

1 **Administrative Land Use Authority (ALUA)**

2 **Minutes –January 7th, 2026 – 2:30 pm**

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

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5 **Call to Order:** Skarlet Bankhead, Chair

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

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

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

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

18 **Vote:**

19 **Yea – Skarlet Bankhead, Rob Stapley and Steven Wood.**

20 **Nay-**

21 **Abstained-**

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23 **Motion passes, Minutes approved.**

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

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

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

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

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

130 **Vote:**

131 **Yea – Skarlet Bankhead, Rob Stapley and Steven Wood.**

132 **Nay-**

133 **Abstained-**

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135 **Motion passes, Item continued.**

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137 **Minutes approved by vote of ALUA on 25th day of February 2026**

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139 **I swear these minutes are true and correct to the best of my knowledge.**
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A handwritten signature in black ink, appearing to read "Ty Cameron". The signature is fluid and cursive, with a large loop at the end.

Ty Cameron, City Recorder

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