



**MINUTES OF A DEVELOPMENT
REVIEW COMMITTEE MEETING
Vineyard City Council Chambers
125 South Main Street, Vineyard, Utah
December 19, 2024, at 9:00 AM**

ATTENDENCE:

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

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

OTHERS PRESENT:

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

Chair Naseem Ghandour called the meeting to order at 9:02am. He prompted roll call.

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

Motion: COMMUNITY DEVELOPMENT DIRECTOR MORGAN BRIM MOVED TO APPROVE CONSENT ITEMS 2.1, 2.2, AND 2.3 AT 9:04AM. BUILDING OFFICIAL CRIS JOHNSON SECONDED. ALL IN FAVOR VOTED YES: ELLIS, BRIM, GHANDOUR, JOHNSON, VALLEY, AND VAWDREY.

3. BUSINESS ITEMS

3.1. DRC By-laws Discussion and Approval

Planner Anthony Fletcher asked if the committee members had reviewed the bylaws prior to the meeting.

Chair Ghandour asked Planner Fletcher to summarize them.

Planner Fletcher provided an introduction and summary of the by-laws.

Director Brim noted that he would like to look into state code on the in person attendance.

Building Official Johnson asked if it was 3 members last year for voting purposes.

Planner Fletcher noted that it has been 4 members.

Planner Fletcher made notes on corrections and suggestions.

Planner Fletcher continued to brief the by-laws.

Chair Ghandour appreciated the summary. He made comments about the technical plan reviews for clarity.

Planner Fletcher noted that it could be a preliminary technical review or to change the wording.

Chair Ghandour noted that it may be more clear to remove the word technical.

Chair Ghandour addressed another comment on the wording for the reports to the city council.

Chair Ghandour discussed his comments on the seven members to call for revisions on wording.

City Manager Eric Ellis asked if it will retain the subsequent words as well.

Chair Ghandour re-read the sentence of his suggestion.

Director Brim clarified where the edits were suggested.

Chair Ghandour asked about the media requirements for these meetings.

Planner Fletcher noted that the City Recorder said that it was not a requirement.

Director Brim clarified this intent.

Chair Ghandour added suggestions on wording for who is included in voting members.

City Manager Ellis noted a suggestion on repetition of definitions and wording clarity.

Director Brim asked if that was the state code.

City Manager Ellis noted that that was what was described in the by-laws.

Director Brim asked for clarity on how many affirmative votes are needed.

City Manager Ellis clarified that the majority is needed of the members present.

Chair Ghandour noted that those were his comments as well.

Deputy Fire Marshall Brandon Valley asked if there was a section for a split vote.

Director Brim noted that if there was not a majority, it would be denied.

City Manager Ellis described this for clarity.

Planner Fletcher asked if this needs to be added or if it is implied.

Director Brim noted that it is implied.

Chair Ghandour asked for further comments.

Planner Fletcher asked about the secretary section.

Director Brim asked what the standard for other cities.

Chair Ghandour noted that he is okay with the way it is written.

Director Brim added that he does not want the wording to restrict who can work the secretary responsibilities.

Discussion ensued.

There were no further comments

Motion: DIRECTOR BRIM MOTIONED TO APPROVE THE DRC BYLAWS WITH AMENDMENTS AS NOTED IN THE RECORD AT 9:29AM. BUILDING OFFICIAL JOHNSON SECONDED.

Motion: THERE WAS AN AMENDMENT TO THE MOTION THAT ADDED THAT THE EFFECTIVE DATE OF THE APPROVAL IS THE DATE OF THE MEETING, DECEMBER 19TH. BUILDING OFFICIAL JOHNSON ACCEPTED THE AMENDMENT AND SECONDED THE MOTION. ROLL CALL WENT AS FOLLOWS: ELLIS, BRIM, GHANDOUR, JOHNSON, VALLEY, AND VAWDREY. THE MOTION PASSED UNANIMOUSLY.

3.2. 2025 Calendar

Planner Fletcher discussed the formatting and scheduling of the Development Review Committee meetings for 2025.

Chair Ghandour clarified the first and Thursdays of each month at 9am with the allowance of special sessions.

Motion: FIRE MARSHALL VALLEY MOTIONED TO APPROVE THE 2025 DEVELOPMENT REVIEW COMMITTEE CALENDAR AT 9:32AM. DIRECTOR BRIM SECONDED. ROLL CALL WEENT AS FOLLOWS: ELLIS, BRIM, GHANDOUR, JOHNSON, VALLEY, AND VAWDREY. THE VOTE PASSED UNANIMOUSLY.

3.3. Election of Chair and Vice-Chair for 2025

Chair Ghandour appreciated the work DRC has done in 2024.

Planner Fletcher briefed the requirements for elections and prompted the election decisions.

Chair Ghandour nominated Parks and Recreation Director Brian Vawdrey as the chair.

Director Brim agreed with the nomination. He asked if the committee was missing a member. Director Brim announced his vice-chair nomination for Building Official Johnson.

Planner Fletcher noted that the planning commission representative.

Chair Ghandour agreed to the nominations.

City Manager Ellis seconded these nominations.

Planner Fletcher noted that we will start with the chair.

Director Brim and Chair Ghandour decided to make it one motion.

Chair Ghandour prompted Director Vawdrey to accept the nomination.

Director Vawdrey accepted.

Fire Marshall Valley agreed with Director Vawdrey's nomination.

Building Official Johnson agreed with Director Vawdrey for chair and nominated Director Brim for vice-chair.

Chair Ghandour briefed the nominations.

Motion: DIRECTOR BRIM MOTIONED TO APPOINT DIRECTOR VAWDREY AS CHAIR AND BUILDING OFFICIAL JOHNSON AS VICE CHAIR OF THE DEVELOPMENT REVIEW COMMITTEE FOR 2025 AT 9:39AM. CITY MANAGER ELLIS SECONDED. ROLL CALL WENT AS FOLLOWS: ELLIS, BRIM, GHANDOUR, JOHNSON, VALLEY, AND VAWDREY. THE VOTE PASSED UNANIMOUSLY.

4. WORK SESSION

No work items were submitted.

5. STAFF, COMMISSION, AND COMMITTEE REPORTS

There were no comments.

6. ADJOURNMENT

The meeting was adjourned at 9:40am.



MINUTES CERTIFIED COMPLETE ON: April 3rd, 2025

CERTIFIED (NOTICED) BY:

Madison Reed, Planning Technician