

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

2 **MINUTES –March 4th, 2026 – 2:30 pm**

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

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5 To view the video recording of the meeting please visit our YouTube Channel found [HERE](#).

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

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

9 **Staff in Attendance:** City Manager Ryan Snow, Stormwater Specialist Colton Love and City Recorder Ty  
10 Cameron

11  
12 **Approval of the Minutes:** The Administrative Land Use Authority will consider approval of the minutes from  
13 February 25th, 2026. ([MINUTES](#))

- 14 • Chair Skarlet Bankhead called for consideration of the minutes from the February 25th, 2026, meeting.
- 15 • She noted two corrections needed: first, that Ivan Mendenhall should be identified as a participating  
16 property owner in the first agenda item rather than just mentioning he had no questions, and second, that  
17 Colton Love gave the staff report for item 2. Public Works Director Rob Stapley and City Engineer  
18 Steven Wood agreed to these changes.

19 **Steven Wood moved to approve the minutes from the last Administrative Land Use Authority**  
20 **meeting with the noted corrections. Rob Stapley seconded.**

21 **Vote:**

22 **Yea- Skarlet Bankhead, Rob Stapley and Steven Wood.**

23 **Nay-**

24 **Abstained -**

25  
26 **Motion passed unanimously, minutes approved.**

- 27  
28 ➤ **Item 1 Conditional Use Permit (Day Care):** ALUA will review, discuss and may take action on a  
29 conditional use permit for the use of a Day Care located at 410 E 300 N here in Providence UT.

30 ([APPLICATION](#))

- 31 • Chair Bankhead introduced the conditional use permit application for a daycare at 410 East 300  
32 North, with applicant Jaelynn Backus joining via Zoom. Land Use Specialist Colton Love  
33 presented the staff report, explaining that the applicant was requesting a conditional use permit  
34 for a small in-home daycare business in an R-1-12 zone. The application was received on  
35 February 25th, 2026, and included the conditional use application, business plan with hours of  
36 operation, and other required documentation.
- 37 • Colton outlined the relevant regulations including Utah Code Title 10 Chapter 20 Part 506 for  
38 conditional uses, Providence City Code 3-4-5 for home businesses, 10-6-1 for use regulations,  
39 and 10-3-5 for establishing reasonable conditions. He noted that Providence City has adopted  
40 compliant ordinances and that the business plan outlined hours of operation and drop-off/pickup  
41 plans.
- 42 • Colton presented the proposed conditions: the applicant must apply for a business license, meet  
43 requirements for home businesses listed in city code 3-4-5, operate the business as described in  
44 the business plan, continue to meet all relevant federal, state, county, and city regulations, and  
45 comply with any additional conditions the authority may require. He emphasized that city  
46 approval does not alleviate responsibility to conform to all applicable laws.

- 47 • Ms. Backus explained her background with in-home daycare, having previously operated one in  
48 Hyrum before life changes led her to close it. She described purchasing her current home and  
49 renovating the basement for the daycare, emphasizing the small, family-oriented nature of her  
50 operation with just a few families rather than a large corporate facility. She explained that this  
51 allows her to stay home with her two sons while providing childcare support.
- 52 • Chair Bankhead inquired about the business plan details, particularly the proposed hours of 7  
53 AM to 5 PM and parking arrangements. Ms. Backus explained that she schedules individual  
54 drop-off times to avoid overlap, with families using her driveway for quick drop-offs and  
55 pickups. She mentioned the possibility of extending a gravel pull-off area in front of the sliding  
56 glass door if needed in the future, though she would need to discuss this with city officials.
- 57 • Chair Bankhead confirmed that the facility would serve a maximum of 8 children at any given  
58 time and asked about state licensing requirements. Ms. Backus confirmed she would need state  
59 certification through Utah State licensing, which requires yearly trainings, CPR certification,  
60 food handler's permit, fire inspection, and kitchen inspection. She noted this created a chicken-  
61 and-egg situation where the state wants to see city licensing before issuing the childcare license.
- 62 • Ms. Bankhead explained that the city addresses this by issuing a conditional license that allows  
63 the state application to proceed, but operation cannot begin until all state approvals are obtained.
- 64 • City Engineer Steven Wood raised concerns about the planned development in the northern field  
65 area, warning that the street will become busier with construction. He also noted the absence of  
66 fencing around the yard and asked about outdoor activities. Ms. Backus explained she would  
67 start with a residential certificate that doesn't require outdoor space, operating indoors only  
68 initially, though she would like to install a fence for peace of mind when funds allow.
- 69 • Mr. Wood clarified that if the state license is specific to indoor-only operation, any future  
70 expansion to outdoor activities would require fence installation before operation, as required by  
71 city code.
- 72 • Public Works Director Rob Stapley warned about upcoming construction that would create a  
73 "construction war zone" for about a month or two as they renew the waterline to Second North,  
74 though he expressed support for seeing the change and development.
- 75 • Mr. Wood asked about the timeline for opening. Ms. Backus hoped for an April 1st start date,  
76 noting she had completed training and certifications and just needed sign-offs from the fire  
77 marshal and a kitchen inspection. She mentioned the fire inspector was out of town until  
78 Thursday but felt this was a realistic timeline.
- 79 • Mr. Wood advised ensuring her clientele would be aware of the impending construction and  
80 emphasized the need to keep the construction site safe while making sure clients are informed  
81 when she starts up.
- 82 • Mr. Stapley concluded that it was a straightforward business that should work well.

83 **Steven Wood moved to approve the conditional use permit for the daycare to be operated by Ms.**  
84 **Backus with the following conditions in accordance with the staff report: 1) an official license from**  
85 **the state must be provided to Providence City for their records before operation of the daycare**  
86 **facility, and 2) before utilization of outdoor spaces with the daycare facility, they must be fenced off**  
87 **prior to advertisement and usage of that facility. Rob Stapley seconded.**

88 **Vote:**

89 **Yea- Skarlet Bankhead, Rob Stapley and Steven Wood.**

90 **Nay-**

91 **Abstained -**

93 **Motion passed unanimously, item approved.**

94

95

96 ➤ **Item 2 Miller Convenience Store Plans (Update):** ALUA will review, discuss and may take action  
 97 on site plans and drawings for the Miller Convenience Store located in the general area of Hwy 165 and  
 98 1700 S **(PLANS & DRAWINGS)** & **(FIRE MARSHAL LTR)**

- 99 • Chair Bankhead introduced the review of plans and drawings for the Miller convenience store in  
 100 the general area of Highway 165 and 1700 South. Applicants Jason Miller and Christian Wilson  
 101 were present. Ms. Bankhead confirmed that the landscaping and architectural plans from  
 102 December remained unchanged from the new construction drawings received.
- 103 • Land Use Specialist Colton Love presented the staff report for the convenience store at 706 West  
 104 300 South with Christian Wilson as the applicant. The original application was received  
 105 November 12th, 2025, containing the commercial site information form, site plans, and  
 106 construction drawings. Deputy Fire Marshal Aaron Walker had reviewed the site with a letter  
 107 dated December 29th, 2025. Updated plans and construction drawings were received February  
 108 24th, 2026.
- 109 • Colton noted the relevant regulations under Providence City Code 10-8-5 for commercial zone  
 110 districts and site development, with the official zoning map revised as of September 2025. The  
 111 Miller Community Store building would be approximately 5,456 square feet. He concluded that  
 112 the proposed commercial site plan was consistent with the general plan and development in  
 113 surrounding areas, subject to the standard conditions requiring compliance with all relevant  
 114 regulations and any additional conditions the authority may require.
- 115 • City Engineer Steven Wood asked about the geotechnical report that was previously discussed as  
 116 required prior to approval. Mr. Miller requested to proceed as quickly as possible,  
 117 acknowledging that items need to be checked off but hoping to start work on some aspects if the  
 118 geotechnical report takes longer than expected.
- 119 • Public Works Director Rob Stapley asked about the timeline from Civil Solutions for the  
 120 geotechnical report. Mr. Miller recalled it being about 5 weeks, which might work fine, but he  
 121 wanted to communicate with staff about outstanding items and not proceed further than  
 122 authorized if they could reach an agreement.
- 123 • Rob Stapley noted he was impressed with the latest submittal from Civil Solutions and felt there  
 124 was probably only one more wave of final comments before the plans could be signed. Once  
 125 signed, they could hold the pre-construction meeting and possibly allow work on some items  
 126 even before the geotechnical report.
- 127 • Mr. Wood explained that the geotechnical report would impact footing sizes for the building,  
 128 which would be handled through building inspection and permits rather than the current plan  
 129 approval. The geotechnical report would also provide pavement cross-section details for road  
 130 base, granite borrow, asphalt, or concrete thickness based on structural bearing capacity.
- 131 • Mr. Wood suggested they could accept a typical cross section with plans stating it was designed  
 132 for bearing capacity of 1500 PSF and greater, with amendments if the soil report showed lower  
 133 capacity. This would help the applicant while ensuring appropriate oversight. The geotechnical  
 134 report would also provide percolation rates for stormwater detention basin sizing.

- 135 • Mr. Miller mentioned receiving an email from Michael about completing the percolation test  
136 portion, with very favorable results of 0.2 inches per hour. Mr. Wood explained they needed the  
137 specific quantity and test documentation to verify the underground detention area sizing and  
138 ensure proper drainage within 72 hours.
- 139 • Mr. Wilson asked about the depth of testing since the site was previously a pit that had been  
140 filled. Mr. Wood explained that in the liquefaction area, geological hazard requirements mandate  
141 at least a 50-foot bore for proper geotechnical analysis, with state requirements for evaluating  
142 liquefaction and earthquake impacts even for structural fill areas.
- 143 • Mr. Wood clarified that the geotechnical information needed for the current site plan approval  
144 would be the pavement cross-section and percolation rate, while foundation design would be  
145 covered under building permits. He suggested they could approve the plans with conditions  
146 requiring percolation rates and pavement cross-sections with minimum soil bearing capacity  
147 specifications.
- 148 • Chair Bankhead stated their goal was to approve the plans with conditions so individual pieces  
149 could be reviewed by staff without requiring another full meeting, allowing faster processing  
150 than scheduling additional meetings.
- 151 • Mr. Miller expressed his plan to start with UDOT requirements and communicate with staff  
152 about outstanding items, proceeding step by step as authorized.
- 153 • Mr. Stapley noted he didn't have major concerns with the construction drawings on his side, with  
154 only the geotechnical and percolation studies being the main waiting items. He felt the plans  
155 were close to being ready and that small remaining items could be handled in the field or pre-  
156 construction meeting.
- 157 • Ms. Bankhead noted she needed cost estimates for site work including landscaping, and colored  
158 drawings for the landscaping plan, as the current PDFs were only in black and white while  
159 building facades were provided in color.
- 160 • Mr. Wood asked for verification of authority to construct on UDOT property, either through  
161 permission or documentation that the property had been conveyed to the applicant. Miller  
162 mentioned an email stating the first of March closing date but acknowledged needing written  
163 verification before proceeding with construction on someone else's property.
- 164 • Mr. Wood inquired about the private drive easement to the neighboring residential property. The  
165 group believed there was a recorded easement from the original subdivision plat for access, but  
166 agreed to verify this as a condition.
- 167 • Ms. Bankhead observed the site during recent rains and commented on the muddy conditions,  
168 expressing relief that work wasn't proceeding under those conditions.
- 169 • City Manager Ryan Snow expressed excitement about seeing the project move forward.
- 170 • Mr. Wood asked about Army Corps permitting for the Ballard Spring piping that was done on  
171 the property. Mr. Miller confirmed they had gone through two years of Army Corps permitting,  
172 which Mr. Wood acknowledged as necessary for such alterations.

173 **Steven Wood moved to conditionally approve the Miller convenience store plans with the conditions**  
174 **provided by the staff report as well as: 1) a percolation test be provided prior to approving the plan**  
175 **set to establish stormwater requirements, 2) a pavement and asphalt profile be provided in the design**  
176 **with an identified soil strength, 3) a full geotechnical report addressing the strength bearing capacity**  
177 **and liquefaction zone be provided prior to construction of foundations, sidewalks, asphalt, or any**  
178 **other vertical structure, 4) a colored landscape plan be provided for Providence's records and review,**  
179 **5) full cost estimates be provided for all aspects of the project except for vertical building aspects, 6)**  
180 **permission is documented from UDOT to move forward with construction on their property or that**

181 the property has been conveyed to the applicant, and 7) verification that an easement has been  
182 provided to the neighboring residential property. Rob Stapley seconded.

183 Vote:

184 Yea- Skarlet Bankhead, Rob Stapley and Steven Wood.

185 Nay-

186 Abstained -

187  
188 Motion passed unanimously, item approved.

189 Bankhead moved to reconsider item number 2 and finish the last two considerations since the applicants  
190 and staff were still present. Steven Wood seconded. Motion carried unanimously.

- 191 • Mr. Wood proposed an eighth condition regarding financial responsibility for infrastructure installed for  
192 the development property to be paid to Providence City prior to building permits being issued. This  
193 would allow time for site work to begin while ensuring payment occurs when other fees are handled.  
194 Mr. Miller agreed to coordinate payment with the city manager when doing impact fees.

195 Steven Wood moved to add an eighth condition that the financial responsibility for the infrastructure  
196 installed for the development property be paid to Providence City prior to building permits being  
197 issued. Rob Stapley seconded

198 Yea- Skarlet Bankhead, Rob Stapley and Steven Wood.

199 Nay-

200 Abstained -

201  
202 Motion passed unanimously, item 2 amended to include additional condition as stated.

203  
204 Rob Stapley moved to adjourn. Ms. Bankhead seconded.

205 Yea- Skarlet Bankhead, Rob Stapley and Steven Wood.

206 Nay-

207 Abstained -

208 Motion passed unanimously, meeting adjourned.

209 Minutes approved by vote of ALUA on \_\_\_ day of \_\_\_\_\_ 2026.

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

211  
212 \_\_\_\_\_  
213 Ty Cameron, City Recorder.

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