



**Wednesday, January 14, 2026
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. December 10, 2025.

B. December 17, 2025.

2. Site Plan

A. CANYON GATE LOT 105. This proposal involves the approval of a commercial lot located at 822 South Spanish Fork Parkway.

3. Zone Change

A. LET THEM GROW MONTESSORI PRESCHOOL ENHANCEMENT OVERLAY. This proposal includes a Zone Change with the Development Enhancement Overlay in order to allow a change in use to accommodate a preschool at 75 West 300 North.

4. Concept Review

A. CARSON TOWNHOMES CONCEPT

B. SPANISH FORK STATION 61 CONCEPT

C. 1050 WEST ANNEXATION & MASTER PLAN CONCEPT

5. Adjourn

End

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

Staff Members Present: 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; 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; Jake Theurer, Power and Light Superintendent; Bart Morrill, Parks Maintenance Supervisor; Bryton Shepherd, Landscape Architect; Dillon Muirbrook, Traffic Engineer.

Citizens Present: Garth Jacklin, Brent Seamons, Shay Larson, Mark Hampton, Dave Millheim, Barret Stratton, Porter Christensen, Hunter Watson, Justin Christensen, Alex Debry, Riley Jarret, AJ Del Pivo, Britton Bettridge, Todd Amberry, Craig Gasser, Mike Watson.

Dave Anderson called the meeting to order at 10:00 a.m.

MINUTES

November 12, 2025

November 19, 2025

Seth Perrins moved to approve the minutes of November 12, 2025 and November 19, 2025.

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

FINAL PLAT

ATHENS INDUSTRIAL CONDOMINIUMS PLAT A

Brandon Snyder explained that this item is related to a previously discussed application for the same development. He noted that the action would finalize a condominium plat establishing 20 units. He also briefly outlined the associated easement and cost sharing maintenance agreement, which will be recorded concurrently to address the ongoing maintenance of Parcel A.

Discussion followed regarding the recently amended plat. Mr. Snyder clarified that the amended subdivision plat must be recorded prior to the recording of the condominium plat. He indicated that several revisions were made by the City's legal department and confirmed that the applicant has reviewed the changes and expressed no concerns.

Vaughn Pickell **moved** to approve the proposed Athens Industrial Condominiums Plat A Final Plat based on the following finding and subject to the following conditions:

Finding:

1. That the proposal conforms to the City's General Plan Land Use Designation Map 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 the Applicant addresses any remaining red-lines.
3. That the Applicant records the amended subdivision plat prior to recording the condominium plat.
4. That the Applicant provides the City with a copy of the recorded Easement and Cost Sharing Agreement.

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

SITE PLAN

FULLMER EXCAVATION

David Mann presented the Site Plan for an industrial building situated within the I-1 zone, detailing the proposed outdoor storage and landscaping areas. He reported that staff had incorporated an additional note requiring that all outdoor storage regulations be fully satisfied.

Following this review, staff recommended approval of the Site Plan.

Seth Perrins **moved** to approve the proposed Fullmer Excavation 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 gate and wall adjacent to the storage yard access on the north east corner be setback 10 feet with landscaping.
4. That the conditions for storage areas outlined in §15.3.24.090.I of the Spanish Fork Municipal Code be met.

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

L&W PARKING EXPANSION

Ian Bunker provided the location of the development and noted that the expansion includes 14 parking stalls. He clarified that while the use is not changing, there is a need for additional employee and patron parking stalls for the site. He also mentioned modifications to the landscaping and stated that staff is recommending approval.

Byron Haslam indicated that there are outstanding Site Plan fees and that a required pre-construction meeting that must be held. He directed the applicant to coordinate with Marcie Clark in Engineering to pay the necessary fees and schedule the pre-construction meeting. The applicant acknowledged this direction.

Jake Theurer **moved** to approve the proposed L&W Parking Expansion 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, zoning requirements, and other applicable City ordinances.
2. That any remaining redlines are addressed.

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

CONCEPT REVIEWS

FIRST WATCH RESTAURANT CONCEPT

General discussion was held regarding the proposed First Watch restaurant.

Craig Gasser was present on behalf of the applicant, who was unable to attend. Mr. Gasser explained that an updated site plan had been submitted to address staff comments related to the requirement for a single dumpster. He also briefly discussed the size and configuration of the parking stalls, including the possibility of designating the compact stalls for employee parking only. He stated that the applicant believes the site would be an excellent location for the restaurant. Mr. Gasser noted that First Watch operates only during breakfast, brunch, and lunch hours, closing at 2:30 p.m., and that additional parking would be available for neighboring businesses outside of those operating hours.

Brandon Snyder clarified that staff comments regarding the parking layout were not an approval of compact parking stalls, as the City does not currently allow compact stalls to count toward required parking.

Mr. Gasser asked whether the City would consider allowing smaller parking stalls for this site, noting that the CC&Rs permit shared parking between the subject property and the adjacent Target parking lot.

Dave Anderson provided background on the history of the property and its parking demands. While acknowledging the unique business hours of the proposed use, he expressed concern that a future tenant may not operate under the same hours, which could result in vehicles backing into an active drive aisle. He indicated that the site should be evaluated with the ability to accommodate 32 parking spaces.

Seth Perrins concurred with Mr. Anderson's comments and recommended that this concern be addressed through a condition of approval.

Ian Bunker noted that use of the existing cross-access parking easement requires that the City's minimum parking requirements be met independently for the easement to be utilized.

Further discussion was held regarding the easement and how parking requirements could be satisfied. It was noted that three parking stalls would need to be removed, and that the site could be approved with 32 stalls, with the shared parking easement contributing toward meeting the overall parking requirement.

Mr. Perrins also provided comments on behalf of the Fire Department, inquiring whether the curb was designed to be mountable to allow emergency vehicle access.

Mr. Snyder indicated that Jason Turner may have provided review comments on this item. It was noted that the proposal remains in the conceptual phase and that these issues do not need to be fully resolved at this time.

Mr. Bunker reviewed the application and confirmed that Mr. Turner did not submit any comments.

Mr. Gasser thanked staff for their time and feedback and stated that he would relay the comments to the applicant as they move forward with the project.

CANYON CREEK SUBDIVISION CONCEPT

Dave Anderson noted that City staff would first provide background information on the proposal.

Brandon Snyder reviewed the staff redline comments and explained that concerns were identified regarding portions of the proposed development extending into Springville City. He directed the applicant to further evaluate this issue and suggested coordinating with Springville City to determine whether a de-annexation into Spanish Fork City would be feasible, or whether the proposed layout would need to be revised.

Mr. Anderson added that the City has had recent discussions with Springville City related to boundary matters.

Todd Amberry then outlined the applicant's proposal and stated that the development team is willing to reach out to Springville City to discuss a potential land swap. He noted that de-annexing the area from Springville and annexing it into Spanish Fork City may be the most straightforward approach, while acknowledging that Springville City may have differing perspectives.

Staff discussed the possibility of a boundary adjustment and outlined the associated process that the applicant would be required to follow.

Seth Perrins commented that the affected area is relatively small and expressed that he did not anticipate significant issues, adding that he would be willing to contact Springville City again to continue the discussion.

Staff further discussed the site's future development potential, including the presence of wetlands and the need for proper delineation prior to development. The conversation also addressed anticipated density for the area, with the suggestion that the City Council may expect higher-density development. R-3 and R-4 zoning designations were discussed, along with the potential use of multiple zoning districts to allow a mix of housing types and create a more cohesive development.

Mr. Anderson noted that the site presents a unique opportunity and stated that the City anticipates higher density in this area, given the proximity to neighboring commercial uses and ongoing growth in this part of the community.

Mr. Snyder continued by discussing whether the proposal could be accommodated through amendments to existing City code or by applying current regulations. He addressed parking and garage requirements for higher-density zones, as well as expectations for on-site amenities. He also raised the topic of affordable housing and asked whether the developer would consider deed restrictions on units. Mr. Amberry responded that the development team would be fully open to pursuing deed-restricted affordable housing options.

Jered Johnson provided comments regarding future roadway plans connecting Spanish Fork, Springville, and Mapleton.

Mr. Snyder followed with discussion on the necessary roadway connections associated with the development. Mr. Amberry stated they will be happy to stub roads wherever they will be needed for the development.

Mr. Perrins noted his interest in seeing trail connections incorporated into the project, stating that northward connectivity would be particularly beneficial, while southward access would be less critical.

Mr. Amberry asked staff to clarify the process for creating a new zoning designation that would allow for the proposed density of 30 or more units per acre.

Mr. Anderson explained that, in most cases, the City models new zoning districts after existing zones and works collaboratively with the applicant to develop an appropriate designation.

DISCUSSION ITEMS

DISCUSSION ON MILL ROAD CROSS SECTION

Dave stated that the discussion relates to the Leland Meadows project, noting that the developer is seeking to move the project forward and is requesting guidance from the City regarding a proposed continuous cross section for Mill Road that does not fully align with the City's standard cross sections. The applicant's proposal was submitted to staff for review, and staff discussed the limited area available for development and their expectations for the corridor. Staff reviewed the redline comments, including concerns that the proposal does not provide sufficient right-of-way. Additional discussion focused on the proposed trail alignment relative to the property line and the potential for landscaping between the retaining wall and the trail.

DISCUSSION ON SCENIC EASEMENT

Seth Perrins disclosed that he has a personal relationship with the property owner and formally declared a conflict of interest.

Dave Anderson provided general comments and stated that staff are generally supportive of the property owner's proposed hillside development. The request to modify the existing easement was discussed in detail, and the plat was reviewed to examine the current easement language.

Vaughn Pickell expressed concern that the existing language may present challenges to modification.

Mr. Anderson indicated that a plat amendment would be the appropriate course of action to address the issue.

Further discussion followed regarding the original intent of the easement. Mr. Perrins noted that the easement was likely intended to serve the lots to the south.

Direction was provided to Mr. Millheim to apply for a Minor Plat Amendment and proceed through the standard plat approval process.

Mr. Millheim agreed with the direction and stated that he plans to submit the application within the next few weeks. He asked staff if he would be permitted to bring in rock and dirt to the lower-level area and compact the dirt into the ground before the snow begins falling for the winter months.

Mr. Anderson stated that this authorization would be best coming from Engineering and after the property owner spoke with the Building Official as the retaining rock would likely need a permit.

Jered Johnson stated that he has no concerns but states that he ultimately just wants the area fixed. Mr. Millheim agreed and stated that he will submit the required Minor Plat application soon.

DISCUSSION ON CREEKSIDE LAND EXCHANGE

Dave Anderson notes that the applicant for this project was not present and he would like to continue the discussion to the next meeting so that the applicant could be present.

SUNSET VILLAGE UTILITY LATERALS

Mike Watson began his presentation by apologizing to City staff and outlining the sequence of events that led to the installation of sewer laterals prior to receiving City approval. He noted that the development has since been renamed Madison Park. Mr. Watson provided background on the project's development history and acknowledged that there may have been frustration surrounding the process. He explained that his team did not wish to amend the plat during the Final Plat stage of development.

Mr. Watson stated that during construction, the development team identified interest in potentially utilizing the vacant corner of the site near the four-plexes at the upper portion of the project. To preserve future flexibility, they sought to install laterals to accommodate possible future development options. These options could include amenities such as a pool or clubhouse, or potentially an additional two-unit plat. He emphasized a desire to avoid cutting into the roadway after it has been fully constructed.

Mr. Watson explained that he met with Dave Anderson and Brandon Snyder from the Planning Department to discuss the possibility of installing the laterals. He noted that Josh Wagstaff from Engineering was not present at that meeting to discuss lateral placement. According to Mr. Watson, he was advised that the laterals would not be necessary until a specific use was identified, at which point construction plans would need to be modified and reapproved. He stated that revised construction plans were later submitted to Mr. Wagstaff, who indicated that the plans would need to be redrawn to avoid an existing sewer manhole. Due to the holidays, Mr. Wagstaff was out of the office and did not review the revised plans, and Fullmer Excavation proceeded with construction without realizing that approval had not yet been granted. Mr. Watson apologized for this mistake and expressed his intent to work with the City to resolve the issue.

Mr. Watson asked Mr. Anderson whether it would be helpful for staff to understand the intended purpose of the laterals. Mr. Anderson agreed that this information would be beneficial. Mr. Watson reiterated that the intent was to preserve future development options, whether for amenities or potential additional units, and again noted the desire to avoid future roadway cuts.

Dave Anderson thanked Mr. Watson for his presentation and confirmed that he had directed Mr. Watson to the Engineering Department regarding the request to install laterals. He acknowledged that laterals cannot be installed without prior approval and updated construction plans and emphasized that the intended use of the laterals is a critical consideration for the City. Mr. Anderson recalled a conversation with Mr. Watson from the previous week, noting that the possibility of additional units was not discussed at that time. He stated that had this been mentioned, he could have provided clearer guidance on the appropriate process.

Mr. Watson agreed with Mr. Anderson's recollection and acknowledged that the development team has not yet determined what they would like to do with the area. He explained that the cost of installing the laterals later influenced their decision to proceed now. Mr. Anderson stated that while he understood the financial concern, the City must adhere to its development regulations. Mr. Watson expressed dissatisfaction with a comment included in the redline review that suggested the laterals were being "snuck in," emphasizing that plans had been submitted and that the situation stemmed from a miscommunication. He also expressed frustration with delays in the City's plan review, which he felt contributed to the current situation.

Mr. Anderson acknowledged Mr. Watson's frustration but noted that this is not the first instance in which a developer has attempted to bypass City requirements to preserve the possibility of additional units. He stated that if the intent is to add more units, a formal application would be required and that he would not support leaving the laterals in place for that purpose without prior City Council approval. Conversely, he indicated that if the laterals are intended solely for future amenities, City Council action may not be necessary. Mr. Anderson emphasized his desire to move forward collaboratively and identify a workable solution.

Josh Wagstaff from Engineering provided clarification, stating that during the initial plan review, Engineering provided comments based on the assumption that the area would be used for an amenity, but no response was received. He noted that a City inspector later observed unapproved laterals on site and was informed that they were intended to serve two additional units. At that point, construction was halted and the developer was informed that the laterals would need to be removed. Mr. Wagstaff stated that revised drawings were subsequently submitted showing the laterals.

Mr. Watson stated that he was unaware of who informed the inspector that the laterals were for additional units and objected to Mr. Wagstaff's use of the term "caught." He clarified that the City was contacted for a scheduled inspection and that he believed the laterals had been discussed and planned with City staff. He disputed Mr. Wagstaff's timeline of events.

To prevent further escalation, Mr. Anderson concluded the discussion, stating that regardless of differing recollections, the fact remains that unapproved laterals were installed. He reiterated that City inspectors are responsible for ensuring construction complies with approved plans and emphasized that staff's goal is to work collaboratively to find the best path forward.

Byron Haslam stated that the developer should continue construction in accordance with the approved plans until a definitive decision is made regarding the future use of the corner lot. At that time, new plans would need to be submitted for review and approval. He noted that construction had been temporarily halted due to the unapproved laterals.

Seth Perrins echoed this position, stating that the City is bound by what has been approved and that any deviation requires resubmittal and approval. He encouraged the developer to submit revised plans if they wish to proceed differently and stated that the decision ultimately rests with the applicant.

Mr. Wagstaff added that while plans for the laterals have been submitted, the City needs clarity on their intended use. Mr. Haslam agreed, noting that the developer had indicated the area would be used for a clubhouse, but staff questioned why two laterals would be necessary for that use, which raised concerns.

Mr. Anderson stated that he does not object to installing laterals to preserve the option for future amenities, but he does object to installing them to potentially facilitate additional residential units without City Council approval. He emphasized the importance of clearly identifying the intended use.

City Attorney Vaughn Pickell stated that there are no legal concerns with adding future amenities; however, additional residential units would impact land use approvals and require further review. He referenced a recent case where a developer was required to remove installed utilities under similar circumstances.

Mr. Watson stated that the development team remains undecided and does not want to rush a decision. He requested additional time to evaluate options and offered to provide a cash bond as surety for removal of the laterals if necessary. He requested a timeline from the City, and staff indicated that a decision should be made prior to paving, or by April 15, 2026.

Mr. Haslam expressed the opinion that, given how far construction has progressed, it may be preferable to remove the laterals now rather than later. Staff discussed potential paths forward, and Mr. Perrins noted that if paving occurs now and the road must be cut in the future, residents will ultimately be impacted. Mr. Watson disagreed, stating that the project is a rental development; however, Mr. Perrins responded that regardless of ownership structure, residents would still be affected by roadway disruption. He proposed allowing the developer four months to make a final decision as a reasonable compromise.

Mr. Watson expressed concern with this timeline, noting that the development would not yet have tenants or market feedback. He stated that he had not intended to decide at this meeting and indicated that had he known the City's response in advance, he would not have proceeded with installing the laterals. He expressed frustration with the process.

Mr. Perrins responded that the City's proposal was a fair compromise under the circumstances and reiterated that the developer knowingly deviated from the approved plans. He emphasized that staff is attempting to resolve the issue in a way that is equitable for both parties.

Brent Seamons of Fullmer Excavation provided additional context, stating that there was pressure to complete curb and gutter installation to obtain necessary permits.

Staff and the developer discussed next steps, including curb cuts and potential pipe removal. The developer was directed not to pave until a decision is made regarding the use of the area. Staff indicated that the laterals may remain in place until paving begins or until new construction plans are approved. The developer suggested submitting revised plans to allow the laterals to remain, which staff indicated could be an acceptable path forward. The discussion then concluded.

Seth Perrins moved to adjourn the meeting at 12:15 p.m.

Adopted:

Kasey Woodard
Community Development Secretary

Draft Minutes
Spanish Fork City Development Review Committee
80 South Main Street
Spanish Fork, Utah
December 17, 2025

Staff Members Present: Cory Pierce, Public Works Director; Seth Perrins, City Manager; Dave Anderson, Community Development Director; Brandon Snyder, 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; Byron Haslam, Assistant City Engineer; Josh Wagstaff, Assistant City Engineer; Marcie Clark, Engineering Department Secretary; Jered Johnson, Engineering Division Manager; Jake Theurer, Power and Light Superintendent; Bart Morrill, Parks Maintenance Supervisor; Bryton Shepherd, Landscape Architect; Jason Turner, Fire Marshall; Dillon Muirbrook, Traffic Engineer.

Citizens Present: Patrick Todd, Daniel Herzog, Tate Murphey, Austin Pritchett, Cory Anderson.

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

CONCEPT REVIEW

SOUTH VALLEY VILLAGE CONCEPT

Dave Anderson opened the presentation by reviewing the applicant's proposed conceptual plan that had been submitted for City staff review. He noted that comments had been provided by Community Development, Engineering, and the Parks and Recreation Department.

Ian Bunker then reviewed several of the staff redline comments. He first expressed concerns regarding the parking design for the stacked flat units, noting that the layout appeared disjointed and lacked a cohesive, resident-friendly configuration. He recommended that the applicant revisit the parking layout to improve accessibility and overall functionality. Mr. Bunker also noted that a portion of the development on the north side lies outside of Spanish Fork City limits and would require annexation in order for the proposed design to proceed. He explained that while a previous annexation effort had

been initiated for this area, it did not move forward. As a result, with the property currently outside City boundaries, the exact configuration of a potential annexation boundary remains unclear currently.

Byron Haslam raised concerns regarding Chappell Drive, noting that the City's Transportation Master Plan identifies this roadway as a Commercial Collector. He added that the Transportation Master Plan will be updated soon and that this area will be evaluated as part of that process. Mr. Haslam advised the applicant that a Traffic Impact Study (TIS) would likely be required.

Mr. Bunker continued by addressing the proposal's inclusion of private streets, which are not permitted under City standards. He indicated that the applicant would need to coordinate further with Mr. Haslam and the Engineering Department. Mr. Haslam briefly discussed the applicant's outreach to UTA regarding the potential acquisition of railroad right-of-way to improve connectivity. Mr. Bunker also noted that the development includes repeated and disconnected amenities, suggesting that the overall amenity plan should be reevaluated for greater cohesion. He asked for clarification regarding the proposed green space and what portion, if any, would function as a detention basin. He concluded by noting that the Parks and Recreation Department had also provided comments.

Bart Morrill addressed the Parks and Recreation Master Plan, emphasizing walkability and access to parks and amenities. He noted that residents would be required to walk approximately one-half mile to reach the nearest existing park. He further stated that the City prefers to avoid situations where residents must cross railway corridors to access green space. Mr. Morrill recommended that the developer incorporate a City park that is proportional to the size of the overall project, or alternatively, multiple smaller parks to better serve residents throughout the development.

Mr. Bunker then outlined additional comments related to the proposed density and phasing plan. Questions were raised regarding the location of a proposed lift station within the development. He also noted that the Fire Department may have additional comments related to emergency access and turnaround requirements. Additionally, he identified an existing billboard on the site that would need to be relocated.

Discussion followed regarding the location and relocation of the billboard.

Seth Perrins asked Mr. Pritchett to clarify the types of residential units included in the proposed layout. Mr. Pritchett explained that the northern portion of the site would include four-story apartment buildings, while the southwest area would consist of four-story, stacked, for-sale condominium units. He added that the remaining units would be a mix of townhomes featuring a variety of styles, forms, and sizes to create a stronger community-oriented environment. Mr. Pritchett acknowledged that portions of the design

do not comply with current development standards and requested flexibility from the requirements. He specifically noted deficiencies related to minimum garage requirements and the inclusion of private streets. He stated that, to achieve the higher density envisioned by the City for this area, this layout was necessary. He explained that strict compliance with development standards would reduce the achievable density and requested leniency where feasible.

Mr. Anderson responded by stating that other developers have successfully met City standards while achieving their desired density.

Mr. Pritchett reiterated that the City has previously acknowledged the unique nature of this area and has expressed a desire for higher-density development. He stated that achieving the City's density objectives would require some flexibility with development standards.

Mr. Anderson disagreed, stating that density is a function of the product type and design approach. He noted that other developers have been able to design projects that comply with City standards while maintaining density goals. He suggested that the applicant should revise the proposal to align with City requirements.

Further discussion occurred regarding the location and distribution of City parks within the development. The conversation then shifted to concerns related to the adjacent railway and the coordination and discussions that would be necessary with the rail provider.

Mr. Anderson acknowledged that the staff reviews had been performed quickly. He noted that no additional meetings would be scheduled before the end of the year, but assured the applicant that staff would provide a comprehensive list of redline review comments.

Mr. Perrins stated that he does not support the inclusion of private roads, expressing concern that residents would effectively pay for roadway infrastructure twice—once through HOA fees and again through property taxes.

Mr. Anderson added that developments designed with public streets are generally more efficient. He discussed the potential use of off-street parking and emphasized the City's desire to avoid developments that feel overly dominated by parking areas. The City's parking requirements were discussed, with staff noting that the standard requirement is 2.5 parking spaces per unit.

Staff also referenced a comparable development in Springville and noted that the subject area is currently served by UTA transit. The discussion shifted to the commercial component of the project proposal.

The discussion concluded with staff discussing the boundary concerns with the portion of the development located within Springville City and a road alignment. It was asked who will be designing the roundabout and it was stated that the roundabout is MAG funded, but Atlas Engineers are designing it at the applicant's request.

DISCUSSION

GROWTH BOUNDARY

Dave Anderson opened the discussion by reviewing the Land Use Element, noting that it provides City staff with goals to guide future growth in an orderly, efficient, and fiscally responsible manner. He stated that the framework is intentionally straightforward and serves as a foundational tool for planning. Within these goals, he explained, are strategies intended to help achieve the City's long-term objectives. Mr. Anderson noted that the Land Use Element has historically been reviewed annually by the Development Review Committee (DRC); however, he observed that changes related to the Growth Management Boundary typically occur at a slow pace. As a result, he suggested reevaluating the current review timeline to allow for greater flexibility and the potential for more meaningful updates.

Brandon Snyder clarified that the City typically conducts this review on an annual basis in January.

Mr. Anderson questioned whether an annual review is necessary given the slow rate of change, and asked whether a biennial review cycle might be more appropriate.

Seth Perrins expressed support for a biennial review schedule, noting that there would be no limitation preventing the City from reviewing the Land Use Element more frequently if circumstances warranted.

Mr. Anderson suggested that the review take place during the first quarter of every even-numbered year, while emphasizing that he was not committed to a specific timeframe and remained open to staff recommendations.

Vaughn Pickell agreed with the concept of a biennial review, unless a specific need arose that required earlier consideration. He concurred that changes related to growth management tend to progress slowly.

Mr. Anderson stated that his intent is for the City to move away from a reactionary approach and toward a more proactive planning process. It was noted that any change to the review schedule would require further discussion with the City Council.

Seth Perrins moved to adjourn the meeting at 11:25 a.m.

Adopted:

Kasey Woodard
Community Development Division
Secretary



Canyon Gate Lot 105
Site Plan
822 South Spanish Fork Parkway
0.56 acres
C-2 Zone
Commercial General Plan
Designation



PROPOSAL

The Applicant requests Site Plan approval to construct a 4,600-square-foot commercial building comprised of three units. The subject property represents the final vacant parcel within the Canyon Gate development, occupying the remaining half-acre situated in the center of the project area. Although specific tenants have not yet been identified, the units are intended for retail or restaurant use, and the developer has indicated that the spaces will be leased rather than sold individually. Unit 103 is designed to include a drive-thru window located on the western elevation of the building.

The proposed site plan provides 23 on-site parking stalls, including one ADA-accessible stall. The plans also depict improvements on Parcel 65:601:0101, which is not currently owned by the developer; these off-site improvements include eight parking stalls and two endcaps. Additionally, the existing stubbed drive aisle on the adjacent Parcel 65:624:0104 is designated as the entrance for the future drive-thru serving Unit 103. To accommodate the construction of ten parking stalls on the southern portion of the lot, the existing raised landscaped planter island located on Parcel 65:624:0106 will be removed. Furthermore, a new raised curb will be installed further south to maintain the alignment of the drive-thru currently serving Little Caesars Pizza on that parcel.

To enhance pedestrian connectivity throughout the broader Canyon Gate development, the Applicant proposes a crosswalk traversing 830 South, which will connect to the southwest side of the subject lot. Additionally, Lot 105 meets the landscaping requirements.

Some of the key issues to consider are: future uses, parking, utilities, offsite improvements, the overall development configuration, landscaping and traffic.

STAFF RECOMMENDATION

That the proposed Canyon Gate Lot 105 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.

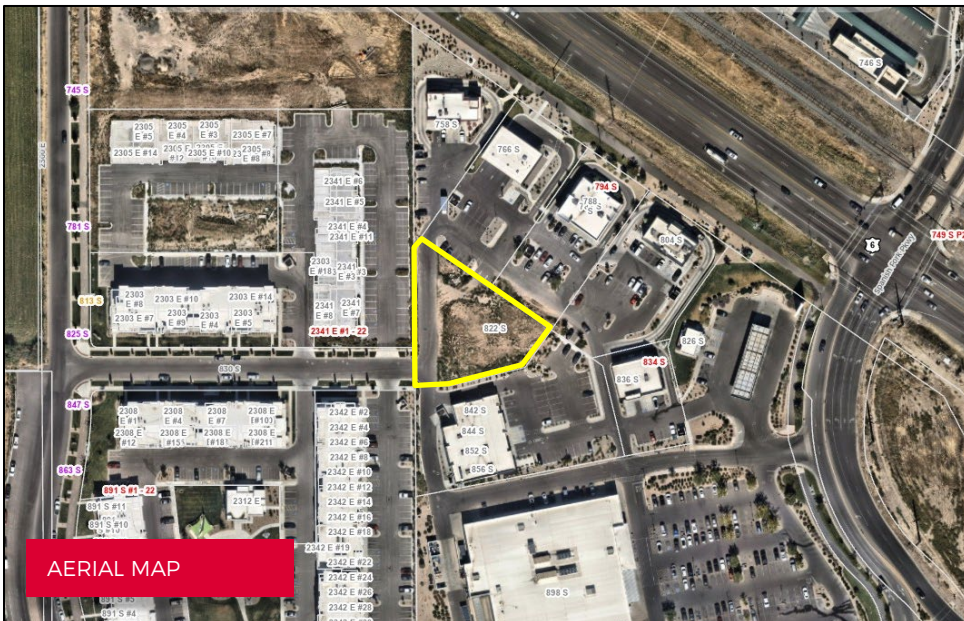
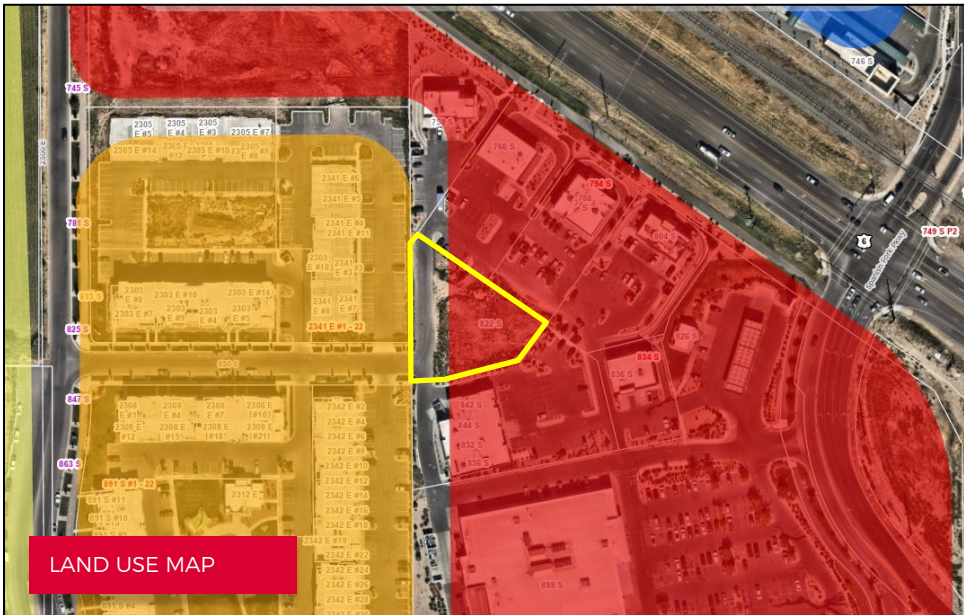
Conditions

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.

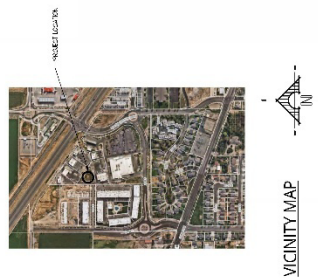
EXHIBITS

1. Area Maps
2. Proposed Site Plan
3. Landscaping Plan
4. Elevations
5. Photometric Lighting Plan

EXHIBIT 1



Spanish Fork, Utah 84660

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WISCONSIN
NOR. PIERCE & ASSOC. INC. 300 N. 10TH
MILWAUKEE, WI 53233
TEL: 414/224-1400

CONNECTICUT
PETER A. GALLAGHER, AIA, INC.
2000 MAIN ST. #200
GROTON, CT 06340-2000
TEL: 860/337-8341, 3361
FAX: 860/337-4331
WWW.PETERGALLAGHER.COM

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RECEIVED: JANUARY 14, 1979.
 REVISED: MARCH 11, 1979.



SPECIAL ADVERTISING SECTION

G1.1

COMMERCIAL SITE PLAN
SPANISH FORK, UTAH
PRELIMINARY PLAN SET
NOVEMBER 2025

SHEET NAME

COVER
OVERALL BOUNDARY
OVERALL SITE PLAN
GRADING PLAN
EXISTING TOPOGRAPHY
FIRE ACCESS EXHIBIT
DETAIL SHEET
RECORD OF SURVEY

SHEET
1 2 3 4 5 6
DT-01
R.Q.S.

DATA TABLE
TOTAL ACREAGE=0.56
ACREAGE OF BUILDING=0.11
ACREAGE IN ROW=0
ACREAGE OF OPEN SPACE/LANDSCAPING=0.09
ACREAGE OF PAVED AREA=0.36

PARKING TABLE
BUILDING SQUARE FOOTAGE=4,600
PARKING REQ'D=1 STALL/200 SF=23 STALLS
PARKING PROVIDED=23 STALLS

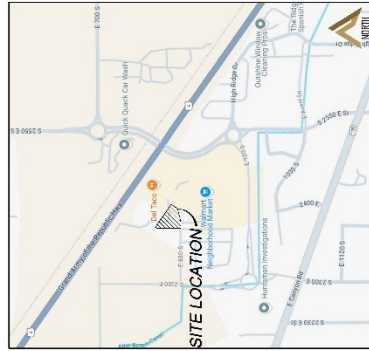
GENERAL NOTES:

1. THE CONTRACTOR SHALL FIELD VERIFY HORIZONTAL AND VERTICAL LOCATIONS OF ALL EXISTING UTILITIES PRIOR TO COMMENCEMENT OF CONSTRUCTION, AND REPORT ANY DISCREPANCIES TO THE ENGINEER.
2. ANY AND ALL DISCREPANCIES IN THESE PLANS ARE TO BE BROUGHT TO THE SURVEYOR'S ATTENTION IMMEDIATELY UPON DETECTION.
3. BEFORE PROCEEDING WITH THIS WORK, THE CONTRACTOR SHALL CAREFULLY CHECK AND VERIFY ALL CONDITIONS, QUANTITIES, DIMENSIONS, AND GRADE ELEVATIONS, AND SHALL CORRECT ANY ERRORS PRIOR TO BEGINNING CONSTRUCTION.
4. ALL SINKING WATER AND PRESSURIZED IRRIGATION LINES, UP TO AND INCLUDING THE METER, ALL SANITARY WASTE MAINS, ALL ELECTRICAL METERS, AND ALL ELECTRIC AND GAS SERVICE LINES SHALL BE FIELD VERIFIED FOR LOCATION, DEPTH, SIZE, AND MATERIAL TO THE TOP OF THE METER BASE FOR UNDERGROUND INSTALLATIONS ARE DESIGNATED TO BE REMOVED OR RELOCATED AS SHOWN ON THESE PLANS.
5. SPANISH FORK CITY WILL CONSIDER TO UNDERSHIFT CITY CONSTRUCTION STANDARDS.

CONTRACTOR NOTE: THE LOCATION & LOCATIONS OF EXISTING IMPROVEMENTS AND UTILITIES SHOWN HEREON ARE ASSUMED AND APPROXIMATELY SHOWN BASED UPON THE FIELD DATA FROM THE SURVEY. ALL SIZES, LOCATIONS & ELEVATIONS ARE TO BE VERIFIED. IF THERE ARE INTERFERENCES OR DISCREPANCIES, ALL SIZES, LOCATIONS & ELEVATIONS ARE TO BE VERIFIED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION & DEPTH OF ALL EXISTING UTILITIES AND FOR INSTALLATION OF IMPROVEMENTS THAT ARE NOT IN ACCORDANCE WITH THESE PLANS. ANY AND ALL CHANGES OR VARIATIONS IN THE REMOVAL, CONSTRUCTION OR INSTALLATION OF THE IMPROVEMENTS MADE WITHOUT THE APPROVAL OF THE DESIGNER WILL RESULT IN SOLE LIABILITY TO THE CONTRACTOR. IN ADDITION, ATLAS ENGINEERING, LLC ASSUMES NO LIABILITY FOR FAILURE TO EXPLICITLY LOCATE ALL EXISTING UTILITIES. SHOULD THERE BE INCIDENT.

ENGINEER/SURVEYOR CONTACT INFO:
ATLAS ENGINEERING LLC
(801) 655-0566
946 E. 800 N. SUITE A
SPANISH FORK, UT 84660

OWNER/DEVELOPER
WPA ARCHITECTURE



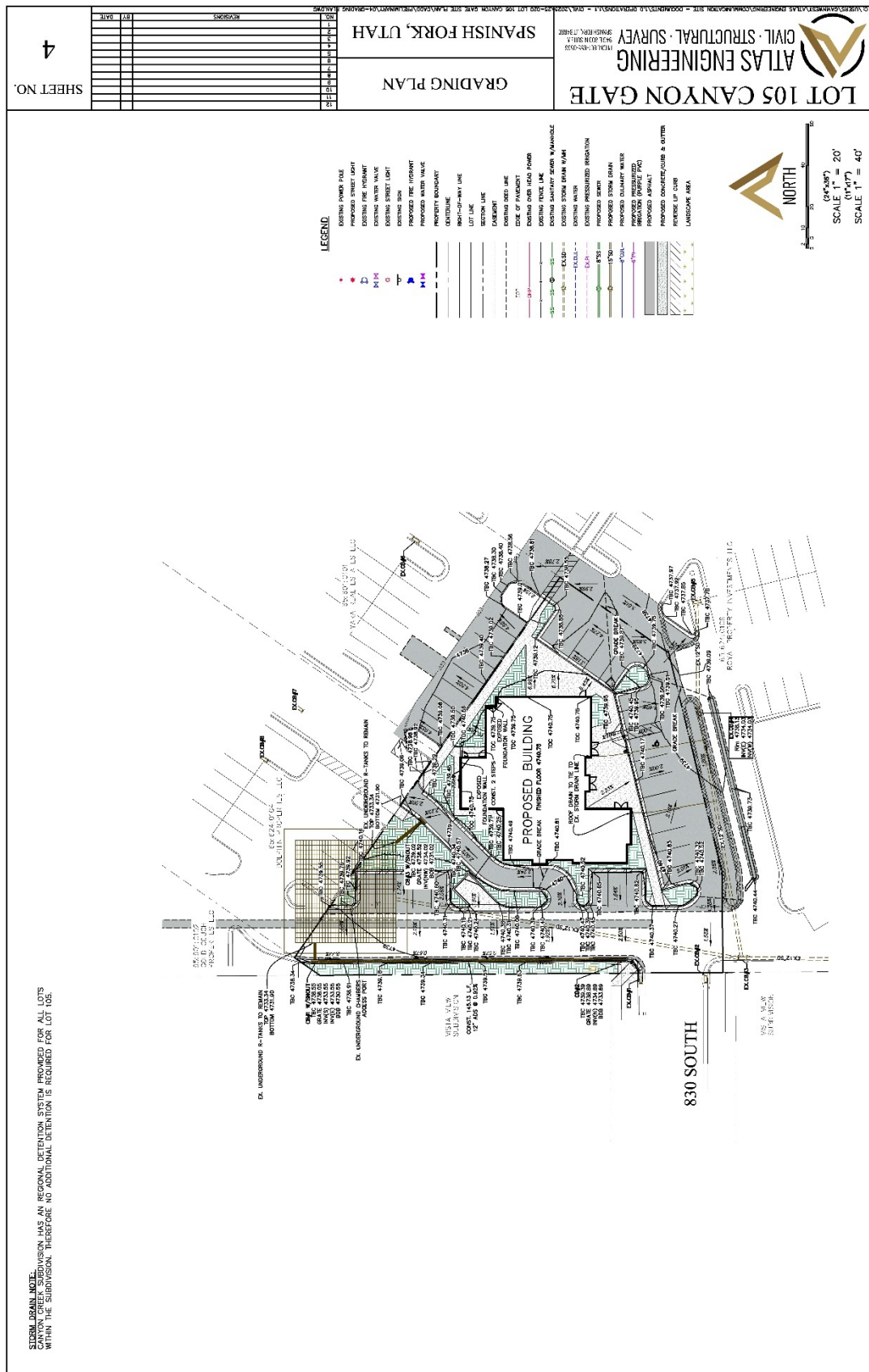
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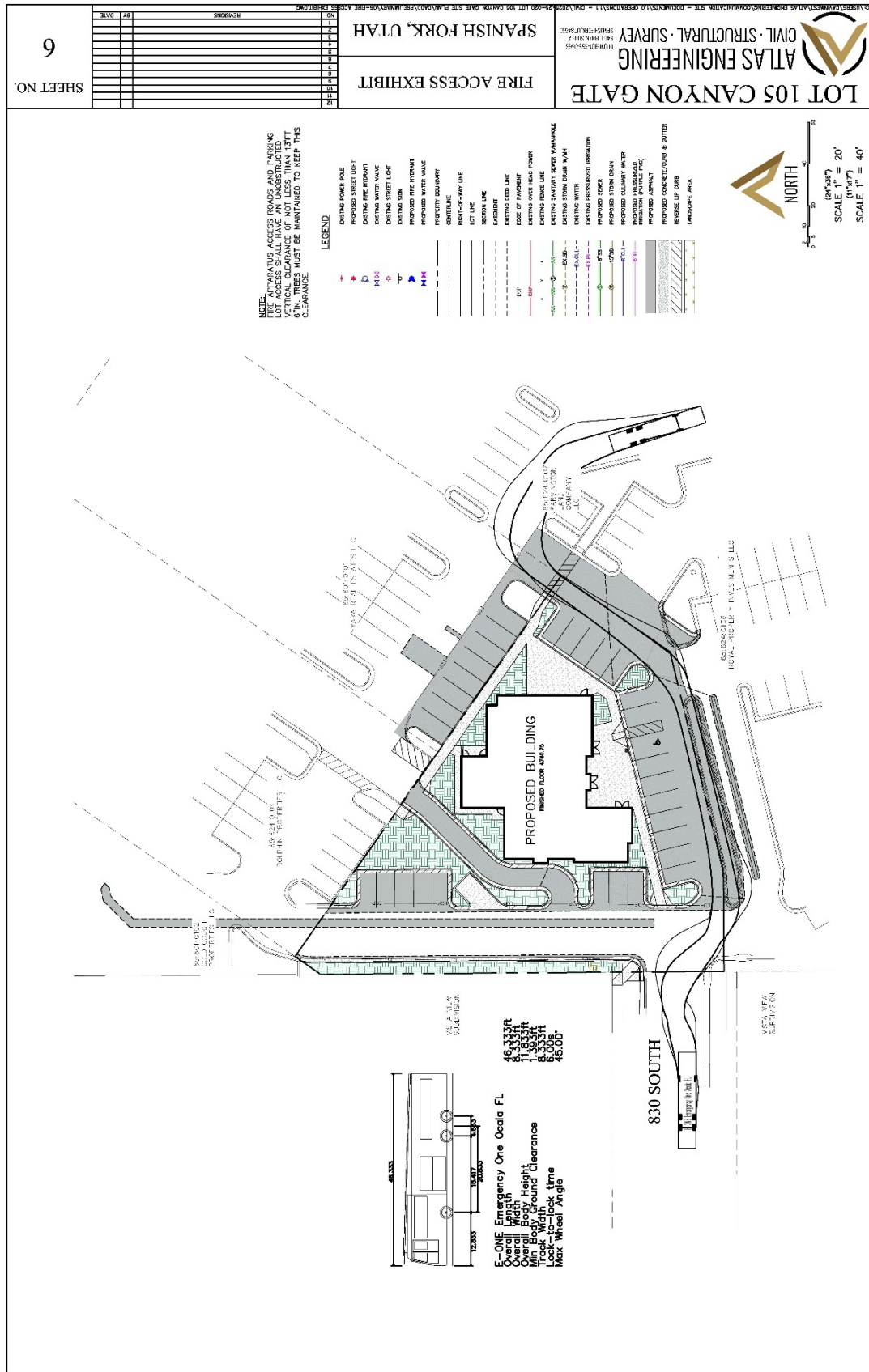
LEGEND	
(APPLIED TO ALL LETTERS)	
+	ENDING POSITIVE
→	PROCESSED STREET LIGHT
→	ENDING NOT TYPICAL
→	ENDING STREET LIGHT
→	ENDING SIGN
→	PROCESSED THE FORGOTTEN
→	PROCESSED INTER VALVE
→	PROPERTY DEMAND
→	CONTINUED
→	NON-15-20-30-40-50-60-70-80-90-100-110-120-130-140-150-160-170-180-190-200-210-220-230-240-250-260-270-280-290-300-310-320-330-340-350-360-370-380-390-400-410-420-430-440-450-460-470-480-490-500-510-520-530-540-550-560-570-580-590-600-610-620-630-640-650-660-670-680-690-700-710-720-730-740-750-760-770-780-790-800-810-820-830-840-850-860-870-880-890-900-910-920-930-940-950-960-970-980-990-1000-1010-1020-1030-1040-1050-1060-1070-1080-1090-1100-1110-1120-1130-1140-1150-1160-1170-1180-1190-1200-1210-1220-1230-1240-1250-1260-1270-1280-1290-1300-1310-1320-1330-1340-1350-1360-1370-1380-1390-1400-1410-1420-1430-1440-1450-1460-1470-1480-1490-1500-1510-1520-1530-1540-1550-1560-1570-1580-1590-1600-1610-1620-1630-1640-1650-1660-1670-1680-1690-1700-1710-1720-1730-1740-1750-1760-1770-1780-1790-1800-1810-1820-1830-1840-1850-1860-1870-1880-1890-1900-1910-1920-1930-1940-1950-1960-1970-1980-1990-2000-2010-2020-2030-2040-2050-2060-2070-2080-2090-2100-2110-2120-2130-2140-2150-2160-2170-2180-2190-2200-2210-2220-2230-2240-2250-2260-2270-2280-2290-2300-2310-2320-2330-2340-2350-2360-2370-2380-2390-2400-2410-2420-2430-2440-2450-2460-2470-2480-2490-2500-2510-2520-2530-2540-2550-2560-2570-2580-2590-2600-2610-2620-2630-2640-2650-2660-2670-2680-2690-2700-2710-2720-2730-2740-2750-2760-2770-2780-2790-2800-2810-2820-2830-2840-2850-2860-2870-2880-2890-2900-2910-2920-2930-2940-2950-2960-2970-2980-2990-3000-3010-3020-3030-3040-3050-3060-3070-3080-3090-3100-3110-3120-3130-3140-3150-3160-3170-3180-3190-3200-3210-3220-3230-3240-3250-3260-3270-3280-3290-3300-3310-3320-3330-3340-3350-3360-3370-3380-3390-3400-3410-3420-3430-3440-3450-3460-3470-3480-3490-3500-3510-3520-3530-3540-3550-3560-3570-3580-3590-3600-3610-3620-3630-3640-3650-3660-3670-3680-3690-3700-3710-3720-3730-3740-3750-3760-3770-3780-3790-3800-3810-3820-3830-3840-3850-3860-3870-3880-3890-3900-3910-3920-3930-3940-3950-3960-3970-3980-3990-4000-4010-4020-4030-4040-4050-4060-4070-4080-4090-4100-4110-4120-4130-4140-4150-4160-4170-4180-4190-4200-4210-4220-4230-4240-4250-4260-4270-4280-4290-4300-4310-4320-4330-4340-4350-4360-4370-4380-4390-4400-4410-4420-4430-4440-4450-4460-4470-4480-4490-4500-4510-4520-4530-4540-4550-4560-4570-4580-4590-4600-4610-4620-4630-4640-4650-4660-4670-4680-4690-4700-4710-4720-4730-4740-4750-4760-4770-4780-4790-4800-4810-4820-4830-4840-4850-4860-4870-4880-4890-4900-4910-4920-4930-4940-4950-4960-4970-4980-4990-5000-5010-5020-5030-5040-5050-5060-5070-5080-5090-5100-5110-5120-5130-5140-5150-5160-5170-5180-5190-5200-5210-5220-5230-5240-5250-5260-5270-5280-5290-5300-5310-5320-5330-5340-5350-5360-5370-5380-5390-5400-5410-5420-5430-5440-5450-5460-5470-5480-5490-5500-5510-5520-5530-5540-5550-5560-5570-5580-5590-5600-5610-5620-5630-5640-5650-5660-5670-5680-5690-5700-5710-5720-5730-5740-5750-5760-5770-5780-5790-5800-5810-5820-5830-5840-5850-5860-5870-5880-5890-5900-5910-5920-5930-5940-5950-5960-5970-5980-5990-6000-6010-6020-6030-6040-6050-6060-6070-6080-6090-6100-6110-6120-6130-6140-6150-6160-6170-6180-6190-6200-6210-6220-6230-6240-6250-6260-6270-6280-6290-6300-6310-6320-6330-6340-6350-6360-6370-6380-6390-6400-6410-6420-6430-6440-6450-6460-6470-6480-6490-6500-6510-6520-6530-6540-6550-6560-6570-6580-6590-6600-6610-6620-6630-6640-6650-6660-6670-6680-6690-6700-6710-6720-6730-6740-6750-6760-6770-6780-6790-6800-6810-6820-6830-6840-6850-6860-6870-6880-6890-6900-6910-6920-6930-6940-6950-6960-6970-6980-6990-7000-7010-7020-7030-7040-7050-7060-7070-7080-7090-7100-7110-7120-7130-7140-7150-7160-7170-7180-7190-7200-7210-7220-7230-7240-7250-7260-7270-7280-7290-7300-7310-7320-7330-7340-7350-7360-7370-7380-7390-7400-7410-7420-7430-7440-7450-7460-7470-7480-7490-7500-7510-7520-7530-7540-7550-7560-7570-7580-7590-7600-7610-7620-7630-7640-7650-7660-7670-7680-7690-7700-7710-7720-7730-7740-7750-7760-7770-7780-7790-7800-7810-7820-7830-78

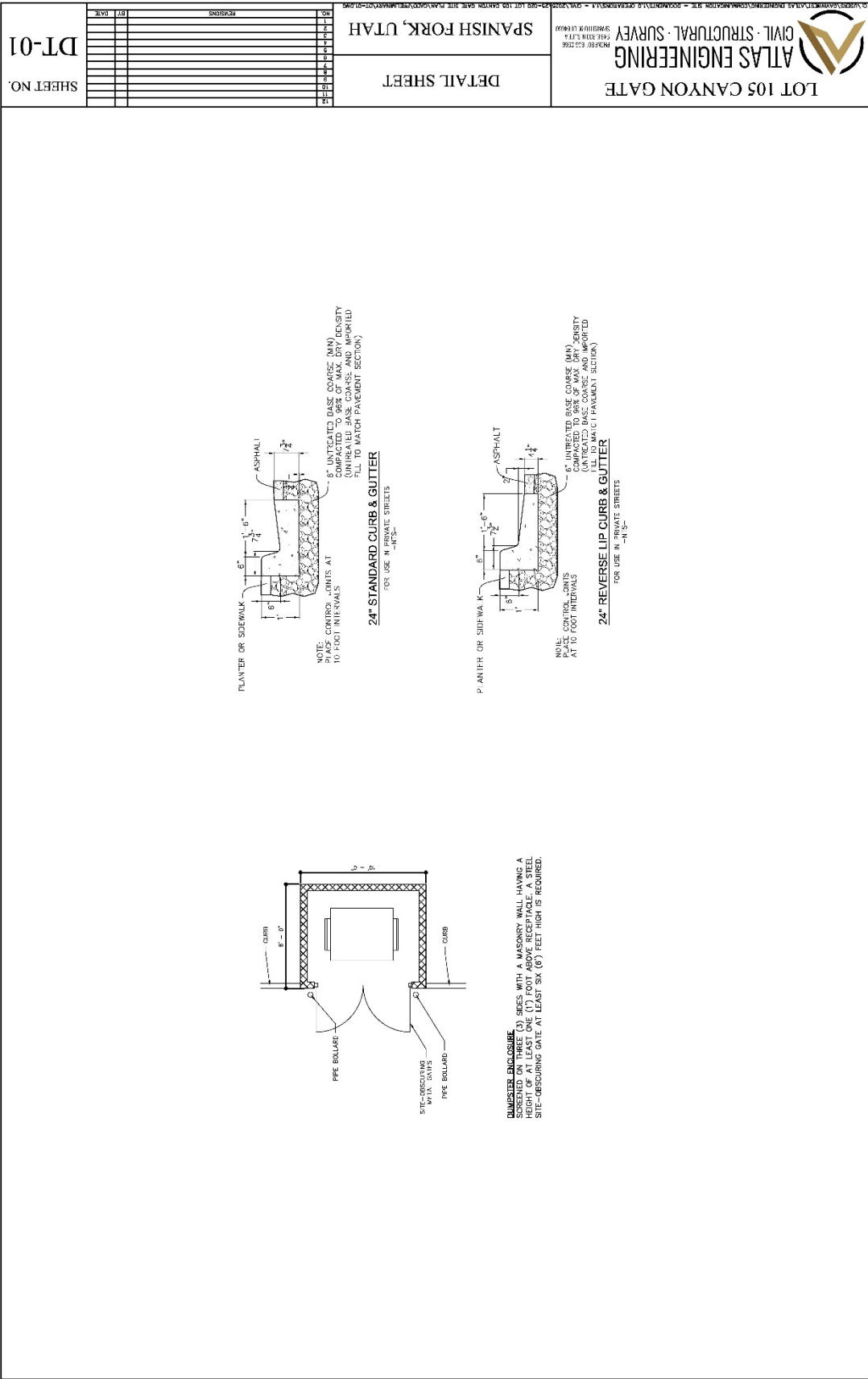
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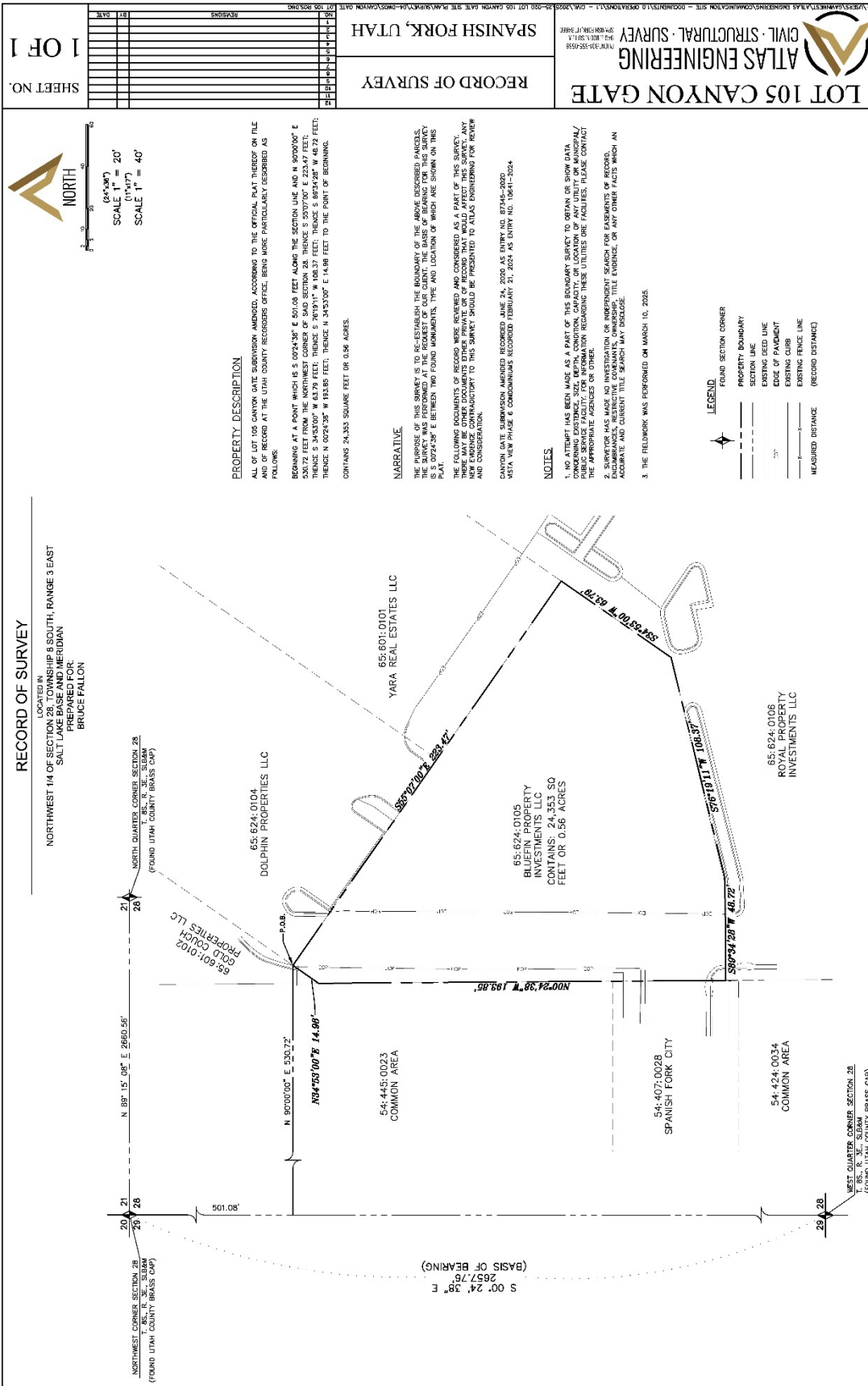


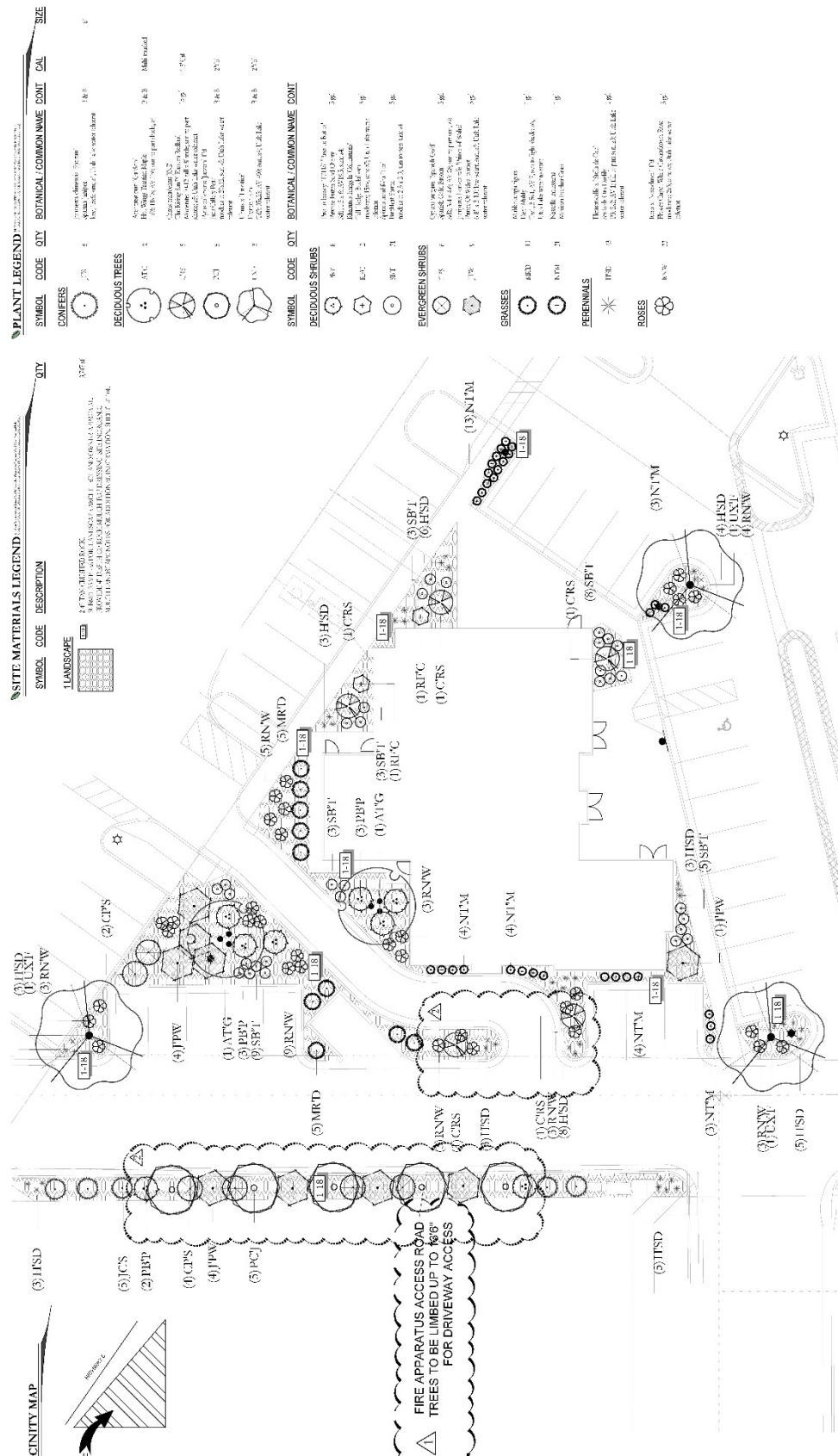
ATLAS ENGINEERING
CIVIL · STRUCTURAL · SURVEY











LANDSCAPE PLAN SPECIFICATIONS				
PART 1 - GENERAL				
1.01 SUMMARY				
A. Section Includes				
1. Landscaping				
2. Planting				
3. Water Features				
4. Fencing				
5. Lighting				
6. Signage				
7. Other				
1.02 REFERENCES				
A. Landscape Architecture				
B. Horticulture				
C. Irrigation				
D. Fencing				
E. Lighting				
F. Signage				
G. Other				
1.03 MATERIALS				
A. Plants				
1. Native				
2. Non-Native				
3. Other				
B. Soil				
1. Topsoil				
2. Subsoil				
3. Other				
C. Fencing				
1. Material				
2. Color				
3. Other				
D. Lighting				
1. Fixture				
2. Color				
3. Other				
E. Signage				
1. Material				
2. Color				
3. Other				
F. Other				
1. Material				
2. Color				
3. Other				

PLANT LEGEND				
SYMBOL	CODE	QTY	BOTANICAL COMMON NAME	CONT
CONIFERS				
	1	1	Blue Spruce	100
	2	1	Colorado Spruce	100
	3	1	Douglas Fir	100
	4	1	Juniper	100
	5	1	Larch	100
	6	1	Pinus	100
	7	1	Scots Pine	100
	8	1	Sitka Spruce	100
	9	1	White Pine	100
	10	1	Yew	100
DECIDUOUS TREES				
	11	1	Alder	100
	12	1	Birch	100
	13	1	Buckeye	100
	14	1	Cashew	100
	15	1	Cherry	100
	16	1	Cottonwood	100
	17	1	Elm	100
	18	1	Hickory	100
	19	1	Maple	100
	20	1	Oak	100
	21	1	Peach	100
	22	1	Pine	100
	23	1	Poplar	100
	24	1	Rose	100
	25	1	Sycamore	100
	26	1	Tulip	100
	27	1	Walnut	100
	28	1	Willow	100
	29	1	Yew	100

SITE REQUIREMENT CALCULATIONS				
ITEM	REQUIREMENT	REQUIREMENT	REQUIREMENT	REQUIREMENT
1. SITE REQUIREMENT	1.00	1.00	1.00	1.00
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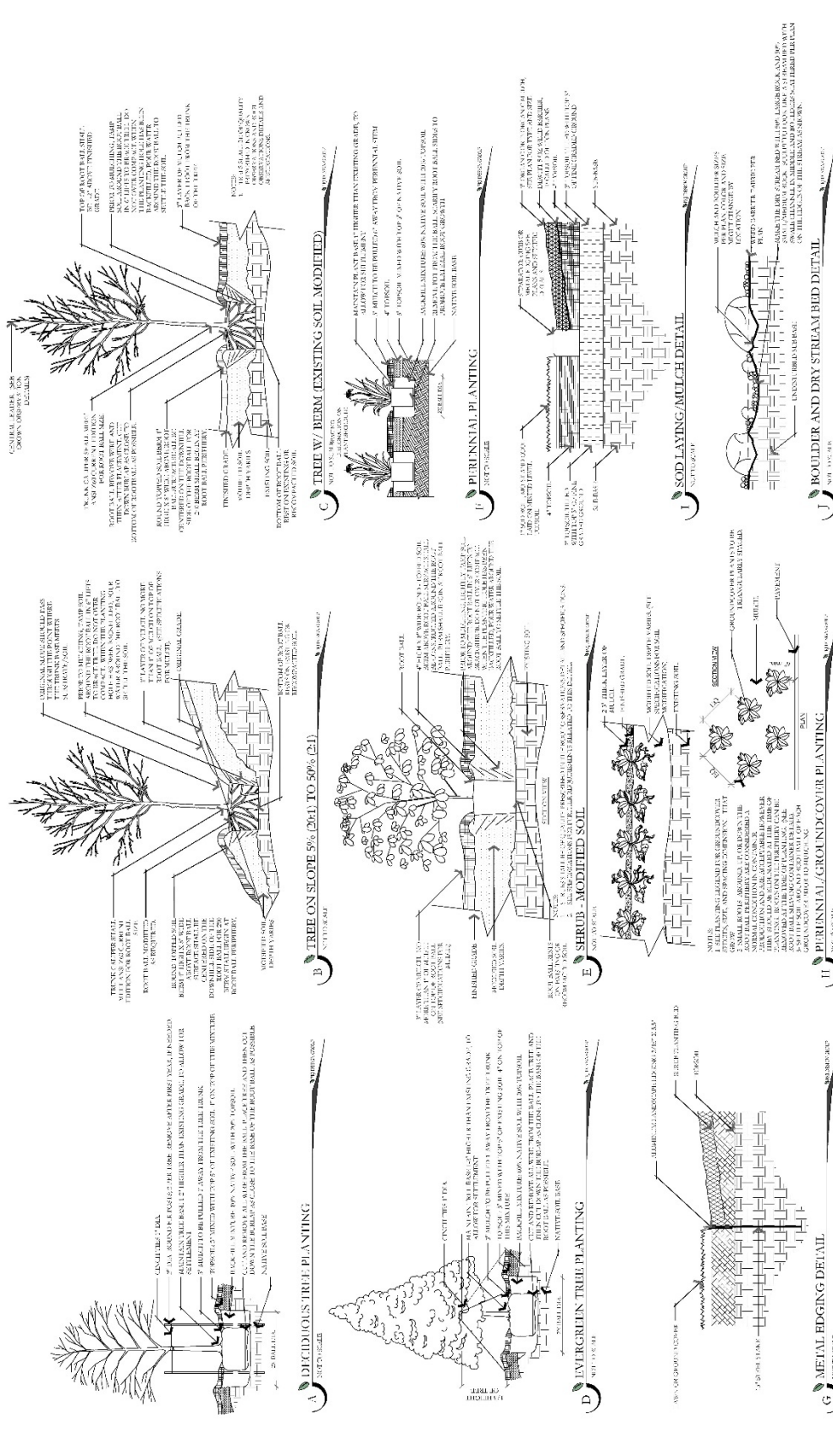
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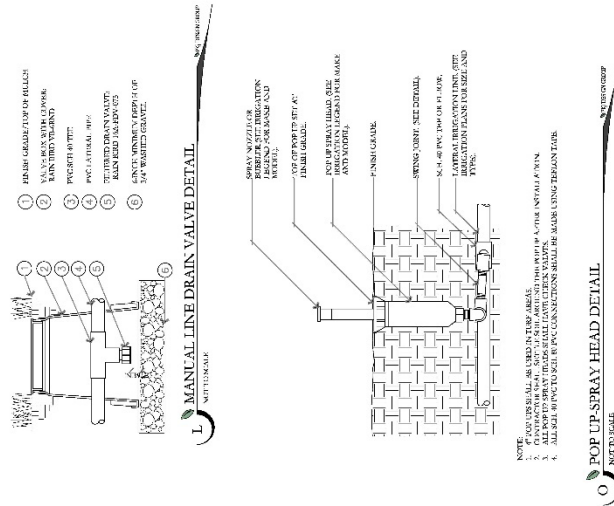
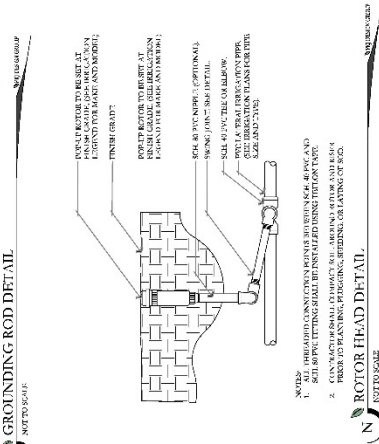
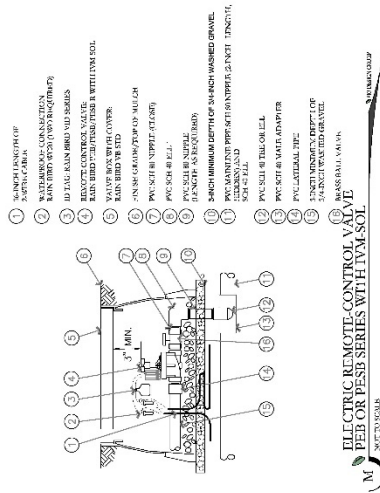
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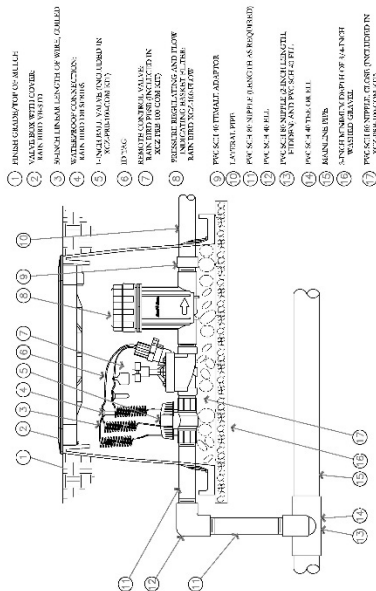
43. GENERAL LANDSCAPE NOTES

44. GENERAL LANDSCAPE NOTES

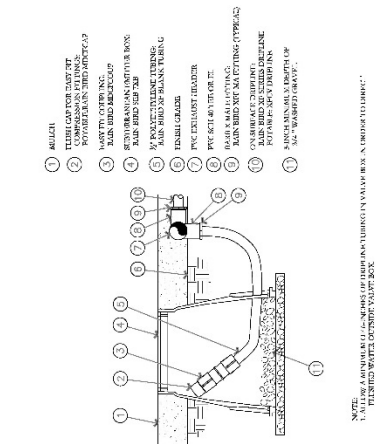
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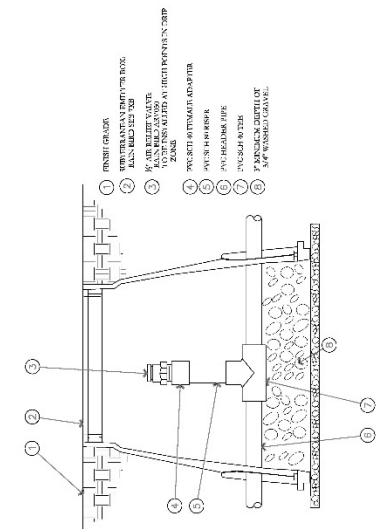




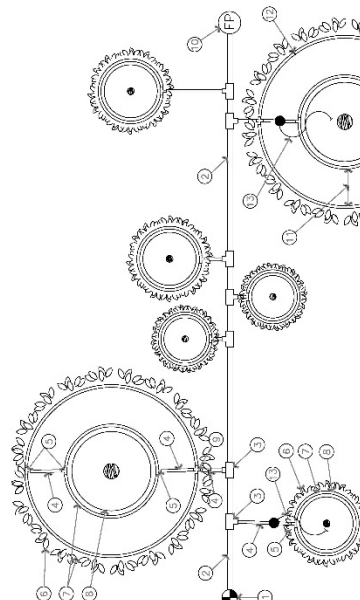
P DRIP CONTROL ZONE KIT DETAIL
NOT TO SCALE



Q ON-SURFACE DRIPLINE FLUSH POINT DETAIL
NOT TO SCALE



R AIR RELEASE VALVE DETAIL
NOT TO SCALE



NOTES:
1. ALL MATERIALS ARE REQUIRED TO BE USED IN ACCORDANCE WITH THE FOLLOWING:
2. ALL MATERIALS ARE REQUIRED TO BE USED IN ACCORDANCE WITH THE FOLLOWING:
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S ON-SURFACE DRIPLINE TREE/SHRUB DETAIL
NOT TO SCALE

1. RISE RISING FROM 1/2" ALLOE
2. VALVE BOX WITH COVER
3. 1/2" RISE RISING FROM 1/2" ALLOE
4. 1/2" RISE RISING FROM 1/2" ALLOE
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17. 1/2" RISE RISING FROM 1/2" ALLOE

CANYON GATE LOT 105
822 S. SPANISH FORK PKWY.
SPANISH FORK, UTAH

11/20/2025
UT25063
BLUE SHAKES OF UTAH
1-800-662-4111
www.blueshakes.com

REVISION
CITY COMMENTS

DATE
11/20/2025

NO. 1
2
3
4
5
6
7

WPA
ATTY. BRUCE HALLON
WPA LLC/BRUCE HALLON ARCHITECTURE.COM

DESIGN GROUP
3450 N. TRIUMPH BLVD. SUITE 102
LEHI, UT 84043 (801) 437-2217
www.pg-designgroup.com

IR-503

16. SPINNING AND WEAVING BLOCK

NUMBER OF BEATS OR STROKES PER MINUTE

1. The first step in the process of creating a business plan is to conduct a market analysis. This involves researching the industry, identifying potential customers, and understanding the competitive landscape.
2. Once the market analysis is complete, the next step is to define the business's mission and vision. This provides a clear direction for the company and helps to attract investors and partners.
3. The third step is to develop a financial plan. This includes creating a budget, forecasting revenue and expenses, and determining the company's financial needs.
4. The fourth step is to create a marketing and sales strategy. This involves identifying the target market, developing promotional campaigns, and establishing sales channels.
5. The final step is to write the business plan itself. This document should clearly outline the company's goals, strategies, and financial projections. It is a crucial tool for securing funding and guiding the company's growth.

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- PLI 2745 0070, 4/20/06, 17.
430.0 02. 37. / 2006, 21 SUGGESTED PARADIGMS 0124-3

LOT 48824 25.33036 20.8225 20.7

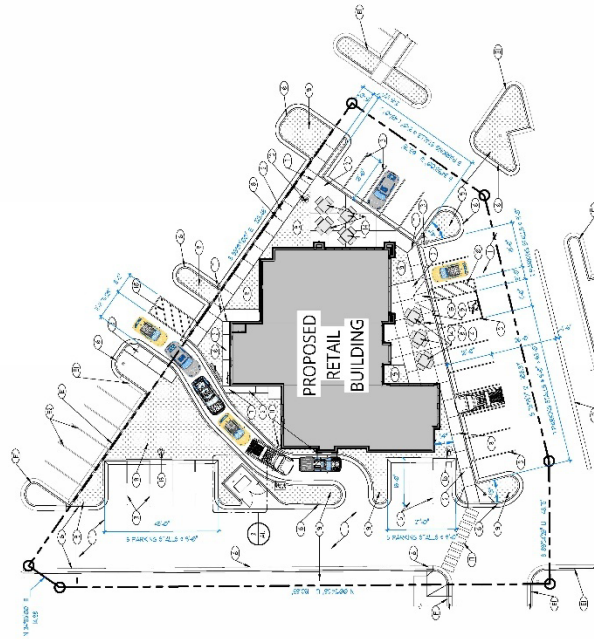
- ZONING: C-2 GENERAL COMMERCIAL
LANDSCAPE REQUIRED: YES PERMIT + \$6000.00 F.F.
LANDSCAPE AREA PROVIDED: 3871 SQ. FT.
TREES MAINTAINED: 1 PER 600 SQ. FT OF AREA REQ.
LANDSCAPE AREA: 14
TREES PROPOSED: 3

RESEARCH DESIGN AND METHODS

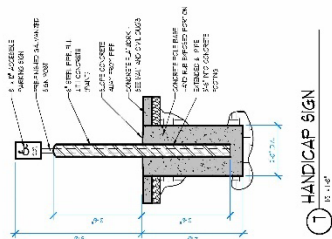
1. ☐ The following are the main components of a business plan: Executive Summary, Business Description, Market Analysis, Financial Projections, and Management Team.
2. ☐ The primary purpose of a business plan is to provide a clear and concise overview of a business's goals, strategies, and financial projections.
3. ☐ A business plan is a document that outlines the business's vision, mission, and goals, and provides a roadmap for achieving them.
4. ☐ The business plan is a critical tool for securing financing, as it demonstrates the business's potential for success and its ability to generate revenue.
5. ☐ The business plan is a living document that should be updated regularly as the business evolves and market conditions change.

22 S. STANIS LOROK DRIVE,
HARRISON HILLS, UTAH 84401

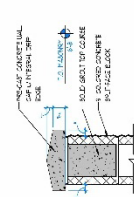
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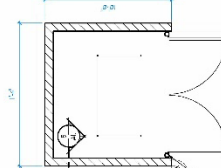
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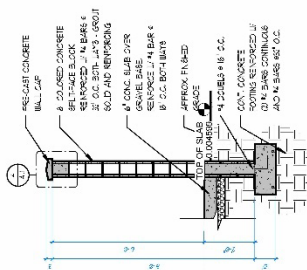
7 HANDICAP SIGN
12-1-88



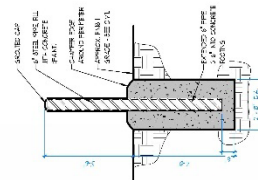
WALL CAP DETAIL



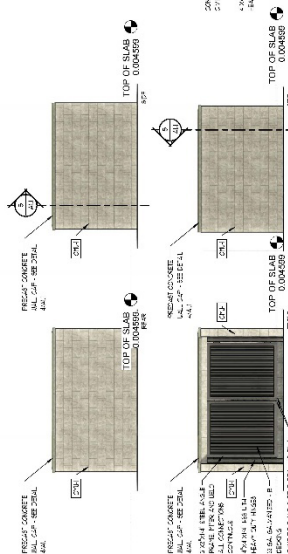
2 TRASH ENCLOSURE



WALL SECTION



PIPE BOLLARD DETAIL



3 TRASH ENCLOSURE ELEVATIONS

SHEET NOTES

- TYPICAL REFERENCE FOR CONSTRUCTION "TYP. REF. 100" AS
- TYPICAL REFERENCE FOR CONSTRUCTION "TYP. REF. 100" AS
- TYPICAL REFERENCE FOR CONSTRUCTION "TYP. REF. 100" AS

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12.10.2023

SPANISH FORK CANYON GATE LOT 105 RETAIL BUILDING

4775 S. MAIN, SPANISH FORK, UT 84660

12.10.2023

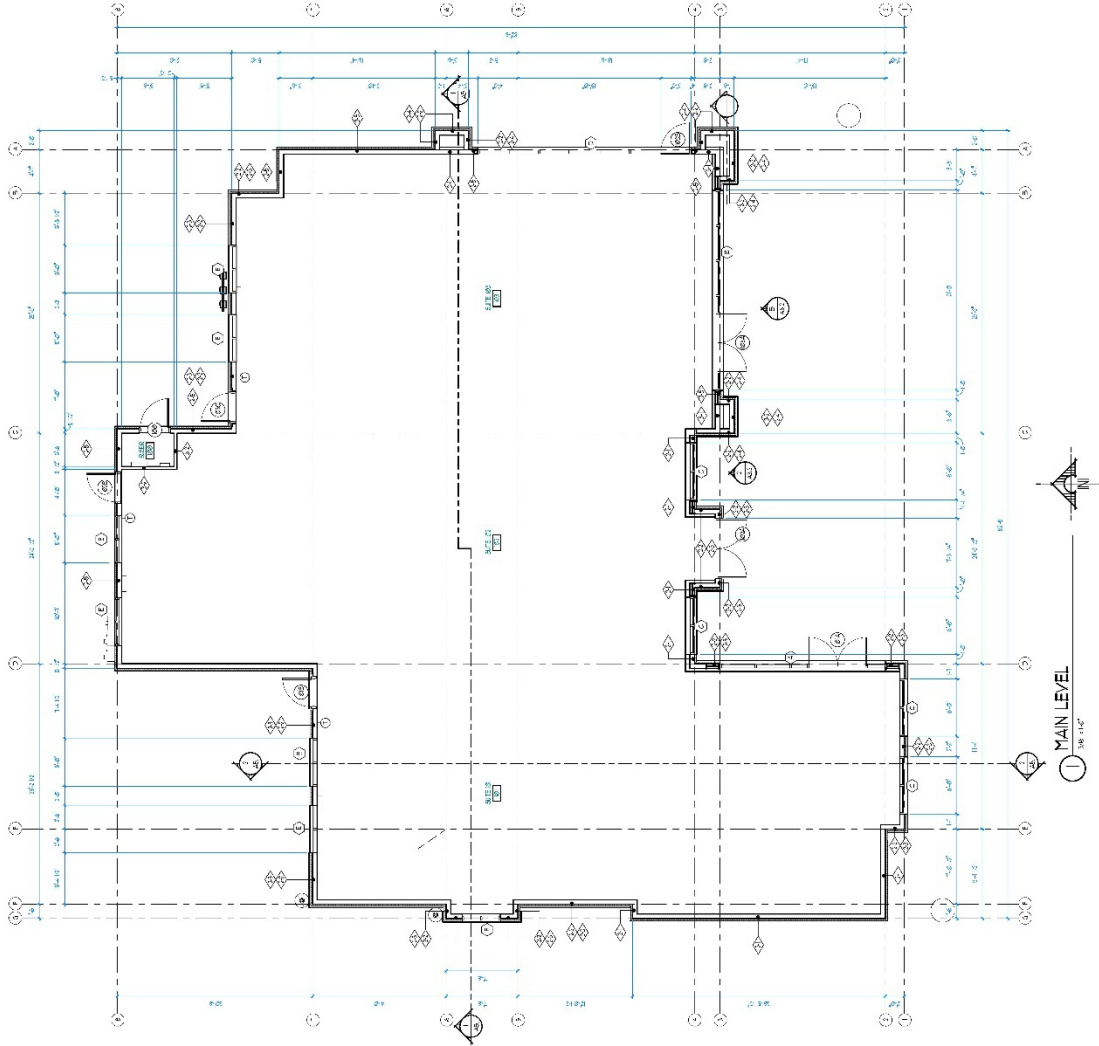
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12.10.2023

4775 S. MAIN, SPANISH FORK, UT 84660

12.10.2023

A2.1





SPANISH
FORK
CANYON
PLANNING
BOARD

APPROVED FOR THE
PLANNING BOARD
BY: [Signature]
DATE: 10/15/2024

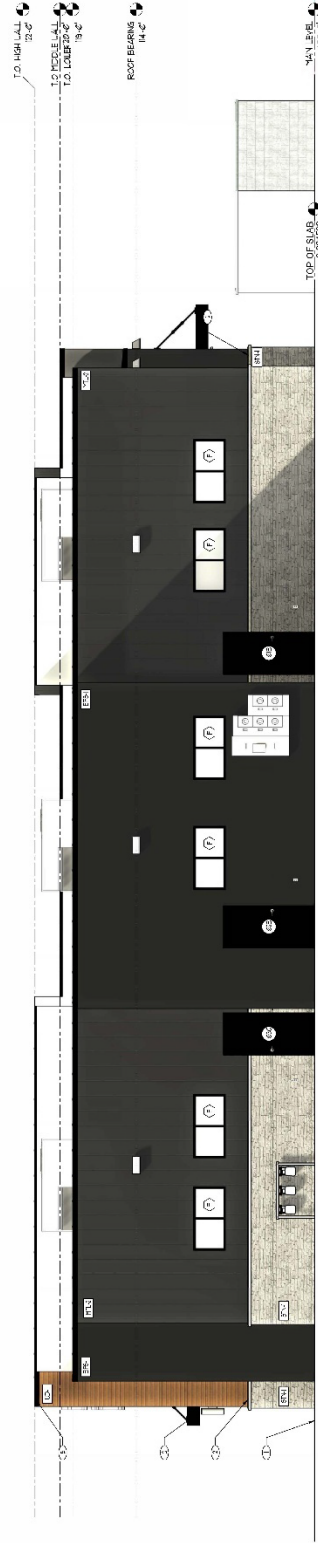
APPROVED FOR THE
CITY OF SPANISH FORK
BY: [Signature]
DATE: 10/15/2024

A4.1

SHEET NOTES

MARK	DESCRIPTION	MANUFACTURER	SIZE	COLOR	COMMENTS
1	WPA ARCHITECTURE	WPA	12" x 12"	100	
2	WPA ARCHITECTURE	WPA	12" x 12"	100	
3	WPA ARCHITECTURE	WPA	12" x 12"	100	
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5	WPA ARCHITECTURE	WPA	12" x 12"	100	
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- 20. WPA ARCHITECTURE



2 NORTH ELEVATION
1/4" = 1'-0"



1 EAST ELEVATION
1/4" = 1'-0"



SPANISH FORK CANYON GATE
LOT 105 RETAIL BUILDING

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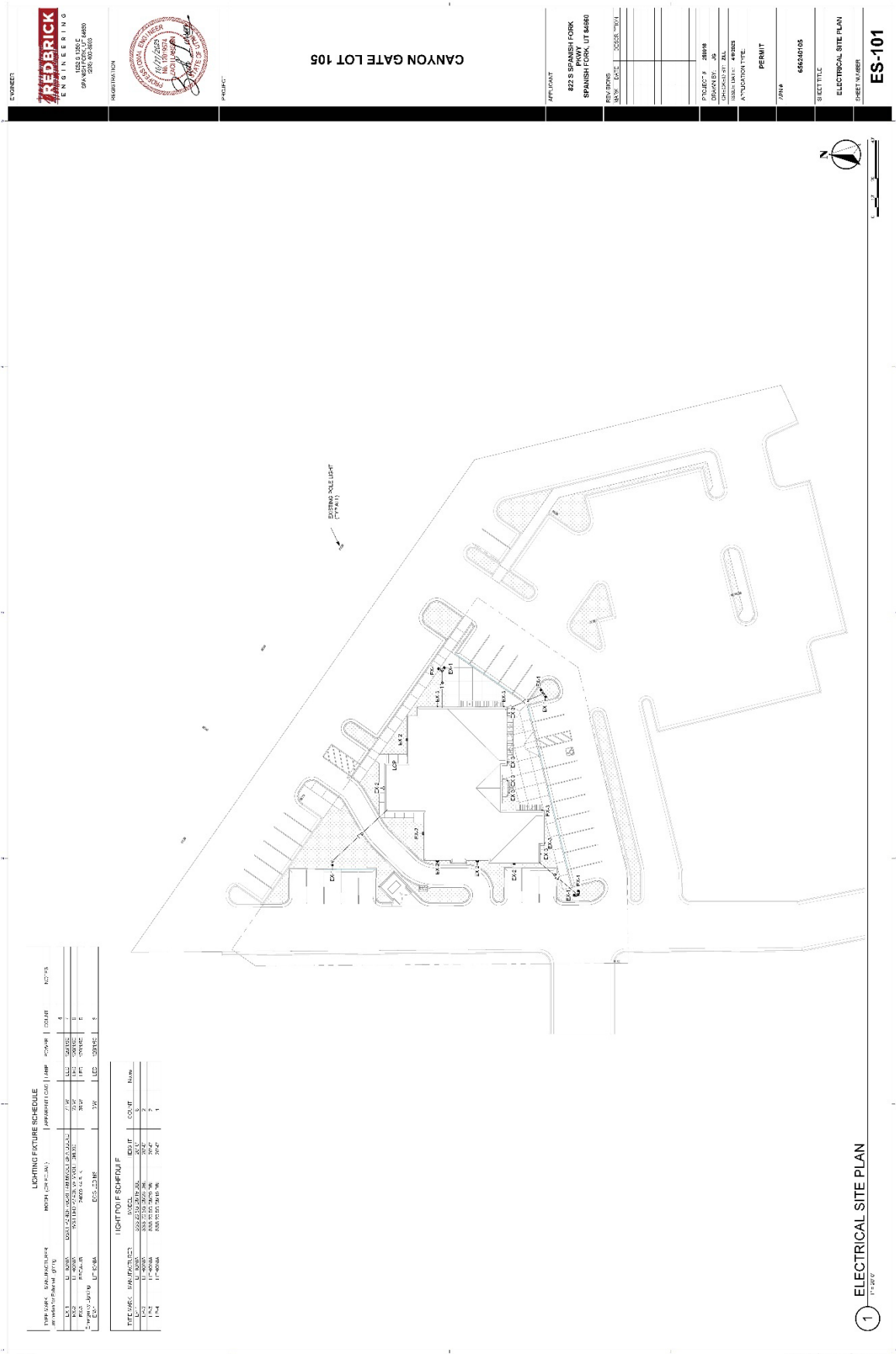
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A4.2

[illegible]

EXHIBIT 5





Let Them Grow Montessori School
Zone Map Amendment
75 West 300 North
0.45 acres
R-O Zone
Commercial General Plan Designation



PROPOSAL

The Applicant has submitted a request for a Zone Map Amendment to apply the Development Enhancement Overlay to the subject property, which is currently zoned R-O Residential Office. The Applicant intends to utilize the site for a Montessori School. This relocation will facilitate the expansion of the business from its current location—an approximately 1,700-square-foot facility situated a few properties to the east—to this larger site. However, the existing site configuration does not strictly comply with current development standards for Professional Office or other non-residential uses.

Application of the Development Enhancement Overlay is required to address several areas where the site is currently legal non-conforming or does not meet strict development standards. Under current R-O Residential Office zoning standards, the required side setback for non-residential uses is 10 feet; the subject property does not meet this setback requirement along the western boundary. Furthermore, the property lacks the adequate landscape buffer along the western boundary, nor does it meet current requirements regarding landscaped parking lot islands, §15.4.16.130. Additionally, the Applicant has theorized installing a playground in the front of the building, which will involve the removal of a portion of the existing turf grass, potentially leaving the site with less than the required 20% on-site landscaping as required by a Professional Office/Non-residential or Non-commercial Use.

Despite these constraints, the site currently features an existing masonry wall along both the western and southern property boundaries. The presence of this wall is a significant factor in the consideration of the Development Enhancement Overlay, as it demonstrates that the site already meets one of the primary screening requirements for non-residential uses adjacent to residential zones. This existing infrastructure helps mitigate potential impacts on neighbors, supporting the rationale that the site is suitable for the proposed use despite the setback and landscaping deviations.

Some of the key issues to consider are: proposed use, adjacent uses, landscaping, setbacks and fencing.

STAFF RECOMMENDATION

That the proposed Let Them Grow Montessori School Zone Map Amendment be approved based on the following findings:

Findings

1. That the proposed modifications will conform to the intent of the Development Enhancement Overlay Zone.
2. That the existing masonry wall on site alleviates the need for a 10-foot landscape buffer to the west.
3. That the school's current location is roughly 150 feet to the east of this proposed site, keeping it in the same neighborhood of the community.
4. That the proposed site allows for the expansion of the school's current operations.

EXHIBITS

1. Area Maps
2. Aerial Imagery
3. Development Enhancement Overlay Memo
4. Letter of Support

EXHIBIT 1



EXHIBIT 2



EXHIBIT 3



TO: Planning Commission

FROM: Community Development

DATE: February 4, 2026

RE: Let Them Grow Montessori School Development Enhancement Overlay

Municipal Code 15.3.20.060 Development Enhancement Overlay. The following findings must be made by the City Council before approving any Development Enhancement Overlay:

1. That the proposed use is an appropriate use on the specific parcel as compared with other possible uses.
 - a. Professional Office and Non-Residential uses have operated on this site for several decades. To Staff's knowledge, adjacent property owners have never filed complaints regarding the use of the site, demonstrating its long-term compatibility with the neighborhood. In Staff's opinion, utilizing the site as a school creates an appropriate land-use transition between the retail zone to the east and the residential zone to the west. Additionally, the site's ample parking for the proposed use and availability of space for a potential playground make it as good of a site as any in the community for a Montessori preschool.
2. That granting the Development Enhancement Overlay Zone with modified restrictions will not cause a detriment to prospective patrons, to adjacent property owners, nor to traffic flows on the adjacent public streets.
 - a. The site has operated as an office for decades without detriment to patrons or neighboring property owners. The scale of the requested change is minor and is not anticipated to negatively impact adjacent properties. Although the property currently lacks certain design standards—such as landscaped parking lot islands and a 10-foot landscape buffer—the proposed use will not generate traffic volumes detrimental to the neighborhood. The school has successfully operated at a nearby location to the east for several years without disrupting traffic flow or causing issues for neighbors. Retaining the school within the neighborhood preserves a valuable community asset.
3. That adequate conditions have been incorporated into the Zone which will offset the easing of usual requirements.

- a. The driveway accessing the parking lot is located on the east side of the property, adjacent to the commercial zone along Main Street. Consequently, the residential dwellings to the west will be buffered from drop-off and pick-up traffic. Additionally, the site features a masonry wall along the south and west boundaries, effectively screening daily operations from adjacent property owners.
- 4. If a study has been submitted by the Developer, the Council accepts the study as accurate as far as addressing the more lenient standards and the impact it will have on adjacent property owners and the City.
 - a. A study was not deemed necessary.

EXHIBIT 4

December 14th, 2025

Dear Members of the Spanish Fork City Planning and Zoning Commission,

I am writing in support of our request for a Development Enhancement Overlay for the property located at 75 W 300 N, Spanish Fork, UT 84660, which we hope to be the future home of Let Them Grow Montessori Preschool. This request will allow us to appropriately enhance the property to meet the needs of our students, families, and staff while remaining consistent with the City of Spanish Fork's planning and development goals.

Let Them Grow Montessori Preschool is dedicated to providing high-quality early childhood education through the Montessori Philosophy, fostering independence, confidence, and a lifelong love of learning. We've been in Spanish Fork for nearly 3 years now and love this city, as our business has grown our program has experienced strong interest from families within the Spanish Fork community. We regularly have families reach out seeking enrollment; however, due to the limitations of our current single-room facility, we are unable to accept new students unless a current student graduates. This constraint has made it clear that there is a growing need for expanded space in order to serve additional families.

In the new building, we plan to have up to 30 students in at one time, with morning and afternoon classes that have staggered drop-off and pick-up times to minimize traffic congestion and maintain smooth flow in and out of the property. Drop-off times will occur at 8:00 a.m., 8:30 a.m., and 9:00 a.m. Pick-up times will be staggered at 11:30 a.m., 12:00 p.m., 2:30 p.m., and 3:00 p.m. This schedule is designed to reduce peak traffic impacts and provide flexibility for families.

We will employ up to 10 staff members, who will work varying days and hours depending on classroom needs and scheduling. To accommodate staff and parents safely and efficiently, we respectfully request to maintain the existing parking lot and landscaping configuration, as it provides ample parking for staff and families without impacting neighboring properties.

Additionally, we plan to fence the grassy outdoor area at the front of the building to create a secure outdoor play space for our students. All fencing will be installed in full compliance with city fencing requirements. We also request to relocate the building's signage so that it is not located within the center of the play area, ensuring a safer and more functional outdoor environment for our students.

The requested Development Enhancement Overlay would allow us to make these improvements while preserving the character of the neighborhood, enhancing the property's appearance, and meeting an evident demand for early childhood education in Spanish Fork. We are committed to being responsible community members and working closely with the city to ensure all development aligns with applicable codes and long-term planning goals.

Thank you for your time and consideration of this request. I would be happy to provide any additional information or answer any questions. Please feel free to contact me at 1-801-427-4191 or letthemgrowmontessori@gmail.com.

Sincerely,

Camilla Pace
Owner/Director Let Them Grow Montessori Preschool

SPANISH FORK

ANNEXATION AND MASTER PLAN

Presentation for the
City of Spanish Fork
Development Review Committee

JAN 14, 2026



Photo Credit: Visionary Homes



PROJECT INTRODUCTION



Context of the Site

Strategic Gateway

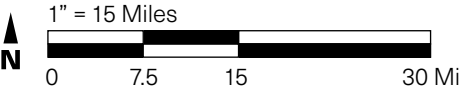
Located at the junction of I-15 and Highway 6, connecting the Wasatch Front to southern Utah

Strong Accessibility

Easy access to major employment centers and regional recreation

Rapid Growth

Fast-growing, family-friendly city with relatively affordable housing and a high quality of life



DEMOGRAPHIC KEY FINDINGS

01

Spanish Fork's population is increasing significantly. The population of Spanish Fork is anticipated to double by 2050, creating a large demand for new housing units in several key growth areas, including near the project site and future light rail station.

02

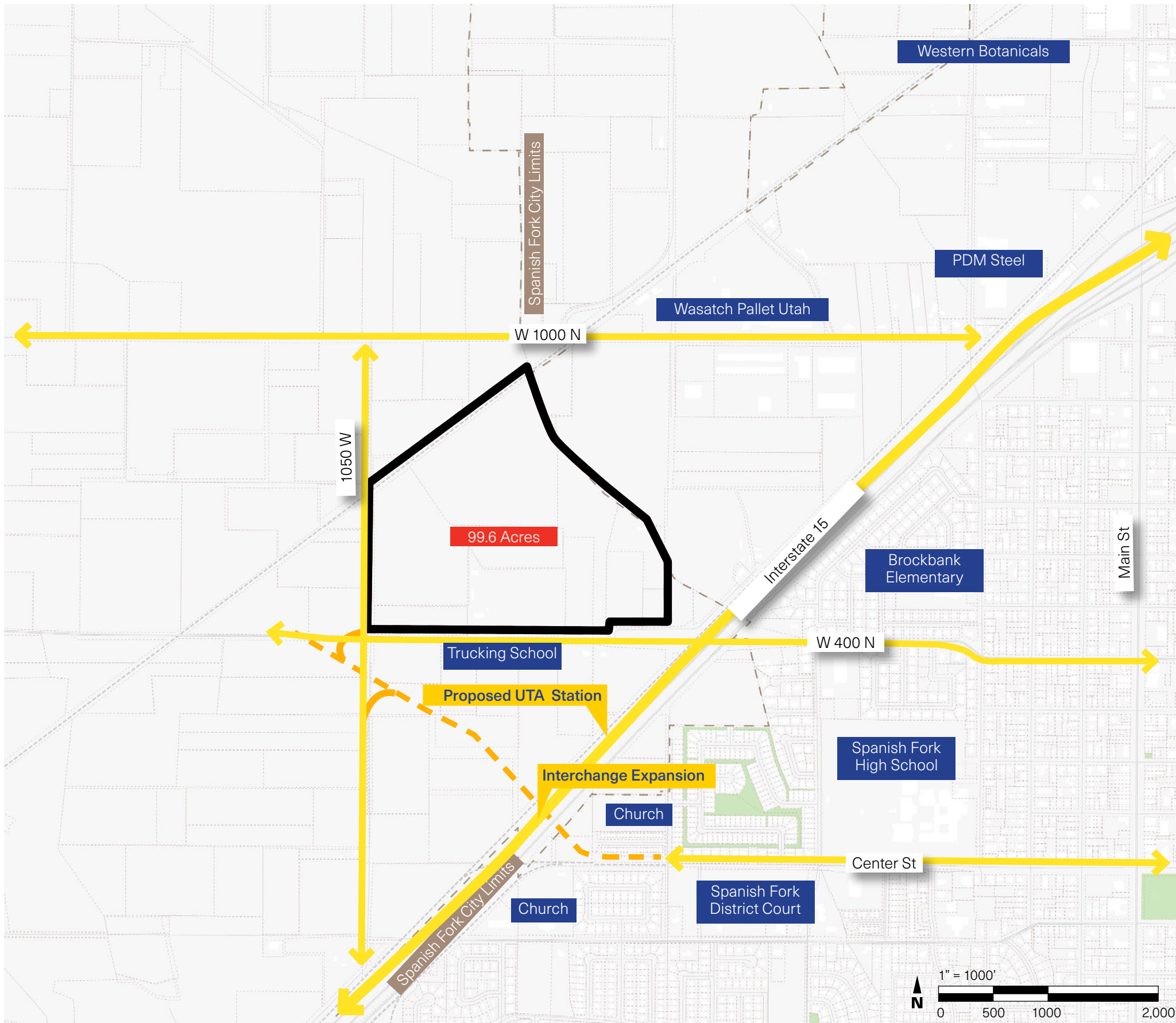
Spanish Fork's housing market is dominated by single-family homes. While some multi-family developments have come online recently, Spanish Fork's housing stock is primarily single-family detached homes. This density will not be able to support the demand for new housing.

03

Young families are a significant portion of Spanish Fork's demographic. Larger average household sizes and a younger average age indicate that families are increasingly drawn to Spanish Fork.

04

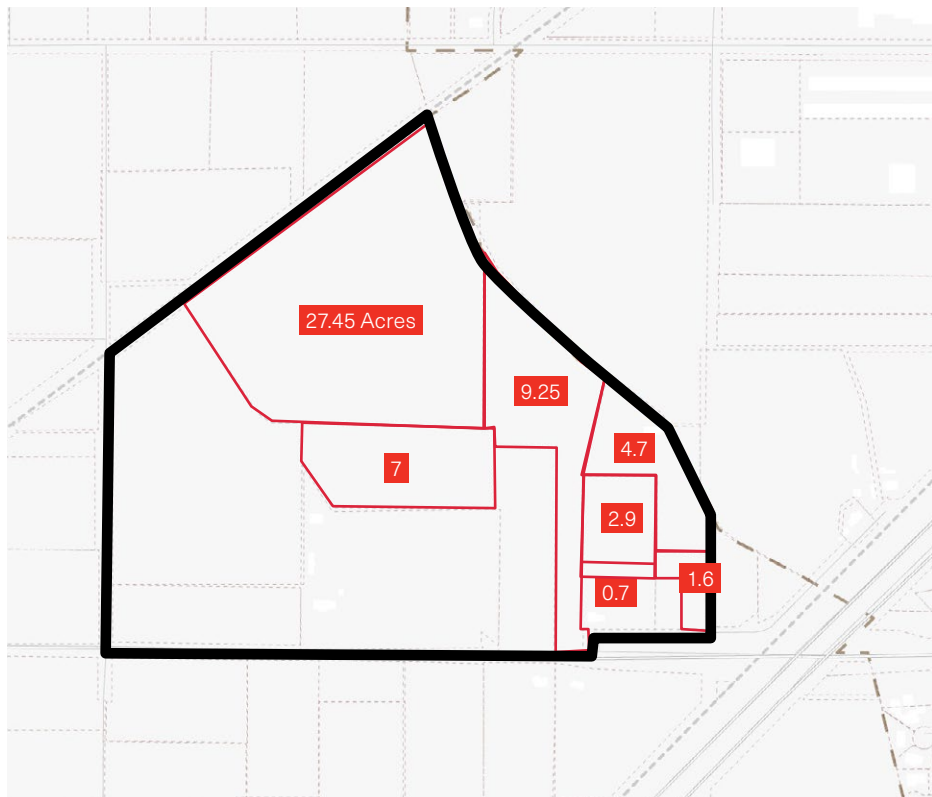
New residents create new revenue. The addition of between 900- 1,200 housing units on the project site creates the opportunity for significant sales tax revenue generation for Spanish Fork.

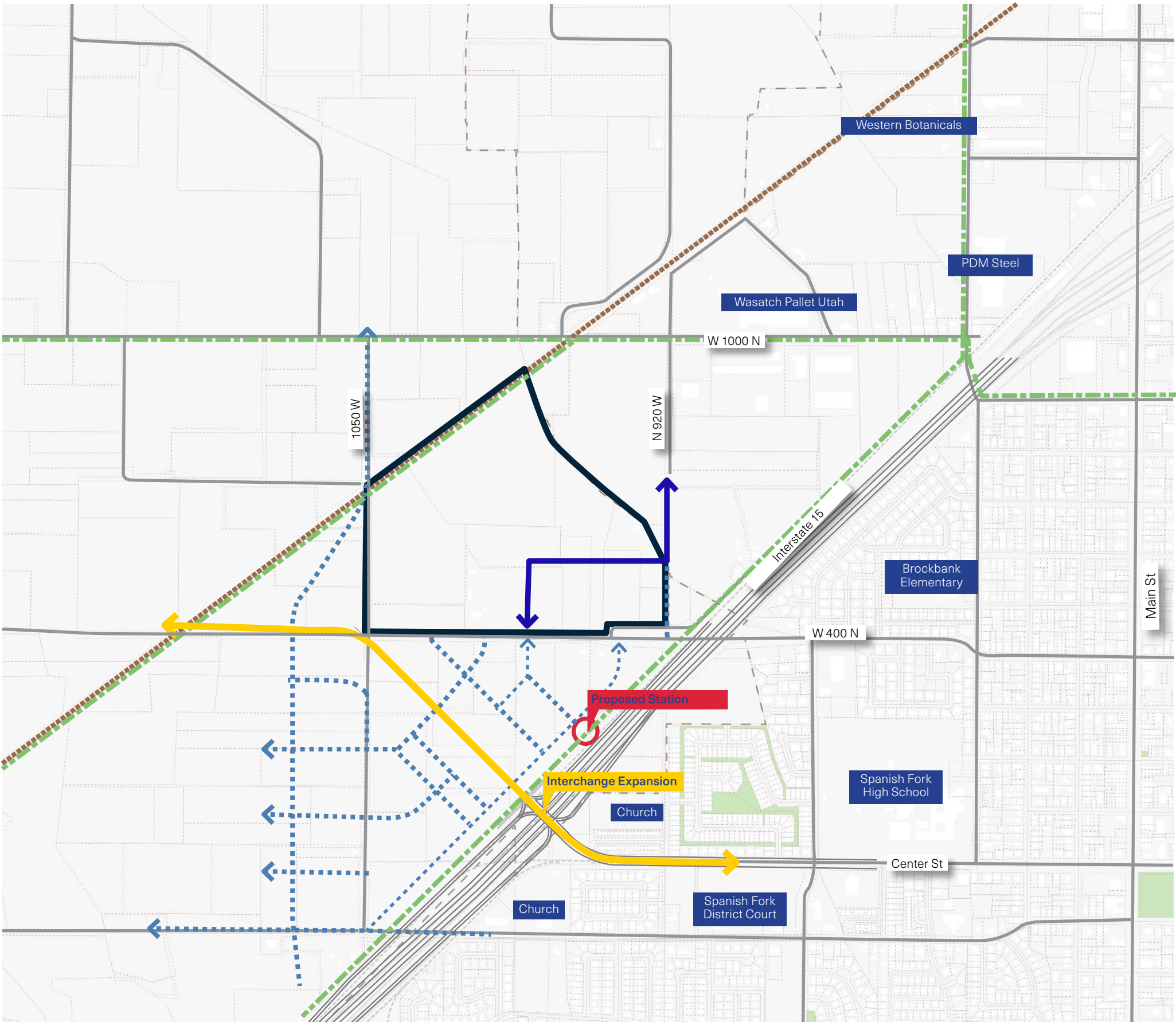


Project Intro

- **99.6-acre** annexation area made up of **15 parcels** (53.6 acres controlled by the Clyde Group)
- Located along **W 400 N** with **direct access to I-15** via the proposed Center Street interchange
- Adjacent to proposed **UTA FrontRunner station**

CLYDE CAPTIAL GROUP PROPERTIES





Planned Area Improvements

- Several major transportation improvements are planned around the site including the Front Runner Station and Interchange
- The City's Trails Master plan also ties into the site
- Timelines may vary, requiring flexible planning assumptions
- Site access should be evaluated before, during, and after project phasing

Proposed Interchange

FrontRunner Station

Schematic NE Road

SAP Proposed Road Connections

Existing Roads

Proposed Shared Use Trails

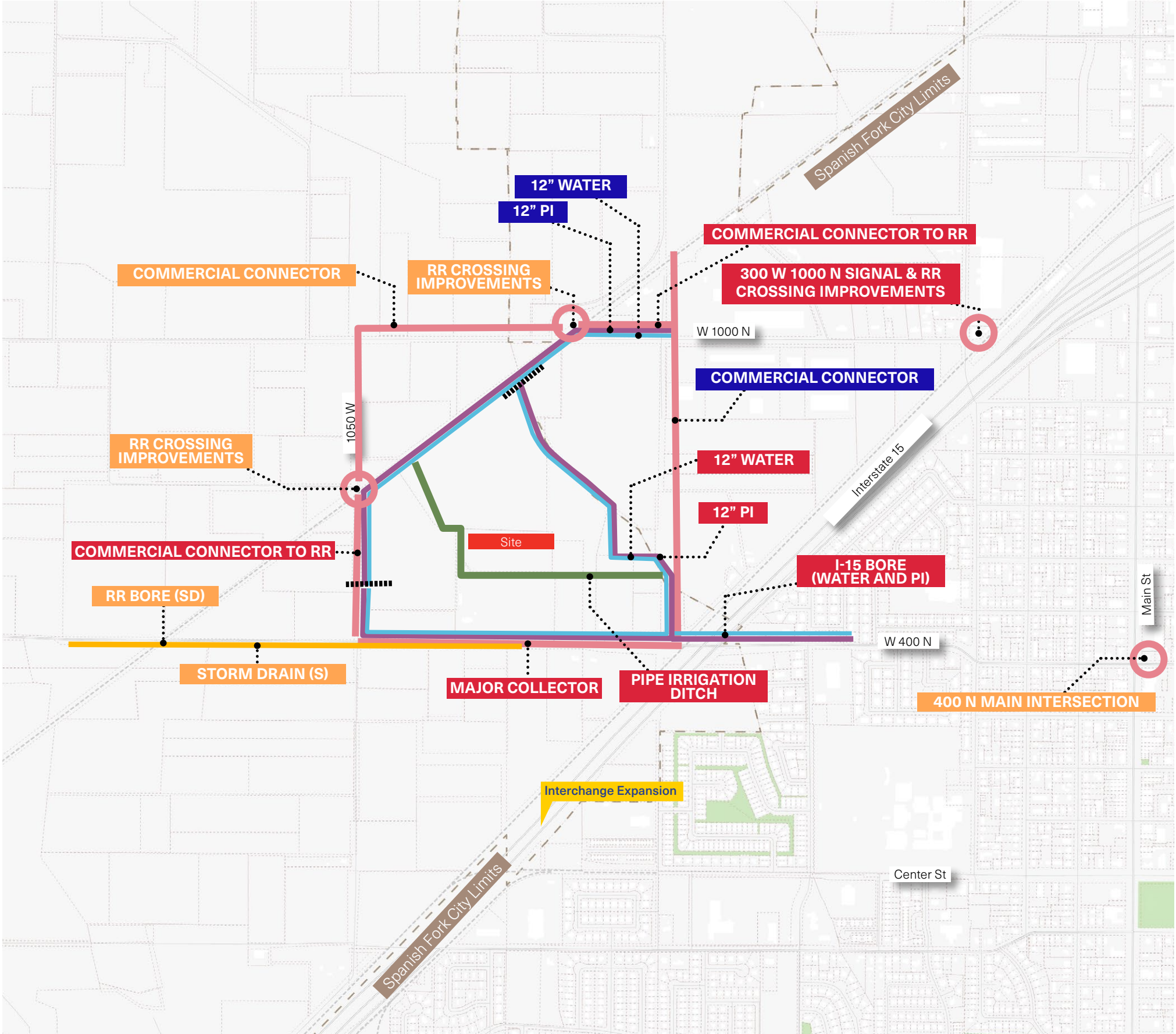


Station Area Plan Considerations

The Station Area Plan focused on the area just south of our site. The plans for the Station Area include mix use, commercial, and high density residential.

It is important to think about how these two areas could operate together to the benefit of the City.





Utility Phasing

FROM CIVIL SCIENCE

Phase 1

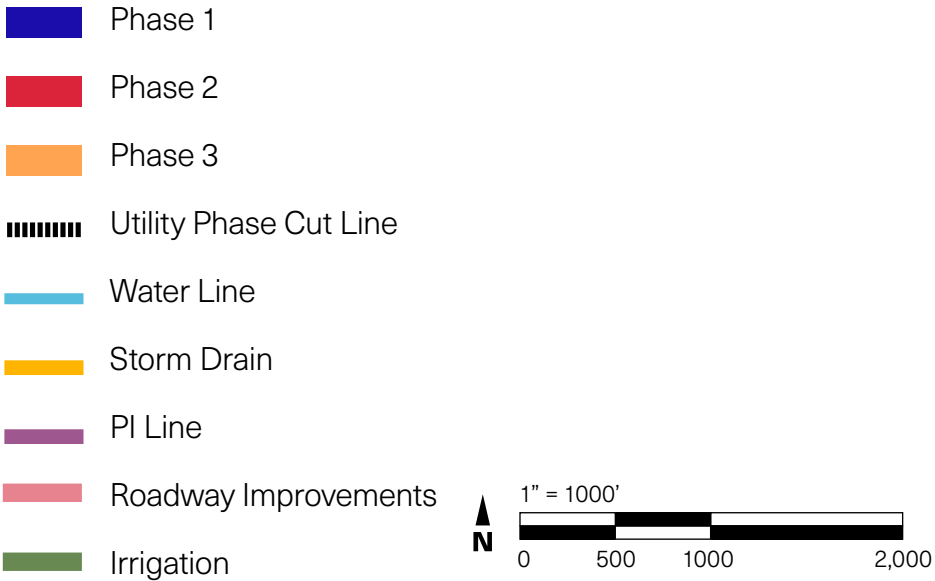
Roadway improvements and installation of water, sewer, and storm drain connections along site boundaries

Phase 2

Additional roadway improvements, railroad connections, and southern storm drain extension

Phase 3

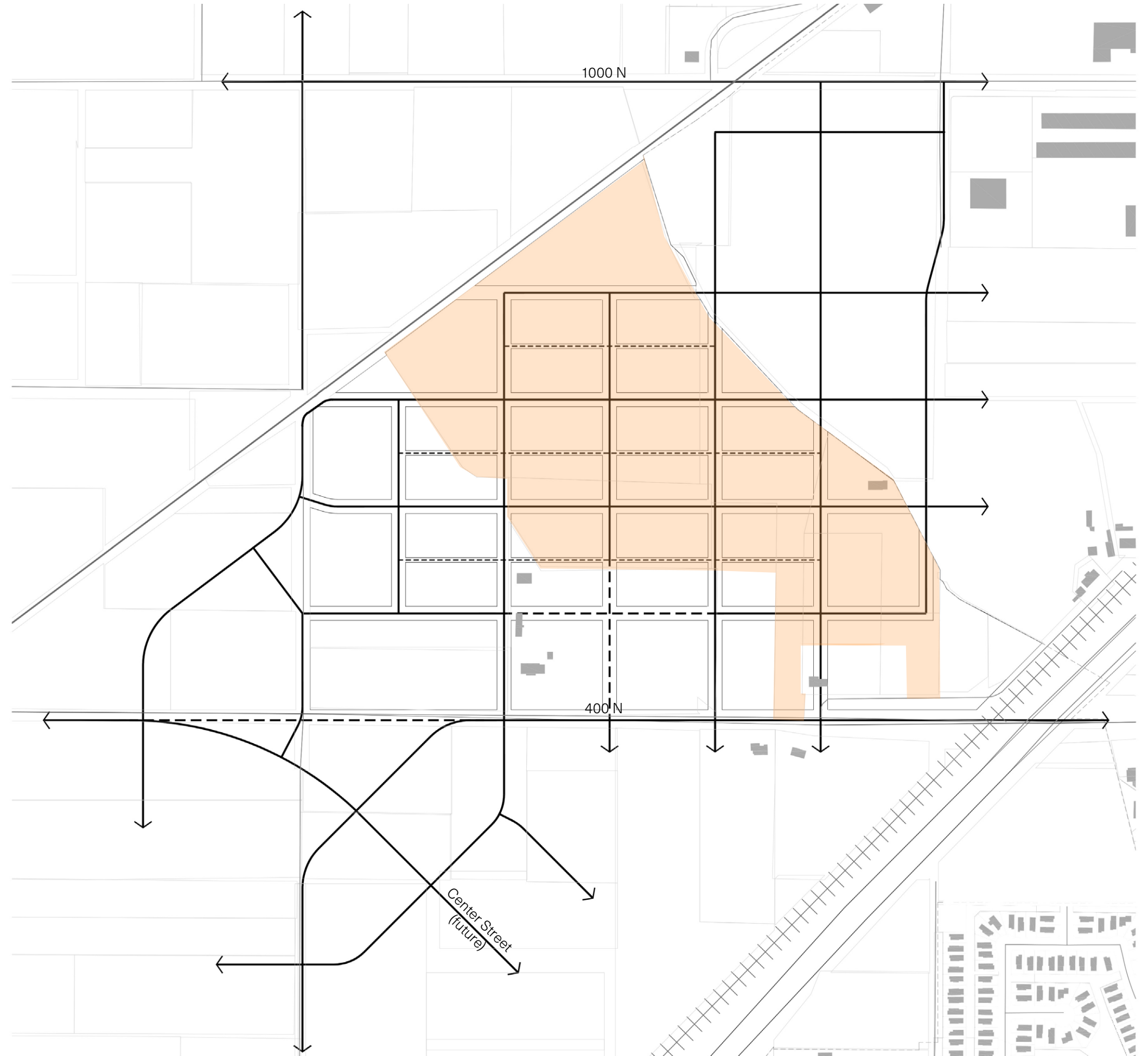
Internal water and sewer extensions and expansion of 400 South along the southern boundary



Right of Way Considerations

- Considers **properties that are already owned**/likely to be purchased
- Typical blocks at **450' x 456'**
- Shows potential **alley access**

 Property controlled by Clyde Capital Group



PROJECT GOALS



**Align with the City's
Vision for the Future
Station Area**



**Foster a Distinct Sense
of Place**



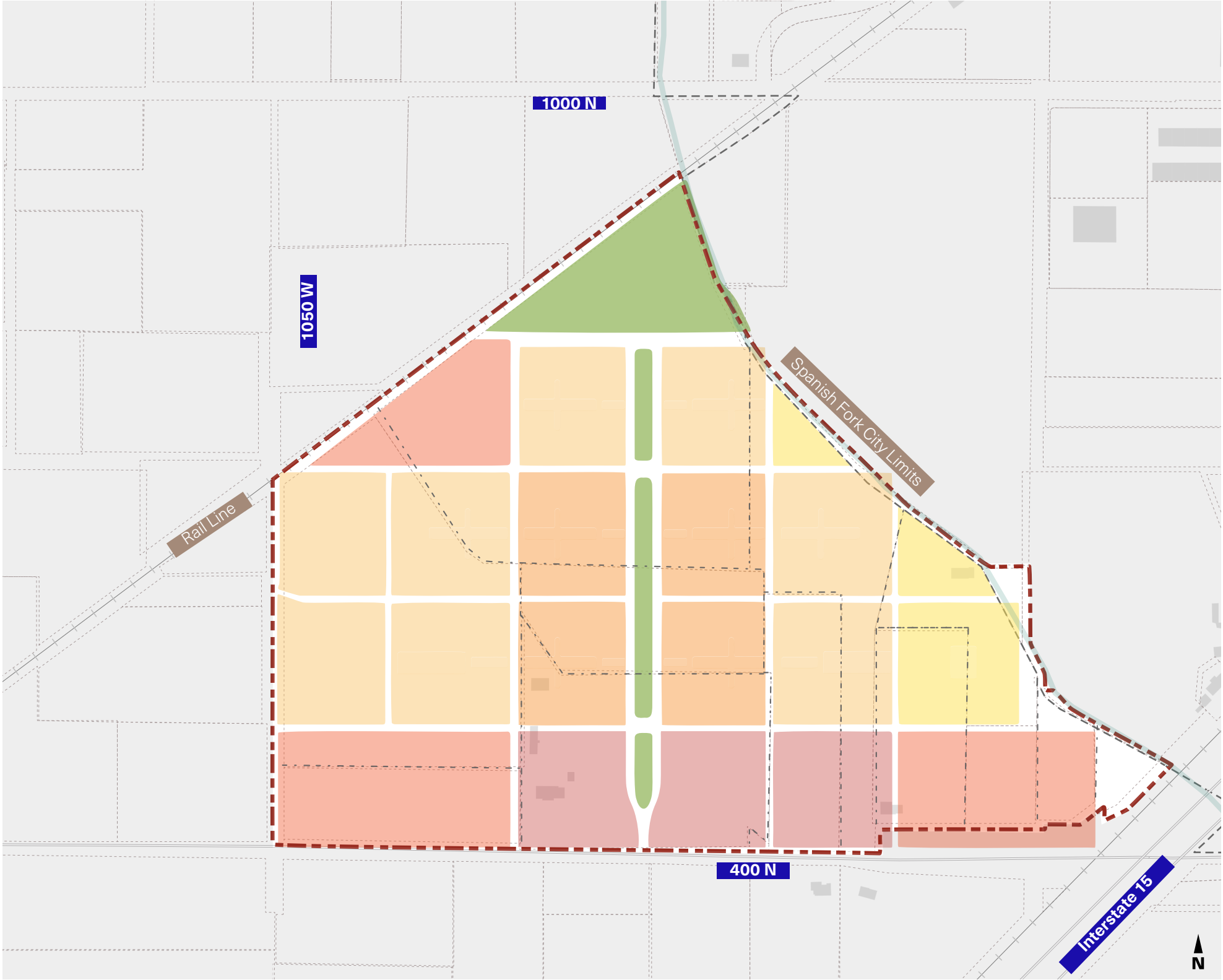
**Promote Housing
Diversity**



**Create a Connected and
Active Environment**



CONCEPT LAND USE



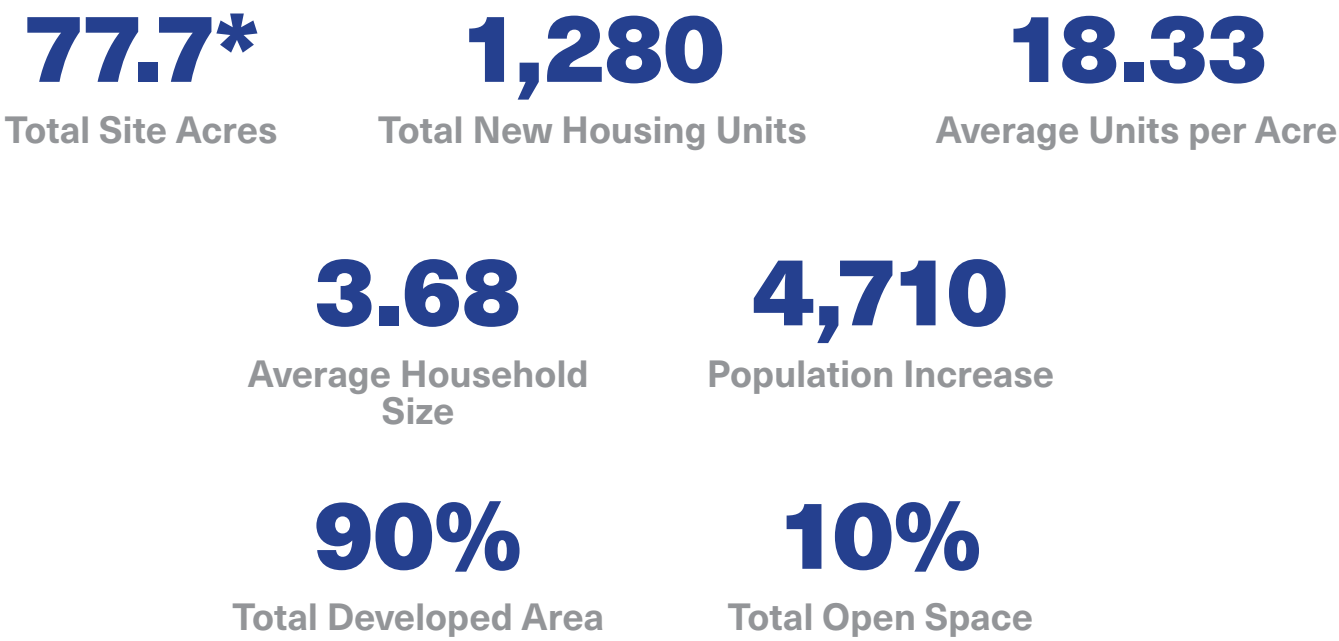
- Park
- Res 10
- Res 15
- Res 18
- Res 20
- Res 30
- Parcels
- Annexation Boundary

Linear Concept 1| Land Use

Development Snapshot

Linear Concept 1

		Units	Units/Acre	Acreage Needed	
Residential	Residential 10	57	10	5.7	acres
	Residential 15	402	15	26.8	acres
	Residential 18	233	18	12.9	acres
	Residential 20	288	20	14.4	acres
	Residential 30	300	30	10.0	acres
Parks				7.8	acres



* Note: Does not include acreage within the ROW



CONCEPT: PARKS AND OPEN SPACE

Park and Open Space Types

Neighborhood Park

- » 2 to 15 acres.
- » Located within a neighborhood, about a ½ mile walking distance.
- » Serve general neighborhood needs, offering both active and passive recreation for daily use.



Source: Central Park Redevelopment; ULI

Mini Park

- » 2 acres or less.
- » Located within a neighborhood, about a 1/4 mile walking distance.
- » In urban areas, can be highly designed for maximum use in a small space.



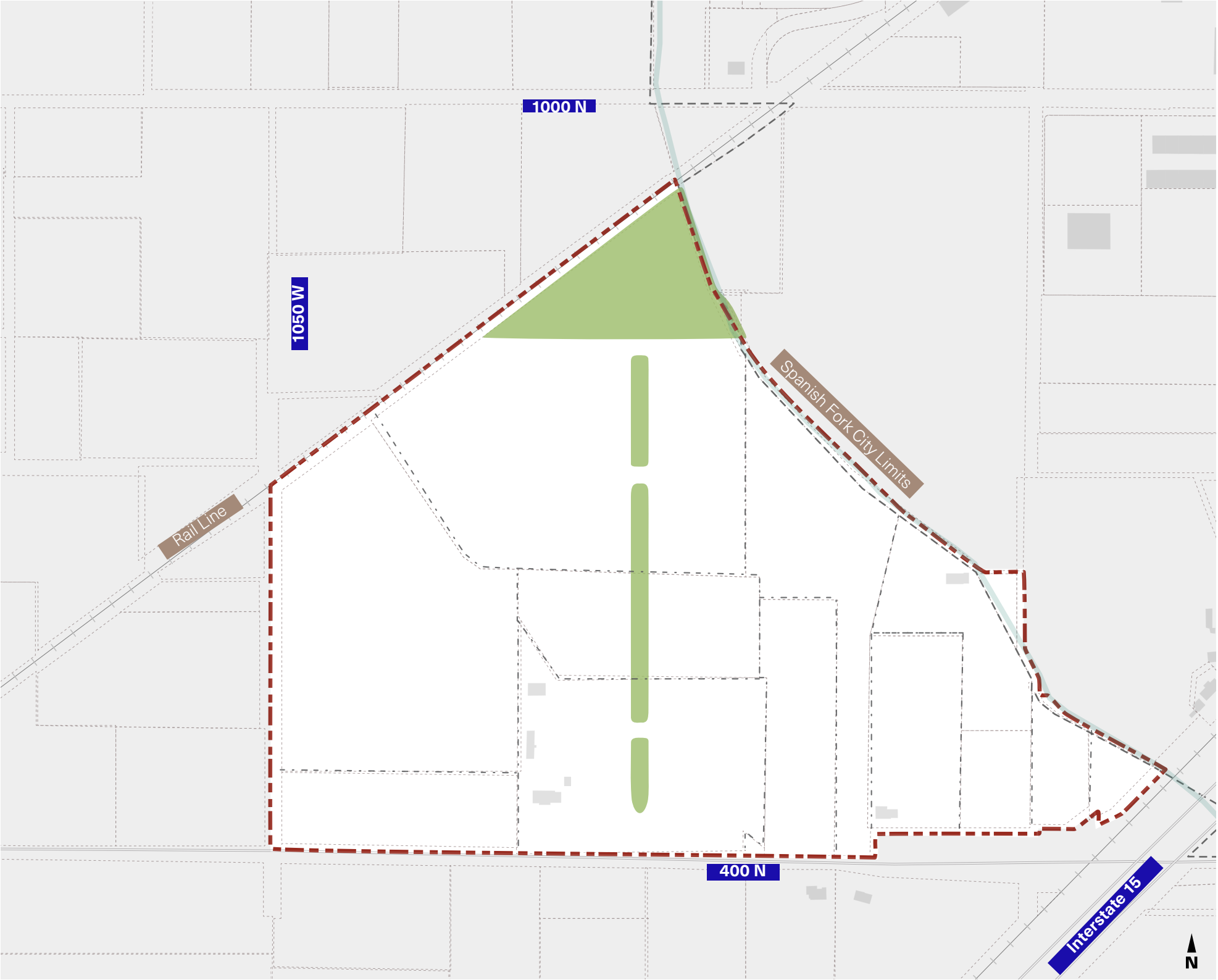
Source: Central Park Master Plan; Civitas




Linear Park

- » A green corridor more than 40 feet wide that runs for multiple blocks.
- » Integrated into neighborhood fabric to offer convenient, walkable access for nearby residents.
- » May remain as natural open space or be enhanced with pathways, seating, and other low-impact features.



Source: Central Park Redevelopment; ULI

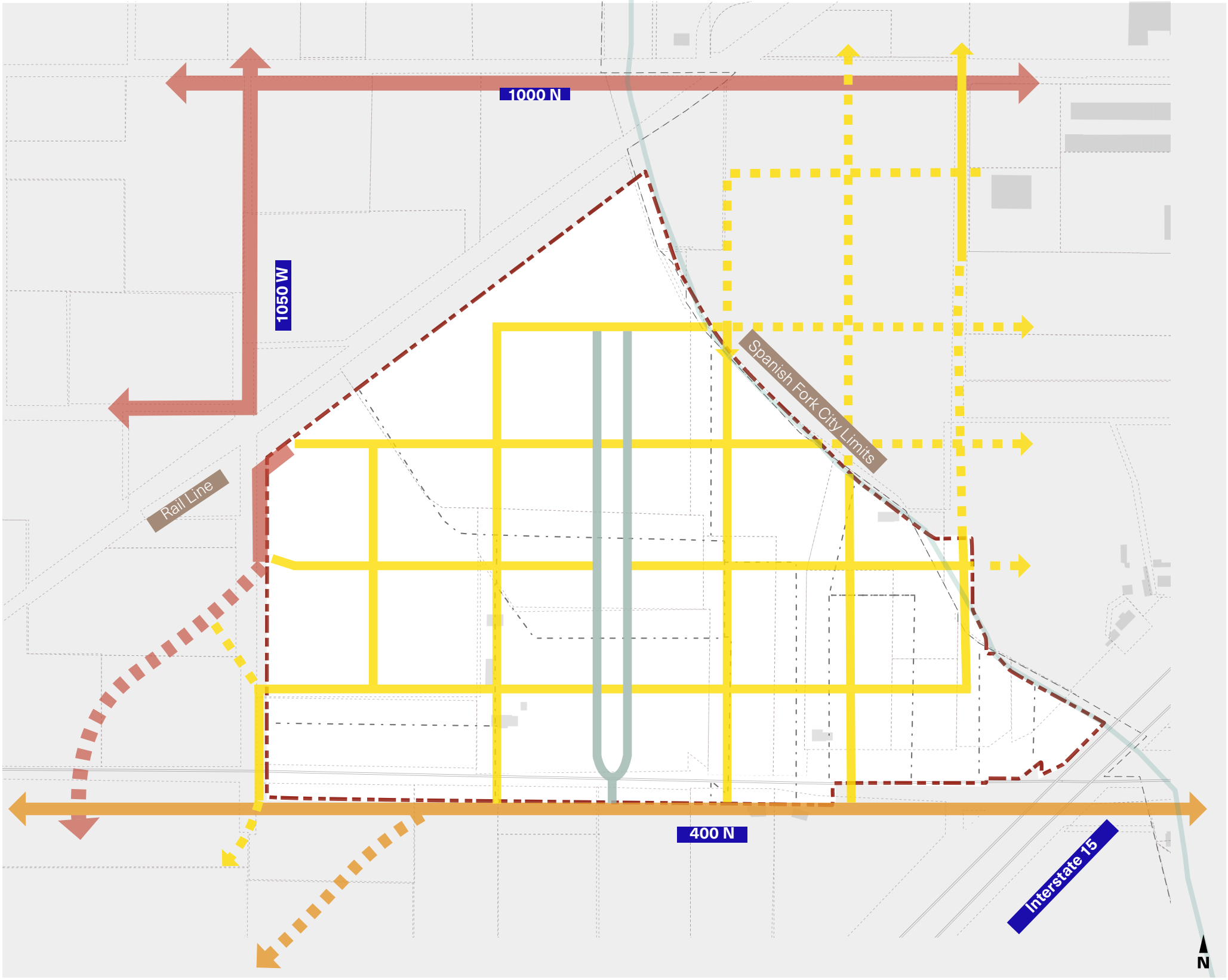


-  Park
-  Parcels
-  Annexation Boundary

Linear Concept 1 | Open Space

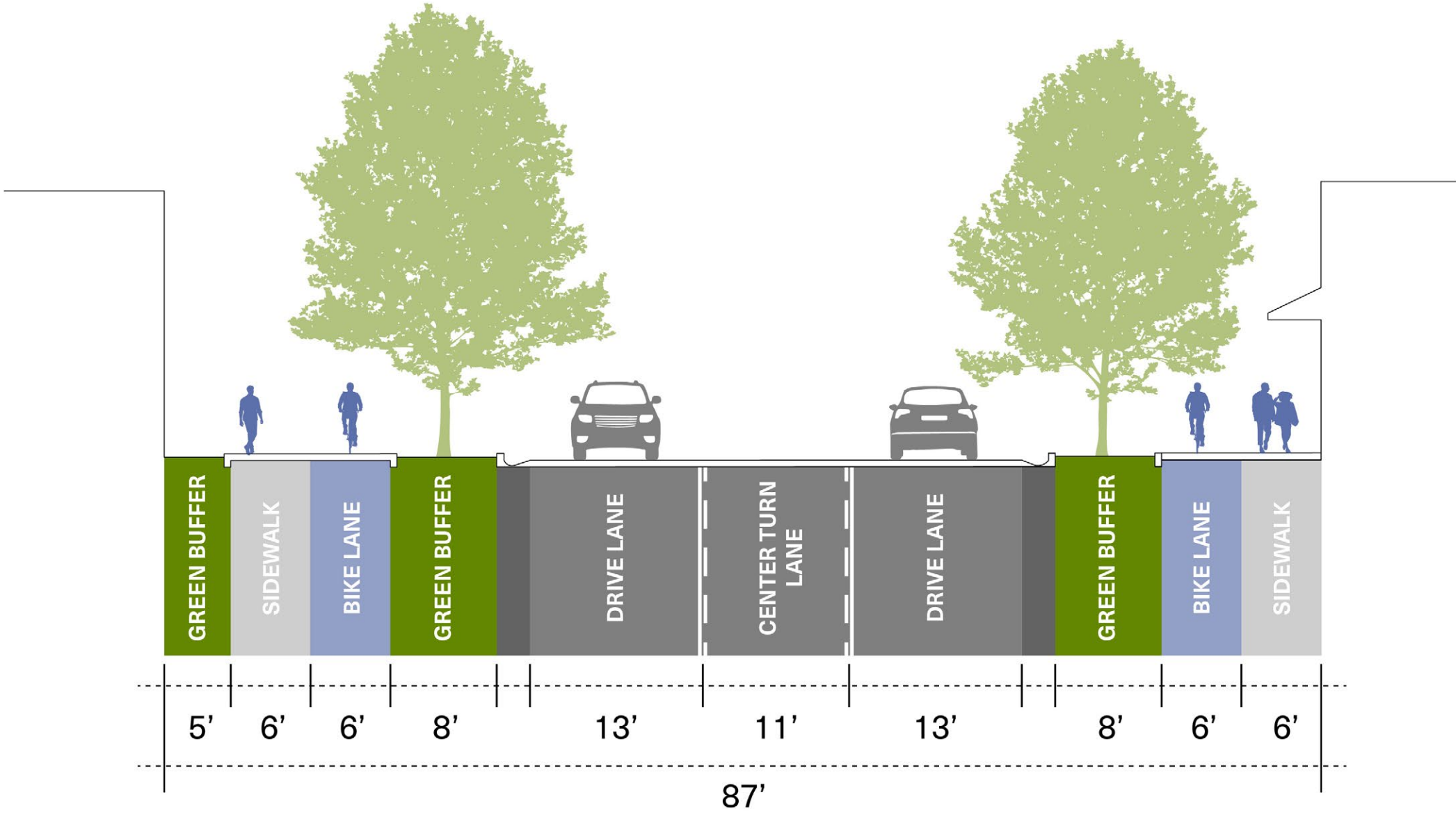


CONCEPT: ROAD NETWORK

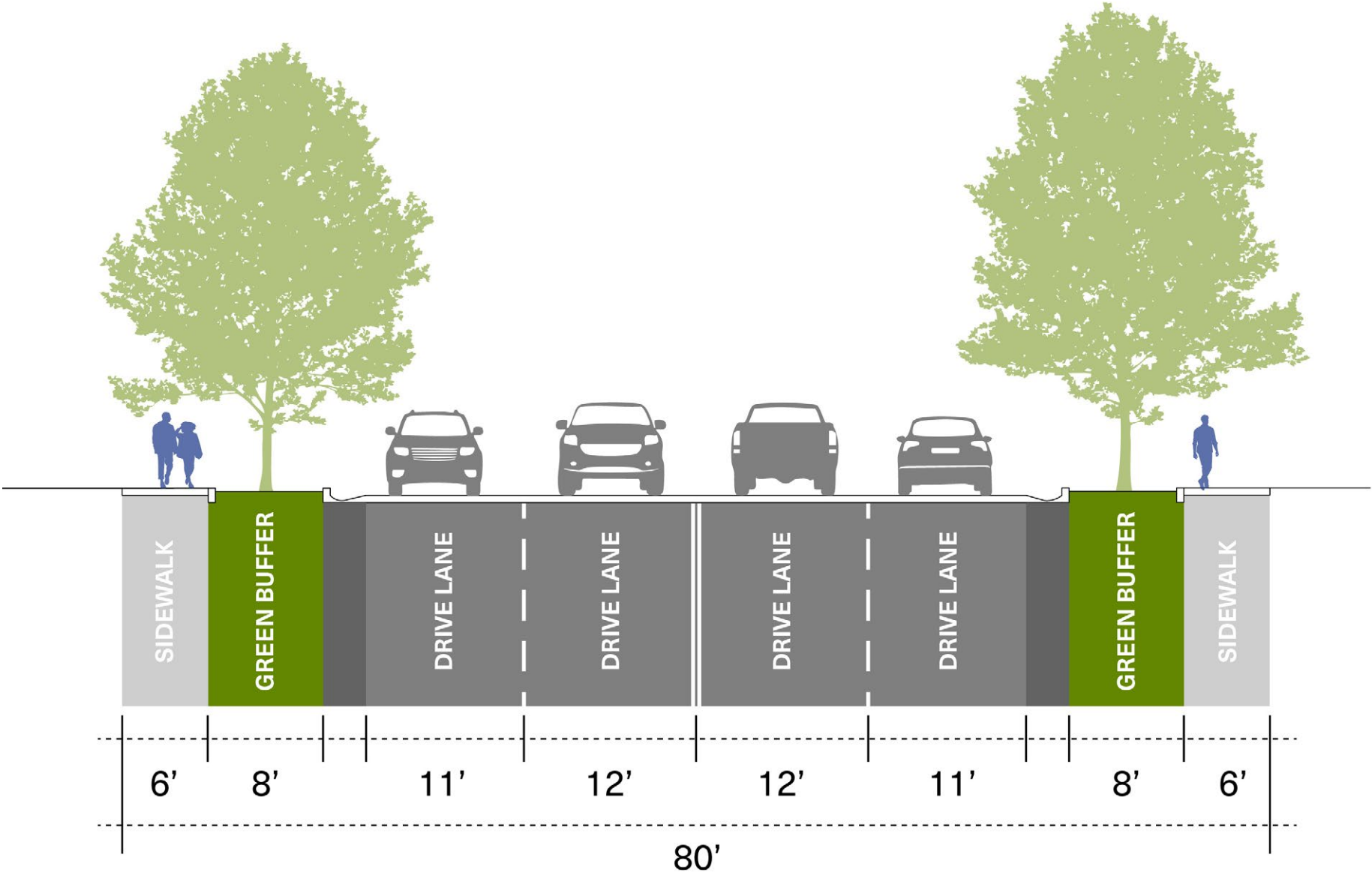


- Collector Road
- Proposed Collector Road
- Through Street
- Proposed Through
- Residential Street
- Proposed Residential Street
- Linear Park Street
- Parcels
- Annexation Boundary

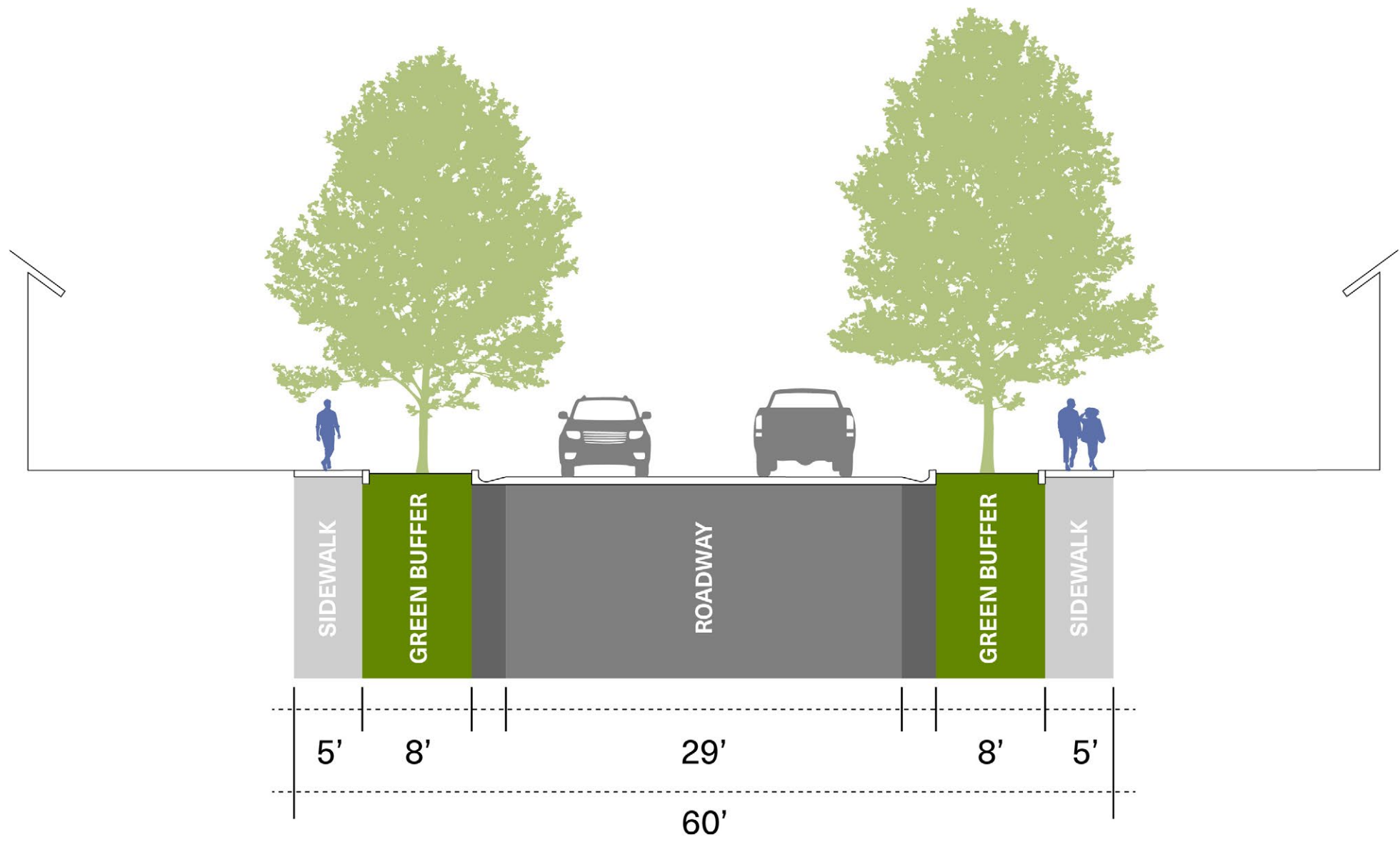
Linear Concept | Street Network



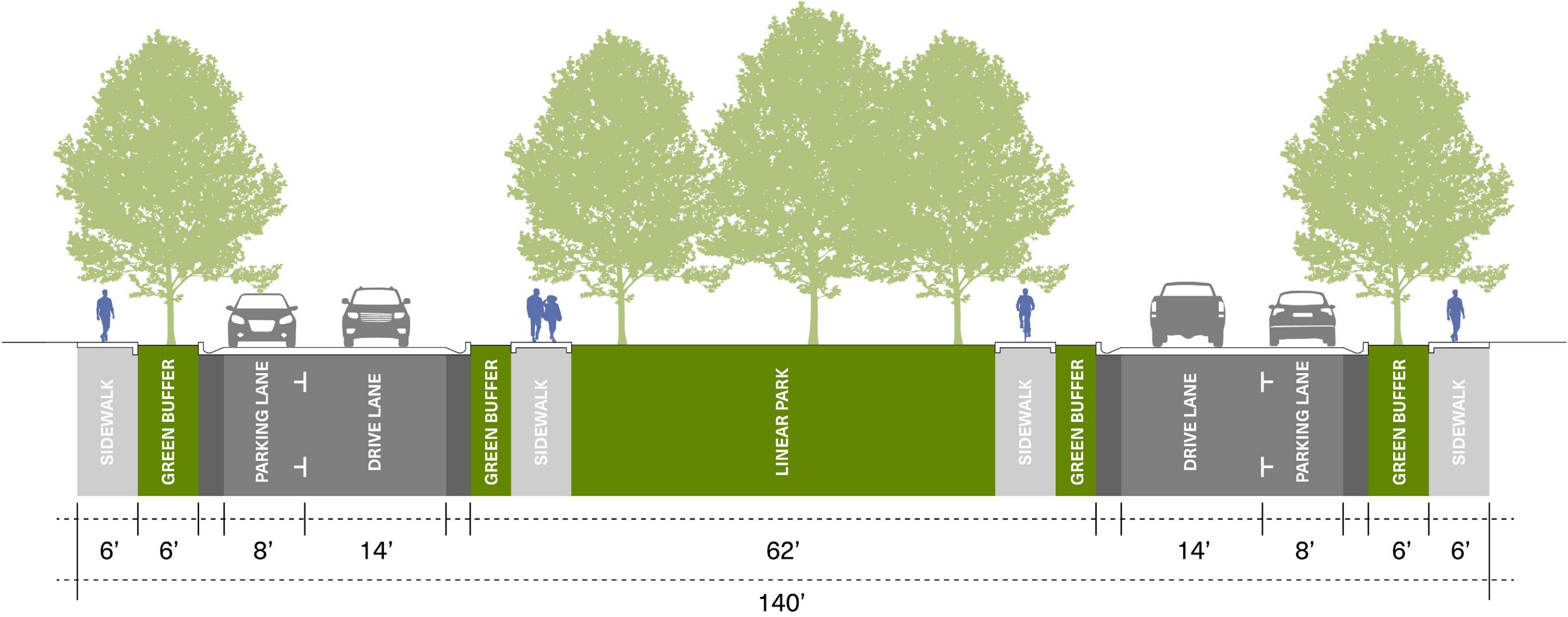
Collector | 1050 and 1000 (SAP)



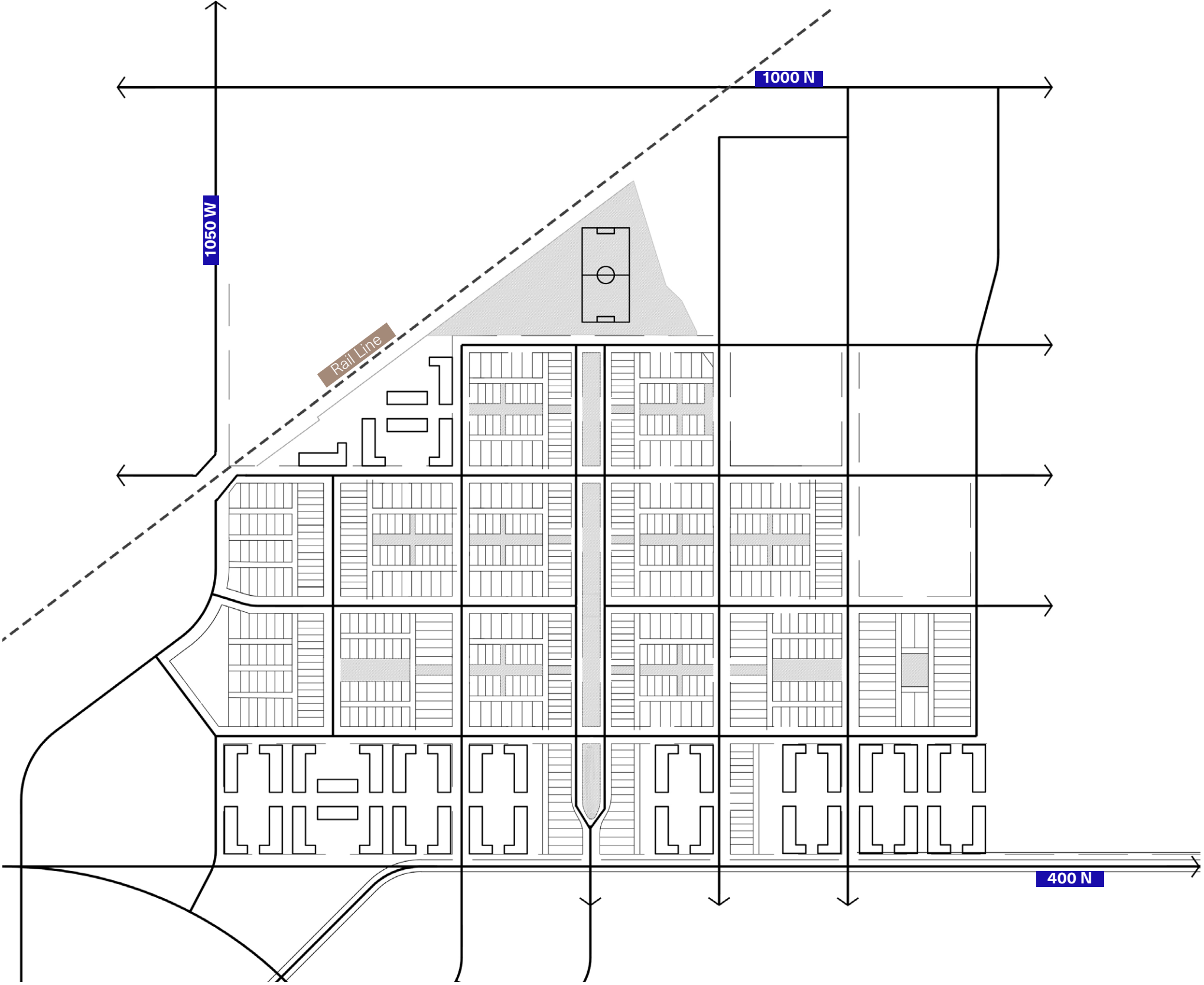
Through Street | 400 N (Proposed)



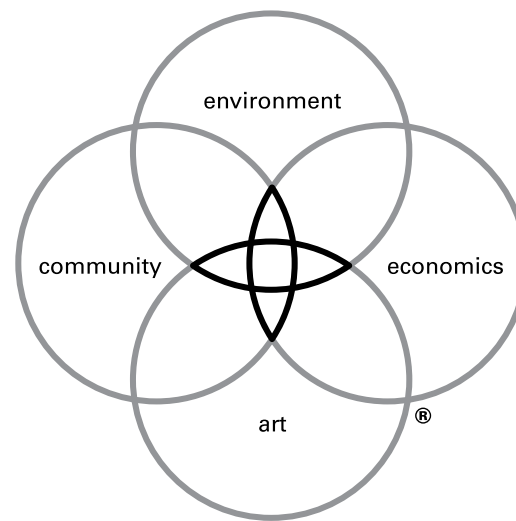
Typical Residential Street | 60' ROW (Spanish Fork)



Linear Park Street | 140' ROW (Proposed)



Example Block Layout



DW LEGACY DESIGN®

Legacy Design is the defining element of our practice. It is our commitment to an elevated level of design inquiry to arrive at the optimal solutions for clients. The process ensures that our projects reflect the critical issues facing the built environment and that they deliver measurable benefit to clients and communities. It is the foundation of the firm's workshop culture and guides all projects.

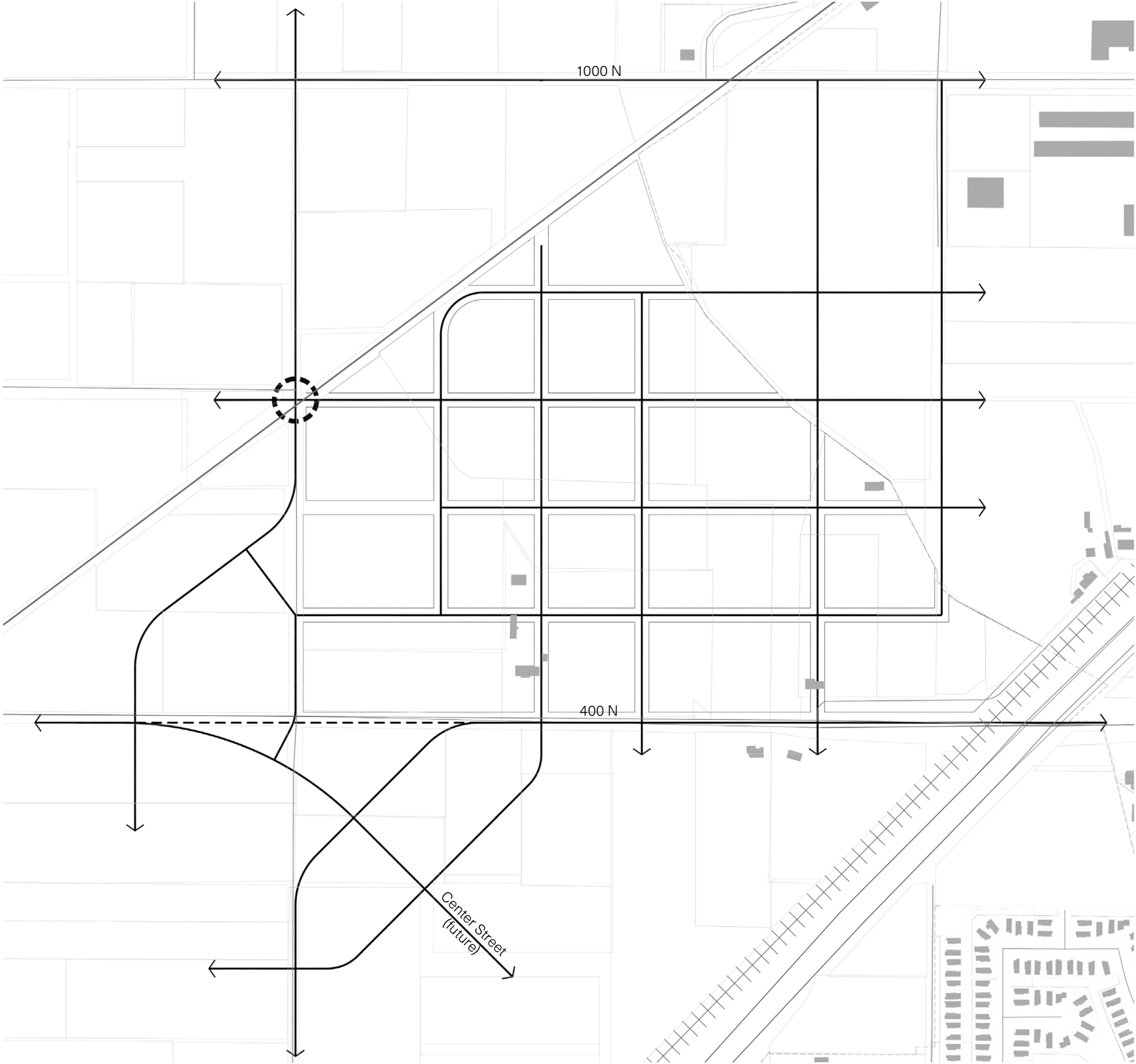
DESIGNWORKSHOP
www.designworkshop.com



**ADDITIONAL
INFORMATION**

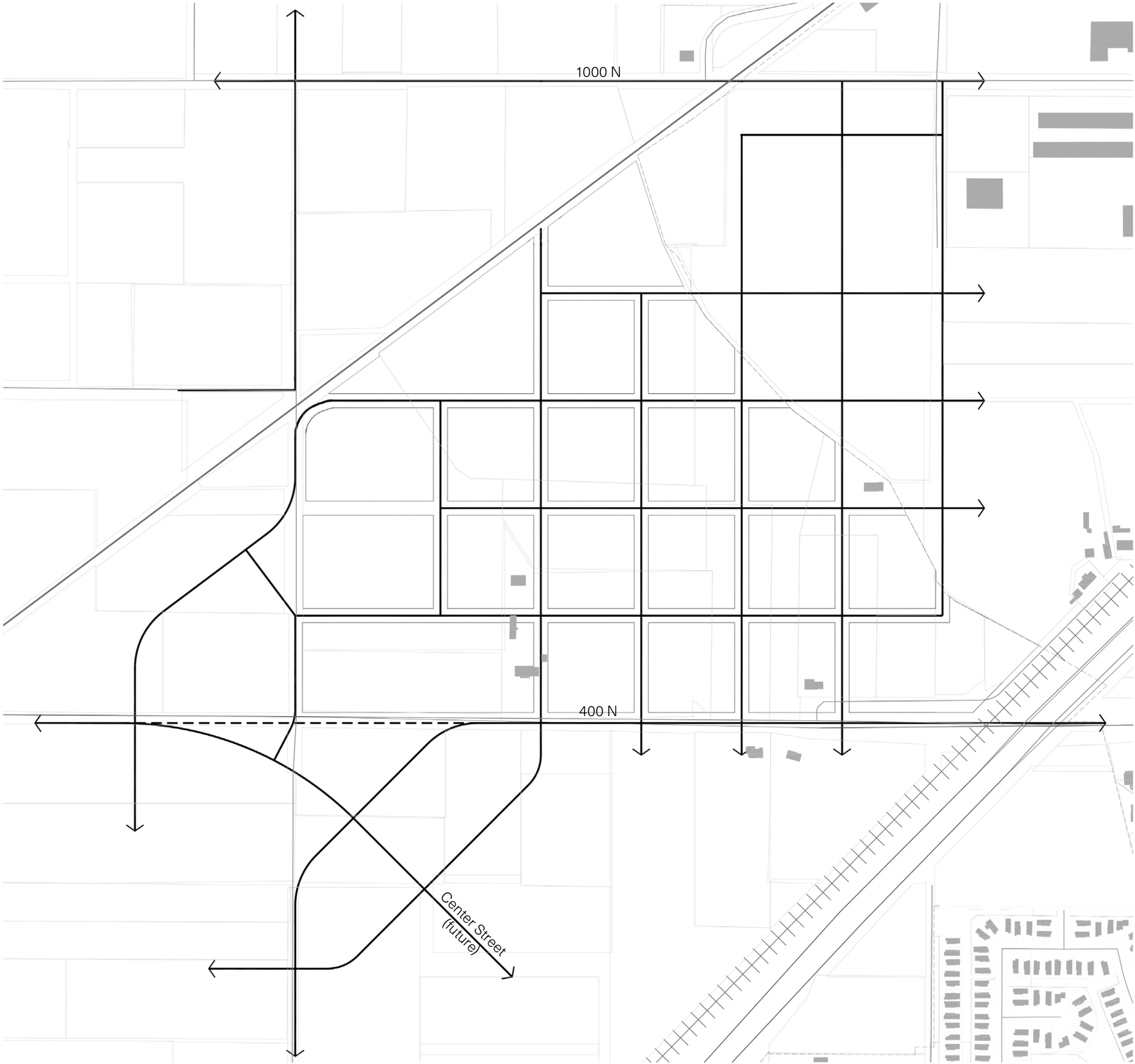
- Aligns ROW with Station Area Plan
- Irregular block size could create land use heirarchy
- Smaller blocks are 426' x 456'

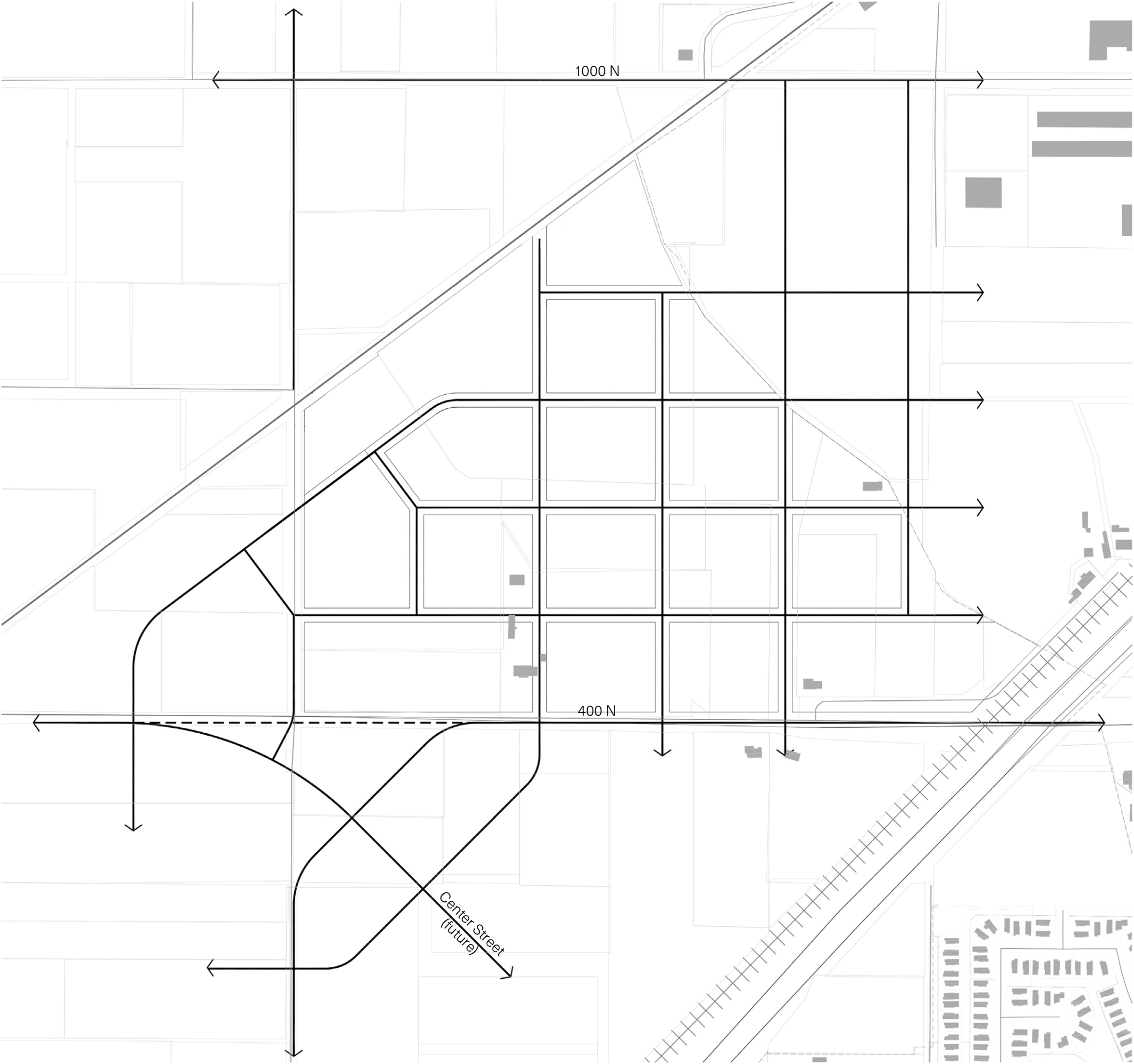
ROW Concept 1 | SAP



- Aligns with grid east of I-15
- Shallow first block north of 400N
- Typical blocks at 521' x 465'

ROW Concept 2 | City Grid

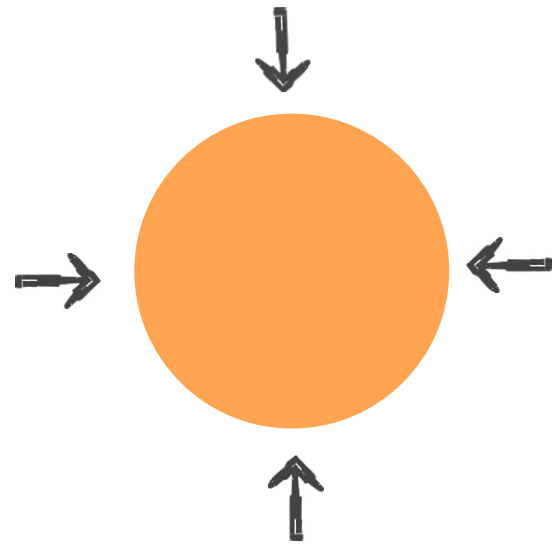




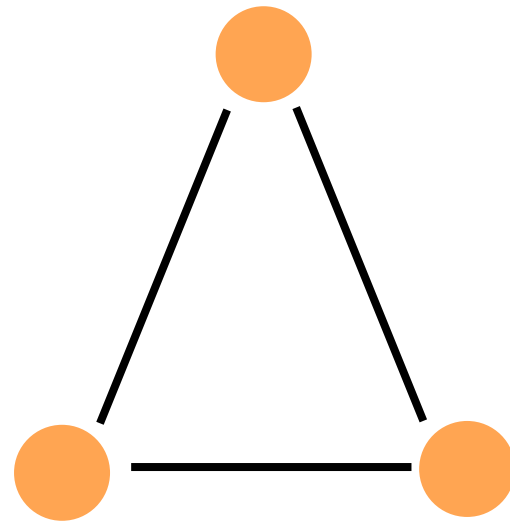
- Smaller block grid
- Typical blocks at 426' x 456'

ROW Concept 3 | Smaller Grid

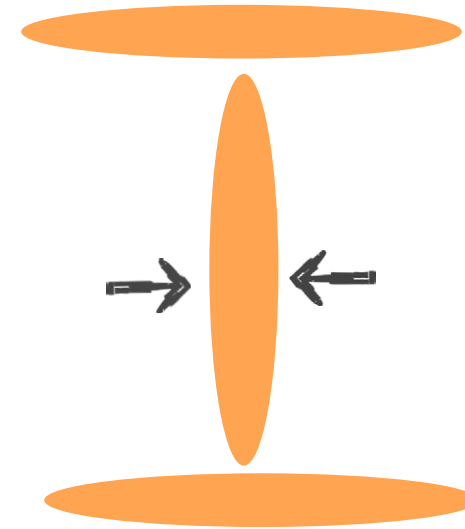
LAND USE CONCEPTS



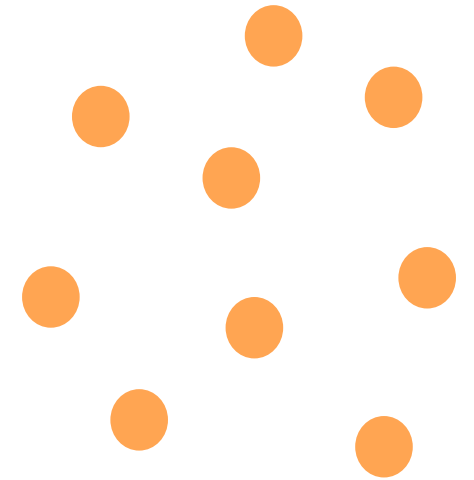
Center



Edge







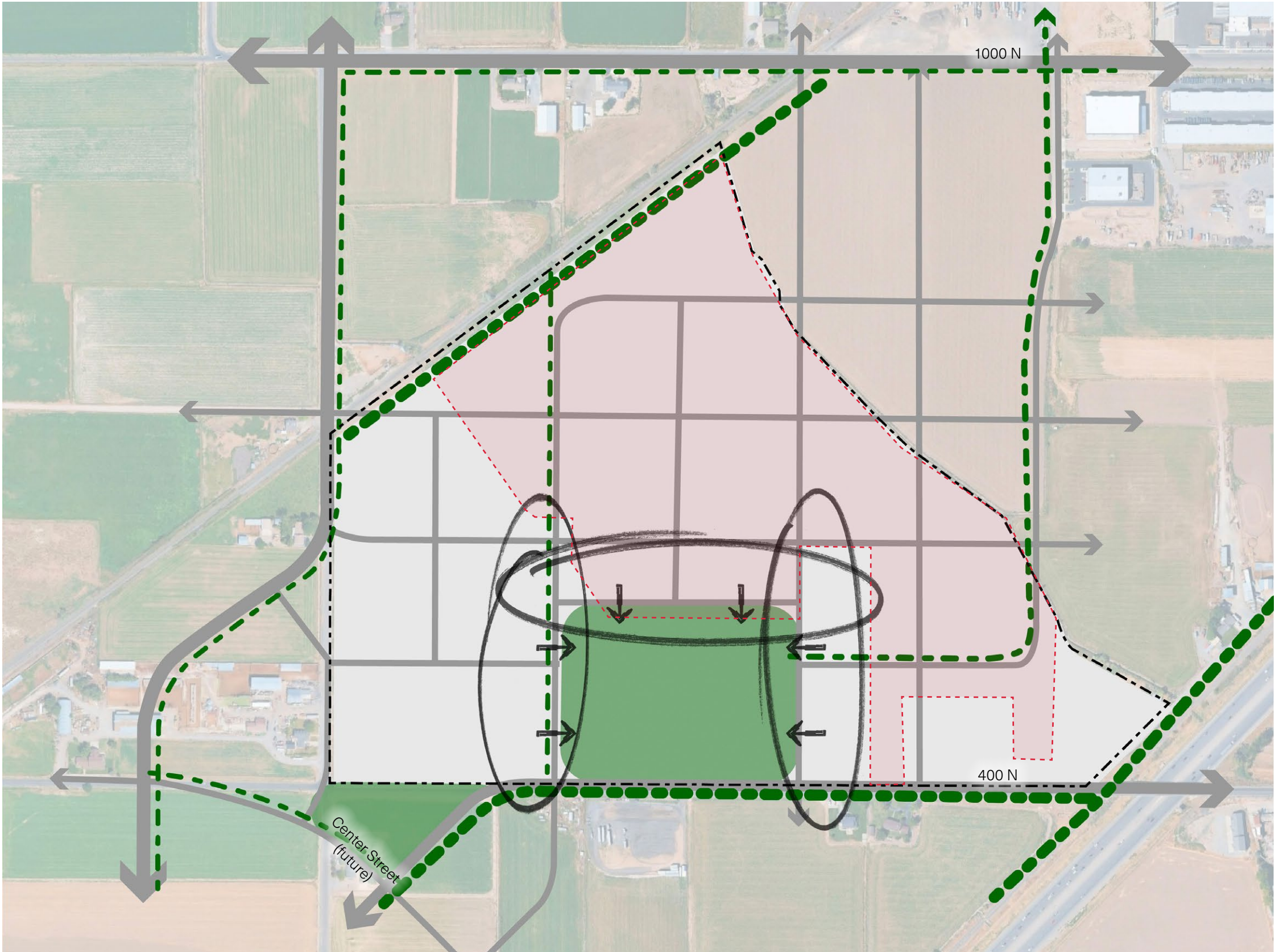
Linear



Nodes







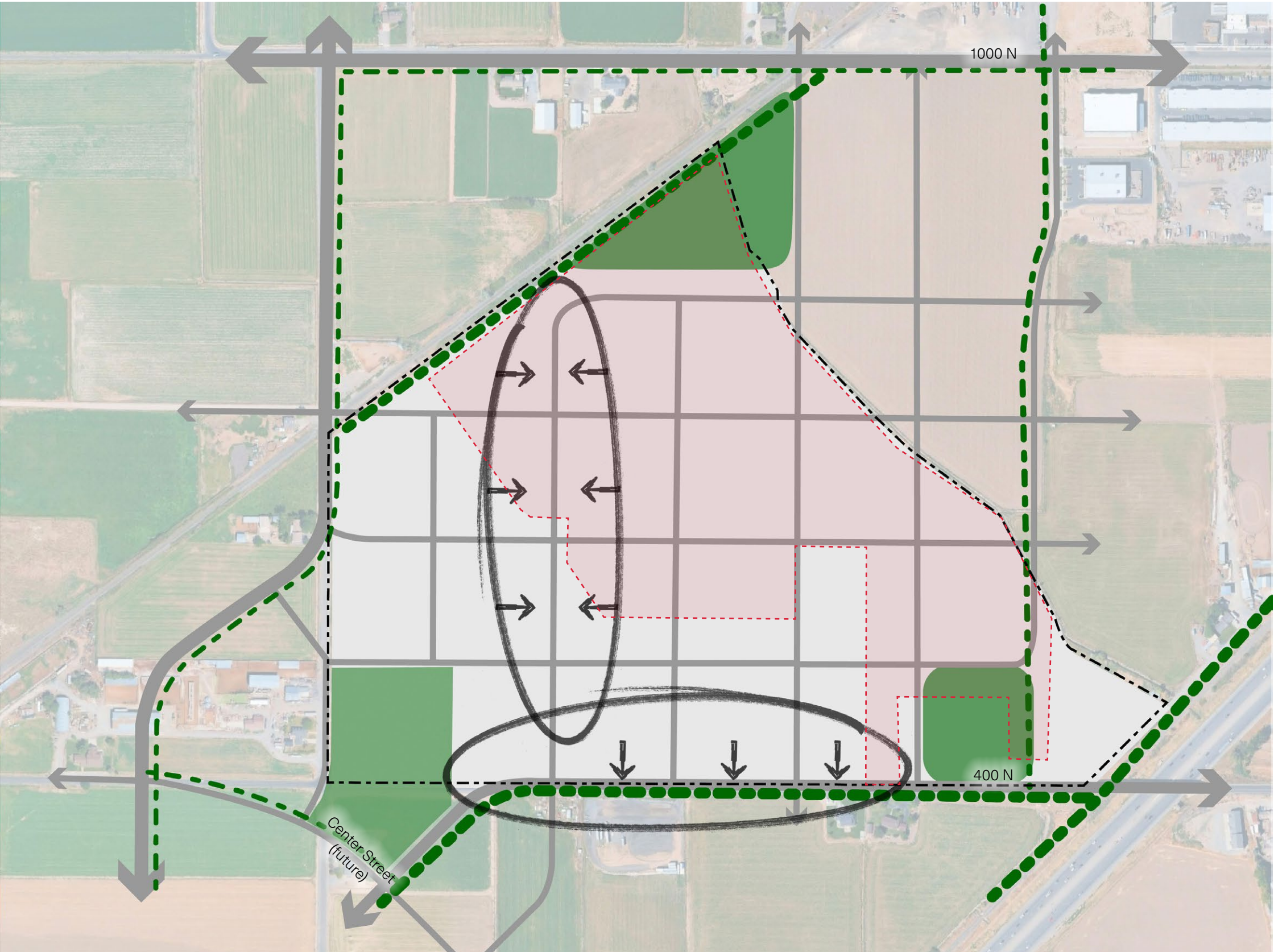
-  Parks and Open Space
-  Trail Connections
-  GWC Capital Properties
-  Parcel Boundary



Concept 1 | Center







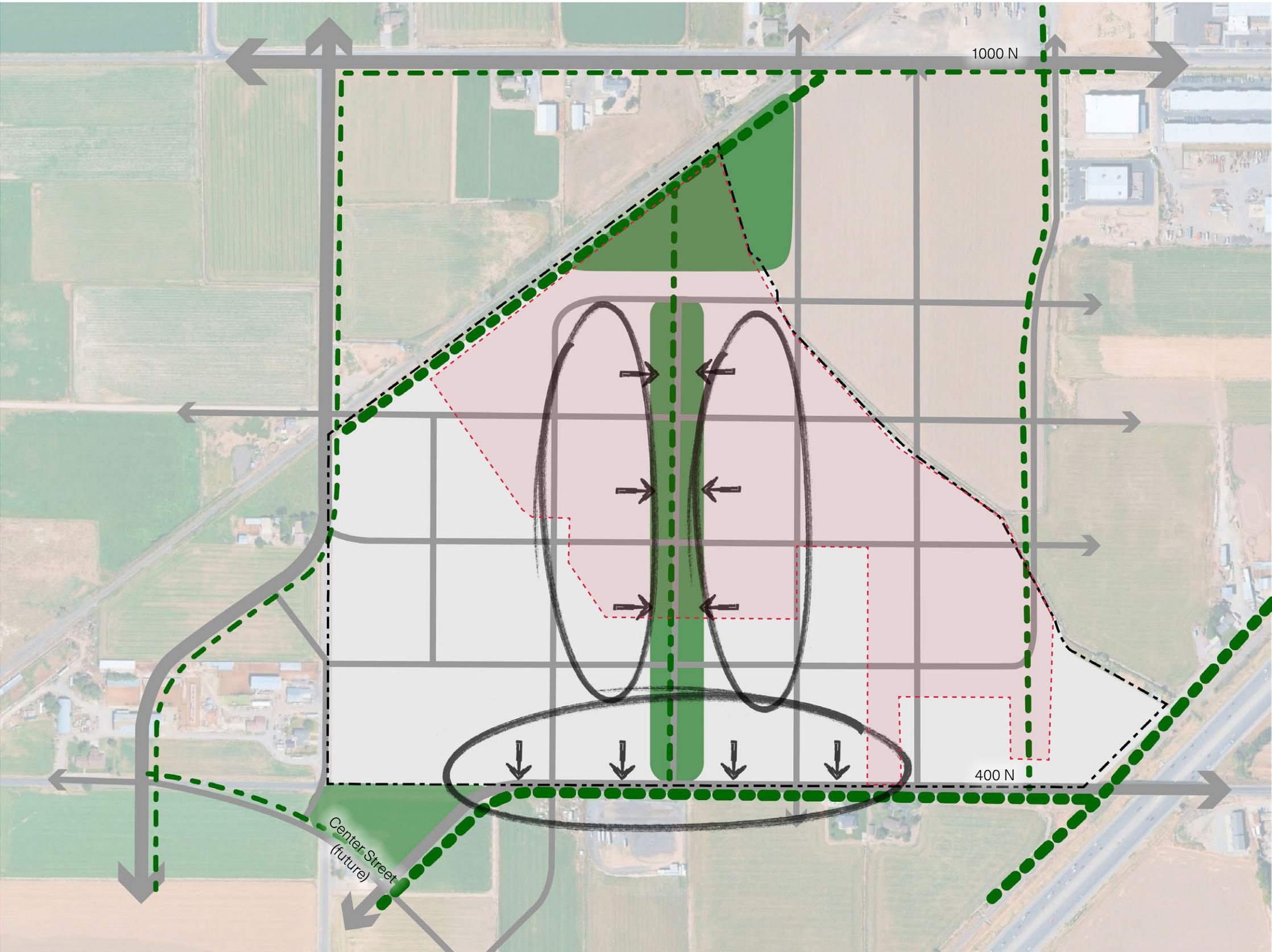
-  Parks and Open Space
-  Trail Connections
-  GWC Capital Properties
-  Parcel Boundary



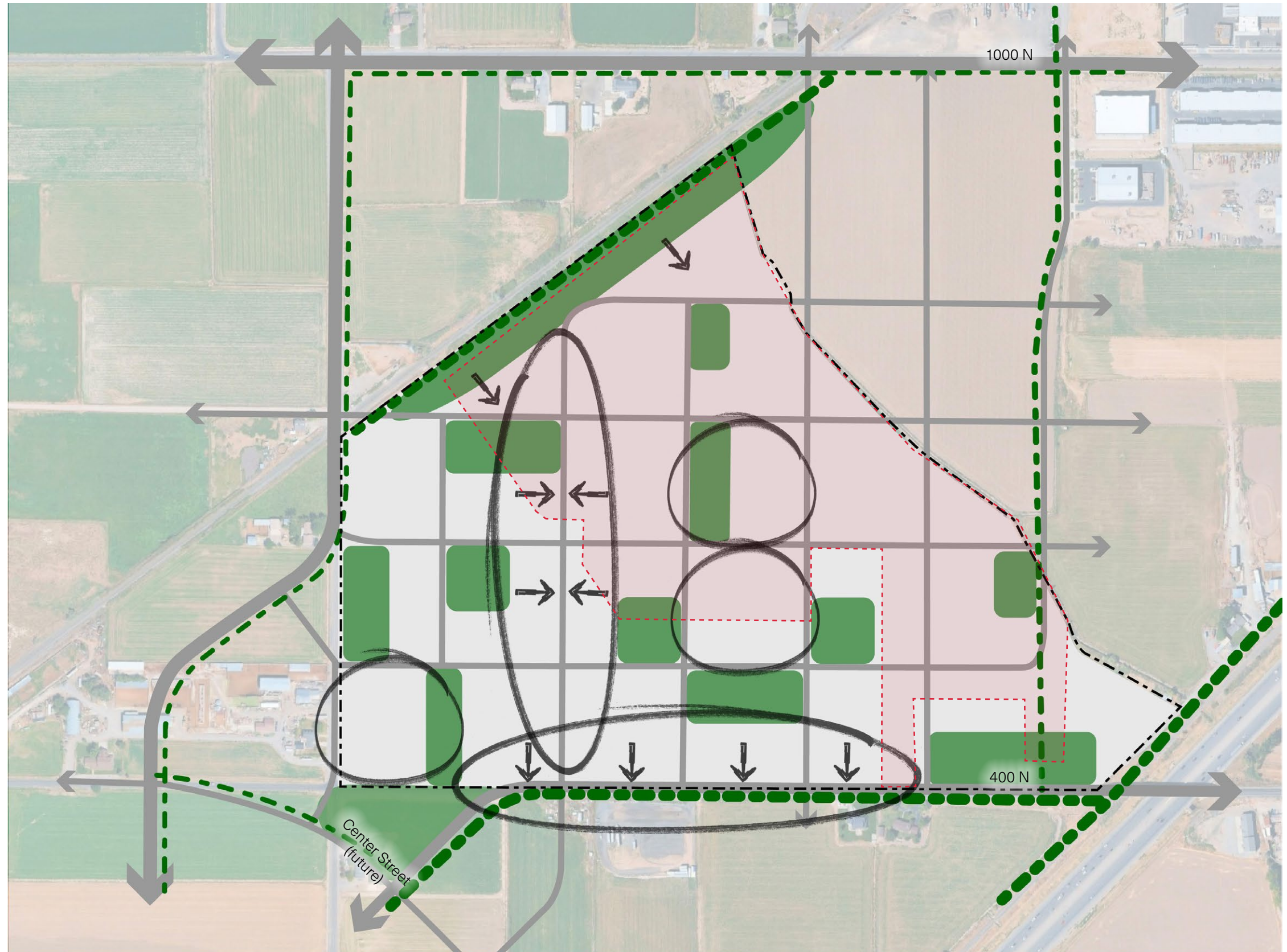
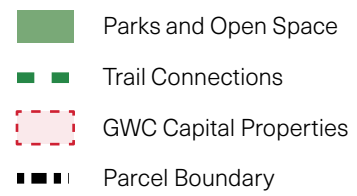
Concept 2 | Edge



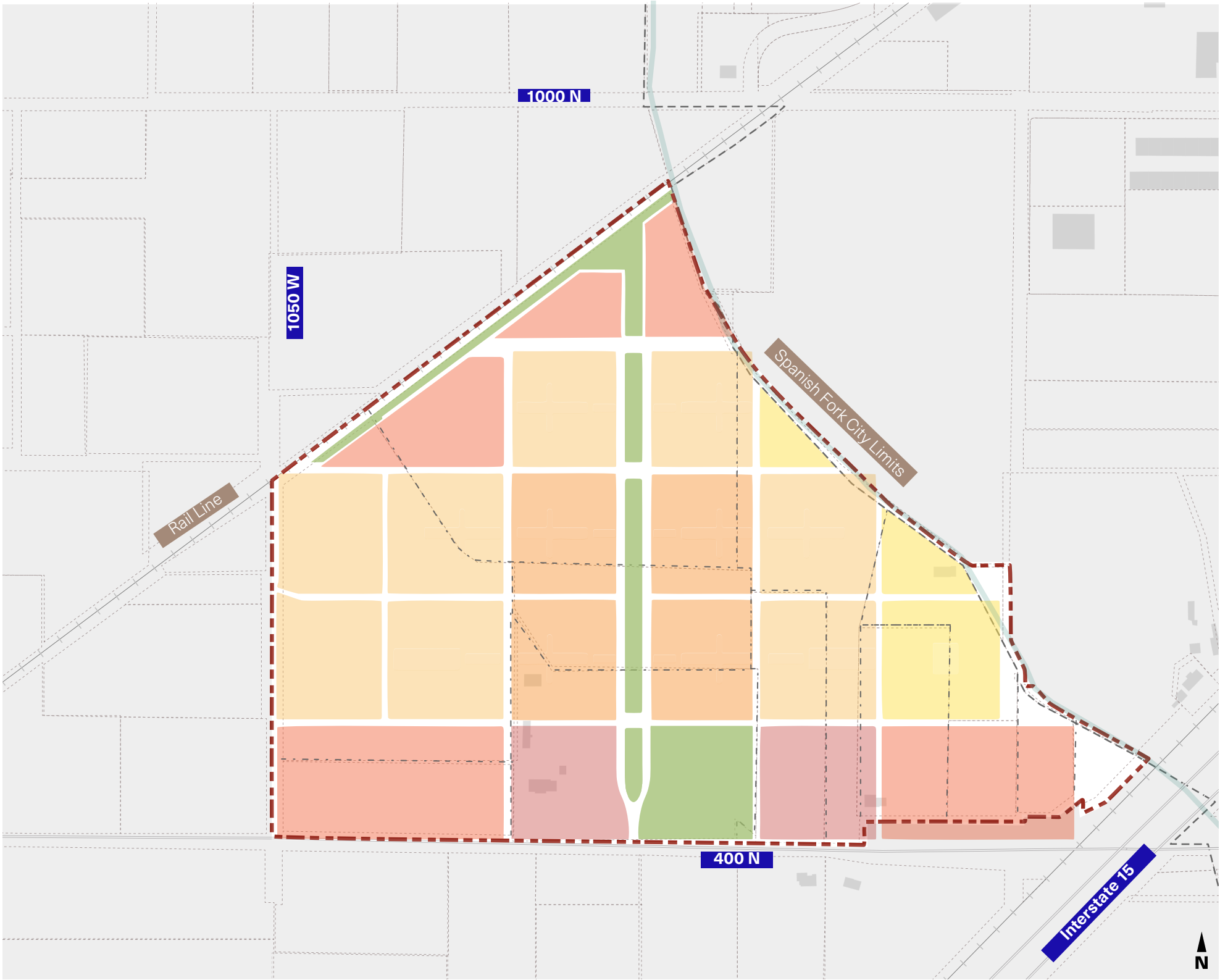
-  Parks and Open Space
-  Trail Connections
-  GWC Capital Properties
-  Parcel Boundary



Concept 3 | Linear

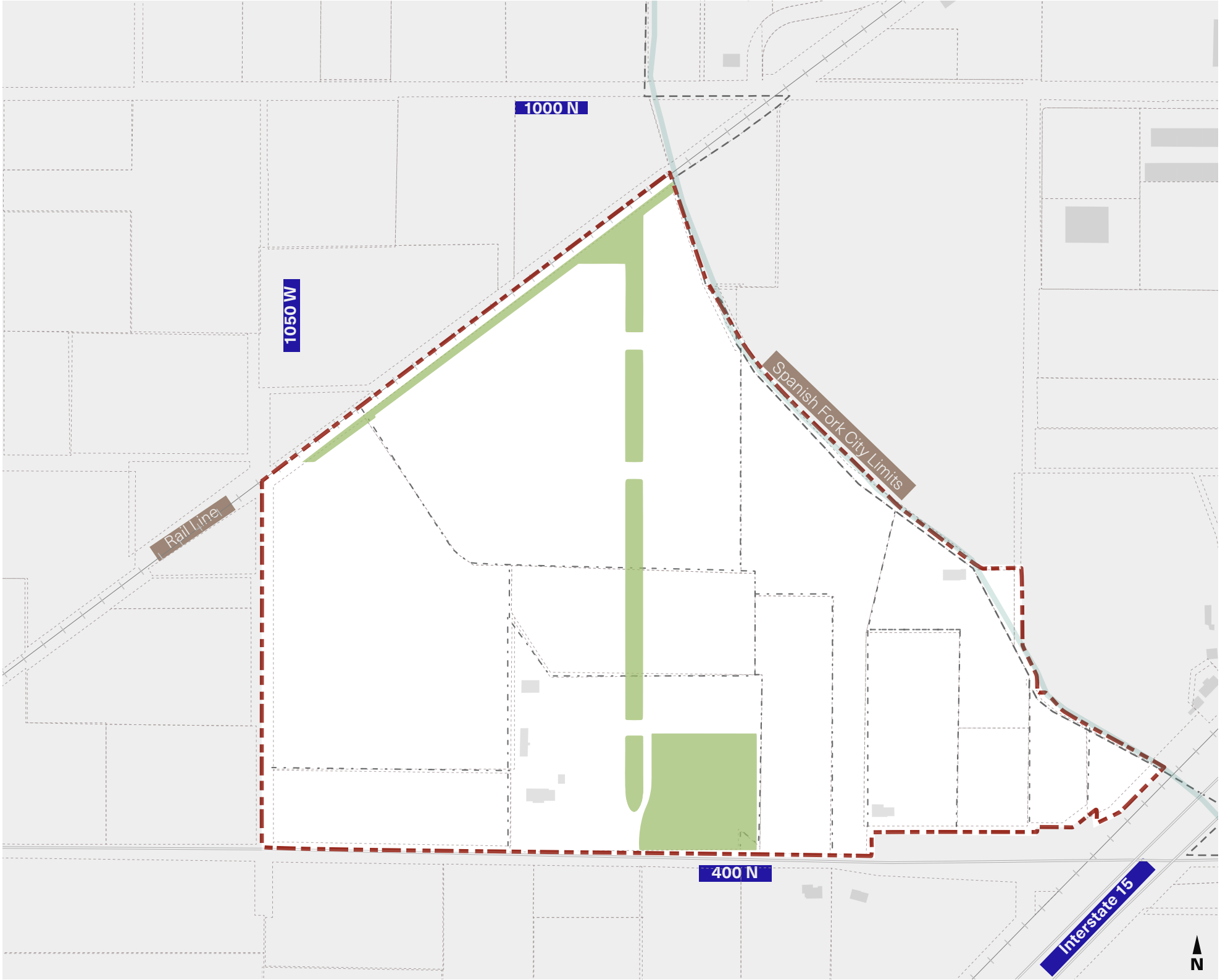





Concept 4 | Nodes



- Park
- Res 10
- Res 15
- Res 18
- Res 20
- Res 30
- Parcels
- Annexation Boundary

Linear Concept 2| Land Use



-  Park
-  Parcels
-  Annexation Boundary

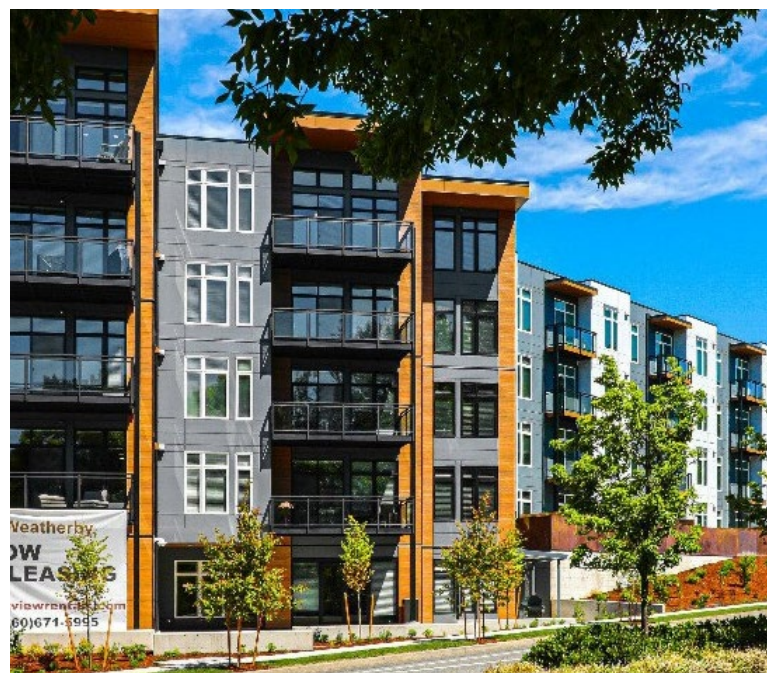
Linear Concept 2 | Open Space

Building Typologies | Apartments

NEIGHBORHOOD LIVING

A 3-4 story attached or detached structure consisting of several dwelling units. This type does not typically include a rear yard.

PREFERRED



Building Typologies | Townhomes

NEIGHBORHOOD LIVING

A small-to medium-sized attached structure that consists of several multi-story dwelling units placed side-by-side. Entries are on the narrow side of the unit and typically face a street or courtyard.

PREFERRED



Building Typologies | Duplexes/Triplexes/Fourplexes

NEIGHBORHOOD LIVING

A small detached structure that consists of two to four dwelling units arranged side-by-side or stacked, each with an entry from the street. This type has the appearance of a small-to-medium single-unit house and may include a rear yard.

PREFERRED



Building Typologies | Courtyard Housing

NEIGHBORHOOD LIVING

A group of small, detached structures arranged around a shared court visible from the street. The shared court is an important community-enhancing element and unit entrances should be from the shared court.

PREFERRED



Building Typologies | Single Family

NEIGHBORHOOD LIVING

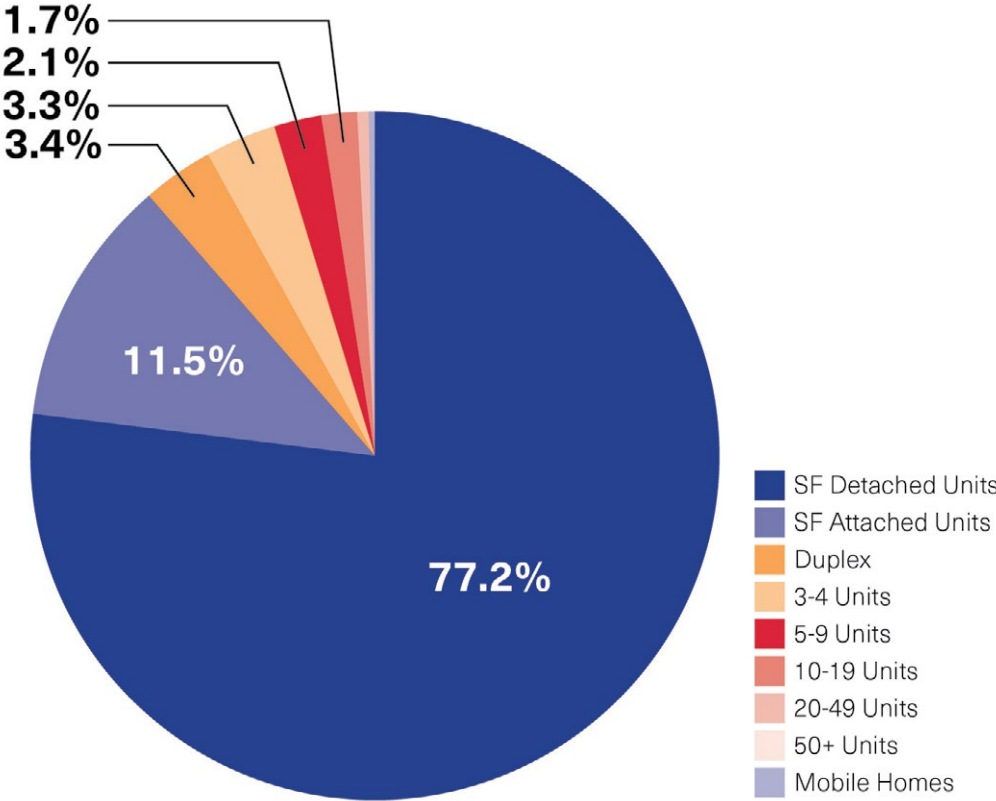
Detached single-family homes arranged along a public street, each on its own lot. Private outdoor areas are located on each lot, and homes collectively define a consistent residential block pattern.

PREFERRED



Residential

Current Housing Mix



Housing Unit Demand



50 acres

Total Site Area



18-24 du/acre

Potential average density



900-1,200

Potential units created by new development

Spanish Fork Market Analysis

Economic Growth

Annexation-area housing will provide a major economic boost

Housing Capacity

900–1,200 units accommodating ~3,200–4,300 new residents

Fiscal Impact

Millions in new retail spending and ~\$200K+ in annual sales tax revenue

Retail

\$15.9 million

New Resident Spending
Low Capture Rate

\$31.9 million

New Resident Spending
High Capture Rate

LOW ← **Economic Impacts** → HIGH

\$159,000

Sales Tax Generation
Low Capture Rate

\$319,000

Sales Tax Generation
High Capture Rate