



**NOTICE OF A REGULAR
PLANNING COMMISSION MEETING
July 15, 2026, at 7:00 PM**

PUBLIC NOTICE is hereby given that the Vineyard Planning Commission will hold a regularly scheduled Planning Commission meeting on Wednesday, July 15, 2026, at 7:00 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](#).

1. CALL TO ORDER

2. PRESENTATIONS, RECOGNITIONS, AWARDS, AND 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. Public comments can be submitted ahead of time to planning@vineyardutah.gov.

4. BUSINESS ITEMS

4.1. Public Hearing - Amendment of Vineyard City Subdivision Code

5. WORK SESSION

5.2. Review of Planning Commission Meeting Frequency

6. STAFF AND COMMISSION REPORTS

7. ADJOURNMENT

The next regularly scheduled meeting is on ____August 5, 2026____

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 the planning staff at least 24 hours prior to the meeting by calling (801) 226-1929 or email at planning@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:

July 09, 2026

/s/ Anthony Fletcher

CERTIFIED (NOTICED) BY:

Anthony Fletcher, Planner.

VINEYARD PLANNING COMMISSION STAFF REPORT

Meeting Date: July 15, 2026

Agenda Item: Public Hearing - Amendment of Vineyard City Subdivision Code

Department: Planning

Presenter: Anthony Fletcher

Background/Discussion:

Background

Vineyard City Subdivision Code Sections 14.06.020(4)(j) and 14.08.030(4)(j) currently require subdivision plats to be signed by the City Planner, City Engineer, City Manager (representing the will of the Mayor and Legislative Body), and City Attorney before recording with Utah County. As the City's organizational structure evolves, referencing a specific staff position in the Municipal Code may unnecessarily limit administrative flexibility. While the City continues to designate a planner to represent the Land Use Authority during the plat approval process, future organizational changes may assign this responsibility to a different position without changing the function being performed.

Analysis

Staff reviewed subdivision plat signature requirements used by several Utah County jurisdictions, including:

- American Fork
- Eagle Mountain
- Lehi
- Lindon
- Mapleton
- Orem
- Utah County

The review found that approximately 42% of the jurisdictions require a Planning or Community Development Director signature. The most common required signatory is the City Engineer (85%), followed by the City Attorney and a representative of the approving authority.

During its June 9, 2026 work session, the City Council reviewed this issue and directed staff to prepare amendments to the Subdivision Code. Rather than identifying the signatory by a specific job title, staff recommends identifying the signatory by the role performed within the subdivision approval process.

Accordingly, staff recommends replacing references to the "City Planner" with "Planner (representing the Land Use Authority)." This amendment preserves the planner's role in the plat approval process while allowing flexibility should the City's organizational structure or position titles change in the future.

Staff also recommends amending Section 14.08.003(J)(iii) to read:

Required municipal signatories include:

- Planner (representing the Land Use Authority);
- City Engineer;
- City Manager (representing the Mayor and Legislative Body);
- City Attorney.

The City Recorder shall attest the municipal signatures.

The existing planner signature block on the printed subdivision plat would remain and continue to be used by the individual designated to represent the Land Use Authority.

Fiscal Impact:

The proposed amendments will have no fiscal impact.

Recommendation:

Staff recommends approval of the proposed amendments to Sections 14.06.020(4)(j), 14.08.030(4)(j), and 14.08.003(J)(iii) of the Vineyard Subdivision Code. Replacing the specific reference to the "City Planner" with "Planner (representing the Land Use Authority)" will maintain the City's review and approval process while providing greater administrative flexibility and ensuring the Municipal Code remains effective regardless of future organizational changes. The amendment also retains the planner signature block on recorded subdivision plats as the authorized representative of the Land Use Authority, preserving the existing review process while modernizing the Municipal Code.

Sample Motion:

"I move to forward a positive recommendation to the City Council to adopt Ordinance 2026-07, amending Sections 14.06.020(4)(j), 14.08.030(4)(j)(iii), and 14.08.100 of the Vineyard Subdivision Code as presented."

Attachments:

1. Draft Ordinance 2026-07 July 9 revision



**VINEYARD CITY, UTAH
ORDINANCE NO. 2026-07**

**AN ORDINANCE OF THE CITY OF VINEYARD CITY, UTAH, AMENDING THE
VINEYARD SUBDIVISION CODE SECTIONS 14.06.020(4)(j) REQUIREMENTS FOR
PRELIMINARY SUBDIVISION APPLICATIONS, 14.80.030(4)(j) REQUIREMENTS
FOR FINAL SUBDIVISION APPLICATIONS, AND 14.08.100 FINAL SUBDIVISION
REVIEW PROCEDURES.**

WHEREAS, Vineyard is authorized to amend the city subdivision ordinance pursuant to Utah Municipal Code 10-20-801; and

WHEREAS, Vineyard staff finds it necessary to clarify and update requirements related to subdivision plat title blocks; and

WHEREAS, City Council held a work session on June 9, 2026 and identified a need to modify the list of required approving officials on recorded plats, specifically removal of the City Planner as a required signature to streamline processes while maintaining oversight; and

WHEREAS, the Planning staff upon further research and discussions propose considering maintaining removing “the City Planner” title and replacing it with Planner (representing the Land Use Authority). Planning department recommended approval of its proposal to the Vineyard City Council; and

WHEREAS, the Planning Commission held a public hearing on July 15, 2026 and after fully considering public comments and staff recommendations, recommended approval to the Vineyard City Council; and

WHEREAS, the Vineyard City Council, having reviewed the proposed text amendment, held a public hearing on July 21, 2026; and

WHEREAS, the Vineyard City Council having considered the recommendation of the Planning Commission and submitted comments from the public, having determined that it is in the best interest of the public to adopt the proposed text amendment to the subdivision ordinance

NOW, THEREFORE, be it ordained by the City Council of Vineyard City, in the State of Utah, as follows:

Section 1: Amendment of Section 14.06.020(4)(j) “Requirements for Preliminary Subdivision Applications” of the Vineyard Subdivision Code is amended as follows:

j. A title block, placed on the lower right-hand corner of the Plat showing:

1. Proposed name or designation of the subdivision that is distinct from any other plat already recorded in the Office of the Utah County Recorder.
2. Name and address of the owner of record and the name, address and license number of the licensed surveyor or engineer responsible for preparing the Preliminary Plat.
3. Date of preparation of the Preliminary Plat, and all revision dates, as applicable.
4. Signature blocks for the dated signatures of the ~~City~~ Planner (representing the Land Use Authority), City Engineer, City Manager (representing the will of the Mayor and legislative body), and the City Attorney. The City Recorder shall attest the municipal signatures.

Section 2: Amendment of Section 14.08.030(4)(j) “Requirements for Final Subdivision Applications” of the Vineyard Subdivision Code is amended as follows:

j. A title block, placed on the lower right hand corner of the Final Subdivision Plat showing:

1. The Approved name of the subdivision, as approved by the Utah County Recorder.
2. Date of preparation of the Final Subdivision Plat.
3. Signature blocks for the dated signatures of the ~~City~~ Planner, (representing the Land Use Authority), City Engineer, City Manager (representing the will of the Mayor and legislative body), and City Attorney. City Recorder attests city signatures.

Section 3: Amendment of Section 14.08.100 “Requirements for Final Subdivision Review Procedures” of the Vineyard Subdivision Code is amended as follows:

The Development Review Committee (DRC) is identified and authorized as the Land Use Authority for Final Subdivision Applications, assuring compliance with all applicable requirements of this Ordinance. The review procedures of the city for the consideration of a Final Subdivision Application are identified in Figure 1.

1. Determination of a Complete Application. A determination of a complete Final Subdivision Application shall be made by the Planner as identified in Figure 1 and VSC 14.08.070. and VSC 14.08.080. . If incomplete as to the requirements set forth in this ordinance, the submittal will be rejected and returned to the applicant for revision and resubmittal. Development Review Committee Review. Following the receipt of a staff report, the Development Review Committee shall consider a Final Subdivision Application. The Development Review Committee

(DRC) shall review and consider a Final Subdivision Application at a scheduled meeting.

2. Development Review Committee Review. Following the receipt of a staff report, the Development Review Committee shall consider a Final Subdivision Application. The Development Review Committee (DRC) shall review and consider a Final Subdivision Application at a scheduled meeting.
 - a. Following the consideration of the Final Subdivision Application, and all information and materials presented, including the recommendation of city staff, the Development Review Committee may approve the Final Subdivision Application, as presented, approve the Final Subdivision Application with requirements, or deny the Final Subdivision Application with findings of compliance or non-compliance with this Ordinance, and other Land Use Ordinances and requirements, as applicable.
 - b. The Development Review Committee may require onsite and offsite improvements, facilities and amenities, provided one hundred percent (100%) by the Applicant for Final Subdivision Application approval, such improvements, facilities and amenities being determined consistent with the requirements herein, and found necessary by the DRC to protect the health, safety, and welfare of anticipated residents of the subdivision, or the existing residents or businesses of the city.
3. Acknowledgement and Necessary Signatures Required. ~~The owner of the Subject Property shall acknowledge the Final Plat before the Development Review Committee authorized to take the acknowledgement of conveyances of real estate and shall obtain the signature of the Mayor, acting on behalf of the Council, and authorized to take the acknowledgement of conveyances of real estate on behalf of the city, and the City Attorney.~~ The Final Plat shall be signed and acknowledged by the following required signatories; each owner of record of land described and shown on the plat, notarized acknowledgement of landowner signature, land surveyor who prepared the plat, and the municipality.

Required municipal signatories include:

- I. Planner (representing the Land Use Authority);
- II. City Engineer;
- III. City Manager (representing the Mayor and legislative body);
- IV. City Attorney.
- V. The City Recorder shall attest the municipal signatures.

4. Dedications and Grants of Easements. When the Applicant is proposing, or is required, to provide dedications for any public or quasi-public infrastructure, utilities, or improvements, as applicable, the owner or operator of the infrastructure, utilities, improvements, and underground and utility facilities shall approve the: (i) boundary, course, dimensions, and intended use of the right-of-way and easement grants of record; (ii) location of existing underground and utility facilities; and (iii) conditions or restrictions governing the location of the facilities within the right-of-way, and easement grants of records, and utility facilities within the subdivision. Such approval shall be provided in writing by the owner or operator of the infrastructure, utilities, improvements, and underground and utility facilities, as applicable. When land within the subdivision is to be purchased by a public or quasi-public agency, a letter of intention to purchase shall be provided. In addition, all subdivisions shall establish and maintain a landscape easement between the subdivision fence and the sidewalk within the right-of-way.
5. Recordation of Final Subdivision Plat and all Subdivision Documents. After a Final Subdivision Application has been approved, with or without requirements, and signed by all **required signatories as noted in 14.08.100(3) city officials and services providers**, the Final Subdivision Plat shall be provided to the City Recorder, for presentation by the City Recorder, or designee, to the Office of the Utah County Recorder for recordation. After the Final Subdivision Plat has been recorded, the Applicant(s) may apply for building permits consistent with the approved and recorded Final Subdivision Plat and the city requirements for such permits. The Applicant is required to pay all fees, including copies, for the recording of all Final Subdivision documents and the Final Subdivision Plat.

Section 4: Severability

If any section, subsection, sentence, clause, or phrase of this Ordinance is held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 5: Effective Date

This Ordinance shall take effect upon passage and publication or posting as required by law.

PASSED AND ADOPTED by the Vineyard City Council this _____ day of _____ 2026.

Zack Stratton
Mayor, Vineyard City

SEAL

ATTEST:

Robin Raines-Bond
City Recorder, Vineyard City

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Jacob Holdaway	_____	_____	_____	_____
David Lauret	_____	_____	_____	_____
Parker McCumber	_____	_____	_____	_____
Ezra Nair	_____	_____	_____	_____
Jacob Wood	_____	_____	_____	_____



VINEYARD PLANNING COMMISSION STAFF REPORT

Meeting Date: July 15, 2026

Agenda Item: Review of Planning Commission Meeting Frequency

Department: Planning

Presenter: Anthony Fletcher

Background/Discussion:

Staff is seeking feedback from the Planning Commission regarding the current meeting frequency. As development activity and application timelines continue to evolve, there may be opportunities to improve the efficiency and effectiveness of Planning Commission meetings. Consolidating land use applications into fewer meetings would provide applicants and staff with greater predictability regarding when projects are expected to be scheduled for public review. It would also help create more comprehensive meeting agendas, rather than holding meetings that occasionally include only a single, minor land use application.

In addition, Planning Commissioners serve the community as appointed volunteers. Evaluating the meeting frequency provides an opportunity to better respect commissioners' time while continuing to meet the City's statutory obligations and maintain timely review of development applications.

The Planning Commission is asked to discuss the advantages and potential impacts of modifying the current meeting schedule and provide staff with direction on whether any changes should be considered.

Fiscal Impact:

Recommendation:

Discuss the current Planning Commission meeting schedule and provide staff with direction on whether meeting frequency should be adjusted.

Sample Motion:

No Motion required at this time.

Attachments:

1. 2026 Calendar- Amended- PC

2026 Planning Commission Calendar

Meetings at **7pm** at 125 S Main St. Vineyard, Utah 84059.

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