NOTICE OF A DEVELOPMENT REVIEW COMMITTEE MEETING
December 19, 2024, at 9:00 AM

PUBLIC NOTICE is hereby given that the Vineyard Development Review Committee will hold a regularly scheduled Development Review Committee meeting on Thursday, December 19, 2024, at 9:00 AM, in the City Council Chambers at City Hall, 125 South Main Street, Vineyard, UT.

1. CALL TO ORDER/INVOCATION/INSPIRATIONAL THOUGHT/PLEDGE OF ALLEGIANCE

2. CONSENT ITEMS

2.1. Approval of June 20th, 2024 Development Review Committee Meeting Draft Minutes

2.2. Approval of July 11th, 2024 Development Review Committee Meeting Draft Minutes

2.3. Approval of July 25th, 2024 Development Review Committee Meeting Draft Minutes

3. BUSINESS ITEMS

3.1. DRC By-laws Discussion and Approval

This item seeks discussion and approval of the drafted by-laws for the Development Review Committee (DRC), which will formalize its structure, roles, and decision-making processes. The by-laws will provide clear governance, improve efficiency, and enhance accountability by setting standard procedures for meetings, membership, and voting. Having formal by-laws will streamline the review process, ensure consistent and transparent decision-making, and increase stakeholder confidence.
Ultimately, they will support the committee in operating more effectively, with legal and procedural clarity, fostering trust and credibility in its decisions.

3.2. 2025 Calendar

The DRC will vote to approve the 2025 calendar.

3.3. Election of Chair and Vice-Chair for 2025

The DRC will elect a chair and vice-chair to serve during the 2025 calendar year.

4. WORK SESSION

No work items were submitted.

5. STAFF, COMMISSION, AND COMMITTEE REPORTS

6. ADJOURNMENT

The next regularly scheduled meeting is January 2nd, 2025.

This meeting may be held in a way that will allow a committee member to participate electronically.

The public is invited to participate in all public meetings. In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the Planning Department at least 24 hours prior to the meeting by calling (801) 226-1929.

The foregoing notice and agenda were posted on the Utah Public Notice Website and Vineyard Website, posted at Vineyard City Hall, delivered electronically to city staff and each member of the DRC

AGENDA NOTICING COMPLETED ON: December 17th, 2024

CERTIFIED (NOTICED) BY: /s/. Madison Reed
Madison Reed, Planning Technician

MINUTES OF THE DEVELOPMENT REVIEW COMMITTEE MEETING
June 20, 2024, at 9:00 AM

ATTENDENCE:

COMMITTEE MEMBERS: Patrick James, Staff Engineer filling in for Chair Naseem Ghandour, City Engineer and Public Works Director; Brandon Valley, Deputy Fire Marshall; Eric Ellis, City Manager; Cris Johnson, Building Official; and Brian Vawdrey, Parks and Recreation Director.

STAFF PRESENT: Anthony Fletcher, Planner

OTHERS PRESENT: Brady Morris with X-Development

1. CALL TO ORDER/INVOCATION/INSPIRATIONAL THOUGHT/PLEDGE OF ALLEGIANCE

Step in Chair Patrick James called the meeting to order at 9:08am.

2. WORK SESSION

No work items were submitted.

3. CONSENT ITEMS

No consent items were submitted.

4. BUSINESS ITEMS

4.1. The Sycamores Phase 5 Final plat approval

Chair James introduced the item as the next phase. He noted that there were comments that have been taken care of previously.

Planner Anthony Fletcher noted that there are 19 unique lots. Only 18 would be buildable; the 19th one would be open space.

Chair James asked if that was to provide space for a walk path.

Planner Fletcher said yes, something of that sort.

Chair James noted that there was an utility that runs through there.

Planner Fletcher acknowledged the conditions: pay off all outstanding fees (which they do not have at the moment) and to apply for a land disturbance permit as the next step. He noted that he wanted this as part of the motion.

Chair James agreed with needing a land disturbance permit.

Motion: BUILDING OFFICIAL CRIS JOHNSON MOTIONED TO APPROVE WITH CONDITIONS AND SUBMITTAL OF LAND DISTURBANCE AT 9:10AM. CITY MANAGER ERIC ELLIS SECONDED. ALL IN FAVOR: VALLEY, ELLIS, JOHNSON, VAWDREY, AND JAMES. THE PLAT PASSED UNANIMOUSLY.

4.2. Geneva Retail Frontage Subdivision Plat F

Chair James provided a background and noted this was to remove the boundary between the two lots.

Chair James noted that it already had a land disturbance permit in review.

Planner Fletcher discussed shrubs in the lot that need approval from public works before implementation. He added that there was an issue with the tax clearance. There will be an automatic hold on the reviews until it has been paid off at the county.

Planner Fletcher noted the conditions: the applicant needs approval on the shrubs, the applicant needs to pay their taxes before recordation, and the land disturbance permit needs to be approved.

The applicant, Brady Morris with X-Development, noted that two of those things are related to the subdivision, and the other one is related to the site plan.

Planner Fletcher acknowledged this and noted that the shrubs condition should be removed for this approval.

Motion: DEPUTY FIRE MARSHALL BRANDON VALLEY MOTIONED TO APPROVE WITH CONDITIONS AT 9:14AM. BUILDING OFFICIAL JOHNSON SECONDED. ALL IN FAVOR: VALLEY, ELLIS, JOHNSON, VAWDREY, AND JAMES. THIS PASSED UNANIMOUSLY.

Planner Fletcher added that the applicant was present and that it will be a hotel. He noted that they are reviewing the site plan and conditional use application.

Planner Fletcher explained that these will be a part of another approval. He noted the next scheduled meeting is on July 18th.

5. STAFF, COMMISSION, AND COMMITTEE REPORTS

There were no reports.

6. ADJOURNMENT

Chair James adjourned the meeting at 9:16am.

MINUTES CERTIFIED COMPLETE ON:

CERTIFIED (NOTICED) BY: /s/. Madison Reed
Madison Reed, Planning Technician

DEVELOPMENT REVIEW COMMITTEE
MEETING MINUTES
July 11, 2024, at 9:15 AM

ATTENDENCE:

COMMITTEE MEMBERS: Chair Naseem Ghandour, City engineer and Public Works Director; Brian Vawdrey, Parks and Recreation Director; Eric Ellis, City Manager; Cache Hancey in place of Morgan Brim, representing the Community Development Director; Cris Johnson, Building Official; Bryce Brady in place of Tay Gudmundson, representing the Planning Commission.

STAFF PRESENT: Anthony Fletcher, Planner; Madison Reed, Planning Technician.

OTHERS PRESENT: Nick Blayden with West 77 Partners.

1. CALL TO ORDER/INVOCATION/INSPIRATIONAL THOUGHT/PLEDGE OF ALLEGIANCE

Chair Naseem Ghandour called the meeting to order at 9:19am. Roll call went as follows: Brian Vawdrey, Eric Ellie, Naseem Ghandour, Cache Hancey filling in for Morgan Brim, Cris Johnson, and Bryce Brady filling in for Tay Gudmundson.

2. WORK SESSION

No work items were submitted.

3. STAFF, COMMISSION, AND COMMITTEE REPORTS

There were no reports.

4. CONSENT ITEMS

No consent items were submitted.

5. BUSINESS ITEMS

5.1. LivAway Suites- GRMU Hotel Site Plan and Conditional Use Permit Application

Planner Anthony Fletcher presented the site plan. He noted he shared review comments with the applicant. He introduced the applicant. Planner Fletcher provided the background for the applications. Planner Fletcher announced a recommendation to the commission to approve this use given that it does not impact surrounding properties and that they head to the landscaping requirements and adjustments. He provided highlights of the project.

Chair Ghandour asked him to read his comments.

Planner Fletcher announced his comments: update the scope to reflect the changes made, extend the lot to include motorcycle stalls, and include ADA access.

Chair Ghandour asked to ensure that it meets the ADA requirements.

Planner Fletcher noted comments for the site plan: discover if there is any equipment that may need to be screened and reconsider the crosswalk to not cross into a parking stall.

Planner Fletcher added his comments for the photometric plan: follow the suggested and compliant light colors and that they needed to be angled down.

Chair Ghandour commented on the angle of the cross walk. He suggested a better placement and reminded that it needs to be a different material.

City Manager Eric Ellis recommended to have options for trucks or trailers parking for long vehicles.

Planner Fletcher noted that they meet the bare minimum for landscaping.

Chair Ghandour recommended landscaping instead of the additional ADA spot and to add space for those long vehicles.

Commissioner Bryce Brady asked what the ratio of rooms to parking spots was.

The applicant, Nick Blayden with West 77, noted that it is listed on the site plan.

Senior Planner Cache Hancey announced 126 stalls.

Commissioner Brady expressed concern for minimal parking.

Mr. Blayden noted that they stay at 80% occupancy. He added that there is some flexibility to find pull-through areas to address those parking concerns.

Mr. Blayden asked what material for the crosswalk.

Chair Ghandour noted stamped concrete.

Senior Planner Hancey provided an example.

Senior Planner Hancey asked if there was an agreement to share parking.

Mr. Blayden said no.

Commissioner Brady noted that there will need to be a pet relief area.

Chair Ghandour introduced the tree manual.

Planner Fletcher noted that they did the plans to reflect that.

Planner Fletcher added that the code requires one tree every 20 feet and that there also needs to be 10 shrubs for every 20 feet.

Senior Planner Hancey clarified those requirements.

Mr. Blayden added that they are going to match whatever McDonalds does.

Planner Fletcher discussed his comments to update the irrigation plan.

Planner Fletcher added that there will be a condition of approval for the planning commission when it comes to the landscaping.

Planner Fletcher discussed signage.

Senior Planner Hancey asked if the elevations have shown signage and if they will require a sign standard waiver. He was concerned about the size and number of signs.

Planner Fletcher noted the sizing looks great.

Senior Planner Hancey added that when they review it, they could ensure that sign light will not affect the neighborhoods.

Chair Ghandour clarified what is being reviewed and what is not.

Planner Fletcher confirmed.

Senior Planner Hancey described the process with the applicant after planning commission.

Chair Ghandour noted that he will respond to the will serve letter.

Chair Ghandour noted that a technical review cannot happen until they apply for one. He added that the applicant will need to get the utility studies done.

Planner Fetcher discussed the applicant's question regarding the undeniable right to build. He added that it is not undeniable indefinitely. They will be able to go through the process but there is an expiration date to the approval.

Planner Fletcher summarized the applicant's next steps including recording the plat.

Chair Ghandour noted that there are historical utilities that will need an easement that will need review.

Planner Fletcher added that the plat was approved during the last Development Review Committee meeting. The only issues were with taxes.

Senior Planner Hancey asked if the goal was still to open up by early 2025.

Mr. Blayden noted that they are planning on starting as soon as possible. They are shooting for an opening in October or November of 2025.

Senior Planner Hancey mentioned the fire is not represented and that we should reach out to him to get fire approval.

Chair Ghandour noted that this would be a part of the technical review.

Building Official Cris Johnson commented on the design in terms of the egress from the office on the main floor.

Mr. Blayden clarified the access. He added that they can meet the requirements if they need to add a door.

Building Official Johnson said that they could look at that in plan review.

6. ADJOURNMENT

The meeting was adjourned at 9:51am.

MINUTES CERTIFIED COMPLETE ON:

CERTIFIED (NOTICED) BY: /s/ Madison Reed
Madison Reed, Planning Technician

VINEYARD
STAY CONNECTED

MINUTES OF A DEVELOPMENT REVIEW COMMITTEE MEETING
July 25, 2024, at 9:00 AM

Attendance:

COMMITTEE MEMBERS: Chair Naseem Ghandour, Public Works Director and City Engineer; Cache Hancey, Senior Planner stepping in for Morgan Brim, Community Development Director; Eric Ellis, City Manager; Cris Johnson, Building Official; Brandon Valley, Deputy Fire Marshall; Brian Vawdrey, Parks and Recreation Director.

STAFF PRESENT: Madison Reed, Planning Technician; Patrick James, Assistant City Engineer; Patricia Abdullah, Plans Examiner; and Anthony Fletcher, Planner.

OTHERS PRESENT: Chief Hurst

1. CALL TO ORDER

Chair Naseem Ghandour called the meeting to order at 9:05am.

Chair Ghandour prompted roll call.

2. BUSINESS ITEMS

2.1 The Cottonwoods Phase 5 Amended Plat (Fire Station Site Lot Consolidation)

Chair Ghandour introduced the business item and noted that Mike Olsen with Aimtec Group is requesting approval of the Cottonwoods Phase 5 Amended Plat.

Senior Planner Cache Hancey presented the Cottonwoods Phase 5 Plat.

Chair Ghandour asked if there are any questions or comments.

Assistant City Engineer Patrick James noted that they had comments that haven't been submitted regarding an easement.

Senior Planner Hancey announced that it was an easement.

Engineer James included that the easement needed to be described for the two street sides and that the lot needs an address associated with it.

Senior Planner Hancey asked if this would hold up recordation.

Chair Ghandour said that the easement would need to be adjusted.

Senior Planner Hancey responded in saying that he will relay those comments back to the applicant.

Motion: CITY MANAGER ERIC ELLIS MOTIONED TO APPROVE WITH THE CLEANED EASEMENT AND ADDRESS ADJUSTMENT AT 9:10AM. SENIOR PLANNER HANCEY SECONDED THE MOTION. ALL IN FAVOR: GHANDOUR, HANCEY, ELLIS, JOHNSON, VALLEY, AND VAWDREY.

3. WORK SESSION

3.1 Vineyard City Fire Station - Site Plan

Senior Planner Hancey presented the plat for the fire station. He introduced the plat and details including the garage, doors, and materials. Senior Planner Hancey noted that we are not requesting approval and that the fire station will proceed through process and that it will be reviewed in Planning Commission.

Plans Examiner Patricia Abdullah asked about the details and layout for the garage.

Conversation commenced about units above the garage.

Deputy Fire Marshall Brandon Valley introduced Chief Hurst who has a lot of information.

Chief Hurst responded in saying there are no sleeping quarters in the building.

Chair Ghandour provided clarification.

Senior Planner Hancey announced that they will review these concerns.

Senior Planner Hancey reviewed the process moving forward with this project.

Chair Ghandour discussed the need for review on transportation infrastructure.

Discussion ensued.

3.2. Utah City Block 13C - Site Plan

Senior Planner Hancey announced that this project is missing many items in their application and this will not be seen at the next Planning Commission meeting.

3.3. Utah City Block 4 (Bella's Market) - Site Plan

Planner Anthony Fletcher introduced the grocery store and noted some components that are missing.

Chair Ghandour asked that if the application was not completed, could it continue to the Planning Commission meeting?

Senior Planner Hancey noted that as it is introduced as a work session, they can still be working on the application. The planning department is not looking for approval.

Planner Fletcher continued the presentation of the grocery store. He noted the need for a title report. He discussed landscaping regarding the missing components. The block was not subdivided. Planner Fletcher noted the plan for parking, but that it is not indicated.

Senior Planner Hancey asked for clarification on where the parking will be included and if they are accounting for other blocks.

Planner Fletcher responded in saying that they are implementing it with the site plan. They are planning to have this as service parking.

Senior Planner Hancey requested that the applicant clarified this.

Planner Hancey assured that it is a part of the comments for the applicant.

Chair Ghandour mentioned that engineering would need to see the fully designed parking lot. These can be reviewed at the technical review.

Planner Fletcher noted there is no scope of work and other missing components. Taxation was discussed.

Senior Planner Hancey asked about what the parts that will be developed later will look like for the time being.

Parks and Recreation Director Brian Vawdrey asked about those other developments.

Senior Planner Hancey responded in saying that it is pretty open but it could be retail or mixed use.

Senior Planner Hancey asked about the build of the smaller buildings.

Building Official Cris Johnson provided clarification in what parts of this project will be built with the grocery store and what things need to be clarified.

Senior Planner Hancey provided the elevations to present the other developments. Until the site plan is provided, the design and information may change.

Senior Planner Hancey asked if the drive through was looked into yet.

Planner Fletcher answered in saying that he has not yet reviewed it.

Discussion ensued about sky bridges.

Senior Planner Hancey presented other issues.

Planner Fletcher presented more concern about specifications on material and if this project will be ready for the next Planning Commission meeting on August 7th.

Senior Planner Hancey provided an example from block 18 for where the units encroach on the sidewalk in relation to the issues noted with the sky bridge.

Chair Ghandour asked if there were any questions or comments. All departments had no further questions and the work session was closed.

4. STAFF, COMMISSION, AND COMMITTEE REPORTS

Planner Fletcher announced the RFP for the TAG Grant will be going out today for the Mill Road corridor and wayfinding master plan.

Chair Ghandour congratulated him.

Planner Fletcher also announced the invitation for the extension of the TRCC Grant for the 31st of this month. He discussed the details for this extension.

Chair Ghandour clarified that they were invited to that.

5. ADJOURNMENT

Chair Ghandour adjourned the meeting at 9:44 am.

MINUTES APPROVAL COMPLETED ON:

CERTIFIED (NOTICED) BY: /s/ Madison Reed

Madison Reed, Planning Technician

STAFF REPORT

Meeting Date:	December 19, 2024
Agenda Item:	DRC By-laws Discussion and Approval
Department:	Community Development
Presenter:	Anthony Fletcher

Background/Discussion:
As part of our ongoing efforts to improve the structure and functioning of the Development Review Committee (DRC), this agenda item is focused on reviewing and approving the proposed by-laws. These by-laws are essential for formalizing the committee's operations and ensuring clear guidelines for decision-making and membership responsibilities.

The by-laws will provide a framework for governance, improve operational efficiency, and enhance accountability by setting standard procedures for meetings, voting, and member roles. By defining clear processes, the by-laws will help the committee work more effectively, avoid conflicts, and maintain consistency in its decisions. Additionally, formalizing the DRC's operations will increase transparency and stakeholder confidence in its reviews and outcomes.

In conclusion, the approval of these by-laws is an important step in strengthening the DRC's ability to serve the community better starting in 2025, when it takes effect after discussing the draft and making necessary changes. By adopting the by-laws, we will ensure a more organized, efficient, and accountable committee that can confidently make decisions in the best interest of the development process.

Fiscal Impact:

Recommendation:
Staff recommend discussion and approval of presented by-laws with any proposed changes agreed upon at the meeting.

Sample Motion:
"I move to adopt the drafted/ proposed by-laws with all discussed changes as agreed by the Development Review Committee."

Attachments:
1. DRC Bylaws - Draft

DEVELOPMENT REVIEW COMMITTEE (DRC) BYLAWS

Article 1: Name

The name of this organization shall be the Development Review Committee, abbreviated as DRC.

Article 2: Purpose

The Development Review Committee serves the purpose of a Land Use Authority for all Final Subdivision applications and technical review authority for all proposed development and development applications including site plans for compliance with applicable codes, ordinances, and Standards within the City of Vineyard.

Article 3: Authority and Duties

Section 1: Authority

The DRC operates under the authority granted by the Vineyard City Council and in accordance with the applicable laws and regulations including Senate Bill 0174.

Section 2: Duties.

The DRC as the Land Use Authority for all Final Subdivision applications and technical review authority for all proposed development shall:

i. Be the approval body for all final subdivision applications and amendment of approved proposed subdivision development applications, including recorded plat amendment.

ii. Engage in technical plan reviews and advise on all plans submitted for proposed development within Vineyard.

iii. Adopting bylaws, policies, and procedures for the conduct of the duties and meetings of the Committee, for the consideration of applications and for any other purposes deemed necessary by the DRC, provided that such bylaws, policies, and procedures.

iv. Maintain accurate records of meetings, decisions, and recommendations made by the DRC.

v. Submit a quarterly report to the City Council summarizing the activities, accomplishments, and challenges of the DRC.

Article 4: Membership

Section 1: Composition

The DRC shall consist of seven (7) members serving as the Land Use Authority for Final Subdivision and Technical review body for all proposed development. The membership of composition is based on technical expertise and experience in development and safe and sound community building.

Section 2: Members include:
1. Chair of the Planning Commission or Designee
2. City Manager
3. Fire Marshal or Designee
4. Head or Designee of Vineyard Building Department
5. Head or Designee of Vineyard Engineering Department
6. Head or Designee of Vineyard Community Development Department
7. Head or Designee of Vineyard Parks and Recreation Department.

Article 4: DRC Leadership

Section 1: Chair
The DRC shall elect a Chair from among its members. The Chair shall preside over all meetings, represent the DRC when necessary, and perform other duties as assigned by the DRC or per request of Vineyard City Council.

Section 1.1: Term of Chair.

The Chair shall serve for a term of one (1) year and shall not serve more than two (2) consecutive terms. Each term shall begin on January 1 of the year of elect and shall end on December 31 or until a successor is elected by the DRC.

Section 2: Vice-Chair

The DRC shall elect a Vice-Chair from among its members. The Vice-Chair shall assist the Chair and perform the duties of the Chair in their absence.

Section 2.1: Term of Vice-Chair

The Chair shall serve for a term of one (1) year and shall not serve more than two (2) consecutive terms. Each term shall begin on January 1 of the year of elect and shall end on December 31 or until a successor is elected.

Section 3: Chair Pro-temp

In the absence of the Chair and Vice Chair, prior to the meeting, the Chair shall appoint a member of the DRC to serve as Chair Pro-Temp. If a Chair Pro-Temp shall be appointed by a majority vote of the DRC. The Chair Pro-temp shall perform all the duties of the Chair for that particular meeting only.

Section 4: Secretary
The Community Development Director or DRC may appoint a Secretary who may or may not be a DRC member. The Secretary shall be responsible for maintaining accurate records of all meetings and managing official correspondence.

Article 5: Meetings

Section 1: Regular Meetings
The DRC shall meet on a regularly scheduled basis, as agreed on by the committee. All meetings by the DRC are considered public meetings and shall have agendas and minutes posted. Meetings may be recorded and made available on the Vineyard City website as a courtesy or an accommodation for interested parties/ residents who could not attend scheduled meetings. The meeting schedule shall be determined by the DRC at the beginning of each calendar year.

Section 2: Special Meetings
Special meetings may be called by the Chair or upon written request by four (4) DRC members. Proper notice of the special meeting, including the agenda, shall be provided to all members at least 48 hours before the meeting.

Section 3: Quorum
Four (4) of the DRC members shall constitute a quorum for the transaction of business at any regularly scheduled or special meeting.

Section 4: Voting
Decisions shall be made by a majority vote of the members present at a properly held meeting, with the caveat that no action shall be approved with fewer than four (4) votes. Proxy voting is not permitted.

Article 6: Amendments
These bylaws may be amended by a majority vote (i.e., four (4) votes) of the DRC members present at a meeting, provided that proper notice of the proposed amendment has been given to the DRC members at least 72 hours prior to the meeting.

Article 7: Effective Date
These bylaws shall become effective upon adoption by the DRC.

Approved and adopted on the __________ of (month) by the Development Review Committee.

____
Chair

____
Staff attested

VINEYARD
STAY CONNECTED

STAFF REPORT

Meeting Date:	December 19, 2024
Agenda Item:	2025 Calendar
Department:	Community Development Department
Presenter:	Cache Hancey

Background/Discussion:

Fiscal Impact:
N/A

Recommendation:
Staff recommends approval of the 2025 calendar.

Sample Motion:
"I move to adopt the 2025 DRC Calendar as presented"

Attachments:
1. 2025 Calendar Draft

2025 Development Review Committee Calendar

(Draft) Highlighted Date Indicates Meeting

JANUARY

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DECEMBER

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VINEYARD
STAY CONNECTED

STAFF REPORT

Meeting Date:	December 19, 2024
Agenda Item:	Election of Chair and Vice-Chair for 2025
Department:	Community Development Department
Presenter:	Cache Hancey

Background/Discussion:
Each year, a new chair and vice-chair need to be elected by the voting members of the DRC. Nominations can be made for any sitting member of the committee.

Fiscal Impact:
N/A

Recommendation:

Sample Motion:
"I move to nominate ... as chair and ... as vice-chair of the DRC for the 2025 calendar year"

Attachments:
None