

Administrative Land Use Authority (ALUA)

Minutes –January 7th, 2026 – 2:30 pm

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

Call to Order: Skarlet Bankhead, Chair

ALUA Members: Skarlet Bankhead, Rob Stapley and Steven Wood.

Staff in Attendance: City Manager Ryan Snow, City Recorder Ty Cameron & Stormwater Specialist Colton Love.

Approval of the Minutes: The Administrative Land Use Authority will consider approval of the minutes from November 12th, 2025. **(MINUTES)**

- The Administrative Land Use Authority will consider approval of the minutes from November 12th, 2025.
- Skarlet Bankhead opened the discussion by noting that it had been a while since the November 12th meeting, but she had reviewed the minutes and found no changes necessary. Steven Wood and Rob Stapley both agreed.

Motion to approve the minutes of November 12th, 2025. – Rob Stapley. 2nd – Steven Wood.

Vote:

Yea – Skarlet Bankhead, Rob Stapley and Steven Wood.

Nay-

Abstained-

Motion passes, Minutes approved.

➤ **Item 1 Miller Convenience Store Plans:** ALUA will review, discuss and may take action on site plans and drawings for the Miller Convenience Store located in the general area of Hwy 165 and 1700 S **(PLANS & DRAWINGS)** & **(FIRE MARSHAL LTR)**

- ALUA will review, discuss and may take action on site plans and drawings for the Miller Convenience Store located in the general area of Hwy 165 and 1700 S.
- Skarlet Bankhead introduced the item and asked Colton Love to provide the staff review.
- Colton Love presented the staff report, explaining that the applicants were requesting approval for a convenience store/gas station at 706 West 300 South. The property is zoned Commercial Highway District, consistent with the general plan. The application was received on November 12, 2025, and included the Providence City commercial site information form, site plan, and construction drawings. Aaron Walker, deputy fire marshal and fire inspector, had reviewed the site and provided a letter dated December 29th, 2025. The proposed building would be approximately 5,456 square feet.
- Colton outlined the conclusions of law, stating that Providence City has enacted ordinances requiring commercial site plans to meet PCC 10-8-5, and that the proposed plan is consistent with the general plan and surrounding development with the conditions that the applicant continue to meet all relevant federal, state, county, and Providence City rules, laws, codes, and ordinances, along with any additional conditions the ALUA may require.
- Skarlet Bankhead explained that commercial site plan meetings function as a combination of work meeting and approval process since the three members cannot discuss matters outside of a public meeting.
- Mrs. Bankhead began by noting that cost estimates had not been received. Applicants confirmed they had not been submitted but offered to work on them immediately. Skarlet explained that the

ordinance requires cost estimates, particularly for landscaping, which would be important if parties wanted to occupy the building before landscaping completion and needed to post a bond.

- Steven Wood then began his engineering review, acknowledging that the members hadn't been able to coordinate beforehand, so there might be overlapping comments. He identified several major concerns:
- First, there were significant conflicts between the submitted plans and the Fickas development plans, which handle the subdivision of parcels in the area. The Fickas development is responsible for sidewalk, curb and gutter, and peripheral improvements, but that project hasn't been approved yet - comments were sent back in October with no resubmission received. Mr. Wood noted that sewer locations, electrical conduits, and other infrastructure shown as "existing" on the Miller plans were actually part of the unbuilt Fickas development.
- Mr. Wood expressed serious concerns about underground storage tanks, noting no construction information had been provided despite the "by others" notation on civil plans. Given the very high groundwater in the area (potentially 11-32 inches below ground according to county GIS data), proper tank anchoring and protection would be critical. Jason Miller acknowledged this but confirmed the tanks would be double-walled fiberglass anchored in pea gravel and subject to state underground storage regulations.
- The lack of geotechnical reports was another major concern. Mr. Wood questioned whether they were using the Fickas development's Geotech report and emphasized the need for percolation rate verification. If groundwater is truly at 11-30 inches, the proposed storm system would be completely submerged and non-viable.
- Mr. Wood also raised concerns about the existing storm pipe that carries Ballard Springs flow through the property. During storm events when both the spring flow and stormwater collection would be at peak, he questioned whether there was adequate capacity in the 36-inch pipe for additional stormwater.
- Additional technical issues Mr. Wood identified included missing architectural renderings for the canopy, conflicts between electrical conduit routing and the Fickas plans, and an unexplained 8-inch sewer stub extending south from the proposed lift station. Jason Miller explained the stub was intended as a future option if alternative sewer connections became available, as he wasn't fond of requiring a lift station.
- Rob Stapley focused on the fire hydrant requirement identified in Aaron Walker's letter. The existing hydrant on 300 South is more than 400 feet from the furthest point of the building, necessitating an additional hydrant. Mr. Stapley emphasized he had options for solving this but needed the engineer involved in the discussion.
- The fundamental issue Mr. Stapley stressed was that the Miller site plan showed connections to non-existent infrastructure from the unapproved Fickas development. He had sent Michael Taylor at Civil Solutions an email with eight bullet points of concerns, receiving a response just yesterday that indicated confusion about what was approved versus proposed.
- Ryan Snow clarified that the Miller plans needed to show all infrastructure they would actually build rather than relying on theoretical Fickas improvements.
- Jason Miller expressed frustration with the other two lot owners, saying they were scratching tooth or nail not to do anything, and he was trying to separate his project so he could proceed. He referenced previous conversations with Ryan Snow about holding the other owners accountable.
- Steven Wood demonstrated the conflicts using both plan sets, pointing out multiple instances where the Miller plans showed infrastructure as "existing" that was actually part of the unapproved Fickas plans - sidewalks, force main connections, water meters, fire hydrants.

- The group discussed solutions, with Mr. Wood suggesting that if Miller improvements could be moved from the Fickas plans to the Miller plans as items to be built rather than existing, it could create a standalone project. However, Mr. Stapley noted some elements like Jerry's driveway realignment and water service relocation would still need coordination.
- Jason Miller confirmed he was planning to handle Jerry's driveway rerouting and water service connection, which crosses Miller's property at an angle and needs proper abandonment or reuse.
- Additional items discussed included:
 - The need for a lighting plan, which Christian Wilson said was delayed pending canopy information but should be coming shortly
 - Proper labeling of roads (using "300 South" for the Providence City portion rather than county/Logan designations)
 - A boundary adjustment with UDOT property shown on the plans, for which Miller provided email correspondence and a quit claim deed
 - Storm water pollution prevention plan requirements
 - The need for colored landscape drawings
 - Decorative street light specifications to match existing developments
 - Classification of the underground detention facility as an injection well requiring DEQ permitting
 - Potential for historic stormwater flow to discharge to cattails/wetlands area with proper detention and treatment
- Skarlet Bankhead clarified that team members could meet individually with any of the three ALUA members and encouraged reaching out to resolve issues. The group discussed Jason Miller's aggressive timeline - hoping to complete plans by month's end, bid in February, and start construction March 1st.
- Given the extensive outstanding issues, particularly the fundamental Fickas/Miller plan conflicts, the members agreed they couldn't approve the plans at this meeting. They discussed scheduling a follow-up meeting in two weeks (January 21st) but noted this would require Michael Taylor to turn around revised plans within about four days for adequate review time.
- Steven Wood provided his typed comments to the applicants, along with his redlined drawings. Rob Stapley indicated he would email his comments and start an email chain to keep everyone informed.

Motion to continue the Miller Convenience Store Plans to a future meeting. – Rob Stapley. 2nd-Steven Wood.

Vote:

Yea – Skarlet Bankhead, Rob Stapley and Steven Wood.

Nay-

Abstained-

Motion passes, Item continued.

Minutes approved by vote of ALUA on ____ day of _____ 2026

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

Ty Cameron, City Recorder