



NOTICE OF A DEVELOPMENT REVIEW COMMITTEE MEETING
January 16, 2025, 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, January 16, 2025, 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 the August 1st, 2024 Development Review Committee Meeting Draft Minutes.**
 - 2.2. Approval of the August 15th, 2024 Development Review Committee Meeting Draft Minutes**
- 3. BUSINESS ITEMS**
 - 3.1. 2025 DRC Regular Meeting Schedule**

This item addresses the annual schedule of regular meetings for 2025. The Development Review Committee is scheduled to meet on the first and third Thursdays of each month.

Special sessions may be scheduled as needed, either upon request of the committee or to address upcoming city projects that require immediate attention.
- 4. WORK SESSION**

No work items were submitted.
- 5. STAFF, COMMISSION, AND COMMITTEE REPORTS**

[City Manager Report]
- 6. ADJOURNMENT**

The next regularly scheduled meeting is February 5th, 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:

January 14th, 2025

CERTIFIED (NOTICED) BY:

/s/. Madison Reed

Madison Reed, Planning Technician



VINEYARD

STAY CONNECTED

DEVELOPMENT REVIEW COMMITTEE MEETING

Vineyard City Council Chambers

125 South Main Street, Vineyard, Utah

August 1, 2024, at 9:00 AM

ATTENDANCE

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

STAFF PRESENT: Anthony Fletcher, Rachel Stevens, Planners; Madison Reed, Planning Technician; Patricia Abdullah, Plans Examiner; Sullivan Love, Environmental Utilities Manager.

OTHERS PRESENT: Bronson Tatton with Flagborough, B.J. Laterveer, Brian O'Looney, Ron Herr, Cody Williams, Ted Didas, Brandon Sobiech, and Lauren Jarrett.

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

Chair Naseem Ghandour started the meeting at 9:10 am. He prompted roll call.

2. CONSENT ITEMS

2.1. Approval of the February 1, 2024 Development Review Committee Draft Minutes.

Motion: SENIOR PLANNER CACHE HANCEY MOTIONED TO APPROVE THE MINUTES AT 9:11 AM. CITY MANAGER ERIC ELLIS SECONDED. ALL IN FAVOR VOTED YES: GHANDOUR, ELLIS, HANCEY, JOHNSON, VAWDREY, VALLEY, AND JOHNSON. THE VOTE CARRIED UNANIMOUSLY.

3. WORK SESSION

3.1. Utah City Blocks 18C and 13B Site Plan

 Senior Planner Hancey introduced Rachel Stevens, a planner with Vineyard, and provided background on the progress of this item. Planner Stevens discussed her comments for more information to see if it meets requirements. She noted the need to adjust amenities, transparency, and landscaping.

49 Senior Planner Hancey asked if she has sent those comments in. He prompted Bronson Tatton's
50 response.
51
52

53  Mr. Tatton, with Flagborough, clarified the block. He acknowledged the information he had
54 that he could provide. He asked about how the measurements for transparency were made.
55

56 Planner Stevens noted the software, Blue Beam, that she utilized to make measurements.
57

58  Mr. Tatton continued to discuss the comments made by Planner Stevens. He recognized
59 that they are still pretty early so that they can make the adjustments early.
60

61 Senior Planner Hancey clarified the timing of submittals.
62

63  Chair Ghandour discussed the adjustment and how they may impact water needs. He noted
64 concerns about landscaping.
65

66 Mr. Tatton discussed how he could work with the comments moving forward.
67

68 Discussion ensued about the timeline for corrections and the process for moving forward ensued.
69

70  Senior Planner Hancey discussed the plans and how they would be reviewed at planning
71 commission.
72

73  BJ Laterveer with Utah City asked if it would make sense to put together a landscape palette
74 to make the approval process smoother and clearer.
75

76 Senior Planner Hancey responded in saying he is in favor.
77

78 Chair Ghandour appreciated this notion and the process for that.
79

80 Mr. Tatton noted that they have a pre-established planting palette of wat has already been
81 approved.
82

83  Planner Fletcher referenced the Vineyard recommended landscaping
84

85  Mr. Laterveer asked Planner Stevens about the transparency on the street facing portions, in
86 regards to the paseo inclusion.
87

88 Planner Stevens noted she wants to look at the code and get back to him.
89

90 Senior Planner Hancey noted that they could provide a comparison of their transparency
91 calculations as a reference. Senior Planner Hancey added his comments on transparency on the
92 other blocks. He did not include any non-street facing sections in the calculations.
93

94 Mr. Tatton and Mr. Laterveer said that they could add it as a submittal.
95

96  Brandon Valley, the deputy Fire Marshall, asked about the scope for the utility plan for the
97 fire hydrants. He requested clarification and more information
98

99 Mr. Tatton noted that his presentation highlights the hydrants.

 Mr. Tatton pointed out the Right of Way plans as there is a change. He noted this.

Staff Engineer Patrick James commented that he has been reviewing those and that it needs to be included in a land disturbance permit.

Mr. Tatton discussed the process made with other plats and the land disturbance permit.

Chair Ghandour noted that they would prefer separating the right of ways from the blocks.

Mr. Tatton agreed.

 Chair Ghandour moved to the next block.

Senior Planner Hancey noted comments. He wanted a better scope of work for clarification. This will help with parking and bike storage. He acknowledged he will review other requirements and asked about transparency.

 A team member of Mr. Tatton's said he would submit an exhibit to show the intention.

Senior Planner Hancey discussed how he measured them.

Senior Planner Hancey noted a want for more details. He discussed landscaping, parking, and lighting.

Mr. Tatton discussed their process with the photometric plan and that they could add that.

Mr. Tatton asked about the purpose behind needing this information.

 Building Official Cris Johnson noted that's it occurs before building and that it is a planning thing.

Senior Planner Hancey noted regulations for the lighting to note why they request that information. He asked to be informed of the lighting details.

Mr. Tatton discussed the current lighting situation but that moving forward they will meet the city's requirements.

 Senior Planner Hancey brought up the bridge.

Chair Ghandour asked about the lights.

Mr. Tatton noted they are like a shoe box light

Chair Ghandour asked Senior Planner Hancey if they would need a variance.

Senior Planner Hancey noted the height requirements and that the code is not specific about temporary lighting.

 Mr. Tatton noted that they will submit what they have.

Senior Planner Hancey initiated conversation about the pedestrian bridge and the arcade entrance.

 Mr. Tatton requested a visual aid. He provided locational context. He provided clarification on the arcade and bridge with the images. Mr. Tatton discussed the pedestrian right of way and the additional occupancy space above that. He noted his process with navigating options. He discussed these options. The length is 65ft.

 Senior Planner Hancey asked about where this is addressed.

Mr. Tatton noted the need for an easement. He discussed other bridges for examples.

 Chair Ghandour discussed access points and conflicts.

Mr. Tatton sought clarification.

 Mr. Tatton referred to their engineer who is online.

 Senior Planner Hancey asked if he knew if he found anything about the bridge in the code.

Mr. Tatton discussed his knowledge of the code.

Senior Planner Hancey noted this might pose a potential issue and how it may impact timing.

No further comments were made.

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

 Planner Anthony Fletcher presented the comments. He noted he felt the application was not complete. Planner Fletcher noted the missing parts: title report and taxation, landscaping, the other building inclusions, and parking.

 Senior Planner Hancey asked about what else will be there so we may consider parking requirements.

City Manager Eric Ellis noted excluding development that is not going to be included.

Planner Fletcher said if it will be separate it needs to be subdivided.

 Mr. Tatton noted they are starting the process of subdividing that. He discussed the intent and the plan. Mr. Tatton referenced the civil sheet to represent where they are at and what is being built now.

 Planner Fletcher requested a narrative and more detail. He discussed the need for more information on parking, bike racks, ADA stalls, and the drive-thru. Planner Fletcher discussed the requirements for the drive-thru. He referenced the code to guide requirements.

Mr. Tatton said that they could look into a pick-up rather than a drive-thru.

 Planner Fletcher noted that it could be more accepted as the drive-thru is not accepted under the current code. He also recognized the missing photometric plan as well as irrigation and landscaping.

Mr. Tatton discussed the method of irrigation and options for landscaping.

 Senior Planner Hancey mentioned that doing a zoning text amendment to allow for a pharmacy drive-thru.

 Planner Fletcher mentioned a comment about transparency on the North side as it does not currently meet our requirements. He noted that with other things included, he needs a narrative to guide what meets which requirements. Planner Fletcher also discussed areas to clarify in their documents and plans.

 Chair Ghandour asked if there are any other comments.

 Mr. Laterveer clarified that the entire building will be one continuous build so the comments could be addressed easily.

Mr. Tatton discussed the process for building.

Planner Fletcher asked about having the grocery store operating during construction.

 Building Official Johnson provided comments on separation.

 Senior Planner Hancey noted the timeline for the planning commission. He recommended bringing this as a work session first.

Mr. Tatton and Senior Planner Hancey discussed the timeline for meetings.

 Chair Ghandour mentioned a suggestion for the drive-thru to hold a meeting for efficiency and purpose. He also referred to a technical review for engineering's comments.

Chair Ghandour closed the work session.

4. STAFF, COMMISSION, AND COMMITTEE REPORTS

 Chair Ghandour discussed the trial underneath the 800 North bridge is actively being constructed.

There were no further comments.

5. ADJOURNMENT

The meeting was adjourned at 10:07am.

MINUTES CERTIFIED CORRECT ON:

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CERTIFIED BY: /s/. Madison Reed

Madison Reed, Planning Technician

DRAFT



**MINUTES OF A DEVELOPMENT
REVIEW COMMITTEE MEETING
August 15, 2024, at 9:00 AM**

ATTENDANCE:

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

STAFF PRESENT: Patrick James, Staff Engineer; Madison Reed, Planning Technician; and Patricia Abdullah, Plans Examiner.

OTHERS PRESENT: Mike Davey

1. **CALL TO ORDER/INVOCATION**

Chair Naseem Ghandour called to order at 9:02

2. **CONSENT ITEMS**

 2.1. Approval of March 7, 2024 Development Review Committee Draft Minutes

Motion: SENIOR PLANNER CACHE HANCEY MOTIONED TO APPROVE THE MARCH 7TH, 2024 DEVELOPMENT REVIEW COMMITTEE MINUTES AT 9:03AM. BUILDING OFFICIAL CRIS JOHNSON SECONDED. ALL IN FAVOR VOTED YES: GHANDOUR, ELLIS, VANCE, HANCEY, VALLEY, AND JOHNSON. THE VOTE CARRIED UNANIMOUSLY.

3. **WORK SESSION**

 3.1. Geneva Road and 575 Church of Jesus Christ of Latter-Day Saints Chapel Site Plan Work Session

Senior Planner Hancey presented the site plan and noted that the applicant was seeking feedback. He briefed the site.

 The representative for the church, Mike Davey, provided that it will remain one lot. He provided a background.

49 Senior Planner Hancey asked him to discuss access.

50 Staff Engineer Patrick James noted he sent another site plan via email to cache.

51
52  Mr. Davey noted that plan is current and correct. He discussed access and asked about the
53 current landscaping in the park strip. He asked for guidance on landscaping.

54
55 Senior Planner Hancey briefed the landscape requirements that are addressed at planning
56 commission.

57
58  Mr. Davey noted the biggest issue is the access on 575 S. He informed a proposal to move
59 the driveway back.

60 Chair Ghandour noted and advised them towards a traffic analysis would show the movements.

61
62  Mr. Davey clarified the process.

63 Mr. Davey asked about the other driveways.

64 Staff Engineer James noted that he does not think it is a problem.

65 Chair Ghandour asked about the speed of the road.

66 Mr. Davey asked if he had an approved list of traffic engineers for that study.

67 Chair Ghandour noted that it is not a recommendation but that he could share who we use.

68 Chair Ghandour clarified that it is a 25 mile per hour road.

69 Staff Engineer James noted that it may be 30 miles per hour.

70
71  Mr. Davey asked where the city boundary was.

72 Staff Engineer James noted that it was the next street.

73
74  Mr. Davey asked about the split zoning.

75 Senior Planner Hancey noted that he would have to look into it and that it may be a conditional
76 use.

77 Mr. Davey asked about the approval process.

78 Senior Planner Hancey noted that a conditional use permit would not add any time. He laid out
79 the zoning of each section included.

80 Mr. Davey clarified that he would do the conditional use and site plan approval. He asked if it
81 would just go to planning commission.

82 Senior Planner Hancey said yes and laid out the process.



Mr. Davey asked at what point can they apply for a building permit.

Building Official Johnson said they could work together on that.

Senior Planner Hancey asked about landscaping for a lot.

Mr. Davey explained the materials.

Senior Planner Hancey asked about the intention for the different buildings.

Mr. Davey was unsure.

Senior Planner Hancey noted that he may receive questions on that at planning commission.



Mr. Davey asked about a path on 575 N.

Senior Planner Hancey noted that the active transportation plan called for a 10ft path. He said that they would look into it once they have a site plan submittal.

Mr. Davey said he would like to know the requirements before he drafted the plan.



Mr. Davey asked about fencing requirements.

Senior Planner Hancey noted that they would have to look into.

Mr. Davey asked if there would be any issue with having two buildings on the same site.

Building Official Johnson said no, not that he could think of.

Chair Ghandour noted that the technical review would look at the utility information.

Mr. Davey asked who to contact for utility questions moving forward.

Chair Ghandour suggested Staff Engineer James.



Mr. Davey asked about sidewalk requirements.

Chair Ghandour clarified the requirements are the same as the last church they did.

Building Official Johnson asked if the occupancy will be at the same time.

Mr. Davey said that they would time it to be together. He asked about the Certificate of Occupancy.

Building Official Johnson said the permits would be issued separately.



Chair Ghandour brought up addressing. Discussion ensued.



Mr. Davey asked for an estimated timeline.

Senior Planner Hancey outlined the process with estimated dates.

Chair Ghandour added that they will aid with questions as they come up.

Mr. Davey clarified the final approval time frame.

Senior Planner Hancey briefed the process.



Mr. Davey asked what the building review looked like.

Building Official Johnson noted that comments will be returned after about 2 weeks.

Mr. Davey asked if they reviewed them in house.

Building Official Johnson said yes.

There were no further comments.

4. BUSINESS ITEMS

4.1. Utah City Block 4 Final Plat Approval



Senior Planner Hancey provided a background on the subdivision. He noted planning comments: plat notes.

Mr. Tatton asked for clarification on the plat notes.

Discussion ensued.



Senior Planner Hancey noted the other condition about the fees.

Staff Engineer James asked about the addressing.

Mr.. Tatton clarified that it would be addressed off of Avery St.

Chair Ghandour asked about an arrow on the plat.

Staff Engineer James clarified that he thinks it is a part of the coordinates.



Chair Ghandour noted to ensure the public utility easement is well defined.

Mr. Tatton noted that he will take a look at that.

Chair Ghandour added that the addresses were set and to not change the building locations.

Plans Examiner Patricia Abdullah asked about a lot line from a different lot.

Mr. Tatton provided clarification.

Plans Examiner Abdullah suggested to be aware of that property line.

Mr. Tatton added that the lot lines were decided from an overlay.

Staff Engineer James asked if there would need to be fire access.

Chair Ghandour said it came down to the fire department's requirements.

Mr. Tatton noted that they are working in phases.

Discussion ensued.

 **Motion:** SENIOR PLANNER HANCEY MOVED TO APPROVE THE UTAH CITY BLOCK 4 FINAL PLAT WITH CONDITIONS OF THE INCLUSION OF PLAT NOTES AND TO PAY THE BALANCE PRIOR TO RECORDATION OF THE PLAT AT 9:38AM. PARKS AND RECREATION REPRESENTATIVE CARSON VANCE SECONDED. ROLL CALL WENT AS FOLLOWS: : GHANDOUR, ELLIS, VANCE, HANCEY, VALLEY, AND JOHNSON. THE VOTE CARRIED UNANIMOUSLY.

5. **STAFF, COMMISSION, AND COMMITTEE REPORTS**

There were no comments.

6. **ADJOURNMENT**

The meeting was adjourned at 9:39am.

AGENDA NOTICING COMPLETED ON:

CERTIFIED (NOTICED) BY: /s/. Madison Reed

Madison Reed, Planning Technician



STAFF REPORT

Meeting January 16, 2025
Date:
Agenda 2025 DRC Regular Meeting Schedule
Item:
Department: Community Development
Presenter: Anthony Fletcher

Background/Discussion:

This item addresses the annual schedule of regular meetings for 2025. The Development Review Committee is scheduled to meet on the first and third Thursdays of each month. Special sessions may be scheduled as needed, either upon request of the committee or to address upcoming city projects that require immediate attention.

Fiscal Impact:

Recommendation:

Staff recommend Approval of the Calendar as presented.

Sample Motion:

"I move to approve the 2025 DRC regular meeting schedule/ Calendar as presented by Staff..."

Attachments:

1. 2025 DRC Annual Regular Public Meeting Schedule Approved Update 01.10.2025

2025 Development Review Committee Meeting Schedule

9:00am @ Vineyard City Hall

January						
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