



**NOTICE OF A REGULAR
PLANNING COMMISSION MEETING
April 16, 2025, at 6:00 PM**

PUBLIC NOTICE is hereby given that the Vineyard Planning Commission will hold a regularly scheduled Planning Commission meeting on Wednesday, April 16, 2025, at 6:00 PM, in the City Council Chambers at City Hall, 125 South Main Street, Vineyard, UT. This meeting can also be viewed on our [live stream page](#).

Vineyard City Planning Commissioners: Nathan Steele (Chair), Christopher Bramwell (Vice-Chair), Caden Rhoton, David Pearce, Natalie Harbin, Graden Ostler, Bradley Fagg, Steve Anderson

- 1. CALL TO ORDER/INVOCATION/INSPIRATIONAL THOUGHT/PLEDGE OF ALLEGIANCE**
- 2. PRESENTATIONS/RECOGNITIONS/AWARDS/PROCLAMATIONS**
- 3. PUBLIC COMMENTS PC**

Time dedicated for public comment. Comments will be limited to three (3) minutes. No actions may be taken by the Planning Commission due to the need for proper public noticing.
- 4. CONSENT ITEMS**
 - 4.1. Approval of the March 19th, 2025 Planning Commission Meeting Minutes**
- 5. BUSINESS ITEMS**
- 6. WORK SESSION**
 - 6.2. The Yard Parking Management Plan and Traffic Impact Study**
 -
- 7. STAFF AND COMMISSION REPORTS**
- 8. ADJOURNMENT**

The next regularly scheduled meeting is on May 7th, 2025

The public is invited to participate in all Planning Commission meetings. In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this public meeting should notify Madison Reed, Planning Technician, at least 24 hours prior to the meeting by calling (801) 226-1929 or email at madisonr@vineyardutah.gov.

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

AGENDA NOTICING COMPLETED ON:

April 14, 2025

CERTIFIED (NOTICED) BY:

/s/. Madison Reed

Madison Reed, Planning Technician



**MINUTES OF A REGULAR
PLANNING COMMISSION MEETING
March 19, 2025, at 6:00 PM**

ATTENDANCE:

COMMISSIONERS PRESENT: Chair Nathan Steele, Brad Fagg, Chris Bramwell, David Pearce, Natalie Harbin

STAFF PRESENT: Anthony Fletcher, Planner; Madison Reed, Planning Technician; Naseem Ghandour, City Engineer and Public Works Director; Brian Vawdrey, Parks and Recreation Director; Cache Hancey, Senior Planner; Maria Artega, Neighborhood Services Coordinator; Morgan Brim, Community Development Director

OTHERS PRESENT: Jane Pearce, Graden Ostler

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

Chair Nathan Ghandour called the meeting to order. Commissioner David Pearce led the invocation and pledge of allegiance.

2. PRESENTATIONS/RECOGNITIONS/AWARDS/PROCLAMATIONS

There were no comments made.

3. PUBLIC COMMENTS PC

There were no comments made.

4. CONSENT ITEMS

4.1. Approval of the March 5th, 2025 Planning Commission Draft Minutes

 Motion: COMMISSIONER PEARCE MOTIONED TO APPROVE THE MARCH 5TH, 2025 PLANNING COMMISSION MINUTES AT 6:02PM. COMMISSIONER CHRIS BRAMWELL SECONDED. ALL IN FAVOR VOTED YES: STEELE, FAGG, BRAMWELL, PEARCE, AND HARBIN. THE VOTE CARRIED UNANIMOUSLY.

5. BUSINESS ITEMS

5.2. PUBLIC HEARING: Parks and Recreation Master Plan

 Parks and Recreation Director Brian Vawdrey introduced the changes that were made since the work session. He presented this to the commissioners. He discussed changes that were still to be made.

 Chair Steele asked about the NRPA recommendations.

Parks and Recreation Director Vawdrey noted that this is based off NRPA's recommendations.

Chair Steele asked if that was well enough known in the text.

Parks and Recreation Director added that he can put something in there and described what is currently there.

Chair Steele noted that the document exemplifies what he was asking for.

 Parks and Recreation Director Vawdrey continued to review the master plan with the cost analysis. He highlighted changes to be made moving forward.

 Commissioner Pearce asked about the community center timeline.

Commissioner Bramwell appreciated the dog park.

Parks and Recreation Director Vawdrey discussed the dog park.

Community Development Director Morgan Brim entered at 6:12pm.

 Commissioner Bramwell asked about the fishing pond.

Parks and Recreation Director Vawdrey noted that it is currently not a public fishing pond.

Commissioner Pearce noted that he is excited for the fishing pond.

 Parks and Recreation Director Vawdrey added that there is discussion for a cemetery.

Commissioner Natalie Harbin asked where that would be and asked if the timeline was for completion or start.

 Parks and Recreation Director Vawdrey noted the cemetery could be south of gammon park

Commissioner Pearce asked who it would be run by.

Parks and Recreation Director Vawdrey noted that it is to be determined.

 Commissioner Bramwell asked about the impact fee analysis.

Parks and Recreation Director Vawdrey explained the impact fee analysis process.

Commissioner Bramwell asked if this would be covered by the new recreation fee.

Parks and Recreation Director Vawdrey answered in saying yes.

 Commissioner Pearce asked about the rap tax and grant money.

Parks and Recreation Director Vawdrey asked if it was on the high or low side. He continued to discuss the grants, like the one for the skatepark.

Commissioner Pearce asked for clarity on the cost analysis and grant history.

Parks and Recreation Director Vawdrey explained the grants that we have applied for and the grant that we have been awarded. He noted that he is open to changing that amount estimated to have from grants.

 Public Works Director and City Engineer Naseem Ghandour noted that the cost analysis is very conservative and that it can put more burden on the taxes. He added that the city is prioritizing the parks and recreation to receive those grants.

Commissioner Pearce appreciated City Engineer Ghandour's comments. He added that other opportunities could come from foundations.

Parks and Recreation Director Vawdrey added that with RDA there is a limit on budget.

Commissioner Pearce said he is fine leaving that number in there.

 Chair Steele opened up to the public hearing.

There were no comments.

 Chair Steele closed the public hearing.

 **Motion:** COMMISSIONER PEARCE MOTIONED TO RECOMMEND THE PARKS AND RECREATION MASTER PLAN AT 6:24PM. NATALIE SECONDED. ALL IN FAVOR VOTED YES: STEELE, FAGG, BRAMWELL, PEARCE, AND HARBIN. THE VOTE CARRIED UNANIMOUSLY.

6. WORK SESSION

No work items were submitted.

140 7. **STAFF AND COMMISSION REPORTS**

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142  Planner Anthony Fletcher introduced a town hall meeting for the Active Transportation
143 Plan update.

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145 Chair Steele added that it is likely to have the regularly scheduled April 2nd Planning
146 Commission meeting canceled.

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148 8. **ADJOURNMENT**

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150 Chair Steele adjourned the meeting at 6:27pm.

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155 **MINUTES CERTIFIED COMPLETE ON:**

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158 **CERTIFIED (NOTICED) BY:** /s/. Madison Reed
159 Madison Reed, Planning Technician
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VINEYARD PLANNING COMMISSION STAFF REPORT

Meeting Date: April 16, 2025

Agenda Item: The Yard Parking Management Plan and Traffic Impact Study

Department: Community Development

Presenter:

Background/Discussion:

A Development Agreement between Vineyard City and Fifty Mill, LLC was approved on January 15, 2023, regarding a mixed-use development. The development agreement allows for a Parking Management Plan and a Traffic Impact Study to establish parking requirements. The Yard (the applicant) has submitted a Parking Management Plan (PMP), completed by the Parking Design Group, and a Traffic Impact Study (TIS), completed by Hales Engineering, for review. The applicant is seeking approval of the Parking Management Plan and Impact study prior to applying for a site plan for the mixed-use building and parking structure.

The Parking Management Plan (PMP) proposes that the number of required parking spaces be calculated at the following rates:

- Efficiency / Studio: 1 space / unit
- 1 bedroom: 1 space / unit
- 2 bedrooms: 2 spaces / unit
- 3 bedrooms: 2.5 spaces / unit
- Short-term rental: 1 space / unit
- Commercial: 1 space / 250 square feet of floor area

The PMP proposes that the structure will include residential parking, short-term rental parking, electric vehicle charging, motorcycle, and bike parking. It will be managed by signage, one-way lanes, ticketing systems, and a security arm. The PMP outlines standard operating procedures for the parking structure. These procedures include daily operations (such as opening procedures, parking assistance, payment management, customer support, traffic flow and congestion, and security), maintenance procedures, and safety and security procedures.

The PMP proposes that the parking structure will be managed by utilizing technology, including digital signs, mobile and automated payments, license plate recognition, and security measures to detect suspicious activity.

The PMP also proposes a parking enforcement plan. This plan will comply with all of Vineyard City's regulations. There will be clear signage indicating restricted parking and displaying fees. Parking violations will include unauthorized parking, overstaying, blocking traffic flow,

improper use of handicap spaces, and abandoned vehicles. In the event of a violation, a warning sticker will be issued before notifying a towing company and towing the vehicle to an impound lot. The PMP also proposes the implementation of an appeal process for users whose vehicles have been towed.

The PMP proposes directional signage, including enter and exit signs, floor level signs, and speed limits. It also proposes stall-specific signage for specialized stalls, including handicapped, short-term parking, EV charging, and motorcycle parking. Additionally, the PMP proposes digital signage to indicate available parking spaces.

The PMP also proposes strategies for customer experience and accessibility, sustainability, contingency plans for peak hours, and emergency and contingency plans.

According to the Traffic Impact Study (TIS), the total proposed parking includes 487 new stalls: 416 stalls for residential use, 15 stalls for short-term rental (lodging), and 56 stalls for commercial use. The TIS determined that the commercial and short-term rental requirements meet City code. Vineyard City code requires 1 space per 250 square feet of floor area for unspecified commercial use. There is a proposed 13,900 square feet of unspecified retail use ($13,900 / 250 = 56$ required stalls). While short-term rentals are not currently an allowed use under the Vineyard Zoning Code—and therefore have no specified parking requirement—the development agreement may supersede the code and establish its own parking standards for short-term rentals.

The TIS determined that the residential parking is anticipated to be sufficient as well. Based on local data and ITE data, the recommended total parking spaces for the residential portion suggests between 350 and 375 stalls, compared to the proposed 416 stalls for residential use. The TIS does not account for any guest parking spaces.

Fiscal Impact:

Recommendation:

There will be no action taken on this agenda item.

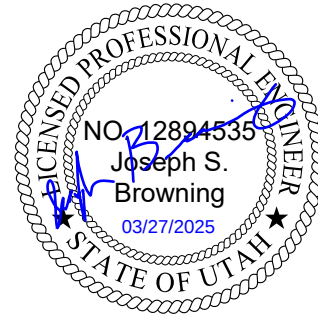
Sample Motion:

Attachments:

1. Vineyard_The_Yard_Apartments TIS
2. The_Yard_Parking Management Plan

MEMORANDUM

Date: March 27, 2025
To: Vineyard City
From: Hales Engineering



Subject: Vineyard The Yard Apartments Parking Study

UT23-2538

Introduction

This memorandum discusses the parking study completed for the proposed The Yard Apartments development located in Vineyard, Utah. The study identifies the city parking requirements, a local parking demand rate, and the national rate published by the Institute of Transportation Engineers (ITE). The proposed development is at 783 East 440 North in Vineyard, Utah. A vicinity map of the project site is shown in Figure 1.



Figure 1: Site vicinity map of the project in Vineyard, Utah

Project Description

The development consists of apartments, short-term rental units, and commercial space. A site plan is provided in Appendix A. It is proposed that the apartments and short-term rentals have separate, private parking and not shared-use parking stalls. The development is planning for 416 stalls for the residential portion, 15 stalls for the lodging portion, and 56 stalls for the commercial portion.

City Parking Code

The Vineyard City code specifies parking rates for various land use types. According to Section 735 of Ordinance 2005-04, for developments within the Regional Mixed Use District (RMU), "Parking shall be provided as required by the Town Planner." The purpose of this study is to determine how much parking is needed, specifically for the residential portion. For the commercial and short-term lodging portions, standard City rates were utilized. The required parking rates found in the city code for the commercial and lodging land uses are shown in Table 1. It was assumed that short-term rentals matched the lodging use in the code. For a horizontal mixed-use development that includes residential and non-residential uses, required parking may be reduced by 10%. Since the new portion in this study is part of the Yard development, which contains a variety of uses, it is anticipated that this reduction would apply.

The calculations for the non-residential parking based on City rates are shown in Table 2. As shown, it is anticipated that the city would normally require 65 stalls for the non-residential portion of the proposed development. As mentioned previously, Ordinance 2005-04 provides authority for the town planner to determine the parking supply in a Regional Mixed Use District (RMU) for which the project site is zoned.

Table 1: Non-residential City Parking Rates

Land Use	Unit Type	Rate (stalls per unit)
Lodging Accommodations	Room	1.00
Unspecified Retail Use	250 sq. ft.	1.00

Source: Vineyard code, 2025

Table 2: Non-residential City Parking Calculations

City Parking Calculations Vineyard - The Yard Apartments						
Land Use	# of Units	Unit Type	Rate (stalls per unit)	Stalls	% Red.	Total Stalls
Lodging Accomodations	15	Room	1.00	15	10%	14
Unspecified Retail Use	13.9	KSF	4.00	56	10%	51
TOTAL				71		65
Source: Vineyard code, 2025.						

Local Residential Parking Demand

To estimate the local parking demand for a comparable development in the urban area, Hales Engineering collected parking occupancy data on Thursday, February 22, 2024, between 12:00 am and 4:00 am at the High Line Square, located at 480 North Freedom Boulevard in Provo, Utah. It is anticipated that High Line Square in Provo is demographically comparable to the Yard in Vineyard as both cities have a large population of students and young professionals. Additionally, both locations will have structured parking with gated entry for residents. High Line Square consists of 90 bedrooms which compose 67 dwelling units. It provides a parking garage with a supply of 51 podium stalls and a parking lot with a supply of 47 surface stalls for residents, for a total of 98 parking stalls. High Line Square provides a supply of 1.09 parking stalls per bedroom.

As observed during the night of the data collection, 62 parking stalls were occupied in the parking garage and surface parking. It appears that only 58 of the 67 available apartments are currently occupied; therefore, a parking rate was calculated based on occupied units. This results in a parking demand rate of 1.07 stalls per occupied unit or 0.82 stalls per bedroom.

Applying this per unit rate to the Vineyard Yard Apartments (assuming 100% occupancy of the project) would yield a demand for 308 parking stalls at the peak hour for the 287 residential units. Applying the per bedroom rate would yield a demand for 333 parking stalls for the 408 total bedrooms. Hales Engineering recommends providing 5% additional stalls beyond the anticipated demand for residential uses. Based on this recommendation, a supply of at least 350 stalls should be provided for the apartments. Currently, developers of the Vineyard Yard Apartments propose a supply of 416 parking stalls for the apartment residents and guests in the development, which is a supply of 1.02 parking stalls per bedroom.

ITE Residential Parking Demand

Hales Engineering referred to the Institute of Transportation Engineers (ITE) *Parking Generation* (6th Edition, 2023) to identify parking demand rates for the residential land use. ITE has gathered actual parking demand counts at various land uses and identified average, 85th percentile, and

maximum rates. The 85th percentile rate represents a demand that is higher than 85 percent of study sites. The industry standard is to apply this rate. Dense multi-use urban rates were applied due to the mix of uses in the area. Based on these rates, ITE would suggest that the parking demand for the residential uses will be 357 stalls.

It is common to provide a parking supply beyond what the anticipated demand is to accommodate occasional surges in demand and to reduce the need for drivers to circle the parking lot to find an open stall. Hales Engineering recommends providing 5% additional stalls beyond the anticipated demand for residential uses. Based on this recommendation, a supply of at least 375 stalls would be provided for the apartments. The ITE rates and calculations are shown in Table 3.

Table 3: ITE Parking Calculations

ITE Parking Demand and Supply Vineyard - The Yard Apartments					
Land Use	# of Units	Unit Type	85th %-tile Rate	Demand	Supply (+5%)
2+ Bedroom Apartment Building	406	Bedrooms	0.88	357	375
TOTAL				357	375
Source: ITE Parking Generation, 6th Edition, 2023					

Comparison and Recommendation

Based on the information provided, it is anticipated that the proposed 487 stalls will be sufficient for the project. As proposed, the parking structure (414 stalls, with 386 dedicated to residential and lodging and 28 dedicated to commercial) and surface stalls (45 on the north side for residents plus 28 commercial nose-up stalls) are expected to accommodate the parking demand of the residents and other users based on observations from local data and the parking demand rates published by ITE. A comparison of the parking calculations is shown in Table 4.

Table 4: Parking Comparison

Residential		Lodging		Retail	
Source	# of Stalls	Source	# of Stalls	Source	# of Stalls
Proposed Site Plan	416	Proposed Site Plan	15	Proposed Site Plan	56
Local Residential Demand + 5%	350	City Rates	14	City Rates	51
ITE Parking Generation + 5%	375				

Conclusions

The key findings of this study are as follows:

- The development consists of apartments and a commercial space with a total of 487 new parking stalls.
- For the residential portion, local data and ITE data would suggest 350 and 375 stalls, respectively.
- Based on local and ITE residential parking data, it is anticipated that the proposed 416 stalls in the structure and the surface for the apartments will be sufficient to accommodate residential parking demand.

If you have any questions regarding this memorandum, please contact us at 801.766.4343.

APPENDIX A

Site Plan



Parking Management Plan

The Yard / Vineyard, Utah

1. Introduction

This Parking Management Plan (“PMP”) provides a structured approach to efficiently and responsibly manage and maintain the multilevel parking structure for the mixed-use property in The Yard (“the Project”) as required by the Development Agreement between Vineyard City and Fifty Mill, LLC dated January 15, 2023. This PMP includes Standard Operating Procedures (SOPs) to ensure available parking stalls, smooth operations, safety, security, enforcement and overall optimal experience.

2. Objectives

- Ensure efficient and organized parking operations.
- Maintain safety and security for individuals and vehicles.
- Minimize congestion and ensure smooth traffic flow.
- Implement effective maintenance and cleanliness schedules.
- Enhance user experience through technology and automation.
- Ensure and enforce compliance with parking regulations and accessibility requirements.

3. Parking Structure Layout & Capacity

- **Designations:** Resident Parking, Short-Term Parking, Handicapped Parking, Electric Vehicle (EV) Charging, Motorcycle & Bicycle Parking.
- **Capacity:** Number of required parking stalls for the Project to be calculated based on the following table:

Efficiency/Studio	1.0 Spaces/Unit
1 Bedroom	1.0 Spaces/Unit
2 Bedrooms	2.0 Spaces/Unit
3 Bedrooms	2.5 Spaces/Unit
Short-Term Rental	1.0 Spaces/Unit
Commercial	One (1) space per two-hundred-fifty (250) sq. ft. of floor area.

- **Entry/Exit Points:** Main and emergency exits to be marked clearly with signage.
- **Traffic Flow:** One-way lanes, directional signage, pedestrian walkways.
- **Payment Booths/Kiosks:** Identify locations for payment stations, ticketing systems, and digital payment options. A security arm will be provided to manage access.

4. Standard Operating Procedures (SOPs)

A. Daily Operations

- **Opening Procedures:**
 - Ensure all entrances/exits, payment machines, and security systems are operational.
 - Conduct walkthroughs to check for obstructions, damage, or safety concerns.
 - Verify functionality of surveillance cameras, signs, lighting, and barriers.
- **Parking Assistance & Monitoring:**
 - Attendants will be available 24 hours.
 - Monitor vehicle flow and direct customers as needed.
 - Ensure designated spaces (handicap, VIP, EV) are always accessible.
- **Security & Surveillance:**
 - Security personnel patrol all levels regularly.
 - Real-time monitoring of surveillance cameras.
 - Emergency response plans for incidents (theft, vandalism, accidents).
- **Payment System Management:**
 - Maintain cashless and contactless payment options.
 - Ensure ticket dispensers, kiosks, and online systems are functional.
 - Provide customer support for payment issues.
- **Traffic Flow & Congestion Control:**
 - Implement peak-hour management plans.
 - Use digital signage or apps to direct vehicles to available spaces.
 - Enforce parking rules
- **Customer Service & Assistance:**
 - Provide a help desk or intercom for customer inquiries.
 - Assist customers with lost tickets, payments, or vehicle location.
- **Leasing:**
 - Leasing manager to ensure available parking stalls are adequate for each new lease.

B. Maintenance Procedures

- **Daily:** Sweep floors, remove debris, empty trash bins, check for spills and hazards.
- **Weekly:** Inspect lighting, ventilation, signage, markings, and parking lines.
- **Monthly:** Service elevators, barriers, security systems, check drainage and fire extinguishers.
- **Annually:** Conduct structural assessments and repairs.

C. Security & Safety Procedures

- **Emergency Response Plan:**
 - Fire safety (extinguishers, sprinklers, evacuation routes).
 - Medical emergencies (first aid, emergency service coordination).

- Handling accidents, theft, or vandalism.
- **Surveillance & Monitoring:**
 - High-resolution cameras at key locations.
 - Real-time monitoring.
- **Access Control:**
 - RFID (or similar technology) or license plate recognition for resident parking.
 - Restrict access to unauthorized personnel.

5. Technology & Automation

- **Parking Guidance System:** Digital signs or mobile apps showing available spaces.
- **Automated Payment Systems:** Mobile payments, QR codes, or contactless kiosks.
- **License Plate Recognition (LPR):** Automates entry/exit for residents.
- **Security Alerts & Monitoring:** Security measures to detect suspicious activity.

6. Parking Enforcement & Penalties

- **Compliance:** All enforcement and penalties to comply with municipal regulations.
- **Signage:** Post clear signage indicating parking restrictions.
- **Violations:** Unauthorized parking, overstaying, blocking traffic flow, improper use of handicap spaces, abandoned vehicles.
- **Towing Procedure:**
 - Warning sticker issued before towing.
 - If unresolved, the towing company is notified, and vehicle details logged.
 - Towed vehicles are stored at an impound lot with retrieval instructions posted at entrances.
- **Fines & Penalties:**
 - Clear signage displaying fines.
 - Implement an appeal process for disputes.

7. Signage & Wayfinding

- **Directional Signage:**
 - Large illuminated “ENTER” and “EXIT” signs.
 - Floor level & zone markers (color-coded and numbered signs).
 - Speed limit signs placed strategically.
- **Stall-Specific Signage:**
 - General Parking: White-painted lines with “PARKING” signs.
 - Handicapped Parking: Blue-marked spaces with wheelchair icons and permit signage.
 - Short-Term Parking: Clearly marked stalls designated for customers.
 - EV Charging: Green-marked spaces with “EV CHARGING ONLY” signs.
 - Motorcycle/Bicycle Parking: Designated areas with signage.
- **Digital Signage for Availability:**
 - Install digital displays showing available spaces.

8. Customer Experience & Accessibility

- Provide designated spaces for disabled persons with easy access.
- Implement feedback systems to improve services.
- Ensure well-lit and safe pedestrian walkways.

9. Sustainability Initiatives

- Use energy-efficient LED lighting.
- Encourage electric vehicle usage with sufficient charging stations.

10. Contingency Plan for Peak Hours

- Temporary traffic flow adjustments for large crowds.
- Additional staffing as needed for busy periods.

11. Emergency & Contingency Plans

- **Fire Safety:** Regular extinguisher checks, sprinkler testing, fire drill training.
- **Evacuation Plan:** Clearly marked emergency exits with directional signs and maps.

12. Conclusion

This Parking Management Plan ensures smooth operation, security, enforcement, and maintenance of a large multilevel parking structure. By leveraging technology, security protocols, clear signage, and enforcement measures, the facility will provide a safe, efficient, and user-friendly experience for all patrons.

Sincerely,



Warren C. Vander Helm

Partner

warren@parkingdesigngroup.com

Cc: Kelly Kydd, Office Administrator