



NOTICE OF A DEVELOPMENT REVIEW COMMITTEE MEETING
November 6, 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, November 6, 2025, at 9:00 AM, in the City Council Chambers at City Hall, 125 South Main Street, Vineyard, UT.

1. CALL TO ORDER

2. CONSENT ITEMS

2.1. Approval of the October 2nd, 2025 Development Review Committee Meeting Minutes

3. BUSINESS ITEMS

4. WORK SESSION

4.1. Development Review Process

Madison will discuss the process of land use applications and provide graphics that outline the required steps, responsible departments, and order of operations.

5. STAFF AND COMMISSION REPORTS

6. ADJOURNMENT

The next regularly scheduled meeting is November 20th, 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:

November 3rd, 2025

CERTIFIED (NOTICED) BY:

/s/. Madison Reed

Madison Reed, Planning Technician



**MINUTES OF A DEVELOPMENT
REVIEW COMMITTEE MEETING
October 2, 2025, at 9:00 AM**

ATTENDANCE:

COMMITTEE MEMBERS PRESENT: Vice-Chair Cris Johnson, Building Official; Brandon Valley, Deputy Fire Marshall; Cache Hancey, Community Development Director Representative for Morgan Brim; Naseem Ghandour, City Engineer and Public Works Director;

STAFF PRESENT: Madison Reed, Planning Technician; Patrick James, Assistant City Engineer;

OTHERS PRESENT: Bronson Tatton with Flagborough attended virtually

1. CALL TO ORDER

Vice-Chair Cris Johnson called the meeting to order at 9:07am.

2. CONSENT ITEMS

2.1. Approval of the August 7th, 2025 Development Review Committee Meeting Minutes

 Motion: SENIOR PLANNER CACHE HANCEY MOTIONED TO APPROVE THE AUGUST 7th, 2025 DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES AT 9:07AM. DEPUTY FIRE MARSHALL BRANDON VALLEY SECONDED. ALL IN FAVOR VOTED YES: HANCEY, JOHNSON, VALLEY, AND GHANDOUR. THE VOTE CARRIED UNANIMOUSLY.

3. BUSINESS ITEMS

3.1. Utah City Parcel E Subdivision Plat E

 Senior Planner Hancey presented the applications and provided an update on his review. He noted the vicinity map is off.

 Public Works Director and City Engineer Naseem Ghandour discussed parcel E5 access and requested a condition.

Discussion ensued.

 Bronson Tatton with Flagborough joined online.

Discussion about the parcels and access organization ensued.

 **Motion:** SENIOR PLANNER HANCEY MOTIONED TO APPROVE ITEM 3.1. WITH THE CONDITION OF DISSOLVING PARCEL E5 INTO ANOTHER PARCEL AT 9:16AM. DEPUTY FIRE MARSHAL VALLEY SECONDED. ALL IN FAVOR VOTED YES: HANCEY, JOHNSON, AND VALLEY. ALL IN OPPOSITION VOTED NO: GHANDOUR. THE VOTE PASSED.

4. WORK SESSION

4.1. Utah City Temporary District Energy Site Plan Application

 Senior Planner Hancey introduced the application.

Mr. Tatton discussed the site plan

Senior Planner Hancey asked how much larger are the permanent plants.

Mr. Tatton noted that they are smaller.

 Vice-Chair Johnson asked about other pieces involved int the plan and how long it all takes to assemble.

Mr. Tatton responded saying yes and reference the other building in the elevations.

Vice-Chair Johnson asked about the building process.

Mr. Tatton added context.

 Director Ghandour asked if there was a timeline for temporary.

Senior Planner Hancey noted that it would be considered permanent.

Mr. Tatton discussed the intent for progress.

Discussion ensued.

 Director Ghandour had questions about circulation and shipments.

Mr. Tatton noted that it is pretty self-sufficient once it is built.

 Deputy Fire Marshall Valley asked about security and safety.

Mr. Tatton noted that they are steel boxes but that they would look deeper into it.

Discussion ensued.

 Senior Planner Hancey asked for the applicant to provide a case study for an idea of the plants.

Mr. Tatton said yes.

 Senior Planner Hancey asked about parking.

Mr. Tatton acknowledged the concern.

 Director Ghandour discussed having conversations with Utah Division of Water Quality (DWQ).

Senior Planner Hancey asked about the phasing and approvals. He also asked to see plans for the site in the meantime. Senior Planner Hancey clarified with staff the timeline of approvals and permit issuance.

Discussion ensued.

 Vice-Chair Johnson emphasized Timpanogos Special Service District (TSSD) comments.

Mr. Tatton discussed his understanding of the status with the form.

5. STAFF AND COMMISSION REPORTS

There were no comments.

6. ADJOURNMENT

Vice-Chair Johnson adjourned the meeting at 9:40am.

137
138
139
140
141
142
143

MINUTES CERTIFIED COMPLETE ON:

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

DRAFT



VINEYARD PLANNING COMMISSION STAFF REPORT

Meeting Date: November 6, 2025
Agenda Item: Development Review Process
Department: Community Development
Presenter: Madison Reed

Background/Discussion:

The Development Review Process ensures that all development proposals comply with applicable city codes, state laws, and adopted planning documents. The process coordinates between Community Development (Planning), Engineering, and Building departments to guide applicants from initial concept through final approval and building permit issuance.

This process also aligns with Utah State Code §10-9a-604.5, which governs subdivision plat recording and development activity prior to completion of required improvements or posting of improvement completion assurances.

Fiscal Impact:

Recommendation:

Sample Motion:

Attachments:

1. Development Review Process

Land Use Applications

Subdivision

1. Development Agreement
 - a. Is there a development agreement?
2. Preliminary plat approval
3. Subdivision LDP
4. Final Plat approval
 - a. Approved at DRC
5. Site Plan/ Conditional Use
 - a. Approved at PC
 - b. Can not be approved before a plat approval and recordation
6. Plat Recordation
 - a. Must happen within 1 year of DRC approval
7. Site Improvement LDP

Site Improvement

1. Site Plan/ Conditional Use
 - a. Approved at PC
 - b. Can not be approved before a plat approval and recordation
2. Site Improvement LDP

New Code

- a. Land Disturbance Permits do not require a plat, but if a plat is recorded then the public infrastructure (except for Landscaping) requires a completion bond.
- b. If work is done before a plat is recorded then the applicant is doing so at their own risk

State Code:

10-9a-604.5. *Subdivision plat recording or development activity before required landscaping or infrastructure is completed -- Improvement completion assurance -- Improvement warranty.*

- (3)
 - (a) "...before an applicant conducts any development activity or records a plat, the applicant shall:
 - (i) complete any required public landscaping improvements or infrastructure improvements; or
 - (ii) post an improvement completion assurance for any required public landscaping improvements or infrastructure improvements."

Is there a **Development Agreement**?

Yes

No

Get in contact with the city **Development Services** office to understand compliance of the agreement. Once you are **in compliance**, you may continue with **land use applications**.

If there is **no development agreement**, you may continue as normal for **land use applications** which typically start with plats.

Is there a **Plat** approved?

No

Yes

Start with a **Preliminary Plat**

Complete a **Final Plat** Application with approval from the DRC

Complete a **Subdivision LDP** Application with Engineering

Site Plans (with or without conditional use permits) can not be approved before a plat approval.

Once a **plat is approved**, you may move forward with **land use applications**. Once a **plat is recorded**, you may move forward with **building permit applications**.

What is next **after plat approval**?

For Subdivisions

For Site Improvements

Site Plan Application (with or without conditional use permits) will be reviewed by the planning and engineering teams. They can not be approved before a plat approval.

The **plat must get recorded** with the county within 1 year of approval.

Infrastructure **Acceptance or Bond** is required to be completed prior to a plat recordation for site improvement LDPs.

Site Plans (with or without conditional use permits) can not be approved before a plat approval.

The plat must **get recorded** with the county within 1 year of approval.

Site Improvement LDP

Receive **Site Plan Approval** from Planning Commission

No plat and no utilities:

1. Pre-application meeting
 - a. Meeting with a planner AND an engineer
2. Prelim. Plat
 - a. Reviewed at DRC
3. Final Plat approval
4. Site plan process (Private)
 - a. Reviewed at PC
5. Need a LDP/ encroachment permit
 - a. Civil drawings (all utilities)
 - b. Public improvements (install or bond)
 - c. Landscaping (install or bond)
 - d. If they build we will do a start a warranty and end warranty on public utilities
6. Final Plat Recordation
7. Building Permit

- Community Development/ Planning
- Engineering
- Building



Is there a **Development Agreement**?

Yes

No

Get in contact with the city **Development Services** office to understand compliance of the agreement. Once you are **in compliance**, you may continue with **land use applications**.

If there is **no development agreement**, you may continue as normal for **land use applications** which typically start with plats.

Is there a **Plat approved**?

No

Yes

Start with a **Preliminary Plat**

Complete a **Final Plat** Application with approval from the DRC

The **plat must be recorded** within 1 year of approval.

Site Plan Application (with or without conditional use permits) can not be approved before a plat approval.

Complete a **Subdivision Land Disturbance Permit** Application with Engineering

Once a **plat is approved**, you may move forward with **land use applications**. Once a **plat is recorded**, you may move forward with **building permit applications**.

What needs to happen **before a Plat gets recorded**?

Community Development/ Planning

Engineering

Approval of the Final Plat by the Development Review Committee is required. The plat must be recorded 1 year from approval.

Site Plan Applications will review compliance with City Code. Some information here will impact the engineering reviews.

- ☐ Community Development/ Planning
- ☐ Engineering
- ☐ Building

A **Land Disturbance Permit** would address utilities, public improvements, and landscaping. Here, an applicant would **complete or bond for any required public landscaping or infrastructure improvements**.

