



**DRC Members in Attendance:** City Engineer Jon Lundell, City Planner Aspen Elmer, Building Official Randy Spadafora, Public Works Director Jason Callaway, Fire Marshall Allen Duke and City Manager Norm Beagley

**Excused:** Police Lieutenant Mike Wall

**Others in Attendance:** Assistant City Manager Jason Bond, Engineer Megan Wilson, Deputy City Recorder Gwen Butters, Applicants Gavin West, Kyle Spencer and other members of the public. Applicant John Caldwell was in attendance virtually.

## **NEW BUSINESS**

### **1. Santaquin Veterinary Clinic Site Plan**

A review of a proposed site plan located at approximately 350 North Summit Ridge Parkway.

City Engineer Lundell introduced the review stating that the DRC is the final approval body for site plan applications.

City Planner Elmer noted that the landscape plan is missing and it will need to be included in the plan. It was stated that the setbacks do not meet code requirements and stated that street side setbacks must be at least 10 feet and the plan shows only 8 feet on building two. City Engineer Lundell questioned if this was in reference to the driveway and suggested that what is mentioned may not be a street, but instead, the driveway. City Planner Elmer stated that this will need verification. It was also noted that the applicant needs to provide the anticipated employee numbers for city staff to verify the number of parking stalls required. It was explained that six (6) stalls are required per doctor and one (1) required per staff.

Building Official Spadafora questioned if the lot being discussed is within our development or outside of it. City Engineer Lundell confirmed that this lot is outside of the subdivision. Building Official Spadafora stated the address will need to be verified. City Manager Beagley states that one address for the two buildings may be sufficient, so long as each building is labeled "A and B."

Public Works Director Callaway stated that utilities are not completed, noting that a culinary water meter and pressurized irrigation (PI) meter are needed. Building Official Spadafora questioned whether the site had power and City Manager Beagley answered that this has not been completed, however Rocky Mountain Power is currently working on this.

Fire Marshall Duke discussed the need for a fire hydrant and noted that a fire hydrant is located on the corner near the Greenhalgh site, however it is too far away. City Engineer Lundell stated that because this site was previously owned by the city, the city will provide a fire hydrant to the site. If interior fire protection is required, it would be the responsibility of the developer. It was then questioned whether a second fire hydrant would be necessary due to the size of the building. Fire Marshall Duke stated that an additional fire hydrant is not the issue. The issue at hand is the distance of the fire hydrant from the site. Building Official Spadafora confirmed with Fire Marshall Duke that, as per city code regarding a commercial area, all points of the building must be within 100 feet of the nearest fire hydrant. Building Official Spadafora stated that a fire riser is needed in the building. City Manager Beagley inquired if a

fire suppression system is required in the buildings and Building Official Spadafora stated that this will need verification.

City Manager Beagley questioned whether the committee has the information needed to make a determination at this time and inquired whether a grading plan has been received. City Engineer Lundell confirmed that it is included, however, it does not include Topo lines, only elevations. City Manager Beagley stated that the city is contractually required to provide structural fill material for the site for development, however it is the owner/developer's responsibility to have it delivered, placed and compacted. It was noted that, contractually, the city is also to provide the retaining wall on the western boundary only. This plan does not appear to be accurate. The city is providing and installing 360 feet of four (4) foot retaining wall along the western border of the property as well as an additional 100 feet of two (2) foot retaining wall. The plan will need to show what the city's responsibility is and what is the responsibility of the owner/developer. The plan for the retention pond in the Northwest corner will need to be designed to not affect the retaining walls that will be built. City Engineer Lundell states that if there are any retaining walls greater than 4 ft in height, a building permit is required stating that structural engineering is tied to that permit, and a separate permit is required from building site plans. Building Official Spadafora confirms that the wall height is measured from the bottom of the footing to the top of wall.

City Engineer Lundell referred to the site access stating that the more westerly drive approach is very steep. He does not believe that this slope, due to the existing grading, would be a viable drive approach. In addition, there is a guard rail along Summit Ridge Parkway in that location that must remain in place for traffic. City Manager Beagley suggests that access could be located further up the hill, perhaps through the parking lot area of the second building after taking into consideration the topographic survey, maximum slope, etc. City Engineer Lundell stated that a 10% slope is the maximum for a drive approach noting that any steeper would make snow removal and fire equipment access more difficult.

City Manager Beagley suggests a possible design using a tiered approach with a four (4) foot retaining wall, a four (4) foot set back and another four (4) foot retaining wall. This layout may work well for landscaping, building placement, parking, etc. and notes that this approach would not require a building permit.

City Manager Beagley made a motion to table the application at this time. Fire Marshall Duke seconded the motion.

City Engineer Jon Lundell	Yes
City Planner Aspen Elmer	Yes
Building Official Randy Spadafora	Yes
Public Works Director Jason Callaway	Yes
Fire Marshall Allen Duke	Yes
City Manager Norm Beagley	Yes

The motion passed.

**2. Apple Grove Condominiums Preliminary Plan Minor Change**

A review of a proposed minor change to the phasing plan of the Apple Grove Condominiums Preliminary Plan.

City Engineer Lundell introduced the plan review stating that at the last DRC there were questions regarding phasing and how it connects with our city code.

Assistant City Manager Bond stated that Community Development and required time to investigate the potential impact or challenges that are associated with the current phasing plan. The plan consists of five (5) plats which coincide with five (5) buildings. The open space portion of the plan would coincide with plat C. Phase A and B include the existing infrastructure; the East parking lot has already been constructed with phase A and everything on the west side would be in phase B. These phase lines do not coincide with the current plat lines and this is what is causing the issues at hand. Modifications to the currently approved phasing plan are needed to allow the proper vehicle circulation, landscaping installation and staging of building materials for different phases. A possible phase map was then presented to accommodate possible phasing/staging. Discussion was held on possible phasing. Assistant City Manager Bond stated that this agenda item would need to be moved to the next meeting if the committee desires to move forward with this new proposal as outlined. It is not currently prepared and ready for consideration/DRC action. Discussion at this time will bring out any issues that may need to be addressed.

Applicant Kyle Spencer with Northern Engineering addressed the committee stating that the site improvement drawings now being proposed would not change. Documents will be prepared for review. City Engineer Lundell inquired whether preparation will be done and may be ready for review and possible final approval of this item at the next meeting. Applicant Spencer further inquired if the two agenda items can be reviewed and subsequently approved in the same meeting. City Manager Beagley sought clarification on what exactly they plan to bring for approval inquiring if what is being shown is their current phasing plan. City Engineer Lundell stated that it was not. City Manager Beagley confirmed the understanding that what is being shown is a proposal created between engineering, planning and the developer, but not currently approved. City Engineer Lundell stated that this is correct. City Manager Beagley stated that, given this consideration, this would be a minor change and would not require Planning Commission approval. City Engineer Lundell stated that this is correct and further clarified that this is a DRC action. Assistant City Manager Bond states that our code requires five days in between preliminary action and final action. This will, however, be researched and verified and, if these items can be combined in the same meeting, it will be added to the agenda in that way.

City Manager Beagley made a motion to table this item. City Planner Elmer seconded the motion.

City Engineer Jon Lundell	Yes
City Planner Aspen Elmer	Yes
Building Official Randy Spadafora	Yes
Public Works Director Jason Callaway	Yes
Fire Marshall Allen Duke	Yes
City Manager Norm Beagley	Yes

The motion passed.

### 3. Ahlin A Bar Ranch Preliminary Subdivision

A preliminary plan review of a proposed 4 lot subdivision located at approximately 1200 South 100 West.

City Engineer Lundell introduced the item explaining the location is surrounded by a debris channel and is adjacent to the City's Ahlin Pond that is just to the South and West of the proposed subdivision. This is a preliminary application. The role and responsibility for the DRC for this action is to either table or provide a recommendation to the planning commission regarding this application.

City Planner Elmer states that notes are required on the plat; It must be stated that it is within the Wildland Urban Interface (WUI) zone. A hazard mitigation assessment is also required due to the proposed subdivision being located within the hillside overlay zone. Notes regarding water runoff and potential flooding areas are also required.

City Engineer Lundell and City Manager Norm Beagley clarified the history of the area stating that in the year 2020, the Williams Fire occurred on the East bench. Prior to that fire, historically, there was minimal runoff coming from Pole Canyon. Since the fire, however, the drainage from that canyon has been affected and runoff from that canyon has occurred multiple times over the last few years. The revisions are needed to show how improvements will protect future homes from this runoff. Historically, the city has worked with the previous ownership of the parcel to construct a swell that goes through the area. Due to this history and the hillside overlay zone related to this specific site, this must be revised and provided for the City to review.

City Planner Elmer wanted clarification regarding the building envelopes for each lot. City Engineer Lundell stated that there is a significant slope and indicated that our code considers anything over 30% to be unbuildable noting that a large portion of those parcels do fall within that percentage.

Building Official Spadafora inquired if, once the unbuildable areas are shown, would that allow for establishing pressurized irrigation areas as well. Public Works Director Callaway states that the utility infrastructure in the area would assist with Ahlin park's water and sewer lines. Those lines will be upgraded with the proposed development and, once these improvements are made, the connections and disconnection will need to be made. Verification is needed on the location of those connections. City Engineer Lundell states that the City's Geographical Information Systems (GIS) data for utilities in the area have been shared with the applicant.

Applicant Spencer states that they have implemented and incorporated the design elements that RBG Engineering company has from Horrocks Engineers for the box culvert expansion. This is regarding the flood control channel with Utah County and states that the current plans reflect that. It was explained that this project is unique due to the future box culvert as a County project. The client, Marsha Wilson, has spoken with Richard Nielsen with Utah County. A construction/shared agreement is being drafted between the property owners and the County rather than bringing in a third-party contractor to build the culvert. The contractor that will do the public improvements required by the city will most likely coordinate with Utah County. City Manager Beagley states that the utilities may need relocation when they come through with the culvert. It would be advantageous for the city to know of the coordination and joint agreement with the property owner to ensure the needs of those involved are being met.

Public Works Director Callaway states that the plan does not show how they are going to mitigate the flood channel that comes from Pole Canyon and through the property. City Manager Beagley confirmed that it was not shown. Applicant Spencer states that when the original design was discussed, it was known that flood water would be coming through the property and the drainage plan included driveways and culverts on the South side of the roadway. The intent is to catch the flood water so as not to get in the roadway. City Manager Beagley states that the plan shows this realignment, however the channel is showing that it is going through another owner's adjacent property. An agreement/easement will need to be obtained. Public Works Director Callaway states that an agreement/easement would be for the betterment of the adjacent property as the existing channel would conflict with the future roadway improvements. If this becomes the case, working with the city to postpone improvements on the south 20 feet of that curb and gutter may be needed. City Manager Beagley inquired if there is a planned inlet and will the channel be pipe or is the plan open channel. Applicant Spencer states the plan is to include open channels piped/covered for the driveways. City Manager Beagley states that this is not indicated on the plans.

City Manager Beagley inquired if the entire parcel is within the hillside overlay zone. City Engineer Lundell confirms that it is. City Manager Beagley then inquired if there is a 10% improved open space requirement as well as the hazard mitigation. City Planner Elmer states that this will need to be verified. City Manager Beagley stated that part of the negotiation with the County could be to deed Utah County the property that is under the existing easement. This may satisfy the open space requirement. Review will be needed to come to an agreement. For awareness, the hillside overlay zone requires improved open space and possibly trails, not necessarily parks and grass, however it must be usable open space. This plan would need plotting, assuming that the plot is the actual existing easement of the County. Applicant Spencer states that the plat shown shows the current existing easement that is on record but states that Richard Nielsen and Utah County are working on revising a new proposed easement for the channel along with an access road on the North side. City Building Official Spadafora inquired to clarify if this discussion includes the large channel, the hook channel which has a Utah county easement which is decades old. City Manager Beagley confirms that the whole package needs to be included to allow the city to be able to enter into that agreement. If all information is included in the packet, it could be considered at the same time.

Applicant Spencer states that including this information would be beneficial as it would outline ownership. City Manager Beagley states that to the West of 100 West where the homes are now, the city owns some of that which lies within the Utah county easement. Homeowners are not to landscape, if a property has a broken sprinkler pipe or other issue, this could cause the channel embankment to wash out. It is believed that an agreement may be made, however stating so does not indicate that this is the city or county's desire noting that the best outcome for all parties is the goal. Considerations as such will be made to ensure that is clear to the property owner and to the County what can and cannot be done. The County is the sponsor of the NRCS project which is the rebuilding and the remodel of the channel. The city is a co-sponsor. The county will take the lead and the city will ensure that all is being done to help facilitate what is needed for the project. Applicant Spencer stated agreement.

City Manager Beagley stated that the primary area to improve is the street frontage before it gets steep, referring to lots one (1) and two (2) as unbuildable areas. It was also noted that there is a code requirement of 10-15 feet for any structure to be away from the toe of the unbuildable slope. Discussion continued to include the benefit to future owners with this due diligence 20 years from now.

City Engineer Lundell stated that, in addition to the items already discussed, there are other redline comments/items that will be included in a City response. In the submittal, a curve is shown, but no curve table. Label cleanup is needed which makes the assumption that lot five (5) is related to the public ROW. In addition, parcel A is not included with the development, however it should be kept with the plan. It was also noted that the potential for a future phase, shown as plat A, is not part of the development and recommended to leave it as plat A. It was inquired whether the plans showed the connection for the drive approach. This will be included with this phase of the construction with two options; It may be included as part of the subdivision itself or kept as a future phase. The stubbing of any utilities is understood, and future installation of surface improvements are being considered but not approved at this time. Unless it is included, it cannot be considered in the future. City Manager Beagley further clarifies that a future phase is acceptable, however, it is implied that approval is given now, and this is not the case. Lines for the easement need to be determined after consulting with Utah county. A full review would be required, if this were the intent. Applicant Spencer states that the owners would not like to do that future phase at this time. City Engineer Lundell stated that current specifications do not allow for cross gutters. The ROW width has been adjusted to 58 feet wide ROW. A transition would be required at some point in relation to the cross section and edits are needed

City Manager Beagley made a motion to table this item.  
Building Official Spadafora seconded the motion.

City Engineer Jon Lundell	Yes
City Planner Aspen Elmer	Yes
Building Official Randy Spadafora	Yes
Public Works Director Jason Callaway	Yes
Fire Marshall Allen Duke	Yes
City Manager Norm Beagley	Yes

The motion passed.

#### **MEETING MINUTES APPROVAL**

##### **4. January 13, 2026**

Public Works Director Callaway made a motion to approve the January 13, 2026 DRC meeting minutes.  
Fire Marshall Duke seconded the motion.

City Engineer Jon Lundell	Yes
City Planner Aspen Elmer	Yes
Building Official Randy Spadafora	Yes
Public Works Director Jason Callaway	Yes
Fire Marshall Allen Duke	Yes
City Manager Norm Beagley	Yes

The motion passed.

**ADJOURNMENT**

Engineer Lundell made a motion to adjourn the meeting.  
The meeting adjourned at 10:54 a.m.

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Jon Lundell, City Engineer

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Gwen Butters, Deputy City Recorder