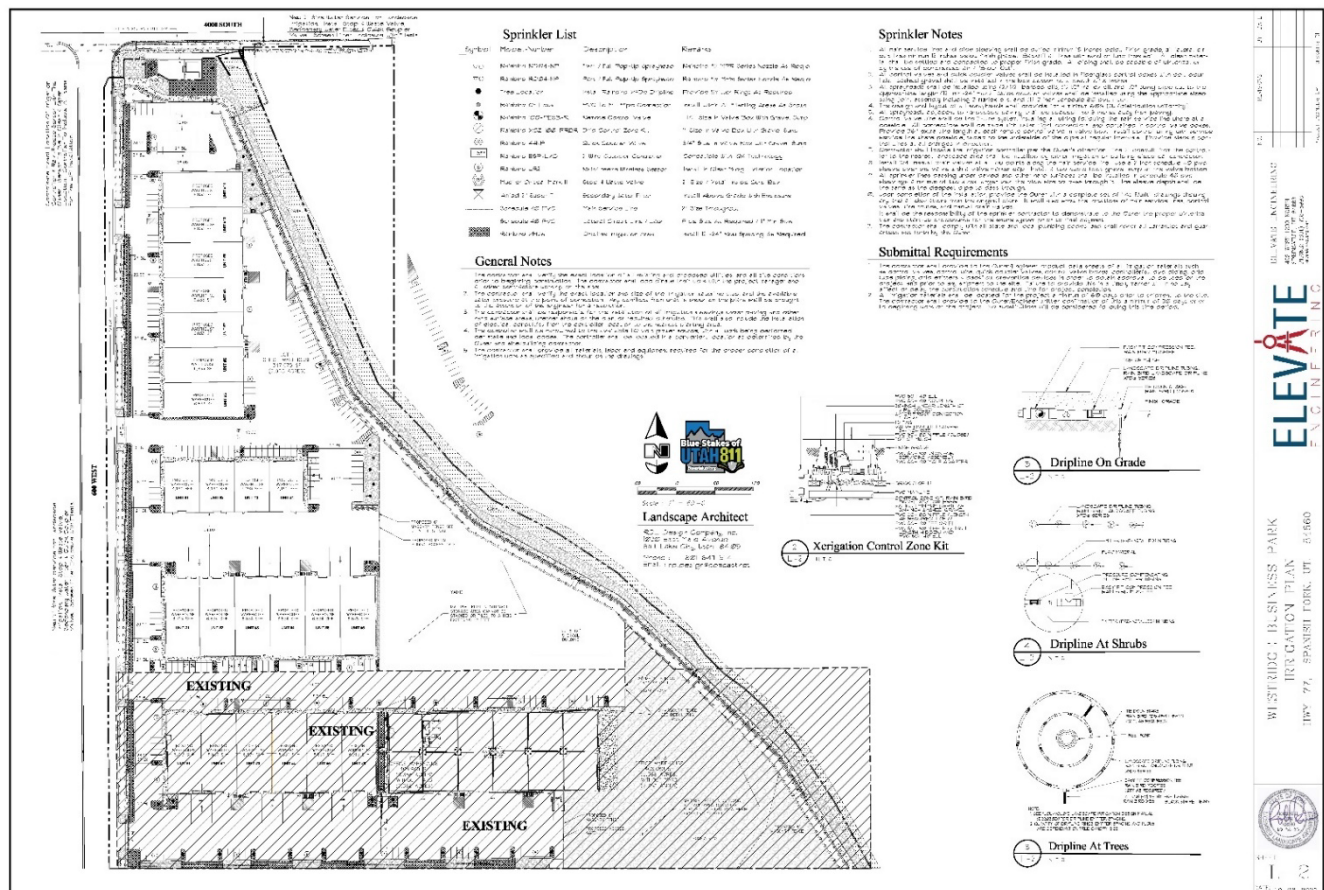
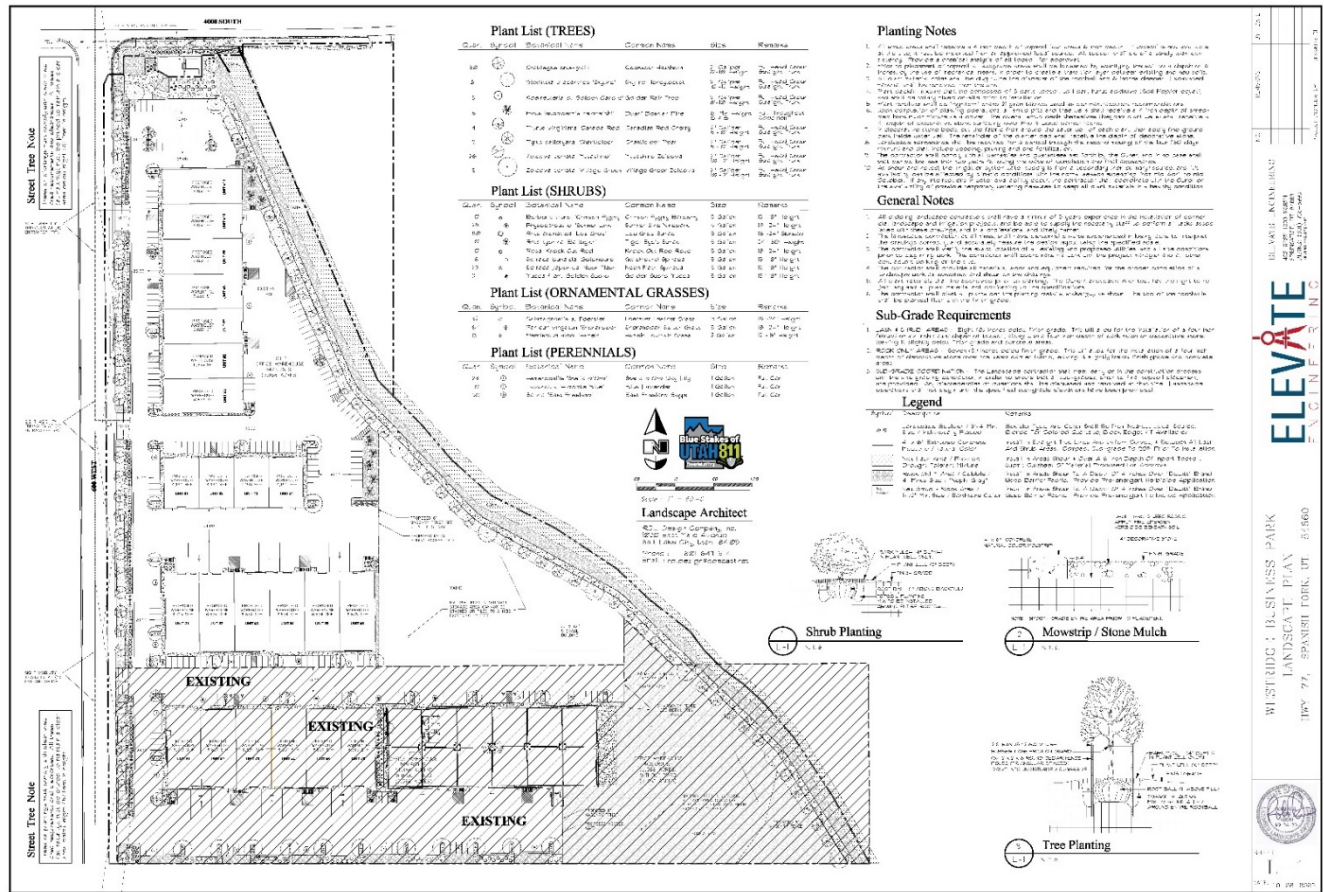
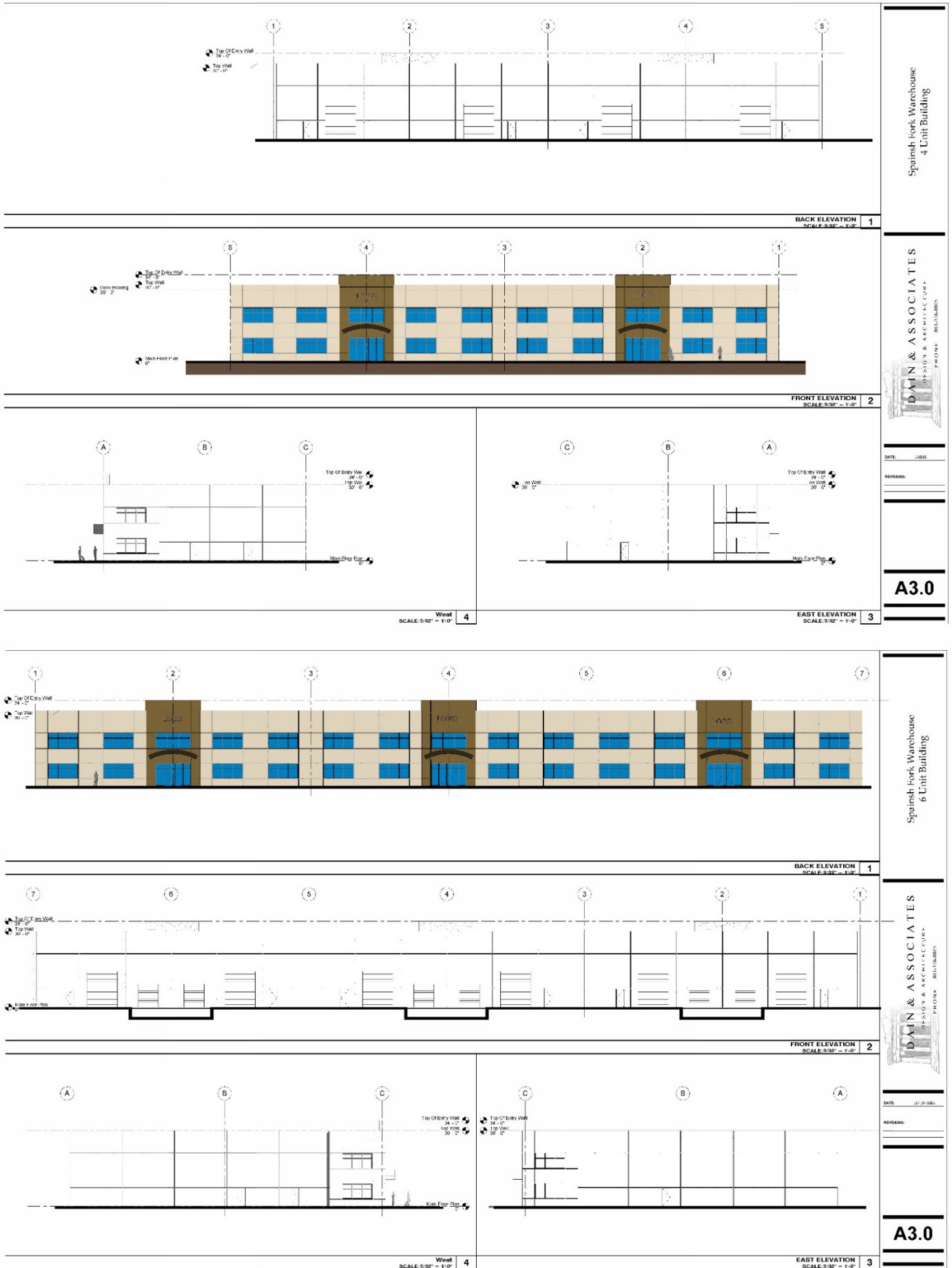


EXHIBIT 4

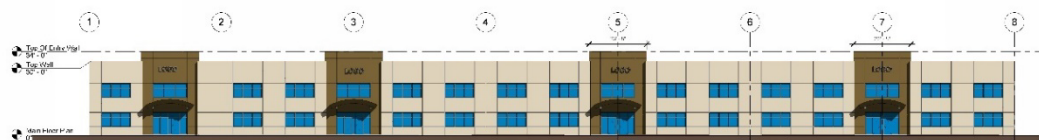


PROJECT TITLE
**Spanish Fork Warehouse
 7 Unit Building**

DRAIN & ASSOCIATES
 DESIGN & ARCHITECTURE
 PHON: 801-778-8888

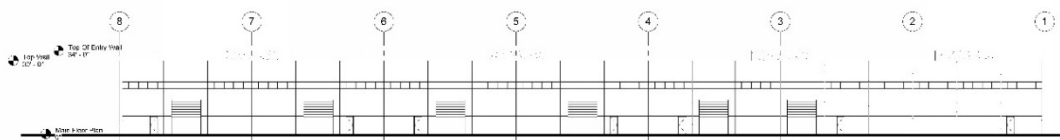
DATE: 06/16/2015
 REVISIONS:

A3.0



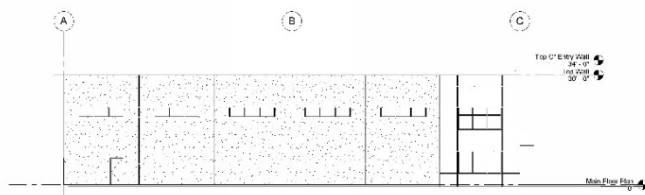
FRONT ELEVATION
 SCALE: 1/8" = 1'-0"

1



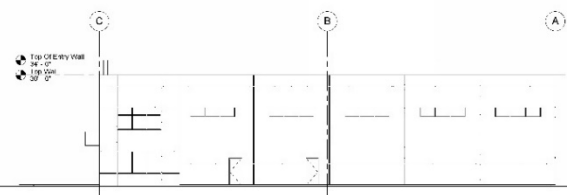
BACK ELEVATION
 SCALE: 1/8" = 1'-0"

2



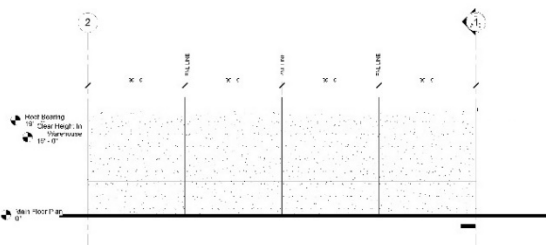
West
 SCALE: 1/8" = 1'-0"

4



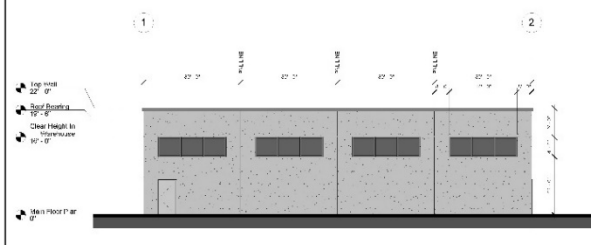
EAST ELEVATION
 SCALE: 1/8" = 1'-0"

3



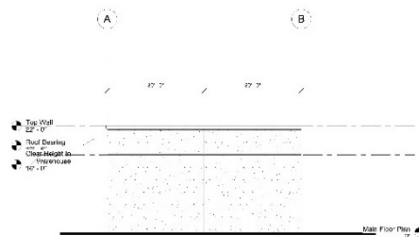
BACK ELEVATION
 SCALE: 1/8" = 1'-0"

2



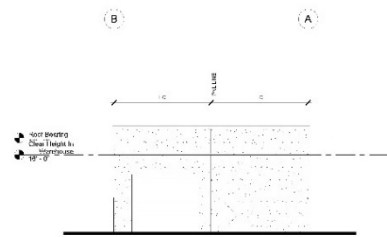
FRONT ELEVATION
 SCALE: 1/8" = 1'-0"

1



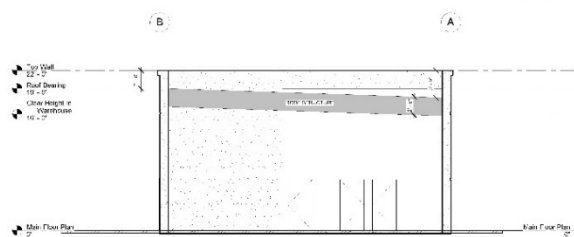
West
 SCALE: 1/8" = 1'-0"

4



EAST ELEVATION
 SCALE: 1/8" = 1'-0"

3



Section 3
 SCALE: 3/16" = 1'-0"

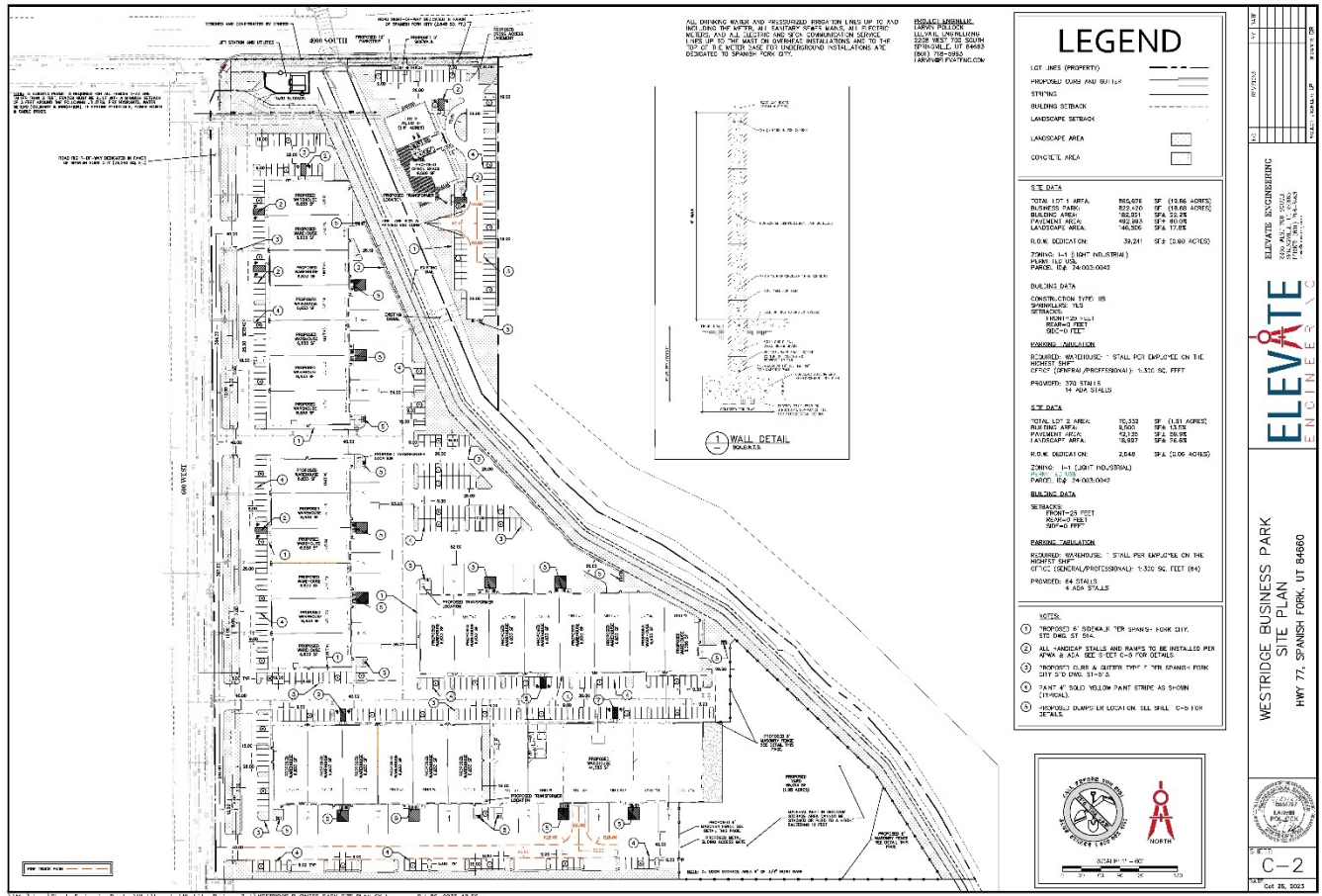
5

DRAIN & ASSOCIATES
 DESIGN & ARCHITECTURE
 PHON: 801-778-8888

DATE: 06/16/2015
 REVISIONS:

A3.0

EXHIBIT 5





Westridge Business Park Subdivision
Minor Plat Amendment
3652 North 600 West
17.36 acres
I-1 Zone
Industrial General Plan
Designation



PROPOSAL

The Applicant has applied for Minor Plat Amendment approval of the Westridge Business Park Commercial Subdivision in order to create two lots.

The Applicant will accomplish this by vacating the Westridge Business Park Condominium Plat A, and by amending the Westridge Business Park Subdivision Plat.

Some of the key issues to consider are: timing of the recordings, improvements, easements and phasing.

STAFF RECOMMENDATION

That the proposed Westridge Business Park Commercial Subdivision Minor Plat Amendment 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, zoning requirements and other applicable City ordinances.
2. That any remaining redlines are addressed prior to recording the plat.

EXHIBITS

1. Area Maps
2. Proposed Plat Amendment
3. Current Plat and Condominium

EXHIBIT 1



EXHIBIT 2

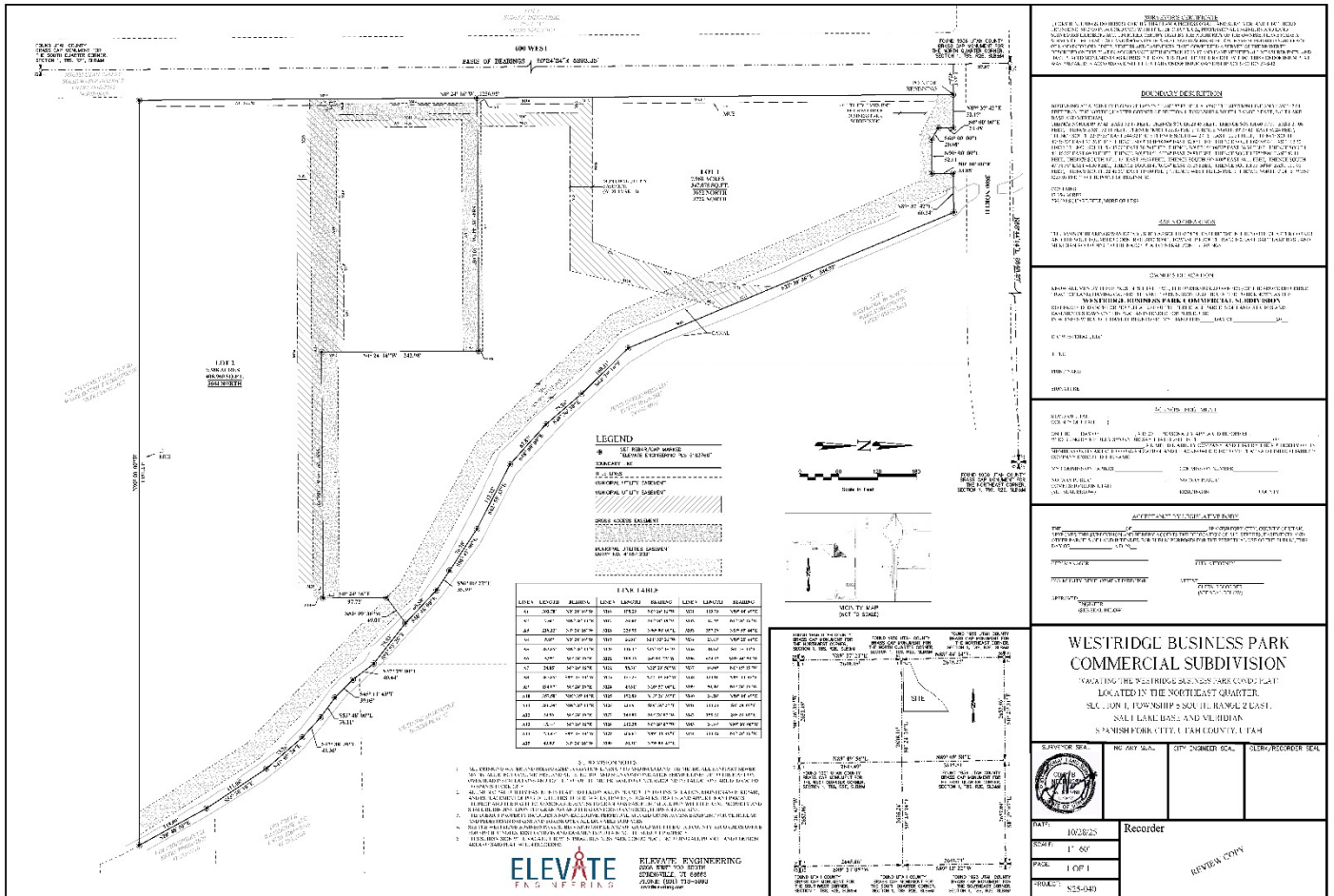
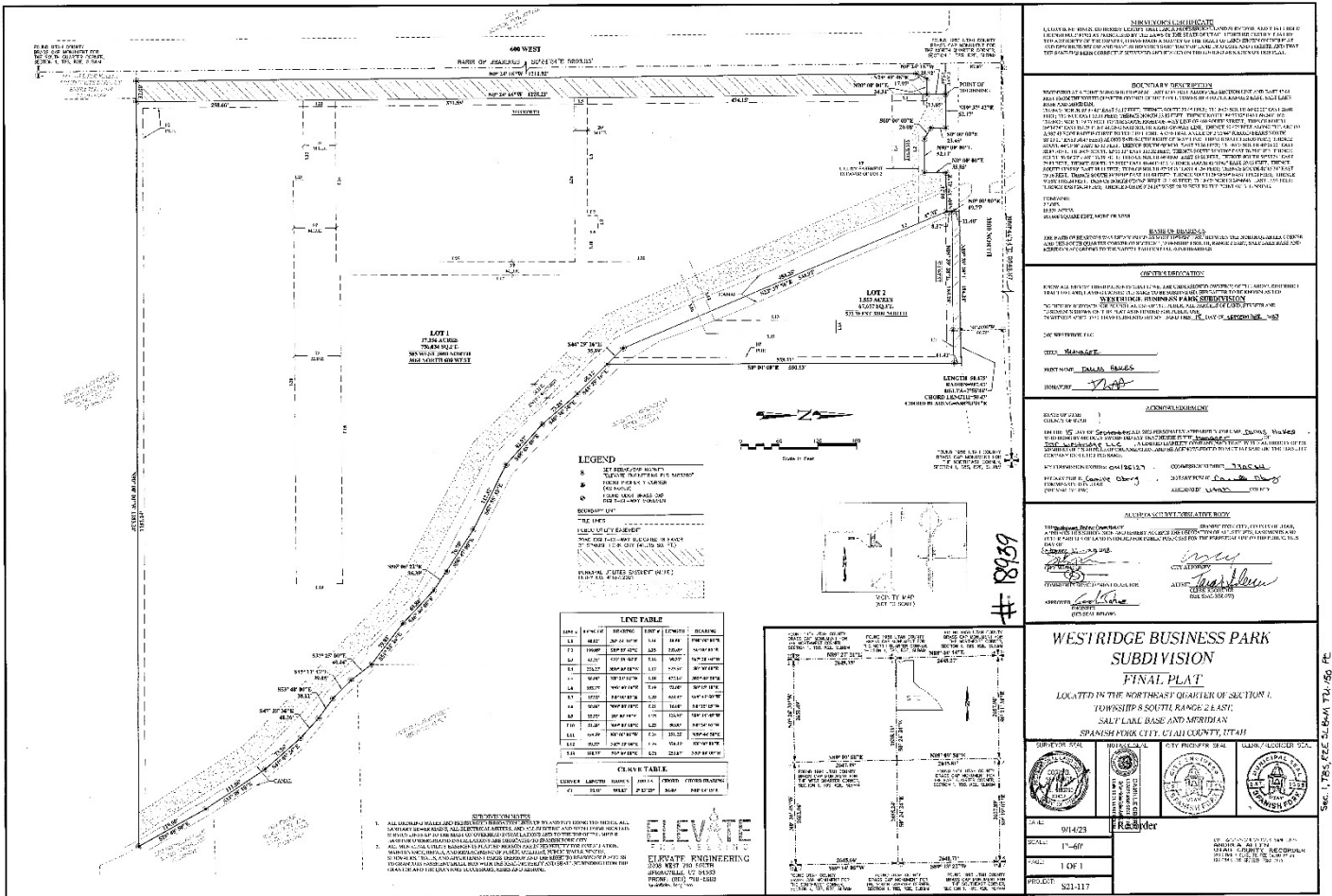


EXHIBIT 3





Westridge Business Park
Commercial Lot 2 Condo Plat
Minor Plat Amendment
3632 North 600 West
9.38 acres
I-1 Zone
Industrial General Plan
Designation



PROPOSAL

The Applicant has applied for Minor Plat Amendment approval of the Westridge Business Park Commercial Lot 2 Condo Plat in order to create 18 units. The condominium plat will amend Lot 2 of the pending Westridge Business Park Commercial Subdivision.

The two south buildings and improvements are existing. The proposed new third building layout is based off of a pending Site Plan amendment.

The Applicant will accomplish this by vacating the Westridge Business Park Condo Plat A, and by amending the Westridge Business Park Subdivision Plat.

Some of the key issues to consider are: timing of the recordings, improvements, easements and phasing.

STAFF RECOMMENDATION

That the proposed Westridge Business Park Commercial Lot 2 Condo Plat Minor Plat Amendment 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, zoning requirements and other applicable City ordinances.
2. That any remaining redlines are addressed prior to recording the condominium plat.
3. That the Site Plan, of which the proposed condominium plat layout is based off of, be approved by the Development Review Committee.
4. That the Condominium Plat be recorded after the proposed Westridge Business Park Commercial Subdivision.

EXHIBITS

1. Area Maps
2. Proposed Condominium Amendment
3. Current Condominium Plat

EXHIBIT 1

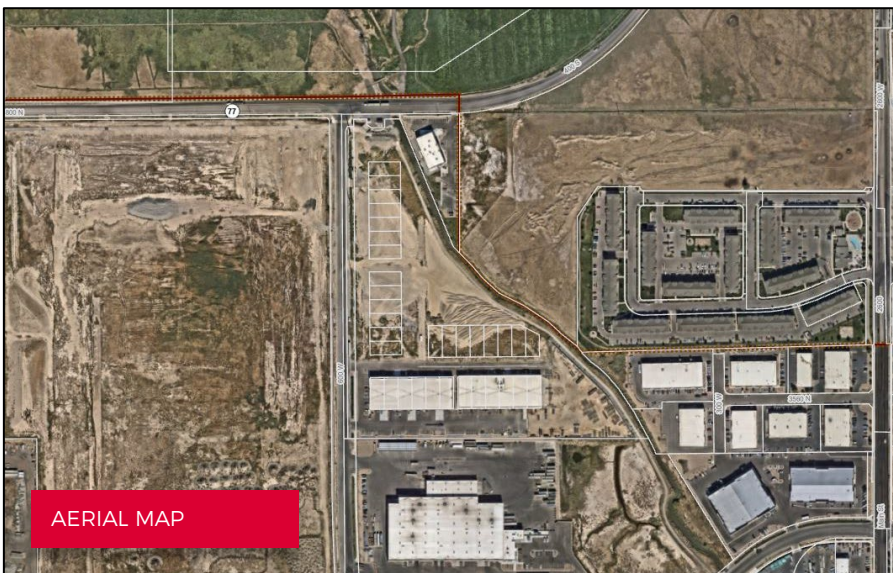


EXHIBIT 2

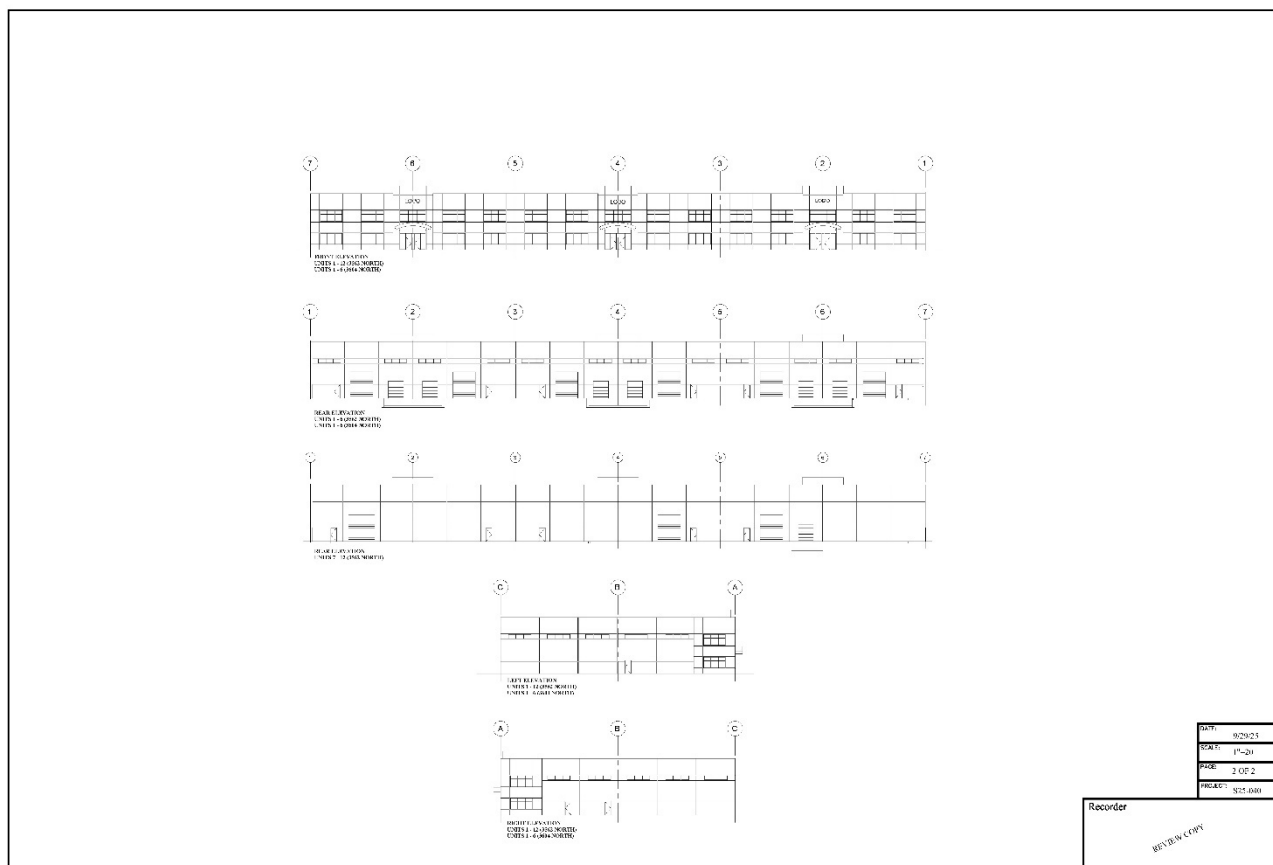
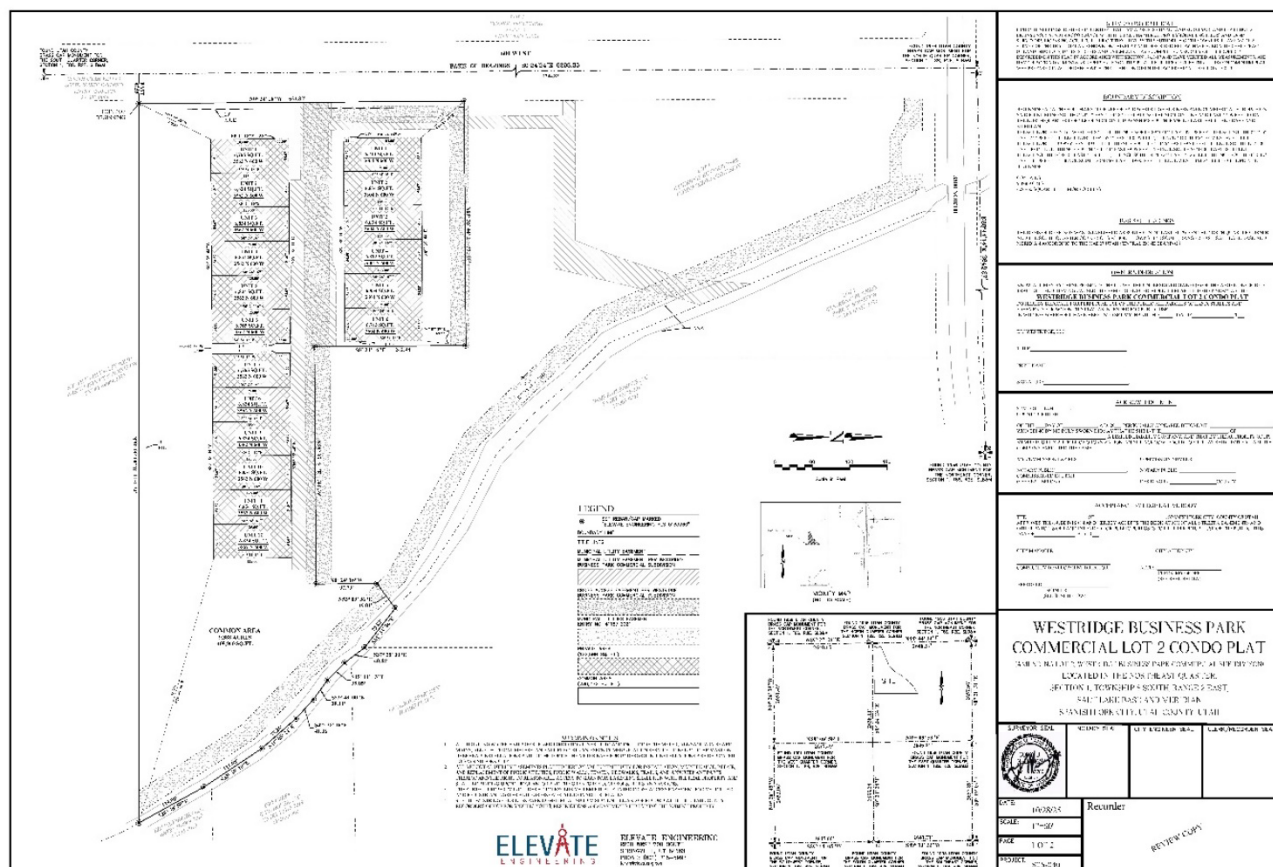
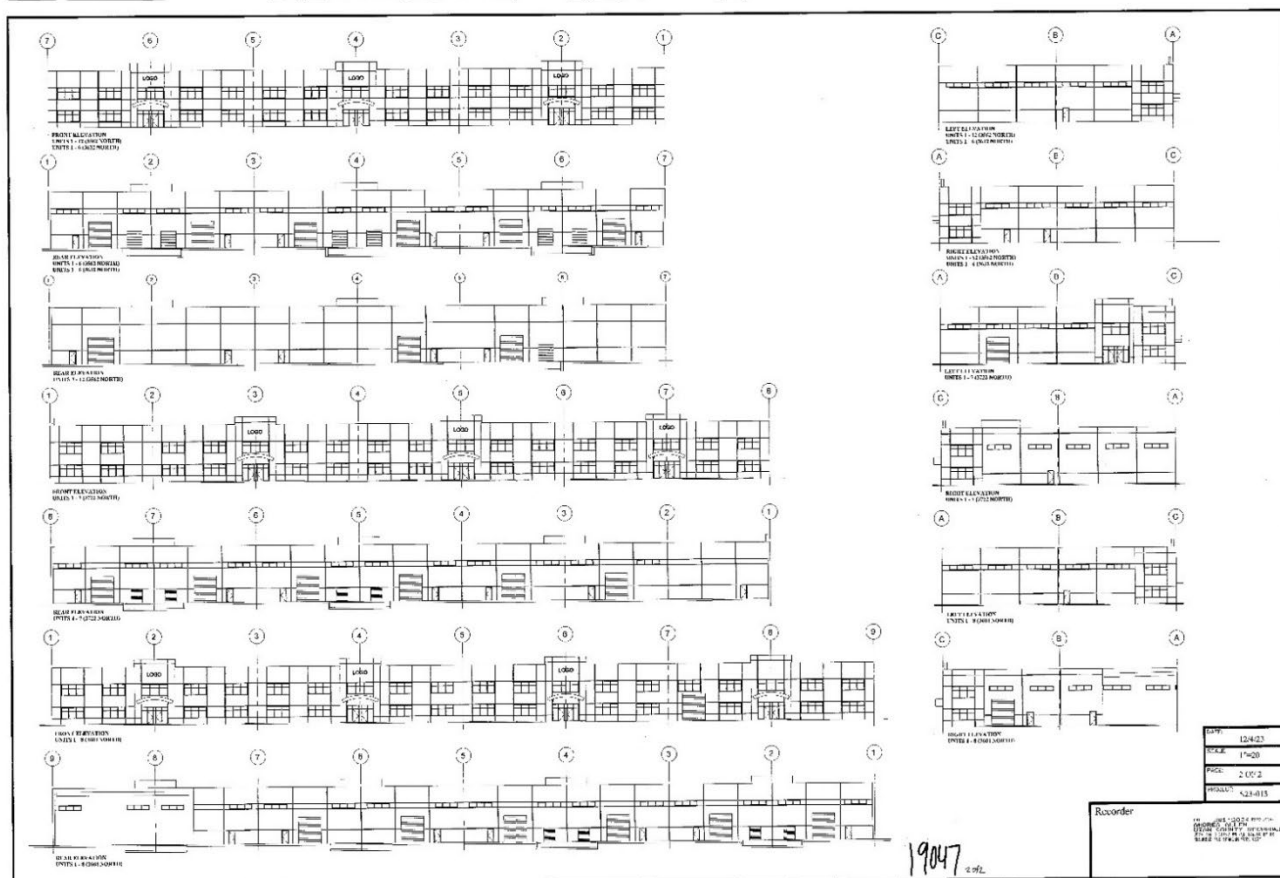
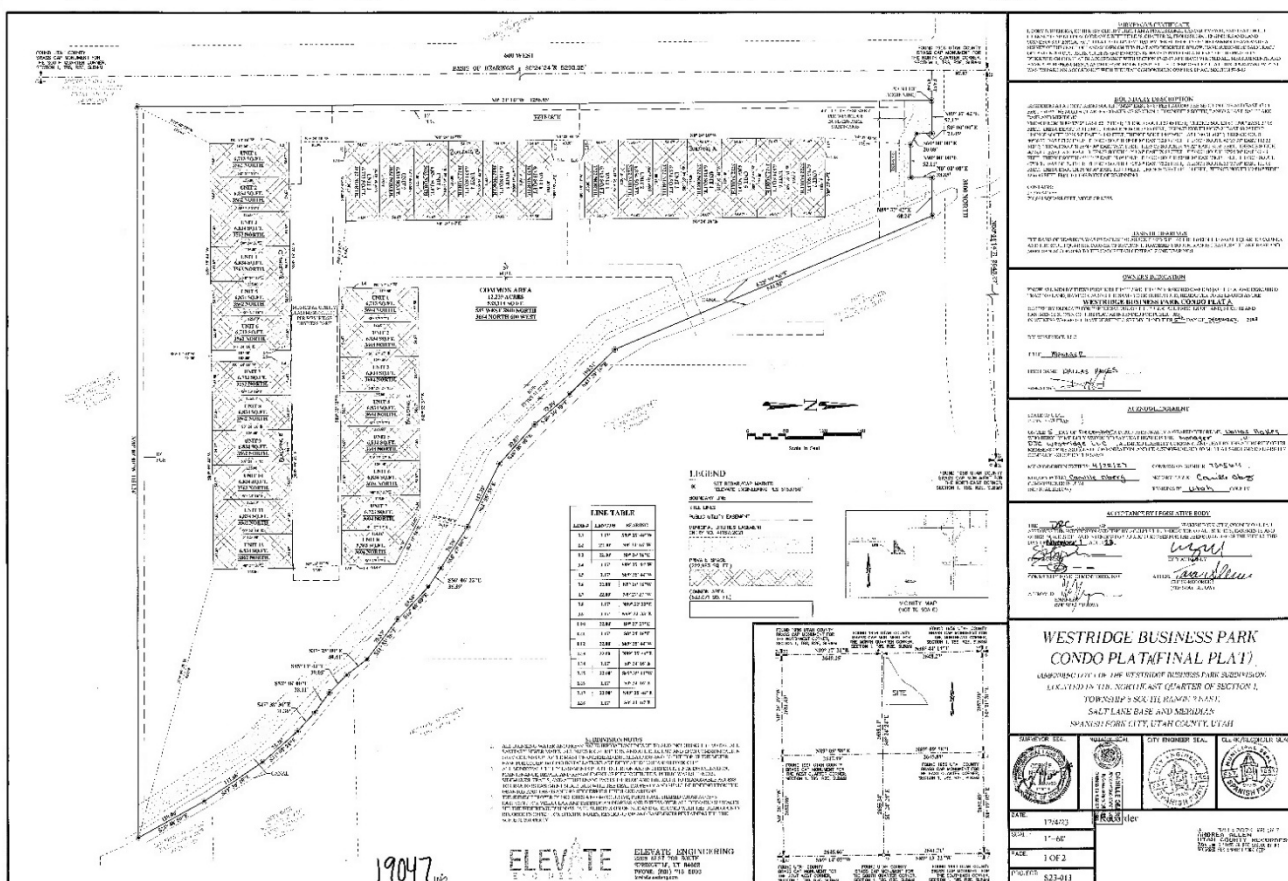


EXHIBIT 3





Canyon Pointe Plat C
Minor Plat Amendment
1608 East 850 South
0.50 acres
R-1-9 Zone
Medium Density Residential
General Plan Designation



PROPOSAL

The Applicant applied for Minor Plat Amendment approval in order to adjust the lot line between Lot 24 of Canyon Pointe Plat B and Lot 11 of Canyon Pointe Plat A.

The owner of Lot 11 appears to have constructed a tennis court and installed landscaping on the original lot line between the two properties and will be adjusting it so that they gain approximately 1,500 square feet from the owner of Lot 24. This new lot line would follow the existing fence. Lot 24 would still meet the minimum lot size and dimensions required in the R-1-9 zone.

STAFF RECOMMENDATION

That the proposed Canyon Pointe Plat C Minor Plat Amendment be approved based on the following finding and subject to the following conditions:

Finding

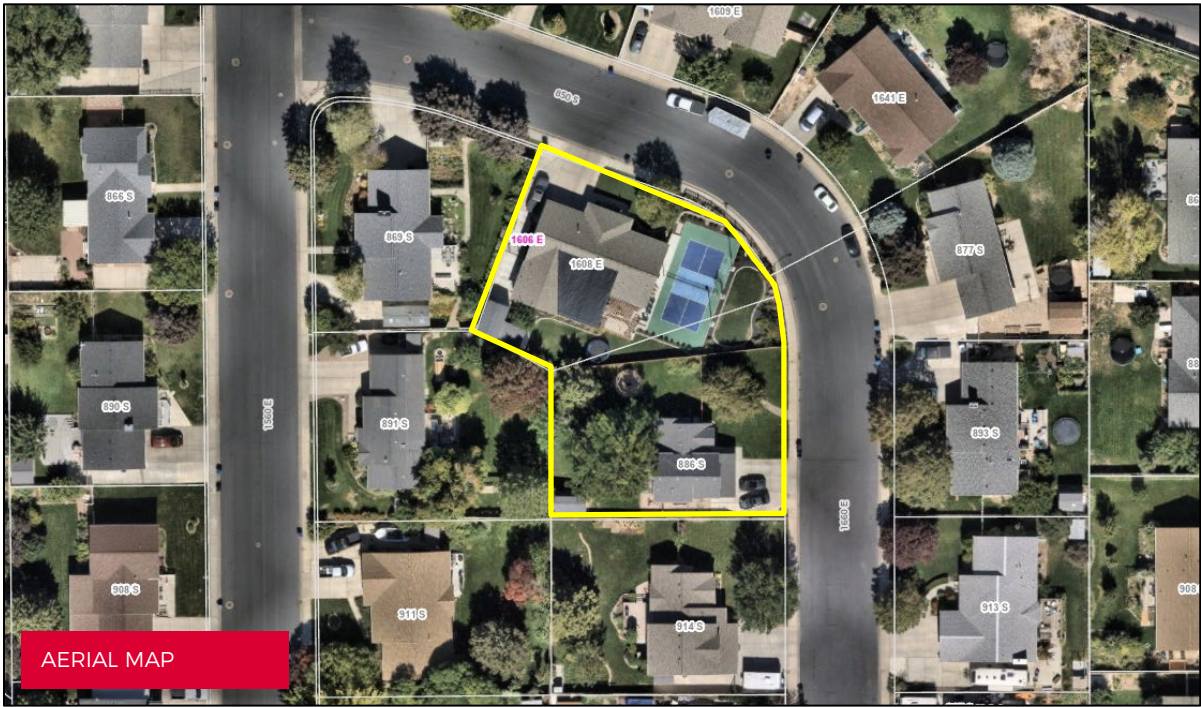
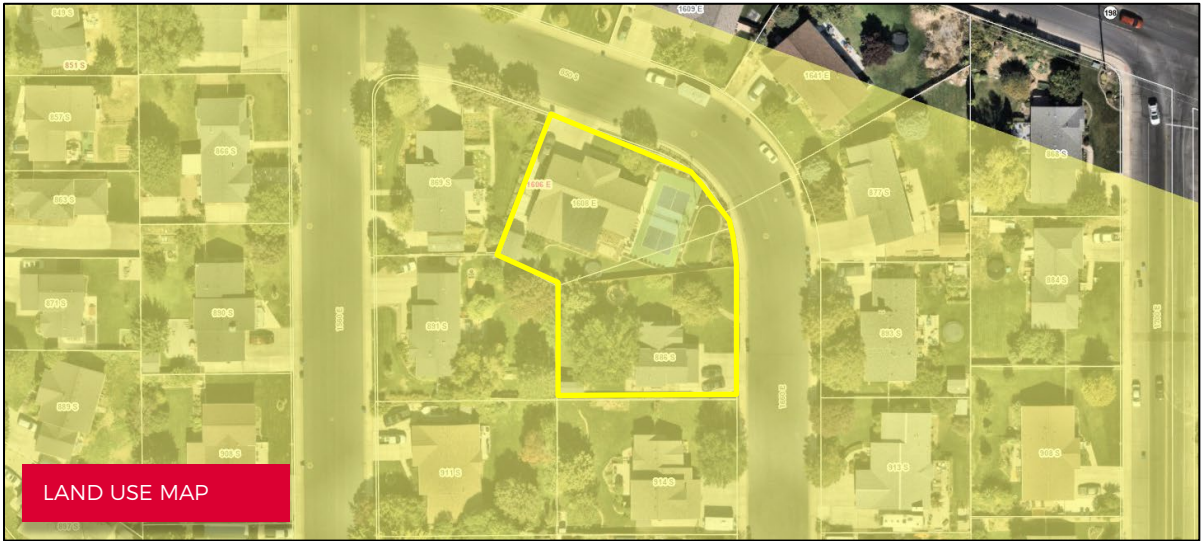
1. That the proposal conforms to the City's General Plan Designation and Zoning Map.

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.

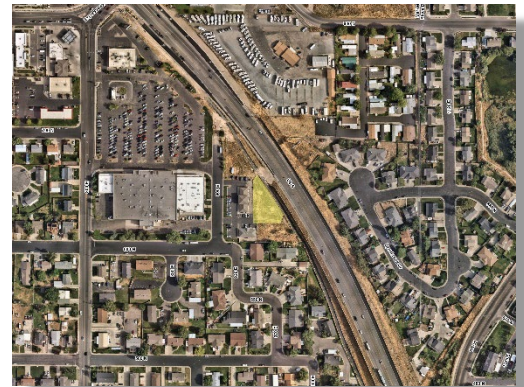
EXHIBITS

1. Amended Plat





Madison Business Park
Minor Plat Amendment
638 North 900 East
1.74 acres
C-2 Zone
Commercial General Plan Designation



PROPOSAL

The Applicant applied for Minor Plat Amendment approval in order to create additional condominium units in Building #4 in the Madison Business Park. The Applicant would like to take what is now Unit 101 in Building #4 and create 3 separate conveyable properties within.

STAFF RECOMMENDATION

That the proposed Madison Business Park Minor Plat Amendment be approved based on the following finding and subject to the following conditions:

Finding

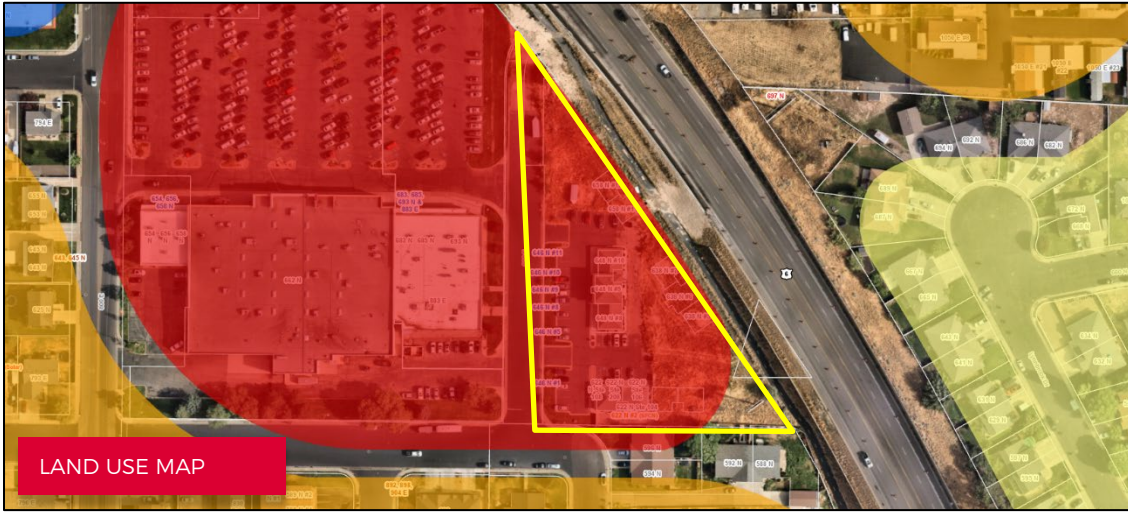
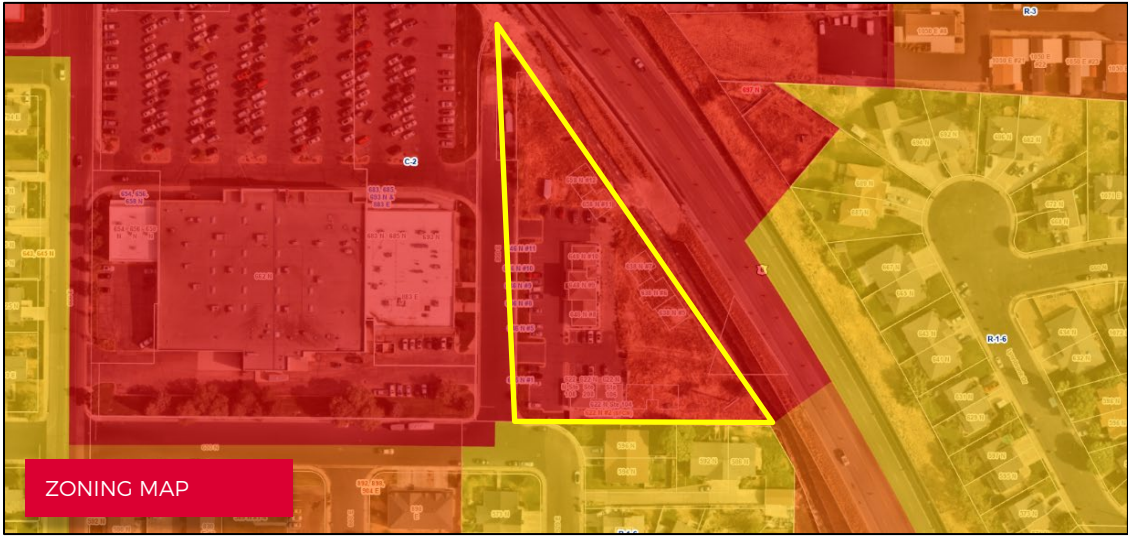
1. That the proposal conforms to the City's General Plan Designation and Zoning Map.

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.

EXHIBITS

1. Original Condominium Plat
2. Amended Condominium Plat



[illegible]

[illegible]