

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

2 **Minutes–May 6th, 2026 – 2:30 pm**

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

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

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

8 **Staff in Attendance:** City Manager Ryan Snow, Land Use Specialist Colton Love and City Recorder Ty
9 Cameron

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11 **Approval of the Minutes:** The Administrative Land Use Authority will consider approval of the minutes from
12 April 8th, 2026. ([MINUTES](#))

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- 15 • Chair Bankhead called for the approval of the minutes of April 8th, 2026.
 - 16 • Steven Wood noted that Spencer’s last name was spelled incorrectly. Staff indicated that they would get that corrected.

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18 **Motion to approve the minutes of April 8th, 2026, with the note that Spencer’s last name be corrected.**
19 **– Steven Wood. 2nd- Rob Stapley.**

20 **Vote:**

21 **Yea- Rob Stapley, Skarlet Bankhead & Steven Wood**

22 **Nay-**

23 **Abstained-**

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25 **Motion passes, minutes approved.**

- 26
- 27 • Chair Bankhead noted that the Authority had three substantive agenda items. She proposed reordering
28 the agenda so that Item No. 3 and Item No. 4 would be heard before Item No. 2, as applicant
29 representatives were present for those items. City Engineer Wood and Public Works Director Stapley
30 indicated no objection, and the meeting proceeded accordingly.

31
32 **Item No. 2 Alder Square Flex Bldg. Parcel 02-336-0002 Commercial Site Plan:** ALUA will review
33 discuss and may approve a commercial site plan for the Alder Square Flex Bldg., located in the general area of
34 48 S. Hwy 165 here in Providence UT ([CONSTRUCTION PLANS](#))

- 35
- 36 • Chair Bankhead introduced the item, noting the Authority would review, discuss, and may approve a
37 commercial site plan for the Alder Square Flex Building, located in the general area of 48 S. Hwy 165,
38 Providence, UT. Chair Bankhead noted that no applicant representative was present, which she
39 described as a surprise given the applicant had been informed of the meeting date. The Authority agreed
40 to proceed with a preliminary staff-level review of outstanding issues in the applicant's absence, with the
41 understanding that the item would be continued to a future meeting requiring applicant attendance.
 - 42 • Chair Bankhead opened the discussion by raising concerns about the parking computations in the
43 submitted plans. She noted that some of the calculations were consistent with Providence City code,
44 while others were not, and wanted to confirm that her colleagues shared the same observations. She also
45 flagged a specific code provision under PCC 10-8-5C2 that she wanted to ensure was being applied
46 correctly: large retail buildings of 15,000 square feet or larger are required to have at least 10 percent of
47 the total lot landscaped, and are not subject to the 10-foot buffer strip requirement that applies to smaller
48 buildings. However, she noted that the classification of the use as warehouse versus office would have
implications for both the parking calculation and the landscaping requirements.

- 49 • City Engineer Wood agreed that the nature of the use was a central ambiguity. He observed that the plan
50 set was, in his assessment, very well prepared and included notable attention to pedestrian connectivity,
51 which suggested the development was oriented more toward pedestrian-accessible retail or office use
52 rather than warehouse or storage. He noted, however, that each unit includes overhead doors with
53 parking positioned directly in front of them, raising a practical concern that active use of the overhead
54 doors for loading or vehicle access would require those parking spaces to be vacated, which raised
55 questions about whether those spaces should count toward the parking total.
- 56 • Mr. Wood identified several additional technical deficiencies. First, Providence City code requires
57 parking to be set back 15 feet from property lines, and parking on both the north and south sides of the
58 proposed development encroaches within that setback. He noted that the code does allow the Land Use
59 Authority to grant a waiver on this requirement but expressed that, if a waiver were granted on the north
60 side, he would want to see heavy landscaping installed between the parking and the adjacent existing
61 building. Second, the plan set omits a city-owned fiber line running along the south edge of the building.
62 Third, the water main serving the area is not indicated on the plans. Fourth, a sewer manhole on the east
63 side of the building is inaccessible for survey purposes because a large storage container is positioned on
64 top of it, meaning the applicant was unable to obtain invert or rim elevation data, making it difficult to
65 confirm that the proposed sewer system would function as designed. Mr. Wood also noted the presence
66 of several water meters in the vicinity that were not reflected on the plans, creating general uncertainty
67 about the existing utility conditions.
- 68 • Public Works Director Stapley agreed that accurate as-built information for all existing perimeter
69 utilities is essential and confirmed that the plans are missing significant utility data. He noted that the
70 general approach shown for water service should theoretically work and that the water main in the area
71 has historically been relocated as adjacent development expanded, but that having a clear picture of all
72 existing conditions is necessary before approval.
- 73 • Chair Bankhead read into the record comments from Fire Marshal Aaron Walker. Walker's review
74 indicated that fire flow demands for the building could be as high as 4,750 gallons per minute, likely
75 requiring at least one and possibly two additional fire hydrants beyond what is currently shown. He
76 noted that the fire hydrant to FDC connection distance appears to exceed 100 feet, which does not meet
77 the requirement. He further indicated that a vehicle-to-track turning plan would be required on a future
78 submittal and noted that the proposed 4-inch fire line may need to be upsized. He confirmed that vehicle
79 and aerial access appears adequate as submitted, and acknowledged that the applicant has indicated
80 plans for fire sprinklers and alarms, which will be required.
- 81 • City Engineer Wood noted that measured fire flows in the area currently exceed 5,000 gallons per
82 minute due to excellent pressure and looping, but acknowledged that hydrant quantity and placement,
83 particularly relative to the FDC connection location, remain concerns regardless of available flow.
- 84 • Mr. Wood raised a further question regarding a roadway labeled as public right-of-way on the east side
85 of the facility, identified as 40 South. Chair Bankhead clarified that this road was required as part of the
86 mixed-use development to provide internal connectivity and is privately owned, though access is
87 required. Mr. Wood noted it should not be labeled as public right-of-way and questioned whether
88 easements needed to be formally granted to surrounding property users. Public Works Director Stapley
89 agreed the road does not currently meet city street standards. Chair Bankhead added that she was
90 uncertain whether the road could be dedicated to the city as a public street while still allowing for the
91 required future development on adjacent parcels, and suggested it should remain private with access
92 easements.
- 93 • Mr. Wood also raised concerns about the stormwater detention approach. The applicant is proposing a
94 subterranean detention facility, and Mr. Wood expressed uncertainty about the viability of that approach
95 given the proximity to wetlands and the likely high water table. He noted that the geotechnical report

submitted by the applicant was performed in 2020 for a separate facility across the street to the west, with no boreholes on the subject site, making it inadequate for the proposed development. Mr. Wood suggested an alternative approach: rather than investing in expensive subterranean detention, the applicant could expand and improve the existing wetland area on the northeast portion of the parcel to serve as surface stormwater detention while simultaneously satisfying landscaping requirements and creating a pedestrian amenity. He noted that the plan shows good pedestrian connectivity to surrounding uses such as Chick-fil-A and suggested a small walking path around an enhanced wetland area could serve as an attractive internal urban green space. He acknowledged that Army Corps of Engineers permitting would be required, particularly given that a portion of the proposed building and parking area falls within designated wetlands on the southwest quarter of the developed area, meaning the applicant will already need to pursue wetland mitigation, making the expansion of the remaining wetlands a potentially efficient solution.

- Mr. Wood flagged two additional items: the plan set does not include floor plans for the individual units, which would help resolve the warehouse-versus-office classification question, and the applicant did not submit colored elevations or a colored landscaping plan, both of which are required.
- Public Works Director Stapley raised a concern about circulation, noting that the site layout includes numerous sharp 90-degree turns and questioning how freight trucks and fire engines would navigate the site. He noted that a turning radius analysis would be important to resolve sooner rather than later given the potential impact on the site layout. Mr. Wood agreed and noted that the code requires commercial sites to provide interconnecting access to adjacent commercial properties. He raised the question of whether a connection to Tractor Supply to the south should be explored, noting it could potentially address existing concerns about the adequacy of access along what the plans label as 646 West. Chair Bankhead acknowledged that concern had been raised in prior discussions.
- Chair Bankhead noted that neither a Notice of Intent nor a SWPPP had been submitted or appeared elsewhere, which would be required. City Engineer Wood indicated he had already taken notes on all identified issues and would add the items discussed in the meeting before forwarding a preliminary comment letter to the applicant so they could come prepared to the next scheduled meeting.

Motion to continue the discussion on the Alder Square Flex Building Commercial Site Plan to a future meeting. – Rob Stapley. 2nd- Steven Wood.

Vote:

Yea- Rob Stapley, Skarlet Bankhead & Steven Wood

Nay-

Abstained-

Motion passes, item continued.

Item No. 3 Wasatch Animal Urgent Care Conditional Use: ALUA will review, discuss and may approve conditional use for Wasatch Animal Urgent Care located in the general area of 516 Golf Course Rd. here in Providence UT. ([BUSINESS PLAN](#))

- Colton Love reported that the application was received on April 20, 2026, and included the Providence City conditional use application, a business plan, and a parcel summary. The subject property is designated and zoned as Commercial General in the general plan. Applicable regulations included Utah Code Title 10, Chapter 20, Part 506 governing conditional uses, Providence City Code 10-6-1 governing use regulations, and PCC 10-3-5 establishing standards for reasonable conditions. Colton outlined the

standard conditions of approval, including the requirement to obtain a business license per PCC 3-1-5, to operate in accordance with the submitted business plan, and to continue meeting all applicable federal, state, county, and city laws and ordinances.

- Applicant James Miller explained that Wasatch Animal Urgent Care is Cache Valley's only small animal veterinary urgent care facility. The business is currently operating out of a leased space and is relocating by purchasing the existing veterinary hospital building at the corner of Gateway Drive and Golf Course Road. The business model is focused on providing care outside of regular business hours, primarily evenings and weekends. Mr. Miller noted there is a long-term intention to eventually transition to a 24-hour facility but acknowledged there is no concrete timeline or plan for that at this time.
- Mr. Miller addressed the subject of boarding services proactively, clarifying that while the facility is physically equipped with an intensive care unit, a non-intensive care holding area, and a general boarding area, the business has no current intention of offering boarding services and it is not included in the submitted business plan.
- City Engineer Wood raised a question about staging or holding capabilities for animals awaiting care, separate from overnight boarding. Mr. Miller confirmed the three-tiered holding setup would accommodate that need appropriately. Mr. Wood then raised the matter of parking, and upon learning the applicant was purchasing a standalone existing veterinary hospital with its own dedicated parking, was satisfied that parking capacity would be appropriate for the use.
- Chair Bankhead clarified the location for the record, confirming it is the standalone veterinary building on the southwest corner of Gateway Drive and Golf Course Road, previously occupied by Mountain View Veterinary. She noted that while the veterinary use has historically been present at that location, veterinary clinics remain a conditional use in the Commercial General zone, necessitating this application. Chair Bankhead further noted that the submitted business plan would serve as the basis for the conditions of approval, and that should the applicant seek to expand operations to 24 hours in the future, a plan amendment or code amendment would be required before doing so.
- Public Works Director Stapley indicated familiarity with the building and its history and had no questions, expressing comfort with the business plan as it pertained to the facility.
- Chair Bankhead advised the applicant that the next step following approval would be to apply for a business license, which could be done online or in person.

Motion to accept the submitted business plan for Wasatch Animal Urgent Care and approve the conditional use permit. – Steven Wood. 2nd- Rob Stapley.

Vote:
Yea- Rob Stapley, Skarlet Bankhead & Steven Wood
Nay-
Abstained-

Motion passes, conditional use approved.

Item No. 4 Amended Plat for Arbor Fields Condominiums: ALUA will review, discuss and may approve and amended plat for Arbor Fields Condominiums. **(AMENDMEND PLAT)**

- Colton Love reported that the application was received on April 23, 2026, and included the Providence City final amended plat application, the proposed amendments to the final plat, and a petition to amend the plat. The subject property at 1670 South Highway 165 is designated and zoned as Commercial Highway District. Applicable regulations included Utah Code Title 10, Chapter 9A, Part 6 governing

subdivisions, Providence City Code 2-4-1 establishing ALUA as the land use authority for subdivisions, and PCC 10-8-1 governing setbacks. The proposed amendment was noted to be consistent with the general plan and surrounding development and was confirmed not to affect fire department requirements. Standard conditions of approval were recited.

- Applicant Tyson Coleman explained that the purpose of the amended plat is to align the recorded plat with the existing CC&Rs on file with the county, which had never matched since the property was originally subdivided into Unit 1 and Unit 2. The primary change involves relocating the access easement in the common area and clarifying the designation of parking areas. Previously, the plat had designated specific parking areas for each unit; the amendment removes those distinctions and treats the parking as common area, noting that each side has approximately equal square footage. Additionally, the amendment grants Unit 2 access to the rear of the building, an access that had previously been restricted while Landmark Companies, Coleman's business operating out of Unit 1, was storing materials along the back of the structure.
- Mr. Coleman provided background on the current status of the property. Landmark Companies occupies Unit 1 alongside Serenity Suites. Unit 2 is currently vacant, though it has hosted Spirit Halloween on a temporary basis for the past two years. Mr. Coleman expressed a desire to get Unit 2 occupied on a more permanent basis, either through sale or lease, and indicated that getting the plat and CC&Rs aligned was a necessary prerequisite to marketing the space. He mentioned the possibility of expanding Serenity Suites into a portion of Unit 2 if a buyer or long-term tenant does not materialize.
- Mr. Coleman also briefly raised the topic of separating utilities for the two units, specifically adding a separate water service line to Unit 2. He clarified this was unrelated to the plat amendment itself, but he had reached out to city staff in advance to confirm whether it needed to be reflected on the plat. Public Works Director Stapley confirmed that a separate water meter could be accomplished relatively simply through a standard right-of-way connection permit, coordinated through the city. Chair Bankhead noted that the water impact fee would be based on meter size and that a sewer impact fee would be based on a combination of meter size and anticipated flow rate. It was confirmed that a separate sewer lateral already exists for Unit 2, so only the water service addition would be required from the city's side.
- City Engineer Wood confirmed he had reviewed both the original plat and the amended plat and found that all existing easements had been carried over and were not affected by the amendment. The changes were limited to the hatch lines and the addition of Note 7. Mr. Wood raised a question as to whether the utility separation should be reflected on the plat, but Mr. Coleman and city staff concurred it was not necessary for the purposes of this amendment, as no construction was associated with the plat change.
- A brief discussion also took place regarding the fire suppression system, which serves the entire building as a single system. Mr. Coleman noted that when the building was originally subdivided into two units, a full load-bearing property-line wall was constructed with a three-hour fire rating, and separate fire alarm notification systems were installed for each unit, allowing the fire department to identify the unit of origin in the event of an incident. The sprinkler riser remains accessible on the south side of the building.
- Chair Bankhead reviewed the signing requirements for the mylar, noting that city staff present could sign their respective certificates, but that the mayor's and city attorney's signatures would also be required. Mr. Coleman was advised to leave the three-page mylar with city staff, who would coordinate signatures and contact him when the document was ready to be picked up and recorded at the county.

Motion to approve the amended plat for Arbor Fields Condominiums. – Rob Stapley. 2nd- Steven Wood.

Vote:

Yea- Rob Stapley, Skarlet Bankhead & Steven Wood

228 **Nay-**
229 **Abstained-**

230 **Motion passes, amended plat approved.**

231
232 **Motion to adjourn the meeting. – Steven Wood. 2nd- Rob Stapley.**

233 **Vote:**
234 **Yea- Rob Stapley, Skarlet Bankhead & Steven Wood**
235 **Nay-**
236 **Abstained-**

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238 **Motion passes, meeting adjourned.**

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241 **Minutes approved by vote of ALUA on _____ day of _____ 2026.**

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

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250 _____
251 Ty Cameron, City Recorder.

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