



**DRC Members in Attendance:** City Engineer Jon Lundell, City Manager Norm Beagley, Assistant City Manager Jason Bond, Public Works Director Jason Callaway, Building Official Randy Spadafora, Police Officer Kayson Shepherd, Fire Department representative Allen Duke.

**Others in Attendance:** City Recorder Amalie Ottley, Engineer in Training Megan Wilson, Kyle Spencer, John Caldwell, Jon Jensen, Colby Anderson, Alex Rugg, Logan Moffett, Layne Vincent.

Senior Planner Ryan Harris and Fire Chief Ryan Lind were excused from the meeting.

Engineer Lundell called the meeting to order at 10:00 a.m.

**1. Apple Hollow at The Orchards B-1 & B-2 Final Plan**

*A final review of a 2-lot and 8 townhome subdivision located at approximately 215 W. and 930 N.*

The applicants, Kyle Spencer, and John Caldwell attended the meeting.

Building Official Spadafora indicated that adjustments were made to addressing and will be submitted to the applicant and Planning Department.

Fire Department Rep. Allen Duke pointed out that the locations of the hydrants are acceptable but added that a 3-foot clearance must be maintained around each hydrant.

Public Works Director Jason Callaway asked on the utility plan if construction valves were appropriate on the dead ends to future phases. Engineer Lundell pointed out that the notes should be added to the plans so that construction valves are accounted for in the testing and construction phases.

Officer Shepherd had no comments.

Engineer Lundell asked if it is the developer's intent to receive the credit for sufficient parking for these phases. If so, a note must be added to the plat indicating that garages on the townhomes will be 24'x24' with a 20' opening/door which allows for sufficient parking at each residence. However, the number of overall guest parking stalls shown at this phase does not meet the City's code requirements. He added that parking for each phase needs to stand on its own. Assistant Manager Bond iterated that the parking requirements are met for the entire/overall development, but not necessarily the individual phases. Engineer Lundell indicated that coordination with the Post Office will have to take place to make sure that mailboxes are appropriately stationed. Signature blocks for utilities need to be added to the plat sheets.

Assistant Manager Bond stated that landscaping redlines, with code citations, will be returned to the applicant with all other redlines to make sure the applicant is meeting the City Code requirements. Engineer Lundell pointed out that the flow direction of curb and gutter needs to be notated on the grading plans. The Sewer slope on the manholes must be a minimum of .33% according to State code.

Manager Beagley made a motion to table the Apple Hollow at The Orchards B-1 & B-2 Final Plan. Assistant Manager Bond seconded the motion.

John Caldwell and Kyle Spencer as well as staff members discussed how temporary parking may be notated/addressed to meet all minimum requirements until all phases are constructed.

Manager Beagley maintained his motion to table the Apple Hollow at The Orchards B-1 & B-2 Final Plan. Assistant Manager Bond seconded the motion.

Police Officer Kayson Shepherd	Yes
Public Works Director Jason Callaway	Yes
Fire Department Rep. Allen Duke	Yes
City Manager Norm Beagley	Yes
Senior Planner Ryan Harris	Yes
Building Official Randy Spadafora	Yes
City Engineer Jon Lundell	Yes
Assistant City Manager Jason Bond	Yes

The motion passed.

## **2. Apple Hollow at The Orchards B-2 & B-3 Final Plan**

*A final review of a 7-lot and 21 townhome subdivision located at approximately 130 W. and 930 N.*

Building Official Spadafora reiterated that adjustments were made to addressing to match the City's grid system and will be submitted back to the applicant and Planning Department.

The Fire Department had no comments.

The Public Works Department had no comments.

The Police Department had no comments.

Engineer Lundell made similar redline comments to those previously addressed in the B-1 & B-2 final plans with regards to construction valves and parking requirements needing to be met. Manager Beagley recommended that notations be made on the plat that red curbs and signage will both be indicated in the "No Parking" zones of the development. Engineer Lundell went over other various redline notes that will be returned to the applicant and asked that labels be made clearer.

Manager Beagley made a motion to table the Apple Hollow at The Orchards B-2 & B-3 Final Plan. Building Official Spadafora seconded the motion.

Police Officer Kayson Shepherd	Yes
Public Works Director Jason Callaway	Yes
Fire Department Rep. Allen Duke	Yes
City Manager Norm Beagley	Yes
Senior Planner Ryan Harris	Yes
Building Official Randy Spadafora	Yes
City Engineer Jon Lundell	Yes
Assistant City Manager Jason Bond	Yes

The motion passed.

### **3. Santaquin Research & Tech Center Phase 1 Site Plan Review**

*A site plan review of the Santaquin Research & Tech Center Phase 1 located at approximately 1972 S. Frontage Road.*

The applicants, Jon Jensen, and Colby Anderson attended the meeting.

Building Official Spadafora stated that addressing hasn't been completed as the locations of the buildings have changed. Now that the Development Agreement is in place and recorded, he will get addressing completed. He and the applicant established that each unit will be addressed separately.

Fire Department Rep. Allen Duke indicated that the fire hydrant needs to be placed closer to the building as the current placement interferes with traffic flow for large fire apparatuses. He added that a 3-foot clearance must be maintained around each hydrant and that each hydrant must be placed no more than 300 feet apart. He asked that KNOXBOXES be placed on the front and back side of each building. Master keys for those KNOXBOXES must be provided to the Santaquin Fire Department. Engineer Lundell pointed out the requirements for fire sprinklers and a fire alarm system.

Public Works Director Callaway clarified the secondary water notations on the plans. He asked the applicant if a service connection for P.I. (secondary water) would be in place at the property line. The applicant indicated that they would connect at the north end of the property. Director Callaway also asked about looping around the building and the dead-end water line. He and the applicant discussed flow indicators inside the building that will be connected to the main water line. The applicant will follow up with the Fire Chief to answer any questions regarding second connections or looping. Members of the DRC discussed the fire flow tests completed on the fire hydrants nearest the site and the results being 970 gallons per minute. As the plans indicate a needed flow of 3,000 gallons per minute, the applicant and the City will need to discuss how best to move forward.

Officer Shepherd suggested that stop signs be placed at the exits going out of the development prior to entering the frontage road.

Assistant Manager Bond stated that an Architectural Review Committee (ARC) meeting will not be required for this subdivision. He added that landscaping will be considered closely as much of it is shown as "non-irrigated native seed" even though there are irrigation lines shown throughout the plans. He asked that the applicant refer back to the development agreement and the City's Code requirements to best accomplish the proposed landscaping. Manager Beagley seconded Assistant Manager Bond's notes adding that it's preferable that "native seed" doesn't turn into unsightly weeds.

Engineer Lundell indicated that the property lines on the subdivision do not match with the property lines shown/maintained by Utah County. As such, a lot line adjustment will need to be done so that the parcels lines are accurate. Members of the DRC discussed with the applicant the proposed purpose of the access road west of the development and the different intentions for a crash gate versus jersey barriers. Engineer Lundell noted that the City's calculations of the number of total required parking stalls is 143 based on square footage and stated occupancy/use of the building. As the plans are currently shown, the applicant is short of the required number of parking stalls. Assistant Manager Bond and

Manager Beagley discussed the City's willingness to consider and work with the applicant with regard to parking and the overall large scale of the project. Manager Beagley added conversations with the City and the applicant will need to take into consideration the City Code with regard to the water line and fire flow concerns.

Assistant Manager Bond made a motion to table Santaquin Research & Tech Center Phase 1 Site Plan application until redlines can be worked through. Manager Beagley seconded the motion.

Police Officer Kayson Shepherd	Yes
Public Works Director Jason Callaway	Yes
Fire Department Rep. Allen Duke	Yes
City Manager Norm Beagley	Yes
Senior Planner Ryan Harris	Yes
Building Official Randy Spadafora	Yes
City Engineer Jon Lundell	Yes
Assistant City Manager Jason Bond	Yes

The motion passed.

#### **4. Vincent Oaks (Deer Haven Estates) Preliminary Plan**

*A preliminary plan review of a 7-lot subdivision located at approximately 850 E. 450 S.*

The applicants, Layne Vincent, and Kyle Spencer attended the meeting.

Building Official Spadafora stated that addressing has been completed for the subdivision.

Fire Representative Duke clarified that the fire hydrant should be placed in the city's right-of-way inside of the cul-de-sac behind the curb and gutter.

Public Works Director Jason Callaway indicated that the utilities look good on the plans. He and Engineer Lundell discussed the need for a designated snow-load area in the cul-de-sac for future City Street plowing needs.

Officer Shepherd had no comments.

Assistant Manager Bond pointed out that the existing home, as shown, does not meet setback requirements as set forth by the City Code. Kyle Spencer indicated that the setbacks would be adjusted on lot one to meet setback requirements.

Engineer Lundell pointed out notes and appropriate signature blocks that need to be added to the plat. He asked for clarification on the size of the fire hydrant line, whether the intention of the applicant is to place an 8-inch or 6-inch line. Engineer Lundell also discussed the need to extend the asphalt, curb, gutter, utility lines, etc. to the southern extent of the eastern property on the proposed alignment of 900 East. Mr. Spencer discussed the improvements along 900 East near other property owners. Members of the DRC discussed the City Code requirements for road improvement completions along with developments as well as the possibility of a retaining wall being needed on that road. Building

Manager Spadafora added that, should a retaining wall over 4' tall be constructed, a permit will be required.

Assistant Manager Bond made a motion to approve the Vincent Oaks Preliminary Plan with the condition that all redlines be addressed before it's placed on a Planning Commission agenda for review. Public Works Director Callaway seconded the motion.

Police Officer Kayson Shepherd	-	Yes
Public Works Director Jason Callaway		Yes
Fire Department Rep. Allen Duke		Yes
City Manager Norm Beagley		Yes
Senior Planner Ryan Harris		Yes
Building Official Randy Spadafora		Yes
City Engineer Jon Lundell		Yes
Assistant City Manager Jason Bond		Yes

The motion passed.

#### **5. Sutherland Preliminary Plan**

*A preliminary review of a two-lot subdivision located at approximately 565 W. Lark Road.*

The applicants for the subdivision attended the meeting but did not state their names for the record.

Building Official Spadafora had no comments.

Fire Department Rep. Allen Duke had no comments.

Public Works Director Callaway pointed out that the City does not provide sewer service to the area and that a septic tank will be required. Engineer Lundell indicated that a note will need to be included on the plat indicating the septic system design. Manager Beagley added that the applicants should take into consideration future sewer line hookups and how they will hook up to the sewer when those utilities are installed by the City.

Officer Shepherd had no comments.

Assistant Manager Bond discussed with the applicant the possibility of entering into a deferral agreement with the City if they choose to pursue that. A possible deferral agreement (to be reviewed and could be approved by the City Council) would defer improvements to the property until the time that infrastructure for the property is in place. Manager Beagley clarified that "improvements" included in a Deferral Agreement would include curb, gutter, sidewalk, and storm drainage, etc.

Engineer Lundell pointed out the current right-of-way on Lark Lane stating the minimum cross-section has not been reached. As such, 3-4 feet of the road will likely need to be dedicated to the City to achieve the road width and meet right-of-way requirements. He also informed the applicant that there is an existing high pressures gas line located within Lark Lane and they will need to coordinate with Dominion Energy to confirm where that line is located.

Manager Beagley made a motion to make a positive recommendation to the Planning Commission to approve the Sutherland Preliminary Plan on the condition that redlines be addressed prior to the plans being added to a Planning Commission agenda. Building Official Spadafora seconded the motion.

Police Officer Kayson Shepherd	Yes
Public Works Director Jason Callaway	Yes
Fire Department Rep. Allen Duke	Yes
City Manager Norm Beagley	Yes
Senior Planner Ryan Harris	Yes
Building Official Randy Spadafora	Yes
City Engineer Jon Lundell	Yes
Assistant City Manager Jason Bond	Yes

The motion passed.

#### Meeting Minutes Approval

Manager Beagley made a motion to approve the January 23, 2024 DRC Meeting Minutes. Building Official Spadafora seconded the motion.

Police Officer Kayson Shepherd	Yes
Public Works Director Jason Callaway	Yes
Fire Department Rep. Allen Duke	Yes
City Manager Norm Beagley	Yes
Senior Planner Ryan Harris	Yes
Building Official Randy Spadafora	Yes
City Engineer Jon Lundell	Yes
Assistant City Manager Jason Bond	Yes

The motion passed.

#### Adjournment

Manager Beagley made a motion to adjourn.

The meeting was adjourned at 11:32 a.m.



Jon Lundell, City Engineer



Amalie R. Ottley, City Recorder