

VIRGIN TOWN

Staff Report — Proposed Ordinance No. 2026-XX – Preliminary and Final Site Plans

To: Planning Commission

From: Ryker Steglich, Town Planner, Sunrise Engineering

Date: April 28, 2026

Subject: Proposed Ordinance No. 2026-XX — Preliminary and Final Site Plans (VMC §16.2.18)

Meeting: Planning Commission Regular 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
Date	April 28, 2026
Meeting	Planning Commission Regular Meeting
Next Step	Planning Commission recommendation to Town Council

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. The Town Council reviewed the ordinance at its April 7, 2026 work meeting and authorized it to proceed to the Planning Commission for a public hearing and formal recommendation.

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 of review.
- **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 RECOMMENDATION

The proposed ordinance is authorized by MLUDMA, Utah Code Title 10, Chapter 20, and serves the public interest by replacing a minimal, process-free submittal requirement with a structured, standards-based review framework. The two-stage approach appropriately sequences conceptual review before full engineering investment, and the delegation of approval authority to the Community Development Director provides clear administrative accountability while preserving appeal rights for affected parties.

Staff recommends that the Planning Commission recommend approval of Ordinance No. 2026-XX to the Town Council, with the recommendation that the Town Attorney review the financial assurance provisions prior to Council adoption.