

**VERNAL
ORDINANCE 2025-19**

**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 16.60.020 Plan Approval Required” of the Vernal Municipal Code is hereby *amended* as follows:

A M E N D M E N T

Section 16.60.020 Plan Approval Required

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~~ two (2) 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 two (2) years ~~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 2: **AMENDMENT** “Section 16.60.040 Master Site Plan” of the Vernal Municipal Code is hereby *amended* as follows:

A M E N D M E N T

Section 16.60.040 Master Site Plan

- 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~~ **two (2) 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

PASSED AND ADOPTED BY THE VERNAL COUNCIL

July 16, 2025

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Robin O'Driscoll	<u>✓</u>	_____	_____	_____
Councilmember Corey Foley	<u>✓</u>	_____	_____	_____
Councilmember Ted Munford	<u>✓</u>	_____	_____	_____
Councilmember Edward Long	<u>✓</u>	_____	_____	_____
Councilmember Randel Mills	<u>✓</u>	_____	_____	_____

Presiding Officer

Doug Hammond
Doug Hammond, Mayor, Vernal

Attest

Sara Bell
Sara Bell, City Recorder, Vernal

