

1 **Providence City**
2 **Administrative Land Use Authority (ALUA) MINUTES**
3 **March 23, 2023 – 9:30 am**
4 Providence City Office Building
5 164 North Gateway Drive, Providence UT 84332
6

7 To view a video recording of the meeting please visit the Providence City’s YouTube channel
8 found here: [Administrative Land Use 3/23/23 - YouTube](#)
9

10 **Call to Order:** Skarlet Bankhead, Chair
11 **ALUA members in attendance:** Skarlet Bankhead, Rob Stapley and Max Pierce.
12 **Staff in attendance:** Ryan Snow, Diane Campbell, Ty Cameron, and Colton Love.
13

14 **Approval of Minutes:** The Administrative Land Use Authority will consider approval of
15 minutes from March 9th, 2023. [EXHIBIT](#)
16

- 17 • Skarlet Bankhead called for the approval of the minutes of the meeting held March 9th
18 2023.
- 19 • Members indicated that no corrections were needed.
20

21 **Motion to approve the ALUA minutes of March 9th, 2023 – Max Pierce. 2nd- Rob Stapley.**

22 **Vote:**

23 **Yea- Skarlet Bankhead, Rob Stapley and Max Pierce.**

24 **Nay-**

25 **Abstained-**
26

27 **Motion passes minutes approved.**
28

29 **Item No. 1 - Conditional Use – In-Home Salon:** The Providence City Administrative Land
30 Use Authority will consider for approval a request by Michael and Thavy Thorp for an in-home
31 salon located at 349 S 100 W., Providence, UT. [EXHIBIT](#)
32

- 33 • Skarlet Bankhead called item one, gave a brief introduction and asked Diane Campbell to
34 give an overview of the staff report and application.
- 35 • Diane Campbell indicated that the Deputy Fire Marshall’s review was still pending, and
36 that applicant needed to contact Aaron Walker to get that done, as it is required before
37 they can move forward.
- 38 • Ms. Campbell reviewed with the applicant and ALUA the staff report indicating that
39 UCA 10-9a-507 and PCC10-3-5 & PCC 10-6-1 were used to verify and approve that this
40 conditional use application, business and site plans meet the necessary requirements.
- 41 • Ms. Campbell discussed with the parties the conditions that the applicant currently needs
42 to meet, and continue meeting, which included: applying for a business license, meet all
43 home business requirements as listed in PCC 3-4-5, receive approval from the fire
44 inspector, operate the business in the manner described in the application, and continue to
45 meet all federal, state, county and city rules, laws, codes and ordinances.

- 46 • Skarlet Bankhead indicated that Michael Thorp, applicant, was present and asked if he
 47 received the staff report and understood what was discussed. Mr. Thorp responded that he
 48 had been sick and has not yet reviewed the staff report but understood what has been
 49 discussed. He stated that he would contact Aaron Walker for the fire inspection and get
 50 that in as soon as possible.
- 51 • Max Pierce and Rob Stapley both indicated that they did not have any questions or
 52 concerns with the application or site plans.
- 53 • Skarlet Bankhead called for a motion.

54

55 **Motion to approve the conditional use for an in-home salon located at 349 S 100 E in**
 56 **Providence Utah with the accompanying staff report which includes the findings of fact,**
 57 **conclusions of law, conditions and the condition discussed that the applicants need to get**
 58 **the Deputy Fire Marshal's approval before moving forward – Max Pierce. 2nd- Rob**
 59 **Stapley.**

60 **Vote:**61 **Yea- Skarlet Bankhead, Rob Stapley and Max Pierce.**62 **Nay-**63 **Abstained-**

64

65 **Motion passes, conditional use for in-home salon approved.**

66

67 **Item No. 2 – Commercial Site Plan – Shop Expansion:** The Providence City Administrative
 68 Land Use Authority will consider for approval a request by Providence City for a shop expansion
 69 located at 350 E Center St., Providence UT. [EXHIBIT](#)

70

71

- 72 • Skarlet Bankhead called item two, gave a brief introduction, and asked Diane Campbell
 73 to give an overview of the staff report and application.
- 74 • Ms. Bankhead asked Rob Stapley, Public Works Director, to represent the Public Works
 75 Department as this was their application.
- 76 • Diane Campbell reviewed with the ALUA the staff report citing what city codes were
 77 used to make sure this commercial site plan met the cities requirements. Reviewed the
 78 official zoning map indicating that this this site was a part of the R-1-12 zone. Ms.
 79 Campbell reported that the applicant was to continue to meet all relevant federal, state,
 80 county and city rules, laws, codes, and ordinances.
- 81 • Rob Stapley, representing the City's Public Works Department, discussed with the
 82 ALUA the purpose of the shop expansion and the need for it. Indicated that the shop
 83 would most likely be used to store their heavy duty trucks and equipment. Explained that
 84 there would be doors on the north and south sides.
- 85 • Parties discussed the shop location and layout. parties discussed the plumbing and
 86 electrical the shop would use to wash the trucks down when needed. Parties discussed
 87 landscaping, setbacks, and the new shops proximity to the existing buildings.
- 88 • Rob Stapley commented that he would abstain from voting as a ALUA member since he
 89 is representing the city on this item.
- 90 • Skarlet Bankhead called for a motion.

91

92 **Motion to approve the commercial site plan by Providence City for a shop expansion**
 93 **located at 350 E Center St Providence Utah with the accompanying staff report which**
 94 **includes the findings of fact, conclusions of law and conditions – Skarlet Bankhead. 2nd-**
 95 **Max Pierce.**

96 **Vote:**

97 **Yea- Skarlet Bankhead and Max Pierce.**

98 **Nay-**

99 **Abstained- Rob Stapley**

100

101 **Motioned approved.**

102

103

104

105 **Item No. 3 – Blackstone Products Commercial Site Plan:** The Providence City Administrative
 106 Land Use Authority will discuss and may approve the Commercial Site Plan for the Blackstone
 107 Products project located at 549 S Hwy 165, Providence, UT. Because the property is in a flood
 108 area, the Administrative Land Use Authority will also be acting as the Flood Plain Administrator.

109 [EXHIBIT](#)

110

- 111 • Skarlet Bankhead called item three, gave a brief introduction, and asked Diane Campbell
 112 to give an overview of the staff report and application.
- 113 • Diane Campbell discussed with the parties the city codes that were used to verify that the
 114 site plans meet all the city’s requirements which covered water lines, stormwater and
 115 sewer connections, and frontages, which would include curb, gutter and sidewalk.
 116 Indicated that this site was located in a CGD zone and reviewed with the parties the
 117 conditions which required that the applicant continue to meet all relevant federal, state,
 118 county and city rules, laws, codes and ordinances.
- 119 • Applicants Colby Gill, Tyler Munk and Mark McConkie, introduced themselves. Parties
 120 discussed notes and responses from last meeting held back in February.
- 121 • Max Peirce asked about the plans showing a blue line and if that was a floodplain line or
 122 landscaping line. Applicants responded that it is a landscaping phase line. Parties
 123 discussed making sure the floodplain zones are shown on the drawings.
- 124 • Rob Stapley commented on making sure they show elevations as well so that it can be
 125 correlated.
- 126 • Skarlet Bankhead asked about the distance and spacing for the structures they plan on
 127 building. Parties discussed setback requirements and the need for dimensions on the
 128 plans.
- 129 • Ms. Bankhead noted that in this meeting the ALUA is also acting as the floodplain
 130 manager.
- 131 • Parties discussed the phasing for the landscaping and overall landscaping plans. Parties
 132 discussed plans for the right of way.
- 133 • Applicants asked about the ALUA’s previous comments regarding the water line and its
 134 location, as that they believed it was agreed upon to be stub at the highway. ALUA
 135 commented on the east side connections and the properties to the north, the Champlain
 136 and Alder properties. Parties discussed property gaps and how connections will work.

- 137 • Parties discussed options for water lines and loop lines and what will work best for all
- 138 current and future developments.
- 139 • ALUA commented on plans for the area and the commercial pieces on the highway.
- 140 Parties discussed if properties would be subdivided in the future. Parties commented on
- 141 property-to-property line development.
- 142 • Max Pierce commented on the issues of having to shut down lines in order for other
- 143 developers to gain access and landscaping having to be up ended for connections to be
- 144 made.
- 145 • Applicants discussed the cost sharing ordinance and how it worked. Skarlet Bankhead
- 146 responded that yes, the infrastructure is or can be shared but that the developers can also
- 147 have their own agreement between each other.
- 148 • Parties discussed landscaping for the area and how lines will go through and stubbing to
- 149 those commercial sites for future development.
- 150 • Applicants commented on sewer lines, gravity lines, lift station and force main and how
- 151 those will look or lay.
- 152 • Max Pierce commented on the manholes and flood plain map. Parties discussed potential
- 153 for flooding and making sure parties understand the typography of the area.
- 154 • Applicants asked about reimbursements for pump and force main. Staff responded that it
- 155 is key that it be placed in the development agreement in order for it to be approved or
- 156 reimbursed.
- 157 • Craig Wilkes, architect, asked about timelines for zoning clearance with changes and if
- 158 they will need to meet again, or if it will be approved today. ALUA responded that they
- 159 review the corrections as the come in and can be approved digitally. Parties discussed the
- 160 paperwork process and county requirements for inspection.
- 161 • ALUA indicated that they have no further questions.
- 162 • Colton Love commented that the stormwater and NOI's looked good.
- 163 • Parties discussed the pond in the area and flooding.

164
 165 **Motion that we accept and prepare a flood plain development permit, once corrected**
 166 **drawings are approved, along with approving the commercial site plan for Blackstone as**
 167 **presented with the conditions on the staff report plus any conditions that were discussed**
 168 **during this meeting that will be corrected on the future drawings that will come in – Rob**
 169 **Stapley 2nd- Max Pierce.**

170 **Vote:**

171 **Yea- Skarlet Bankhead, Rob Stapley and Max Pierce.**

172 **Ney-**

173 **Abstained-**

174
 175 **Motion passes commercial site plan approved.**

176
 177 **Motion to adjourn meeting – Rob Stapley. 2nd Max Pierce.**

178 **Vote:**

179 **Yea- Skarlet Bankhead, Rob Stapley and Max Pierce.**

180 **Nay-**

181 **Abstained-**

182

183 **Meeting adjourned.**

184

185 **Minutes approved by ALUA on April 25th, 2023, via email.**

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Skarlet Bankhead, Chair

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