

VIRGIN TOWN

Staff Report — Proposed Ordinance No. 202X-XX – Preliminary and Final Site Plans

To: Mayor and Town Council

From: Ryker Steglich, Town Planner, Sunrise Engineering

Date: April 7, 2026

Subject: Proposed Ordinance No. 202X-XX — Preliminary and Final Site Plans (VMC §16.2.18)

Meeting: Town Council Work Meeting

AT A GLANCE

Application	Legislative — Town-Initiated Ordinance Amendment
Subject	Amendment and Restatement of VMC §16.2.18 — Site Plan Review
Prepared By	Ryker Steglich, Town Planner, Sunrise Engineering
Meeting	Town Council Work Meeting
Next Step	Planning Commission Public Hearing

I. BACKGROUND

Virgin Town’s Municipal Code currently includes a basic site plan requirement at VMC §16.2.18, which requires a site plan to be filed as part of any zoning permit application and identifies a general list of submittal items. However, the existing provision does not establish a defined review process, approval authority, approval standards, or a two-stage structure to distinguish conceptual review from final engineering review.

This ordinance was prepared by the Town Planner to address those gaps by amending and restating VMC §16.2.18 in its entirety, replacing the existing submittal requirement with a comprehensive Preliminary and Final Site Plan review framework.

II. DESCRIPTION OF PROPOSED ORDINANCE

The proposed ordinance establishes a two-stage site plan review process — Preliminary Site Plan and Final Site Plan — administered by the Community Development Director, or Town Designee. Key provisions include:

- **Applicability:** Required for all multi-family residential, commercial, industrial, and civic uses.
- **Two-Stage Review:** Preliminary Site Plan for zoning and General Plan compliance; Final Site Plan for full engineering, utility, and construction compliance prior to building permit issuance.
- **JUC Coordination:** Final Site Plan applications are routed to the Joint Utility Committee for technical review before Director approval.
- **Approval Standards:** Separate, objective standards are codified for each stage.
- **Financial Assurances:** The Town may require improvement completion assurances prior to building permit or certificate of occupancy issuance, per Utah Code §10-20-1001.
- **Appeals:** Director decisions may be appealed to the Appeal Authority under VMC Chapter 6.
- **Expiration:** Preliminary approvals expire after 12 months; Final approvals expire after 12 months unless a building permit is issued and substantial construction has commenced. Extensions of up to six months may be granted by the Director for good cause.

III. FINDINGS AND RECOMMENDATIONS

The proposed ordinance is authorized by MLUDMA, Utah Code Title 10, Chapter 20. It serves the public interest by establishing consistent standards for development review prior to construction.

The Town Planner recommends that the Town Council receive this report, provide any direction on the proposed ordinance language, and authorize it to proceed to the Planning Commission for a public hearing and formal recommendation prior to Council adoption.