

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

2 **MINUTES –March 25th , 2026 – 2:30 pm**

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

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

8 **ALUA Members:** Rob Stapley, Skarlet Bankhead, & Steven Wood

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

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12 **Approval of the Minutes:** The Administrative Land Use Authority will consider approval of the minutes from
13 March 4th, 2026. **(MINUTES)**

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 - Mrs. Bankhead called for the approval of the minutes from the last meeting.
 - No corrections were made.

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18 **Motion to approve the minutes of March 4th, 2026. – Steven Wood. 2nd- Rob Stapley.**

19 **Vote:**

20 **Yea – Rob Stapley, Skarlet Bankhead, & Steven Wood**

21 **Nay-**

22 **Abstained-**

23 **Absent-**

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25 **Motion passes, minutes approved.**

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27 **Item No. 1 Conditional Use Permit for a Lash Extension Salon:** ALUA will review, discuss and make take
28 action on a conditional use application regarding a Lash Extension Salon located in the general area of 585 E
29 1000 S Providence UT.

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 - Chair Bankhead explained that the ALUA would review, discuss, and potentially take action on a
31 conditional use application for a lash extension salon located in the general area of 585 East 1000 South
32 in Providence. She asked Colton Love to provide the staff report.
 - Colton Love presented the staff report, explaining that the applicant, Megan Thorpe, was requesting a
33 conditional use permit for a small in-house lash extension business at 585 East 1000 South. The
34 application was received on March 19, 2026, and included the Providence City conditional use
35 application, business plan, and other required items. He outlined the relevant regulations that needed to
36 be considered, including Utah Code Title 10 Chapter 20 Part 506 for conditional uses, Providence City
37 Code 3-4-5 for home businesses, 10-6-1 for use regulations, and 10-3-5 for reasonable conditions
38 standards.
 - Colton explained that Providence City had adopted ordinances in compliance with Utah Code
39 requirements for conditional uses. He noted that the business plan outlined hours of operation and
40 parking arrangements. The conditions proposed included that the applicant would apply for a business
41 license per Providence City Code 3-1-5, meet requirements for home businesses, operate the business as
42 described in the business plan, continue to meet all relevant federal, state, county, and Providence City
43 rules and ordinances, and comply with any additional conditions the ALUA might require.
 - Chair Bankhead asked if there were any questions about the staff report, and hearing none, she asked
44 applicant Megan Thorpe to introduce herself and describe her business. Mrs. Thorpe explained that she
45 performs lash extensions and wants to operate from her home with clients coming to her location. She
46 described having a gravel drive on the side of her driveway where clients would park, with one client in
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50 and one client out, making it a very quiet business. She assured the committee it would not cause any
51 disturbance in the neighborhood.

- 52 • Chair Bankhead asked if committee members had any questions. Rob Stapley indicated he had no
53 concerns with the application. Chair Bankhead then reviewed the business plan details, noting it
54 represented 15 hours per week of operation, 10-12 clients per week, parking on the front side gravel
55 driveway, and no chemicals requiring special disposal. She asked if these conditions would work for the
56 applicant, and Mrs. Thorpe confirmed they would. Chair Bankhead stated they would add the provisions
57 laid out in the business plan to the conditions.
- 58 • Chair Bankhead asked if staff had any additional questions, and hearing none, she called for a motion.

59 **Steven Wood moved to approve the conditional use permit for a lash extension salon with the**
60 **condition that it be operated within the parameters provided in their business plan attached to their**
61 **application. Rob Stapley seconded the motion.**

62 **Vote:**

63 **Yea – Rob Stapley, Skarlet Bankhead, & Steven Wood**

64 **Nay-**

65 **Abstained-**

66 **Absent-**

67 **Motion passes, permit approved.**

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69 **Item No. 2 Commercial Site Plan for Fit 1 Gym:** ALUA will review, discuss and may take action on a
70 commercial site plan for Fit 1, a gym located generally at 600 W 300 S. [\(SITE PLANS\)](#)

- 71 • Chair Bankhead introduced the second agenda item, explaining that the ALUA would review, discuss,
72 and potentially take action on a commercial site plan for Fit 1, a gym located generally at 600 West 300
73 South. She asked the two representatives to come forward and requested Colton Love to provide the
74 staff report.
- 75 • Colton Love presented the staff report for the fitness gym application. He explained that the applicants
76 were requesting approval for a fitness gym located around 600 West 300 South. The application was
77 received on March 16, 2026, and included the Providence City commercial site information form, site
78 plan, construction drawings, cost estimates, and geotechnical study. The approximate square footage of
79 the Fit 1 gym building was 12,600 square feet.
- 80 • He outlined the relevant regulations, including Providence City Code 10-8-5 for commercial zone
81 districts under site development. He noted that the official zoning map was revised most recently in
82 February 2026. He explained that Providence City had adopted ordinances requiring commercial site
83 plans to meet the code requirements, and the proposed site plan was consistent with the general plan and
84 development in surrounding areas, subject to listed conditions.
- 85 • The conditions included that the applicant would continue to meet all relevant federal, state, county, and
86 Providence City rules and ordinances, comply with any additional conditions the ALUA might require,
87 and that approval did not alleviate owners or agents from their responsibility to understand and conform
88 to all applicable laws.
- 89 • Chair Bankhead asked if the representatives had questions about the staff report, and they indicated they
90 did not. She then asked them to introduce themselves.
- 91 • Ace Merrill introduced himself and his partner Chase Lewis, explaining they were two of the five
92 owners of Fit 1. He noted this would be their fifth location and their first south of the Idaho border, with

93 existing locations in Rexburg, Rigby, Twin Falls, and Ammon, Idaho. He expressed excitement about
 94 fitness and serving Providence City.

- 95 • Mr. Wood then began his technical review, noting on the site plan that there were areas where the
 96 neighbor to the east had parking encroachments on their parcel. Mr. Merrill explained that their civil
 97 engineer was working out an easement arrangement with the neighbor, which should be completed
 98 shortly. Mr. Wood clarified that if they granted an easement, it would likely be perpetual rather than
 99 temporary.
- 100 • Mr. Wood noted he had not seen a geotechnical report and asked if one had been performed. The
 101 representatives confirmed one had been done, and they would have their engineer, Cody, provide it to
 102 the city. Mr. Wood explained this was needed to verify storm water systems and drainage.
- 103 • Mr. Wood then addressed the Ballard Springs waterway on the south side of the property, explaining it
 104 was regulated by the Army Corps of Engineers. He noted that while their disturbance area was pulled
 105 back from the southern property line, they should verify with the Army Corps regarding potential
 106 permits needed for storm water discharge toward that riparian area. The representatives acknowledged
 107 this advice.
- 108 • Mr. Wood observed that they were permitted to discharge storm water into natural waterways as long as
 109 there was environmental pretreatment. He noted that the current plan showed storm water being
 110 discharged into a subterranean gravel basin for percolation without any pretreatment element to filter
 111 hydrocarbons, trash, and debris. He explained they would need some form of filtration upstream of the
 112 gravel basin, which could be accommodated with an open swale or grass pond where vegetation serves
 113 as the filtration medium.
- 114 • City Manager Ryan Snow asked several questions about the project. He confirmed they were buying and
 115 developing the whole parcel, and that this was a workout gym with weights, classes, and cardio rather
 116 than tennis or other indoor athletics. Mr. Snow then raised the issue of interconnecting commercial
 117 areas, asking how this development could connect with the south business-zoned area. He noted the
 118 city's efforts to create interconnecting commercial areas.
- 119 • Mr. Snow asked about plans for the southernmost portion of the property near the creek, and the
 120 representatives indicated it would be landscaping with trees. Mr. Snow suggested the possibility of
 121 creating a stub street that could be picked up by future development to the south, even if it required a
 122 bridge over the creek.
- 123 • Mr. Wood suggested that a future cross-access agreement could be viable, noting that trying to build a
 124 connection now would be more encroaching on Army Corps jurisdiction and more difficult, but a future
 125 cross-access agreement was reasonable.
- 126 • Mr. Snow clarified he was looking for the ability to have future connection potential, whether or not it
 127 actually gets built. He explained that without connection, they could landlock the next potential
 128 development, and if a complementary business developed to the south, Fit 1 would want access to that
 129 clientele.
- 130 • The representatives expressed openness to the concept, though Mr. Merrill noted their concern about not
 131 wanting their property to become a shortcut for getting to the highway and avoiding the spotlight.
- 132 • Mr. Snow explained that the connection would help both developments, noting they had an entrance at
 133 3rd South and an entrance at 5th South, but without connection, the south development would be
 134 landlocked. He emphasized that if a complementary business developed to the south, Fit 1 would benefit
 135 from the connection.
- 136 • Mr. Wood asked about existing cross-access agreements with adjacent properties. Chair Bankhead
 137 confirmed there was an agreement with the car wash to the north, which was required as part of their
 138 approval.

- 139 • Mr. Wood suggested exploring a platted easement rather than requiring actual construction, given the
140 natural barrier of the creek. Chair Bankhead agreed, preferring to see landscaping at this time but with
141 potential for future easement access.
- 142 • The representatives indicated they would be willing to entertain the idea if they could see a specific plan
143 showing how the connection would work, including bridge details. Chair Bankhead explained that as the
144 first developer, they would have input on the location of such a connection, and future development to
145 the south would have to honor that position.
- 146 • Mr. Snow clarified he was looking for a granted easement that they would landscape and use normally,
147 but that the city would have the potential for future connectivity. He explained this wouldn't require
148 them to build anything now, but would preserve the option for the future.
- 149 • Chair Bankhead referenced the city code requirement that parking lots within developments provide
150 interior access to adjacent parking lots, and when new developments are constructed adjacent to
151 undeveloped areas, they must construct connections to allow joining of future roads or parking lots. She
152 noted this was Section 10-8-5(b) of the city code.
- 153 • Mr. Wood agreed that a dedicated easement would be sufficient without requiring site plan changes, just
154 a cross-access agreement. The discussion established that the easement would likely need to be 24-30
155 feet wide to accommodate two lanes of traffic and fire access.
- 156 • Chair Bankhead identified several items that needed to be addressed. She noted the need for a summary
157 sheet showing total lot area, percentage of site utilized by buildings, percentage in landscaping, and
158 percentage for parking. While parking calculations were provided, they needed the breakdown separated
159 between building hardscape and parking lot hardscape.
- 160 • Chair Bankhead questioned an item in the cost estimates for a bus shelter and bus shelter lighting
161 totaling over \$150,000. The representatives confirmed this was an error from a template and should be
162 removed.
- 163 • Mr. Snow asked about potential connection to the east through Fox Hollow's stub road to connect to the
164 multifamily housing. Chair Bankhead indicated this could work as long as it provided commercial-to-
165 commercial connectivity, even if routed through multifamily areas. The representatives expressed they
166 would prefer their own direct connection south rather than going through the residential area.
- 167 • Mr. Wood expressed preference for direct commercial connection rather than routing through the Fox
168 Hollow subdivision, citing concerns about the layout and sight triangles of that breakback road.
- 169 • Chair Bankhead asked about fire department requirements, noting she hadn't received the fire marshal's
170 review yet. She mentioned the fire hydrant location and the possibility that one of the drive lanes might
171 need to be designated as a fire lane.
- 172 • Mr. Wood noted that the north end of the property indicated 14 feet would be dedicated to Providence
173 City, but the specific area wasn't clearly marked on the site plan. He requested that this dedication line
174 be drawn on the plan, and Chair Bankhead confirmed this would typically be done by warranty deed
175 rather than recording the site plan.
- 176 • Mr. Snow asked about the dedication being standard width for road right-of-way, and it was confirmed
177 this was to provide space for sidewalk and road maintenance. Wood requested that the sidewalk detail
178 be updated to city standard APWA specifications rather than the custom detail shown, and noted the
179 sidewalk should be 5 feet wide rather than the 4 feet shown.
- 180 • Chair Bankhead asked about bike lane striping, noting the cost estimates mentioned repainting the street.
181 Mr. Wood indicated this should be shown on the site plan as well as in cost estimates, since part would
182 be repair work and part would be new striping.
- 183 • Chair Bankhead noted that sign permits would be required separately from the site plan approval for
184 their proposed building signage.

- 185 • Mr. Wood commented that the site appeared nicely laid out but wanted to verify compliance with open
186 area and green space ordinances, which was why Chair Bankhead needed the area and percentage
187 calculations.
- 188 • Rob Stapley noted the 1-inch water service might not be adequate for both business use and irrigation
189 needs. The representatives confirmed they had already identified this issue and planned to install a 2-
190 inch service line instead.
- 191 • Mr. Wood explained requirements for irrigation system verification and backflow prevention devices
192 when transitioning from culinary to landscaping water, noting the need for an RP (reduced pressure)
193 backflow preventer.
- 194 • Mr. Stapley identified another issue with the 10-foot landscaping perimeter requirement around
195 buildings. He explained that city code required 10 feet of landscaping around the entire building except
196 for loading areas, with up to 5 feet allowed to be sidewalk. This meant they needed 5 feet of actual
197 landscaping against the building in most areas.
- 198 • Mr. Wood read the specific code section (10-8-5) explaining that retail and professional office buildings
199 required at least 15% of the total lot to be landscaped, with a 10-foot minimum landscaped area around
200 the entire building, allowing up to 5 feet to be sidewalk. The ALUA could provide exceptions if soil
201 conditions made irrigation near the building inadvisable.
- 202 • The discussion established that they could shift the building eastward to accommodate the landscaping
203 requirement while maintaining required setbacks. Wood noted they had a 31-foot setback on the east
204 side, well above the required 20 feet.
- 205 • Mr. Stapley mentioned potential coordination needed with the Providence Blacksmith Fork Ditch
206 Company regarding the irrigation canal that runs through the property. He explained that construction
207 timing might need to be coordinated with the water users when piping the ditch.
- 208 • Mr. Wood referenced Cache County's irrigation map database that shows canal company laterals, noting
209 the BSF Lower Lateral runs parallel to 300 South through the top of their property. He emphasized the
210 need for documentation showing the ditch company was aware of and approved of the proposed
211 alterations to their canal.
- 212 • Mr. Wood noted a line on the site plan indicating "approximate beginning of uncontrolled fill" and
213 asked about this. The representatives explained there was uncontrolled fill that would require over-
214 excavation and proper material replacement with fabric for the parking lot, which their engineer had
215 identified and would address properly.
- 216 • Chair Bankhead explained that Steven Wood would sign off on the underground construction
217 documents, and that typically they couldn't discuss projects in advance since approvals must happen in
218 public meetings, making this sound like a work session.
- 219 • The representatives asked about timeline for the next meeting. After discussion about spring break
220 schedules, they settled on targeting two weeks from the current meeting, with the understanding that
221 revised plans needed to be submitted by early the following week to allow time for review.
- 222 • Chair Bankhead clarified the approval process, explaining that once all items were addressed and
223 approvals obtained, Colton would prepare a record of decision and zoning clearance form. The
224 applicants would pay impact fees to the city and then submit the clearance form and record of decision
225 with their building permit application to the county.

226 **Steven Wood moved to continue the discussions for the commercial site plan for Fit 1 gym. Rob**
227 **Stapley seconded the motion.**

228 **Vote:**

229 **Yea – Rob Stapley, Skarlet Bankhead, & Steven Wood**

230 **Nay-**

231 **Abstained-**
232 **Absent-**

233 **Motion passes, item continued.**

- 234 • Chair Bankhead asked if anyone had other business for future agendas, and hearing none, called for
- 235 adjournment.

236 **Rob Stapley moved to adjourn. Steven Wood seconded the motion.**

237 **Vote:**

238 **Yea – Rob Stapley, Skarlet Bankhead, & Steven Wood**

239 **Nay-**

240 **Abstained-**

241 **Absent-**

242 **Motion passes, meeting adjourned.**

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244 **Minutes approve by vote of ALUA on 8th day of April 2026**

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



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248 **Ty Cameron, City Recorder**

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