

Adopted Minutes
Spanish Fork City Development Review Committee
February 3, 2010

The meeting was called to order at 10:02 a.m. by Dave Anderson.

Staff Members Present: Dave Anderson, Community Development Director; S. Junior Baker, City Attorney; Chris Thompson, Assistant Public Works Director; Jered Johnson, City Surveyor; Chris Swenson, Chief Building Official; Joe Jarvis, Fire Marshall; Shelley Hendrickson, Planning Secretary; Tom Cooper, Electric Operator Dispatcher; Shawn Beecher, GIS Specialist; Kelly Peterson, Power Superintendent.

Citizens Present: none.

MINUTES

January 27, 2010

Mr. Baker **moved** to **approve** the minutes of January 27, 2010, with the noted corrections. Mr. Peterson **seconded** and the motion **passed** all in favor.

FINAL PLATS

Warren Peterson

Mr. Anderson asked the DRC to outline the steps Mr. Peterson needs to complete in order to have everything constructed and receive a Certificate of Occupancy. Per Mr. Anderson's request, the DRC generated the following list:

- 1.) Mr. Peterson needs to meet with Marlo Smith. Marlo has calculated the fees and bonding for the site improvements. Marlo will provide Mr. Peterson with a checklist that identifies what needs to be done in order to have the plat recorded. When the items on the checklist are complete, the City will record the plat.
- 2.) Two pre-construction meetings must be held. One meeting will be with sub-contractors on the public utilities. The other will be with the Electric Department and Mr. Peterson's electrician and excavator. Marlo can schedule these meetings when Mr. Peterson is ready.
- 3.) When the public infrastructure is complete, City inspectors will conduct a walk through and perform a final inspection. When the public improvements are approved, they will be accepted by the City and a

one-year warranty period will begin. Once the improvements are accepted by the City, a building permit can be issued.

- 4.) Plans for the twinhomes have been reviewed and Building Permits are ready to be issued by the Building Division. Building Permits may be issued only after the public infrastructure is complete. Carolyn Burningham has finished calculating the Building Permit and Impact Fees. Carolyn has included one impact fee credit for the existing dwelling and the existing power service.
- 5.) A demolition Permit must be obtained before the existing home is demolished.
- 6.) Before a Certificate of Occupancy will be issued, the structures must receive approval from the Building Department and all improvements on the site plan must be installed.

Mr. Oyler moved to approve and Final Plat subject to the applicant the completing the recordation checklist and all construction and development standards. Mr. Baker seconded and the motion passed all in favor.

**Richard Heap arrived at 10:18 a.m.*

OTHER BUSINESS

Discussion was held about the need to improve our process in order to expedite how long it takes to get a commercial business open from the day they submit an application. Staff will be meeting in the next few days to discuss this issue in more detail.

ADJOURNMENT

Mr. Peterson **moved** to **adjourn**. Mr. Johnson **seconded** and the motion **passed** all in favor at 10:35 a.m.

Adopted: February 24, 2010

Shelley Hendrickson, Planning Secretary