

**VERNAL
ORDINANCE 2025-07**

**AN ORDINANCE OF THE VERNAL CITY COUNCIL AMENDING CHAPTER
16.60 - MASTER SITE PLAN**

WHEREAS, the City Council finds that regulations and processes are necessary for Master Site Plans for orderly and consistent growth and conduct of business within the City, and;

WHEREAS, the City Council deems it to be in the best interest of the health, safety and welfare of the citizens to incorporate the following changes to the provisions of the Vernal City Code, and;

WHEREAS, the City Council has received input from the public at large in duly noticed open meetings, and has considered and discussed the advantages and disadvantages of such regulation.

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

SECTION 1: **AMENDMENT** “Section 16.60.010 Master Site Plan Approval” of the Vernal Municipal Code is hereby *amended* as follows:

A M E N D M E N T

Section 16.60.010 ~~Master Site Plan Approval~~Purpose

~~A. Master Site Plan approval shall be required for the following: Master Site Plan applications shall be made to the Planning Department. Appeals of the final decision of the Planning Department shall be made within fourteen (14) calendar days of the date of the mailing of a certified letter to the applicant at the address indicated on the application form. An appeal shall be applied for within the specified time at Vernal City Offices, using a form provided by Vernal City and with all applicable fees paid. Appeals shall be heard by the Appeals and Variances Hearing Officer. A Master Site Plan application shall contain the following: The Building Official shall ensure that development is in compliance with the site plan and all other requirements imposed by the City. Upon approval of the site plan by the Planning Department, no alterations shall be made without first obtaining written approval from the Planning Department. Approval of a site plan shall expire in one (1) year from the date of the final staff report if development of the project has not begun. New commercial, institutional or industrial construction, expansion or additions. The relocation of a commercial, institutional or industrial structure. New commercial, institutional or industrial parking lots. New multiple-family housing developments containing five (5) or more dwelling~~

units. A Master Site Plan application shall be deemed complete when all of the items specified in section D have been submitted. The Planning Department shall review the application for compliance with the requirements of Vernal City Code and notify the applicant of any deficiencies and/or needed corrections. After any required corrections and/or additions to the application package have been submitted by the applicant, the Planning Department shall prepare and transmit to the applicant an initial staff report containing the following: The applicant shall have ninety (90) calendar days from the date of the initial staff report to make any required corrections and resubmit the application to the Planning Department. If the corrections are not resubmitted within the required amount of time, the applicant shall be deemed non-responsive and the application denied. The Planning Department shall review the final application submitted for compliance with Vernal City Code and to verify that all required corrections have been made. The Planning Department shall then prepare and transmit to the applicant a final staff report that shall notify the applicant of the approval or denial of the application. If the application is denied, the staff report shall state the reasons for the denial. A completed and signed application form obtained from the Planning Department; The required application fee; A copy of the current deed showing ownership of the property or properties addressed in the application; Three (3) copies of drawings in a 24 inch by 36 inch format; one (1) copy in an 11 inch by 17 inch format and one (1) copy in a digital format readable by a computer as specified by Vernal City. The drawings shall contain the following: A list of any deficiencies in the application, and; A finding of whether or not the application is approvable under applicable law, code and standards. If, after the initial review is complete, an application is found to be approvable, a final staff report may be prepared and transmitted in place of the initial staff report. Dimensions and orientation of parcel; The location of buildings and structures, both existing and proposed; The location and layout of off-street parking and loading facilities; The location and size of points of entry and exit in accordance with this title, and internal vehicle circulation patterns; type of barrier or curb and gutter used on front property lines; The location and design of walls and fences and an indication of their height and materials of their construction; The height of existing and proposed buildings and structures; The proposed use of building(s); The location of exterior existing and proposed lighting standards and devices, along with a photometric analysis if the proposed development is adjacent to an existing residential zone or use; The location and height of any overhead power and communication and transmission lines and all utility easements that may affect the subject property; The location and size of existing and proposed water, sanitary and on-site water retention and drainage facilities; The location and size of existing and proposed exterior signs and outdoor advertising; Existing topography with maximum contour interval of two (2) feet, except where existing ground is on a slope of less than two percent (2%) then either one (1) foot contours or spot elevation shall be provided; Landscaping and open space plan. The plan shall identify landscaping details such as shrubs, trees and other plantings, as well as any proposed irrigation system; A Storm Water Pollution Prevention Plan (SWPPP). A traffic study is required unless a waiver is granted by the City Engineer. A financial guarantee of improvements may be required in order to ensure that improvements are installed at no

~~cost to the City. Improvement guarantees shall be made using forms provided by, and in accordance with procedures established by the Planning Department. The Building Official may issue a Certificate of Occupancy when certain improvements are not completed provided a financial guarantee has been established with the Planning Department to ensure the completion of said improvements, however improvements designed to protect life and safety must be completed prior to the issuance of a Certificate of Occupancy.~~

The purpose of this ordinance is to establish a clear and consistent process for reviewing and approving site development and redevelopment within Vernal City. This ordinance aims to ensure that all developments are compatible with the surrounding area, comply with city standards and codes, and contribute positively to the community's character, safety, and infrastructure.(Ord. 2015-09, Add, 05/06/2015)

SECTION 2: **ADOPTION** “Section 16.60.020 Plan Approval Required” of the Vernal Municipal Code is hereby *added* as follows:

ADOPTION

Section 16.60.020 Plan Approval Required(*Added*)

Site Plan approval is mandated for developments and modifications that affect land use, infrastructure, or site layout within Vernal City. The approval process is categorized into three tiers based on the project's scale and potential impact, as detailed below. For more comprehensive information, please refer to the expanded descriptions in sections 16.60.040 Master Site Plan, 16.60.050 Modified Master Site Plan, and 16.60.060 Change of Use Application.

A. Applicability:

1. New commercial, institutional, or industrial construction, expansion, or additions.
2. The relocation of a commercial, institutional, or industrial structure.
3. New commercial, institutional, or industrial parking lots.
4. New multifamily housing developments containing five (5) or more dwelling units.
5. Sites that have remained vacant for more than three (3) years.
6. Developments required by Conditional Use Permit.
7. Changes in use that alter site circulation, intensity, or infrastructure demands.
(See section 16.60.040 for a full list of requirements and review process.)

B. Process: Applicant shall:

1. Submit a completed electronic development application;
2. Provide proof of ownership (Deed);
3. Pay all applicable fees;

4. Schedule a pre-development meeting with Planning Department.

C. Plan Requirements: Determined by the development classification.

1. Master Site Plan - Applies to new major developments or significant redevelopments exceeding half (.50) an acre or those significantly impacting public infrastructure. These projects require comprehensive review, including detailed assessments of infrastructure, utilities, and environmental impact.

Examples include:

- a. New commercial, institutional, or industrial construction, expansion, or additions.
- b. The relocation of a commercial, institutional, or industrial structure.
- c. New commercial, institutional, or industrial parking lots.
- d. New multifamily housing developments containing five (5) or more dwelling units.
- e. Sites that have remained vacant for more than three (3) years.
- f. Developments required by Conditional Use Permit. (See section 16.60.040 for a full list of requirements and review process.)

2. Modified Master Site Plan - Covers modifications to an existing site that impacts the following public infrastructure, traffic, parking, or the site's physical layout, or lots which are over half an acre in size. This includes potential increases in vehicular traffic, parking demand, or changes to the general layout of the development. Examples include:

- a. Expansions or additions to existing structures that do not qualify as Full Master Site Plan.
- b. Changes in use that alter site circulation, intensity, or infrastructure demands. Significant alterations to existing parking lots or traffic flow. (See section 16.60.050 for a detailed list of applicability and review process.)

3. Change in Use Application - Applies to land use changes that have minimal impact on the site and surrounding area and the site must have been occupied within the past year.

- a. To qualify for a Change of Use application, the proposed change must meet at least five (5) of the seven (7) criteria outlined in section 16.60.060. If fewer than five (5) criteria are met, the application will be considered a master site plan or modified site plan application, as determined by the Planning Department.
- b. Lot size will be less than half an acre. These applications are administratively approved unless referred to the Planning Commission due to special circumstances.
- c. Change of Use applications will involve changes within existing buildings or spaces that do not substantially increase parking demand, noise, or other impacts. Examples include: Changes of use within existing buildings or spaces that do not significantly alter operations or infrastructure needs, and that meet the criteria outlined in section 16.60.060. (See section 16.60.060 for specific criteria and review

process.)

SECTION 3: ADOPTION “Section 16.60.030 General Requirements” of the Vernal Municipal Code is hereby *added* as follows:

ADOPTION

Section 16.60.030 General Requirements(*Added*)

A. Site Plan Submission and Content Requirements:

1. General Compliance: The lack of information under any item specified in this section (§16.60.030) or improper information supplied by the applicant may be cause to find the application incomplete or for disapproval of a site plan application. All site plans shall comply with Vernal City codes and standards. (as per document Standard Drawings and Standard Specifications) Site plans requesting exceptions to code requirements require the approval of the Planning Commission for the requested exceptions.

a. If the reviewing departments determine that a site plan involves unclear standards, may result in impacts beyond typical expectations—such as traffic, lighting, or use compatibility—or may warrant an exemption, the application shall be forwarded to the Planning Commission for review under the applicable provisions, including Conditional Use Permit or exemption criteria.

2. Submission Process:

a. A complete application form and fees as established by the City including:

- (1) A copy of the current deed showing ownership of the property or properties addressed on the application;
- (2) One (1) electronic copy of the proposed plan in PDF Format;
- (3) Payment of all applicable fees.

b. Upon final approval, the City shall provide the applicant with an electronically delivered, signed, and approved plan set. The applicant is responsible for printing and delivering the following copies of the approved plan set to Vernal City:

- (1) Sheets shall not be less than 24 x 36 inches;
- (2) The site plan shall be prepared in permanent ink, and the sheets shall be numbered in sequence if more than one sheet is used.

c. All engineering and surveying documents shall bear the seal of the professional engineer and professional land surveyor per Utah Code Ann. §58-22-602.

3. Site Plan Details:

a. All drawings shall contain the following:

- (1) Name of development, surveyed boundary of the site plan accurate in scale, dimension and bearing. Including all adjacent and contiguous property under the control of the owner;
- (2) Graphic and written scale at no more than one inch equals one hundred (100) feet;
- (3) North Arrow;
- (4) Location, dimensions, square footage, and use of all proposed buildings as part of the site plan;
- (5) Building setback lines;
- (6) Topographic contours shall be shown at intervals of no more than two (2) feet. For areas with a slope of less than two percent (2%), one (1) foot contours or spot elevations shall be provided;
- (7) Location and names of adjacent properties, property owners and platted subdivisions;
- (8) Location of proposed and existing easements for water, sewer and on site water retention and drainage facilities;
- (9) Location and size of existing and proposed sewer mains including size, depth. Including existing lines adjacent to or affected by the proposed site plan;
- (10) A Storm Water Pollution Prevention Plan (SWPP) as necessary;
- (11) Existing and proposed storm water retention improvements including the capacity and design of each facility and a delineation of contributing area to each as required by §16.18.300;
- (12) The location, size and number of solid waste containers;
- (13) The location, dimensions, materials and colors of any proposed signs, including the type and height of sign(s);
- (14) Location type, design and height of any fencing, berming, and other buffering to be installed as part of the development, including any fencing required to comply with residential, commercial and industrial bufferings;
- (15) Landscaping plan shall clearly show all landscaped areas and shall include the following details:
 - (A) Planting areas with a list indicating the name (common and scientific), number, and size of all proposed plants;
 - (B) Location, name, and size of all existing trees and shrubs to be retained and incorporated into the final landscaping;
 - (C) Location and layout of any proposed irrigation

- systems and facilities;
- (D) All landscaping plans shall comply with the requirements of Chapter 16.27 (Landscaping Requirements), including minimum landscape area, species mix, tree and shrubbery ratios, installation, and maintenance standards;
- (E) Landscaping shall be reviewed for compatibility with adjacent land uses, visibility for traffic and site access, and long-term sustainability.
- (16) The location of exterior existing and proposed lighting standards and devices, along with photometric analysis if the proposed development is adjacent to an existing residential zone or use.
- (A) Exterior lights.
- (B) Parking lot lighting.
- (17) Location of existing and proposed roads including their names, dimensions;
- (18) The location and width of all existing and proposed entrances and exits into & onto adjacent roads;
- (19) The location, dimensions and surface type of all parking facilities, including ADA accessible stalls and loading areas, the location and dimensions of backup aisles, and any additional parking details;
- (20) If adjacent to a state road UDOT access size and location and UDOT approval;
- (21) Location of any necessary temporary turnaround easements for emergency access on dead end roads;
- (22) The location and size of points of entry and exit, with internal vehicle circulation patterns, type of barrier or curb and gutter used on front property lines;
- (23) A traffic study is required unless a waiver is granted by the City Engineer;
- (24) Calculation of Site plan areas including;
- (A) Total Acreage;
- (B) Square footage and percentage of all landscaped areas including;
- (a) Total landscaped area;
- (b) Total irrigated area; and
- (c) Total parking lot landscape.
- (d) Square footage of impervious surfaces.
- (C) Gross building square footage.
- (D) Parking calculations;
- (a) Required number of stalls;
- (b) Proposed number of stalls.
- (25) Walkways and Access connections showing;

(A) Pedestrian walkways;

(B) Crosswalks;

(C) Cross access points.

4. Additional Information Required

- a. Drainage system calculations and an explanatory narrative sealed by a licensed engineer or architect for detention and retention basins calculations justify sizing based on a 100 year design storm;
- b. Proposed Development Phasing Schedule if applicable:
 - (1) Sequence of each phase.
 - (2) Approximate size in area of each phase.
 - (3) Proposed phasing of construction improvements.
- c. Any deeds or boundary line adjustments necessary for the approval of site plan.
- d. Any Required UDOT approvals for access.
- e. Other information required by the DRC committee, Planning Commission or City Council if necessary.

SECTION 4: ADOPTION “Section 16.60.040 Master Site Plan” of the Vernal Municipal Code is hereby *added* as follows:

ADOPTION

Section 16.60.040 Master Site Plan(*Added*)

A. Scope: Applies to new developments and major redevelopments exceeding half (.50) an acre or those significantly impacting public infrastructure.

B. Applicability:

- 1. New commercial, institutional, or industrial construction, expansion, or additions.
- 2. The relocation of a commercial, institutional, or industrial structure.
- 3. New commercial, institutional, or industrial parking lots.
- 4. New multifamily housing developments containing five (5) or more dwelling units. (See section 16.60.040 for a full list of requirements and review process.)
- 5. Sites that have remained vacant for more than three (3) years.
- 6. Developments required by Conditional Use Permit.
- 7. Demolition of existing dwelling.

C. Requirements:

- 1. Full Master Site Plan requires a plan with fully detailed infrastructure, utility, and landscaping plans, as specified in General Requirements §16.60.030;
- 2. All engineering and surveying documents shall bear the seal of the

- professional engineer and professional land surveyor per Utah Code Ann. §58-22-602. Traffic impact studies may be required.
- 3. Compliance with all zoning, infrastructure, and environmental standards.
- 4. Review Process: Requires Development Review Committee (DRC) review

SECTION 5: **ADOPTION** “Section 16.60.050 Modified Master Site Plan” of the Vernal Municipal Code is hereby *added* as follows:

ADOPTION

Section 16.60.050 Modified Master Site Plan(*Added*)

- A. Scope: Applies to modifications that do not significantly alter the original site plan’s scope but may impact adjacent properties or public infrastructure.
- B. Requirements:
 - 1. A Modified Master Site plan will address any issues listed in applicability section.
- C. Applicability: Modified Master Site Plan is required to mitigate site modifications that:
 - 1. Increase vehicular traffic.
 - 2. Increase demand for parking or expand parking areas.
 - 3. Increase noise, odor levels, lighting, dust, or dirt.
 - 4. Changes in use that alter site circulation, intensity, or infrastructure demands.
 - 5. Create unsightly conditions.
 - 6. Decrease privacy for adjacent owners or reduce landscaping, screening, or buffering treatments.
 - 7. Change in the general layout of the development. Compliance with original approval conditions unless waived by the Planning Director.
 - 8. Review Process: Requires Development Review Committee (DRC) review.

SECTION 6: **ADOPTION** “Section 16.60.060 Change Of Use Application”
of the Vernal Municipal Code is hereby *added* as follows:

ADOPTION

Section 16.60.060 Change Of Use Application(*Added*)

- A. Applicability: A Change of Use Application is intended for proposed changes that have minimal impact on the site and surrounding area. To qualify for this process, the site must have been occupied within the past year, and the proposed change must meet at least five (5) of the following seven (7) criteria:
1. Lot Size Requirement: The lot size is less than or equal to 0.50 acres (half an acre).
 2. No Change to Impervious Area: The change of use does not result in any increase to the existing impervious area on the site.
 3. No New Access to or from the Right of Way: The change of use does not require any new access points to or from the public right of way.
 4. No Increase in Density (Occupation): The change of use does not result in an increase in the density or intensity of occupation of the site or building.
 5. New Use Does Not Exceed Current Parking Capacity: The new use does not require more parking than the existing parking capacity provided on the site.
 6. Updated Plan Within Ten (10) Years: There is an existing approved site plan for the property that has been updated within the last ten (10) years.
 7. Structural Stability: The site must demonstrate that existing improvements are code compliant and free from major infrastructure issues (sewer, stormwater and water)
- B. If fewer than five (5) of these criteria are met, the application shall be reclassified as a Master Site Plan or Modified Site Plan application, as determined by the Planning Department.
- C. If the proposed use is not a permitted use in the applicable zoning district, a Conditional Use Permit (CUP) is required in accordance with Vernal City Code §16.14. The Planning Commission may also require a Master Site Plan in conjunction with the CUP if it determines that the proposed use or site conditions warrant more detailed review.
- D. Requirements:
1. Change of use application with supporting documentation demonstrating compliance with the criteria listed above.
 2. Compliance with zoning and safety standards.
- E. Review Process:
1. Subject to administrative approval by Planning Staff upon verification that at least five (5) of the criteria listed in the applicability section are met.
 2. If fewer than five (5) criteria are met, the application will be reclassified as a Master Site Plan or Modified Site Plan application and will be subject to the

- corresponding review process.
3. The Planning Staff may refer the application to the Planning Commission for a Conditional Use Permit or further review if deemed necessary.

SECTION 7: **ADOPTION** “Section 16.60.070 Conditional Uses” of the Vernal Municipal Code is hereby *added* as follows:

ADOPTION

Section 16.60.070 Conditional Uses(*Added*)

- A. The approval process for a Conditional Use Permit related to Master Site Plans shall follow the procedures outlined in Vernal City Code §16.14. For detailed information regarding the requirements and steps involved in the approval process, please refer to the specified section of the Vernal City Code.

SECTION 8: **ADOPTION** “Section 16.60.080 Approval Process” of the Vernal Municipal Code is hereby *added* as follows:

ADOPTION

Section 16.60.080 Approval Process(*Added*)

- A. Application Submission:
 1. Applications shall be submitted electronically to the Planning Department with all required documents and fees.
 2. Exceptions can be made for paper copies.
 3. Incomplete applications will not be accepted.
- B. Review Timeline:
 1. The Planning Department will conduct an initial review within ten (10) Business Days.
 2. Complete applications will be given an appointment with DRC for a initial pre-development meeting.
 3. Development Review Committee (DRC) for further review within ten (10) Business Days.
- C. Applicant Response Timeline:
 1. Applicants must respond to comments or request for additional information within ninety (90) Days of notification.
 2. Failure to respond within this timeframe will result in delays, denial or

possible resubmission of application.

SECTION 9: **ADOPTION** “Section 16.60.090 Development Review Committee (Planning And Zoning)” of the Vernal Municipal Code is hereby *added* as follows:

ADOPTION

Section 16.60.090 Development Review Committee (Planning And Zoning)(*Added*)

A. Purpose:

1. The Development Review Committee (DRC) reviews site plans to ensure compliance with zoning regulations, infrastructure standards, and design guidelines.

B. Composition:

1. The DRC includes representatives from the Planning Department, Public Works Department, Building Department, and other relevant city departments.

C. Stakeholders :

1. Based on the project scope, the following participants will be invited to DRC meetings as needed:

- a. Power Companies
- b. Gas Providers
- c. Telecommunications Provider
- d. Ashley Valley Water and Sewer
- e. Fire Department
- f. Tri-County Health
- g. State Boiler and Elevator Inspectors
- h. Special Inspection Agencies, including state agencies

2. Invitations to these participants are determined by the project scope and specific requirements.

SECTION 10: **ADOPTION** “Section 16.60.091 DRC Submittal And Review Process” of the Vernal Municipal Code is hereby *added* as follows:

ADOPTION

Section 16.60.091 DRC Submittal And Review Process(*Added*)

A. Submittal Requirements:

1. Complete applications may be submitted online through the designated portal, as directed by Planning Staff.
2. Planning Staff will conduct an initial review for completeness within ten (10) business days of submission.
3. Applications must be complete.
 - a. Applicants will be notified of any deficiencies and must correct them before scheduling a pre-development meeting.
4. Planning staff will schedule an initial Pre-Development meeting
5. Incomplete applications will not be accepted and will require rescheduling.

B. Scheduling and Deadlines:

1. Submittals must be received by 5:00 PM on the Friday prior to the DRC meeting for review on the following Wednesday.
2. Incomplete submissions or those not received by the deadline will be deferred to the next available DRC meeting.

C. Meeting Protocol:

1. DRC meetings will take place on Wednesdays.
2. DRC meetings are internal staff review meetings.
3. Applicants and project engineers are encouraged to attend to answer technical questions.

SECTION 11: ADOPTION “Section 16.60.100 Pre-Construction Requirements” of the Vernal Municipal Code is hereby *added* as follows:

ADOPTION

Section 16.60.100 Pre-Construction Requirements(*Added*)

A. Pre-Construction Meeting

1. Required before site work begins
2. Meetings shall be attended by the applicant, contractor, and city representatives.

B. Permits and Approvals

1. All necessary building permits shall be obtained prior to construction

C. Utility Coordination

1. Applicants shall coordinate with utility providers for service installations.

SECTION 12: **ADOPTION** “Section 16.60.110 Effective Period Of Master Site Plan(s) Approval” of the Vernal Municipal Code is hereby *added* as follows:

ADOPTION

Section 16.60.110 Effective Period Of Master Site Plan(s) Approval(*Added*)

A. Validity:

1. Master Site Plan(s) approval is valid for two (2) years unless an extension is granted.
 - a. Extensions for Site Plans may be granted for up to one (1) year.
2. Conditional Use Permits (CUP) are valid for twelve (12) months unless an extension is granted by the Planning Commission.
 - a. Extensions for CUPs may be granted for up to six (6) months.
3. A written request for extension(s) shall be submitted at least Thirty (30) days prior to expiration.
 - a. **Criteria for Extension:**
 - (1) Demonstrated progress on the project, such as permit applications, site work, or construction.
 - (2) Compliance with all conditions of approval and applicable codes at the time of extension request.

SECTION 13: **ADOPTION** “Section 16.60.120 Appeals Process” of the Vernal Municipal Code is hereby *added* as follows:

ADOPTION

Section 16.60.120 Appeals Process(*Added*)

A. Eligibility:

1. Any applicant aggrieved by a final decision of the Planning Commission for a Conditional Use Permit or DRC regarding a Master Site Plan, Modified Master Site Plan, Change of Use Application, or Site Plan Amendment may appeal that decision to the Appeals and Variances Hearing Officer.
2. Appeals must be filed in writing within fourteen (14) calendar days of the date of the Planning Commission's decision.

B. Appeal Procedure:

1. A written Notice of Appeal must be filed with the Planning Director within

the specified time frame.

2. The Notice of Appeal shall specify the decision being appealed, the alleged error in the decision, and the reasons the appellant claims the decision is in error.
3. A non-refundable appeal filing fee, as shown on the Vernal City consolidated fee schedule, must accompany the appeal.

C. Stay of Proceedings:

1. An appeal to the Appeals and Variances Hearing Officer shall stay all further proceedings concerning the matter about which the appealed decision was made, unless the Planning Director certifies in writing that a stay would be against the best interest of the City.

D. Appeal Hearing:

1. Upon receipt of a timely and complete Notice of Appeal, the Appeals and Variances Hearing Officer shall schedule a public meeting to hear arguments by the appellant and the respondent (Planning Commission).
2. Notification of the date, time, and place of the meeting shall be given to the appellant and respondent at least twelve (12) calendar days in advance of the meeting.
3. Appeals from a decision of the Planning Commission shall be based on evidence in the record. Testimony at the appeal meeting shall be limited to the appellant and the respondent. No new evidence shall be heard unless it was improperly excluded from consideration.

E. Standard of Review:

1. Appeals from a decision of the Planning Commission shall be based on the record.
2. The Appeals and Variances Hearing Officer shall review the decision based upon applicable standards and shall determine its correctness.
3. The Appeals and Variances Hearing Officer shall uphold the decision unless it is not supported by substantial evidence in the record or it violates a law, statute, or ordinance in effect when the decision was made.

F. Decision and Notification:

1. The Appeals and Variances Hearing Officer shall render a written decision on the appeal within fourteen (14) calendar days.
2. Notification of the decision shall be sent by mail to all parties within ten (10) days of the decision.

G. Further Appeals:

1. Any person adversely affected by a final decision made by the Appeals and Variances Hearing Officer may file a petition for review of the decision with the district court within thirty (30) days after the decision is rendered.

SECTION 14: **ADOPTION** “Section 16.60.130 Master Site Plan Amendments” of the Vernal Municipal Code is hereby *added* as follows:

ADOPTION

Section 16.60.130 Master Site Plan Amendments(*Added*)

- A. Applicability: This section applies to any proposed modification to an approved Master Site Plan.
- B. Submission Requirements:
 - 1. Submit detailed documentation clearly outlining the proposed amendments, including revised plans, reports, and justifications.
 - 2. Pay the applicable Master Site Plan amendment fee(s) as established by the City.
- C. Minor Amendments:
 - 1. Minor amendments are defined as changes that do not significantly alter the overall site plan, infrastructure, or land use. Examples include minor adjustments to landscaping, parking layout, or signage.
 - 2. Minor amendments may be reviewed and approved administratively by the Planning Director or designee.
- D. Major Amendments:
 - 1. Major amendments are defined as changes that significantly alter the overall site plan, infrastructure, or land use. Examples include changes to building footprints, changes in density, new access points, or significant changes to utility layouts.
 - 2. Major amendments will be reviewed by the Development Review Committee (DRC).
 - 3. Planning Commission or Variance Officer Approval may be required (see §16.10) for major amendments that:
 - a. Request exceptions or variances from Code Requirements.
 - b. Are deemed by the DRC to have potential extenuating or unforeseen impacts on traffic, lighting, compatibility issues, or surrounding properties. Specific examples include:
 - (1) Requests for exceptions to parking standards. (see §16.26)
 - (2) Requests for waivers of required sidewalks or other public improvements. (see §16.24.160 Off-Site Improvements)

PASSED AND ADOPTED BY THE VERNAL COUNCIL

May 7, 2025

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Robin O'Driscoll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Corey Foley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Ted Munford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Edward Long	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Randel Mills	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Presiding Officer

Doug Hammond
Doug Hammond, Mayor, Vernal

Attest

Roxanne Behunin
Roxanne Behunin, City Recorder,
Vernal

