



**MINUTES OF A DEVELOPMENT  
REVIEW COMMITTEE MEETING  
Vineyard City Council Chambers  
125 South Main Street, Vineyard, Utah  
November 6, 2025, at 9:00 AM**

**ATTENDANCE:**

**COMMITTEE MEMBERS PRESENT:** Chair Brian Vawdrey, Parks and Recreation Director; Cache Hancey, representative for Community Development Director Morgan Brim; Brandon Valley, Deputy Fire Marshall; Naseem Ghandour, City Engineer and Public Works Director

**STAFF PRESENT:** Patrick James, Assistant City Engineer; Madison Reed, Planning Technician, Patricia Abdullah

**OTHERS PRESENT:**

**1. CALL TO ORDER**

Chair Brian Vawdrey, the Parks and Recreation Director, called the meeting to order at 9:03am.

**2. CONSENT ITEMS**

**2.1. Approval of the October 2nd, 2025 Development Review Committee Meeting Minutes**

**Motion:** PUBLIC WORKS DIRECTOR AND CITY ENGINEER MOTIONED TO APPROVE ITEM 2.1. AT 9:03AM. SENIOR PLANNER AND COPMMUNITY DEVELOPMENT REPRESENTATIVE CACHE HANCEY SECONDED. ALL IN FAVOR VOTED YES: VAWDREY, HANCEY, VALLLEY, AND GHANDOUR. THE MOTION CARRIED UNANIMOUSLY.

**3. BUSINESS ITEMS**

No items were submitted.

**4. WORK SESSION**

**4.1. Development Review Process**

Planning Technician Madison Reed discussed her presentation on the process and order of lands use application reviews and approvals. She included new state code that initiated the discussion and shared graphics. Technician Reed highlighted the graphics that are being considered to be put into code and onto the city website.

Senior Planner Hancey asked about the difference between preliminary plat versus final plat.

Technician Reed noted that this was more to highlight plat approval prior to site plan approval.

Director Ghandour discussed his understanding of preliminary.

Discussion ensued.

Chair Vawdrey asked about the Certificate of Occupancy.

Technician Reed and Director Ghandour noted that it occurs after the building permit and inspections.

Chair Vawdrey asked if there is a timeframe for each section and overall.

Technician Reed discussed application timeframes as well as the requirement for an approved plat to be recorded.

Discussion ensued.

Director Ghandour asked if there should be timeline associated with each step.

Senior Planner Hancey liked that idea.

Director Ghandour asked about included required documents for each section.

Discussion ensued.

Plans Examiner Patricia Abdullah asked about plat language and order.

Senior Planner Hancey explained reasoning behind this order.

Discussion ensued.

Plans Examiner Abdullah asked about the landscaping portion of the new code.

Discussion ensued.

## **5. STAFF AND COMMISSION REPORTS**

There were no comments.

**6. ADJOURNMENT**

Chair Vawdrey adjourned the meeting at 9:23am.

**MINUTES CERTIFIED COMPLETE ON:** December 4<sup>th</sup>, 2025

**CERTIFIED (NOTICED) BY:**   
Madison Reed, Planning Technician

