VERNAL CITY

NOTICE OF PUBLIC MEETING

TO THE PUBLIC AND RESIDENTS OF VERNAL CITY: Notice is hereby given that the **VERNAL CITY COUNCIL** will hold a regular meeting on ***November 4, 2026 at 6:00 p.m.*** in the Vernal City Council Chambers at 374 East Main St, Vernal, Utah.

A G E N D A

OPENING CEREMONY

1. Invocation or uplifting thought
2. Pledge of Allegiance

STANDING BUSINESS

3. Approval of the Minutes of the Regular City Council Meeting held October 21, 2026

STANDING BUSINESS

4. Introduction of the Vernal Youth City Council - Heidi Bennion

POLICY AND LEGISLATION

5. Consider the approval to amend the Vernal City Planning and Zoning Code Section 16.06.010 – Amendments – Ordinance # 2026-27 - Braeden Christofferson
6. Consider the approval to amend the Vernal City Planning and Zoning Code Section 16.58.112 Subdivision Vacation Requirements – Ordinance # 2026-28 - Braeden Christofferson
7. Consider the approval to amend the Vernal City Planning and Zoning Code Section 16.60 – Master Site Plan – subsections 16.60.030, 16.60.050, 16.60.060 – Ordinance # 2026-29 - Braeden Christofferson

STAFF REPORTS

CLOSED SESSION

By motion of the Vernal City Council, pursuant to Utah State Code Title 52, Chapter 4, sections 204 and 205, the City Council may vote to hold a closed session for any of the purposes identified in that chapter.

ADJOURN

NOTE: Supporting documentation for this meeting can be found by visiting the Vernal City website at www.vernal.gov and in the Utah Public Notice Website www.utah.gov/pmn

In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Sara Bell, City Recorder, at 374 East Main, Vernal, Utah 84078 or phone (435)789-2255 at least three days before the meeting. The order of agenda items may change to accommodate the needs of the City Council, staff, and/or public.

MEMORANDUM

TO: Mayor & City Council

From: Quinn Bennion, City Manager

RE: Agenda Items for November 4, 2026 Council Meeting

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1. **Introduction of the Vernal Youth City Council - Heidi Bennion**

2. **Consider the approval to amend the Vernal City Planning and Zoning Code Section 16.06.010 – Amendments – Ordinance # 2026-27 -** Braeden Christofferson - Staff is proposing an amendment to Section 16.06.010 to establish clearer application requirements for amendments to the Vernal City General Plan and the text of the Planning and Zoning Code. The proposed changes identify the required application materials, including a description of the proposed amendment, the specific code or General Plan provisions being amended, proposed language, and supporting documentation when applicable. Zoning map amendments will continue to be processed separately under Chapter 16.07. These housekeeping changes are intended to align the City's ordinance with the land-use application checklists required under Utah Code and provide clearer standards for determining when an application is complete.

3. **Consider the approval to amend the Vernal City Planning and Zoning Code Section 16.58.112 Subdivision Vacation Requirements – Ordinance # 2026-28 -** Braeden Christofferson - Staff is proposing an amendment to Section 16.58.112 to correct an oversight in the City's subdivision vacation procedures. The current ordinance requires Planning Commission review for subdivision vacations, including those approved through an ordinance adopted by the City Council. Under Utah Code, subdivision vacations accomplished through a City Council ordinance do not require Planning Commission review. The proposed amendment removes this unnecessary requirement while retaining the applicable notice, public hearing, and approval procedures required by state law. This housekeeping change is intended to streamline the process and align the City's ordinance with Utah Code.

4. **Consider the approval to amend the Vernal City Planning and Zoning Code Section 16.60 – Master Site Plan – subsections 16.60.030, 16.60.050, 16.60.060 – Ordinance # 2026-29 -** Braeden Christofferson - Staff is proposing amendments to Sections 16.60.030, 16.60.050, and 16.60.060 to clarify and reorganize the application requirements for Full

Master Site Plans, Modified Master Site Plans, and Change of Use applications. The proposed changes establish common application requirements while distinguishing the level of plans and supporting documentation required for each application type. Modified Master Site Plans will focus on the proposed changes without requiring redesign of unaffected portions of an existing site, while Change of Use applications will no longer require a comprehensive Master Site Plan at initial submission. Additional documentation may still be required following review when necessary. These housekeeping amendments are intended to align the City Code with its published application checklists and create a clearer, more efficient review process.

CLOSED SESSION

MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD OCTOBER 21, 2026 at 6:00 p.m. in the Vernal City Council Room, 374 East Main, Vernal, Utah 84078.

PRESENT: Councilmembers Ted Munford, Randel Mills, Robin O'Driscoll, Ed Long, and Nick Porter and Mayor Corey Foley.

WELCOME: Mayor Corey Foley welcomed everyone to the meeting.

INVOCATION OR UPLIFTING THOUGHT: The invocation was given by Councilmember Robin O'Driscoll

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Councilmember Nick Porter.

APPROVAL OF THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD OCTOBER 7, 2026

Councilmember Nick Porter moved to approve the minutes of the Regular City Council Meeting held October 7, 2026. Councilmember Robin O'Driscoll seconded the motion. The motion passed with Councilmembers Munford, Mills, O'Driscoll, Long, and Porter voting in favor.

PRESENTATION OF PLANS FOR COMMUNITY BLOCK – MHTN

Ryan Wallace, Architect and Planner with MHTN, and Vince Olcott, Director of Landscape Architecture with MHTN, presented an update on the Downtown Community Block project. Mr. Wallace explained that the project was in the design development phase and that feedback from the Council would be incorporated before finalizing the design and preparing construction documents. He reviewed the project's vision of creating a welcoming, year-round civic destination that reflects Vernal's unique identity, natural surroundings, and history.

Mr. Wallace outlined the anticipated project schedule, with construction documents expected to be completed in January 2027, followed by bidding in February. Construction of Phase One was anticipated to begin in late March and continue through October 2027. Phase One would include parking and streetscape improvements along Highway 40, 200 East, and 100 South; relocation of the pedestrian crossing signal; underground infrastructure; pedestrian pathways; gathering spaces; an outdoor amphitheater; and an adventure playground.

Mr. Wallace also presented the proposed design theme, "Natural Curiosity," which combines elements of outdoor recreation, regional geology, and Vernal's dinosaur heritage. The proposed signage and materials would incorporate natural stone, wood, and colors inspired by the surrounding landscape. Mayor Corey Foley expressed support for the proposed design. City Manager Quinn Bennion noted that the steering committee had suggested making the dinosaur features more realistic and considering natural flowers rather than artificial decorations. Additional

AWAITING FORMAL APPROVAL

discussion addressed opportunities to incorporate the area's Western and historical heritage.

Mr. Olcott reviewed the updated site plan and several conceptual renderings. He explained that the amphitheater had been repositioned and reduced to accommodate approximately 1,000 to 1,200 attendees, with additional overflow space available. The adjustment would allow for a larger adventure playground featuring climbing structures, slides, bridges, and an interactive dinosaur play structure. Other proposed amenities included a future splash play area, visitor center, pavilion, restaurant, ice skating area, bell tower, and observation tower. The site could also accommodate approximately 110 vendor spaces for community events.

Mr. Olcott reviewed the proposed parking improvements, including approximately 15 parallel parking spaces along Highway 40, 26 spaces within the parking slip lane, 31 spaces along 200 East, and 54 spaces along 100 South. He also discussed landscaping intended to reflect the surrounding canyons, mountain meadows, and Ashley National Forest, along with decorative paving incorporating dinosaur tracks, fossils, and other regional features.

The Council reviewed concepts from several playground manufacturers specializing in custom sculptural play structures. Mr. Bennion explained that staff was continuing to evaluate proposals and pricing and that consideration of a playground vendor, originally scheduled for later in the meeting, would be postponed to a future Council meeting.

Discussion followed regarding project funding and construction phases. Mr. Wallace explained that Phase One had an anticipated construction budget of approximately $5 million, funded through federal Community Funding Projects, a Rural Opportunity Grant, and Vernal City capital funds. Mr. Bennion explained that the project would likely be completed in four or five phases, depending on available funding. The initial phase would prioritize infrastructure and amenities that would immediately attract residents and visitors, while allowing future improvements to be completed as funding became available.

Councilmember Ed Long asked about opportunities for additional funding, project phasing, and whether the community could contribute financially to specific amenities. Mr. Bennion indicated that staff could explore donation opportunities for recognizable features, such as the dinosaur playground. Mr. Wallace suggested that smaller contributions could also be encouraged through personalized bricks or pavers. The Council expressed support for exploring community participation.

Mayor Foley and Councilmembers expressed enthusiasm for the progress of the project and appreciation for the work completed by MHTN, City staff, and the project steering committee. Mr. Bennion noted that representatives from tourism, the Chamber of Commerce, downtown organizations, and the recreation district had also reviewed the concepts and provided similar positive feedback. Mayor Foley thanked the presenters for their work and expressed anticipation for the project's continued development.

No formal action was taken.

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CONSIDER APPROVAL OF ADVENTURE PLAYGROUND VENDOR AS A DESIGN/BUILD PROJECT - KEITH DESPAIN

Mayor Corey Foley confirmed that no formal action would take place for the agenda item, and that the item would be presented at a future Council meeting.

CONSIDER THE APPROVAL OF PARKING FOR 291 S VERNAL AVE - CAJUN CONSULTING - GRAVITY FAMILY AMUSEMENT ENTERPRISE - BRAEDEN CHRISTOFFERSON

Assistant City Manager and Planning Director Braeden Christofferson presented a request to establish parking requirements for the proposed Gravity Family Amusement Enterprise at 291 South Vernal Avenue. He explained that the City's current code does not specifically address parking requirements for trampoline parks, requiring the City Council to determine an appropriate standard. The proposed facility would be approximately 17,000 square feet with an estimated maximum occupancy of 300 people.

Mr. Christofferson reviewed parking requirements for comparable recreational facilities and discussed two possible approaches. Applying the City's swimming pool standard of one parking stall per five occupants would require approximately 60 stalls, while an assembly-use classification would require significantly more parking and potentially make the project financially infeasible. He also reviewed a square-footage-based approach that would require approximately 45 to 51 stalls. Staff recommended establishing a reasonable requirement that would accommodate visitors without placing an unnecessary burden on the applicant.

Applicant Cajun Laub presented an updated conceptual site plan showing approximately 66 parking stalls with one-way traffic circulation and a single entrance and exit from Vernal Avenue. He explained that the design intentionally eliminated access to 100 East to address concerns previously expressed by neighboring residents regarding through traffic. Mr. Laub also discussed the potential for future retail development on the northern portion of the property and noted that the proposed facility would primarily serve families, with many parents dropping off children rather than remaining on-site.

Mayor Corey Foley and Councilmembers discussed the proposed parking layout, traffic circulation, and anticipated parking demand. Councilmember Nick Porter expressed support for establishing parking requirements based on the actual use of the facility rather than its total square footage. Mr. Christofferson explained that the final occupancy determination would not be available until building plans were completed. Mr. Laub expressed concern that waiting for an occupancy determination could delay the project and requested consideration of a square-footage-based requirement to allow engineering and construction estimates to proceed.

Following discussion, Mr. Christofferson recommended a parking requirement of one stall per 350 square feet of building area, resulting in approximately 51 required parking stalls. Mr. Laub indicated that this requirement would allow the project to move forward and that he anticipated providing additional parking beyond the minimum requirement. Mr. Christofferson also noted that

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any future development on the property would need to meet applicable parking requirements.

Mayor Foley and Councilmembers expressed support for the proposed requirement and appreciation for the applicant's efforts to address neighboring residents' concerns.

Councilmember Nick Porter moved to approve a minimum of 51 parking stalls for the Gravity Family Amusement Enterprise project. Councilmember Ed Long seconded the motion. The motion passed with the following roll call vote:

Councilmember Munford..... aye;
Councilmember Mills..... aye;
Councilmember O'Driscoll..... aye;
Councilmember Long..... aye;
Councilmember Porter..... aye.

STAFF REPORTS

Councilmember Randel Mills reported that construction of the sewer lift station was substantially complete, with only minor finishing items remaining. He also noted that work was progressing on the sewer master plan, including the survey of the City's manholes.

City Manager Quinn Bennion reported that the Planning Commission had recently reviewed a zoning matter anticipated to generate significant public interest. Due to Councilmember availability, the item would be scheduled for the November 18, 2026, City Council meeting, with notification letters to be mailed the following day. Mr. Bennion also reported that two Councilmembers and two staff members would attend the upcoming Utah League of Cities and Towns Conference. Additionally, he noted that the next Uintah Basin Association of Governments (UBAOG) meeting would be held in Duchesne the following day.

At the request of Mayor Corey Foley, City Recorder Sara Bell provided an update on the upcoming Trick or Treat Street event, scheduled for Saturday, October 24th, from 3:00 p.m. to 5:00 p.m. She reported that more than 70 businesses had registered to participate and that approximately 8,000 attendees were anticipated, based on the previous year's attendance. Main Street would be closed from 200 West to 200 East, with trick-or-treating along Main Street and additional activities relocated to North and South Vernal Avenue to improve pedestrian flow. Ms. Bell also noted that City staff would participate with a Disney villains-themed booth near Cobble Rock Park. Mayor Foley expressed appreciation for the efforts of City staff and community participants in organizing the event.

CLOSED SESSION

Mayor Corey Foley stated that there was a need for a closed session. Councilmember Ted Munford moved to go into closed session, to be held in the Jury Room, pursuant to Utah State Code Title 52, Chapter 4, Sections 204 and 205, for the following purposes:

1. *Discussion of the character, professional competence, or physical or mental health of an*

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individual;

2. *Strategy sessions to discuss pending or reasonably imminent litigation;*

3. *Strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, or to discuss a proposed development agreement, project proposal, or financing proposal related to the development of land owned by the state or a political subdivision.*

Councilmember Randel Mills seconded the motion. The motion passed with the following roll call vote:

Councilmember Munford..... aye;
Councilmember Mills..... aye;
Councilmember O'Driscoll..... aye;
Councilmember Long..... aye;
Councilmember Porter..... aye.

ADJOURN: There being no further business, *Councilmember Robin O'Driscoll moved to adjourn. Councilmember Nick Porter seconded the motion. The motion passed with a unanimous vote and the meeting was declared adjourned.*

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VERNAL
ORDINANCE 2026-27

AN ORDINANCE OF THE VERNAL CITY COUNCIL AMENDING SECTION 16.06.010 – AMENDMENTS

WHEREAS, Vernal City is required under Utah Code Section 10-20-902(3) to establish and publish application checklists identifying the documents necessary for a complete land use application; and

WHEREAS, Vernal City has established the required application checklists and desires to update Section 16.06.010 to clearly identify the application materials required for amendments to the General Plan and the text of Title 16; and

WHEREAS, the proposed amendment establishes clearer application completeness requirements while retaining the existing procedures for amendments to the Official Zoning Map under Chapter 16.07; and

WHEREAS, the Vernal City Council finds that the proposed amendment will improve consistency between the Vernal City Municipal Code and the City's published application checklists.

NOW THEREFORE, be it ordained by the Council of the Vernal, in the State of Utah, as follows:

SECTION 1: **AMENDMENT** "Section 16.06.010 Amendments" of the Vernal Municipal Code is hereby *amended* as follows:

AMENDMENT

Section 16.06.010 Amendments

A. The provisions of this title and the City's land use regulations may be amended from time to time in accordance with Utah Code, this title, and other applicable law. Amendments may include amendments to the text of this title, land use regulations, zoning district standards, permitted or conditional uses, definitions, development standards, review procedures, application requirements, the General Plan when applicable, the Official Zoning Map, and other planning or land use matters authorized by Utah Code or this title.
B. Amendments to the Official Zoning Map, including changes to the number, shape, boundaries, or classification of any zoning district, shall be processed in accordance with Chapter 16.07 of this title. Except as otherwise provided in Chapter 16.07 for amendments to the Official Zoning Map, proposed amendments shall be reviewed by

the Planning Commission and City Council in accordance with applicable Utah Code requirements.

C. The City Council may approve, approve with modifications, deny, continue, or remand a proposed amendment in accordance with applicable law. Approval of an amendment shall be by ordinance unless another form of action is authorized or required by Utah Code.

D. The City Council shall prescribe, by resolution, the fees required to process applications to amend this title, the Official Zoning Map, or other land use regulations administered by the City.

E. Application Requirements

An application requesting an amendment to the General Plan or the text of this title shall include the following:

1. A completed application form provided by the City;
2. Payment of all applicable fees;
3. A written description of the proposed amendment;
4. The specific General Plan provision, land use designation, ordinance section, or other land use regulation proposed to be amended;
5. The proposed amended language or designation, when applicable;
6. A map identifying the affected property or geographic area, when the proposed amendment applies to a specific property or area; and
7. A written explanation of the purpose of the proposed amendment.

Applications requesting an amendment to the Official Zoning Map shall be processed in accordance with Chapter 16.07.

(PZSC § 03-02-001)
(Ord. 2013-09, Amended, 05/15/2013; Ord. 2012-16, Amended, 05/16/2012; Ord. 2007-33, Amended, 10/17/2007; Ord. 2005-07, Amended, 06/01/2005)

PASSED AND ADOPTED BY THE VERNAL COUNCIL
_____.

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Ted Munford	_____	_____	_____	_____
Councilmember Randel Mills	_____	_____	_____	_____
Councilmember Robin O'Driscoll	_____	_____	_____	_____
Councilmember Edward Long	_____	_____	_____	_____
Councilmember Nick Porter	_____	_____	_____	_____

Presiding Officer

_____
Corey Foley, Mayor, Vernal

Attest

_____
Sara Bell, City Recorder, Vernal

VERNAL
ORDINANCE 2026-28

AN ORDINANCE OF THE VERNAL CITY COUNCIL AMENDING SECTION 16.58.112 – SUBDIVISION VACATION REQUIREMENTS

WHEREAS, Vernal City previously amended its subdivision regulations to establish separate procedures for subdivision amendments, vacations, boundary adjustments, boundary establishments, and lot combinations; and

WHEREAS, Section 16.58.112(C) currently requires Planning Commission review and a public hearing for subdivision vacations approved through an ordinance of the City Council, including circumstances where Utah Code does not require such review; and

WHEREAS, the proposed amendment removes the automatic Planning Commission review requirement and clarifies that subdivision vacations shall follow the applicable procedures established by Utah Code, including any required notice, public hearing, approval, and recording; and

WHEREAS, the Vernal City Council finds that the proposed amendment will eliminate an unnecessary procedural requirement and provide consistency with Utah Code.

NOW THEREFORE, be it ordained by the Council of the Vernal, in the State of Utah, as follows:

SECTION 1: **AMENDMENT** "Section 16.58.112 Subdivision Vacation Requirements" of the Vernal Municipal Code is hereby *amended* as follows:

AMENDMENT

Section 16.58.112 Subdivision Vacation Requirements

A. Purpose. The purpose of this section is to establish the City's requirements for the vacation of a subdivision, or a portion of a subdivision, in accordance with Utah Code.
B. A subdivision vacation shall be processed in accordance with Utah Code and this section.
C. ~~Unless otherwise authorized by Utah Code and accepted by the City through an amended plat process, a subdivision vacation shall be reviewed by the Planning Commission at a public hearing and approved, if at all, by ordinance of the City Council.~~ A subdivision, or portion of a subdivision, may be vacated through an amended plat, by ordinance of the City Council, or through another method authorized by Utah Code. The applicable land use authority, notice, public hearing, approval, and recording requirements shall be those required by Utah Code and this chapter.
D. A subdivision vacation application shall include:

1. A completed application form;
2. The required fee;
3. Written consent or signatures required by Utah Code;
4. A legal description of the subdivision, lot, parcel, street, easement, common area, or other interest proposed to be vacated;
5. An amended plat, plat reflecting the vacation, ordinance exhibit, or other document required by Utah Code, the City, the County Surveyor, or the Uintah County Recorder for the proposed vacation;
6. A statement identifying any public or private easements, rights-of-way, utilities, public infrastructure, access rights, common areas, or other interests affected by the proposed vacation; and
7. Any additional information reasonably necessary for the City to verify compliance with Utah Code and applicable land use regulations.

E. Notice and any required public hearing shall be provided as required by Utah Code.

F. A subdivision vacation shall not be approved unless the approving authority finds that:
   1. There is good cause for the vacation;
   2. The vacation will not be detrimental to the public interest;
   3. Required public or private easements, rights-of-way, utility interests, public infrastructure, access rights, common areas, and other recorded interests are preserved unless specifically vacated or modified in accordance with Utah Code; and
   4. The vacation complies with Utah Code, this chapter, and applicable recording requirements.

G. Any public or private easements or rights-of-way of record not specifically vacated by the approving ordinance, amended plat, plat reflecting the vacation, or other approved vacation document shall remain in full force and effect unless vacated by separate action.

H. An approved subdivision vacation shall be recorded in the office of the Uintah County Recorder by recording an amended plat, a plat reflecting the vacation, an ordinance with legal description, or other document authorized by Utah Code.

I. Approval of a subdivision vacation shall not authorize development, construction, or issuance of a building permit until all other applicable land use approvals, permits, utility approvals, improvement requirements, and recording requirements have been satisfied.

PASSED AND ADOPTED BY THE VERNAL COUNCIL
_____.

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Ted Munford	_____	_____	_____	_____
Councilmember Randel Mills	_____	_____	_____	_____
Councilmember Robin O'Driscoll	_____	_____	_____	_____
Councilmember Edward Long	_____	_____	_____	_____
Councilmember Nick Porter	_____	_____	_____	_____

Presiding Officer

_____
Corey Foley, Mayor, Vernal

Attest

_____
Sara Bell, City Recorder, Vernal

VERNAL
ORDINANCE 2026-29

AN ORDINANCE OF THE VERNAL CITY COUNCIL AMENDING SECTIONS 16.60.030, 16.60.050, AND 16.60.060 – MASTER SITE PLAN

WHEREAS, Vernal City has established three classifications of Master Site Plan review consisting of Full Master Site Plans, Modified Master Site Plans, and Change of Use applications; and

WHEREAS, the City desires to clarify application and plan-submission requirements to ensure that the documentation required is appropriate to the scope of the proposed development or modification; and

WHEREAS, the proposed amendments distinguish between general application requirements and classification-specific plan requirements, clarify that unaffected portions of an existing site do not require redesign solely due to a Modified Master Site Plan application, and remove the requirement for a comprehensive Master Site Plan at initial submission for Change of Use applications; and

WHEREAS, the Vernal City Council finds that the proposed amendments will establish clearer application completeness standards, reduce unnecessary documentation requirements, and maintain consistency with the City's published land use application checklists.

NOW THEREFORE, be it ordained by the Council of the Vernal, in the State of Utah, as follows:

SECTION 1: **AMENDMENT** "Section 16.60.030 General Requirements" of the Vernal Municipal Code is hereby *amended* as follows:

AMENDMENT

Section 16.60.030 General Requirements

A. ~~Site Plan~~ Submission and Content Requirements:
   1. General Compliance: ~~The lack of information under any item specified in this section (§16.60.030) or improper information supplied by the applicant may be cause to find the application incomplete or for disapproval of a site plan application.~~The application requirements established in this section shall apply to all three levels of Master Site Plan review, including Full Master Site Plans, Modified Master Site Plans, and Change of Use Applications. All applicants shall submit the general application materials required under Subsection A(2)(a). The plans and supporting documentation required for each application

shall be determined by the applicable review classification established in Sections 16.60.040, 16.60.050, and 16.60.060. The absence of information required for the applicable review classification, or the submission of materially incomplete or inaccurate information, may constitute grounds for determining that an application is incomplete. The absence of plans or documents not required for the applicable review classification shall not, by itself, constitute grounds for determining an application incomplete. All site plans shall comply with Vernal City codes and standards. (as per document Standard Drawings and Standard Specifications) Site plans requesting exceptions to code requirements require the approval of the Planning Commission for the requested exceptions.

a. If the reviewing departments determine that a site plan involves unclear standards, may result in impacts beyond typical expectations —such as traffic, lighting, or use compatibility—or may warrant an exemption, the application shall be forwarded to the Planning Commission for review under the applicable provisions, including Conditional Use Permit or exemption criteria.

2. Submission Process:
   a. General Application Requirements
   b. ~~A complete application form and fees as established by the City including:~~ All applications for Full Master Site Plan, Modified Master Site Plan, and Change of Use review shall include the following:
      (1) ~~A copy of the current deed showing ownership of the property or properties addressed on the application;~~ **A completed land-use application form provided by Vernal City;**
      (2) ~~One (1) electronic copy of the proposed plan in PDF Format;~~ A copy of the current recorded deed or other documentation demonstrating ownership of the property or properties addressed in the application;
      (3) Written authorization from the property owner when the applicant is not the owner of the subject property;
      (4) Payment of all applicable fees.
      (5) A written description of the proposed development, site modification, or change of use.
   c. Plan Submission Requirements: In addition to the general application requirements established in Subsection A(2)(a), applicants shall submit the plans and supporting documentation required for the applicable Master Site Plan classification as follows:
      (1) Full Master Site Plan: One (1) electronic copy of the proposed Master Site Plan in PDF format, containing all applicable plan details and supporting documentation required under Subsections A(3) and A(4) of this section.

(2) Modified Master Site Plan: One (1) electronic copy of the proposed Modified Master Site Plan in PDF format, identifying existing site conditions, proposed modifications, and the applicable plan details and supporting documentation required under Subsections A(3) and A(4) of this section. The scope of required information shall be determined by the nature of the proposed modifications and the applicable impacts identified in Section 16.60.050.

(3) Change of Use Application: A comprehensive Master Site Plan shall not be required with the initial application. The applicant shall provide the general application materials required under Subsection A(2)(a) and the supporting information required under Section 16.60.060. Following initial review and consultation with the Development Review Committee, additional plans or supporting documentation may be required when necessary to evaluate the proposed change of use under applicable City Code requirements.

d. Approved Plan Sets: Upon final approval, the City shall provide the applicant with an electronically delivered, signed, and approved plan set. The applicant is responsible for printing and delivering the following copies of the approved plan set to Vernal City:
   (1) Sheets shall not be less than 24 x 36 inches;
   (2) The site plan shall be prepared in permanent ink, and the sheets shall be numbered in sequence if more than one sheet is used.

e. All engineering and surveying documents shall bear the seal of the professional engineer and professional land surveyor per Utah Code Ann. §58-22-602.

3. Site Plan Details: The following site-plan requirements shall apply to Full Master Site Plans and to Modified Master Site Plans to the extent applicable to the proposed development or modification. For Change of Use Applications, the following requirements shall apply only when additional plan information is required pursuant to Section 16.60.060.

   a. ~~All drawings shall contain the following~~:All required drawings shall contain the following applicable information:
      (1) Name of development, surveyed boundary of the site plan accurate in scale, dimension and bearing. Including all adjacent and contiguous property under the control of the owner;
      (2) Graphic and written scale at no more than one inch equals one hundred (100) feet;
      (3) North Arrow;
      (4) Location, dimensions, square footage, and use of all proposed buildings as part of the site plan;

(5) Building setback lines;
(6) Topographic contours shall be shown at intervals of no more than two (2) feet. For areas with a slope of less than two percent (2%), one (1) foot contours or spot elevations shall be provided;
(7) Location and names of adjacent properties, property owners and platted subdivisions;
(8) Location of proposed and existing easements for water, sewer and on site water retention and drainage facilities;
(9) Location and size of existing and proposed sewer mains including size, depth. Including existing lines adjacent to or affected by the proposed site plan;
(10) A Storm Water Pollution Prevention Plan (SWPP) as necessary;
(11) Existing and proposed storm water retention improvements including the capacity and design of each facility and a delineation of contributing area to each as required by §16.18.300;
(12) The location, size and number of solid waste containers;
(13) The location, dimensions, materials and colors of any proposed signs, including the type and height of sign(s);
(14) Location type, design and height of any fencing, berming, and other buffering to be installed as part of the development, including any fencing required to comply with residential, commercial and industrial bufferings;
(15) Landscaping plan shall clearly show all landscaped areas and shall include the following details:
    (A) Planting areas with a list indicating the name (common and scientific), number, and size of all proposed plants;
    (B) Location, name, and size of all existing trees and shrubs to be retained and incorporated into the final landscaping;
    (C) Location and layout of any proposed irrigation systems and facilities;
    (D) All landscaping plans shall comply with the requirements of Chapter 16.27 (Landscaping Requirements), including minimum landscape area, species mix, tree and shrubbery ratios, installation, and maintenance standards;
    (E) Landscaping shall be reviewed for compatibility with adjacent land uses, visibility for traffic and site access, and long-term sustainability.
(16) The location of exterior existing and proposed lighting standards and devices, along with photometric analysis if the

proposed development is adjacent to an existing residential zone or use.

(A) Exterior lights.

(B) Parking lot lighting.

(17) Location of existing and proposed roads including their names, dimensions;

(18) The location and width of all existing and proposed entrances and exits into & onto adjacent roads;

(19) The location, dimensions and surface type of all parking facilities, including ADA accessible stalls and loading areas, the location and dimensions of backup aisles, and any additional parking details;

(20) If adjacent to a state road UDOT access size and location and UDOT approval;

(21) Location of any necessary temporary turnaround easements for emergency access on dead end roads;

(22) The location and size of points of entry and exit, with internal vehicle circulation patterns, type of barrier or curb and gutter used on front property lines;

(23) A traffic study is required unless a waiver is granted by the City Engineer;

(24) Calculation of Site plan areas including;

(A) Total Acreage;

(B) Square footage and percentage of all landscaped areas including:

(a) Total landscaped area;

(b) Total irrigated area; and

(c) Total parking lot landscape.

(d) Square footage of impervious surfaces.

(C) Gross building square footage.

(D) Parking calculations:

(a) Required number of stalls;

(b) Proposed number of stalls.

(25) Walkways and Access connections showing:

(A) Pedestrian walkways;

(B) Crosswalks;

(C) Cross access points.

4. Additional Information Required

a. Drainage system calculations and an explanatory narrative sealed by a licensed engineer or architect for detention and retention basins calculations justify sizing based on a 100 year design storm;

b. Proposed Development Phasing Schedule if applicable;

(1) Sequence of each phase.

(2) Approximate size in area of each phase.

(3) Proposed phasing of construction improvements.

c. Any deeds or boundary line adjustments necessary for the approval of site plan.
d. Any Required UDOT approvals for access.

e. ~~Other information required by the DRC committee, Planning Commission or City Council if necessary.~~ Other information required by the Development Review Committee, Planning Commission, or City Council when necessary to evaluate compliance with applicable City Code requirements.

SECTION 2: **AMENDMENT** "Section 16.60.050 Modified Master Site Plan" of the Vernal Municipal Code is hereby *amended* as follows:

AMENDMENT

Section 16.60.050 Modified Master Site Plan

A. Scope: Applies to modifications that do not significantly alter the original site plan's scope but may impact adjacent properties or public infrastructure.
B. Requirements:
    1. ~~A Modified Master Site plan will address any issues listed in applicability section.~~ A Modified Master Site Plan application shall comply with the application and plan-submission requirements established in Section 16.60.030, as applicable to the proposed modifications and the impacts identified in Subsection C of this section
    2. Existing improvements and site conditions that are not affected by the proposed modification shall be identified on the submitted plans as necessary to evaluate the proposed development but shall not require redesign solely because a Modified Master Site Plan application has been submitted.
C. Applicability: Modified Master Site Plan is required to mitigate site modifications that:
    1. Increase vehicular traffic.
    2. Increase demand for parking or expand parking areas.

3. Increase noise, odor levels, lighting, dust, or dirt.
4. Changes in use that alter site circulation, intensity, or infrastructure demands.
5. Create unsightly conditions.
6. Decrease privacy for adjacent owners or reduce landscaping, screening, or buffering treatments.
7. Change in the general layout of the development. Compliance with original approval conditions unless waived by the Planning Director.
8. Review Process: Requires Development Review Committee (DRC) review.

SECTION 3: **AMENDMENT** "Section 16.60.060 Change Of Use Application" of the Vernal Municipal Code is hereby *amended* as follows:

AMENDMENT

Section 16.60.060 Change Of Use Application

A. Applicability: A Change of Use Application is intended for proposed changes that have minimal impact on the site and surrounding area. To qualify for this process, the site must have been occupied within the past year, and the proposed change must meet at least five (5) of the following seven (7) criteria:
    1. Lot Size Requirement: The lot size is less than or equal to 0.50 acres (half an acre).
    2. No Change to Impervious Area: The change of use does not result in any increase to the existing impervious area on the site.
    3. No New Access to or from the Right of Way: The change of use does not require any new access points to or from the public right of way.
    4. No Increase in Density (Occupation): The change of use does not result in an increase in the density or intensity of occupation of the site or building.
    5. New Use Does Not Exceed Current Parking Capacity: The new use does not require more parking than the existing parking capacity provided on the site.
    6. Updated Plan Within Ten (10) Years: There is an existing approved site plan for the property that has been updated within the last ten (10) years.
    7. Structural Stability: The site must demonstrate that existing improvements are code compliant and free from major infrastructure issues (sewer, stormwater and water)
B. If fewer than five (5) of these criteria are met, the application shall be reclassified as a Master Site Plan or Modified Site Plan application, as determined by the Planning Department.
C. If the proposed use is not a permitted use in the applicable zoning district, a Conditional Use Permit (CUP) is required in accordance with Vernal City Code §16.14. The Planning Commission may also require a Master Site Plan in conjunction

with the CUP if it determines that the proposed use or site conditions warrant more detailed review.

D. Requirements:
    1. ~~Change of use application with supporting documentation demonstrating compliance with the criteria listed above.~~A Change of Use application shall comply with the general application requirements established in Section 16.60.030(A)(2)(a).
    2. The applicant shall provide a written description of the existing and proposed uses and sufficient supporting information to identify which of the applicability criteria established in Subsection A are satisfied.
    3. A comprehensive Master Site Plan shall not be required with the initial application. Following initial application review and consultation with the Development Review Committee, additional plans or supporting documentation may be required when necessary to evaluate compliance with applicable provisions of this title.
    4. Compliance with zoning and safety standards.

E. Review Process:
    1. Subject to administrative approval by Planning Staff upon verification that at least five (5) of the criteria listed in the applicability section are met.
    2. If fewer than five (5) criteria are met, the application will be reclassified as a Master Site Plan or Modified Site Plan application and will be subject to the corresponding review process.
    3. The Planning Staff may refer the application to the Planning Commission for a Conditional Use Permit or further review if deemed necessary.

PASSED AND ADOPTED BY THE VERNAL COUNCIL
_____.

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Ted Munford	_____	_____	_____	_____
Councilmember Randel Mills	_____	_____	_____	_____
Councilmember Robin O'Driscoll	_____	_____	_____	_____
Councilmember Edward Long	_____	_____	_____	_____
Councilmember Nick Porter	_____	_____	_____	_____

Presiding Officer

_____
Corey Foley, Mayor, Vernal

Attest

_____
Sara Bell, City Recorder, Vernal