

Minutes of the **Work Session** of the Riverdale City **Planning Commission** held Tuesday April 30, 2024, at 6:00 p.m., at the Civic Center, 4600 S Weber River Dr, Riverdale City, Weber County, Utah.

**Present:**

Commissioners: Kent Anderson, Chair  
Amy Ann Spiers, Vice Chair  
Wanda Ney, Commissioner  
Celeste Noland, Commissioner  
Randy Poulsen, Commissioner  
Colleen Henstra, Commissioner

City Employees: Brandon Cooper, Community Development Director  
Michelle Marigoni, City Recorder

Excused: Rikard Hermann, Commissioner

Visitors:

**A. Welcome & Roll Call**

The Planning Commission Work Session began at 6:02 p.m. Chair Anderson welcomed everyone to the meeting and stated for the record that all members of the Planning Commission were present except for Commissioner Hermann, who was excused. Members of the city staff were also present.

**B. Public Comment**

**C. Presentations and Reports**

Chair Anderson introduced Colleen Henstra, the new commissioner.

Mr. Cooper addressed follow-up items from the previous meeting, including a request about cul-de-sac signage made by Kathy Eskelsen. He explained the process for implementing new signage in the city, involving federal standards and committee review.

Mandatory training required by state code was discussed, along with options for fulfilling training requirements such as scheduling group sessions to watch the training material together.

The idea of conducting training during a work session was proposed to allow for a more comfortable environment for asking questions. Mr. Anderson suggested that the training session could follow a regular Planning Commission meeting. The training could be split into 30-minute blocks, or a specific day could be scheduled for training to meet the requirement quickly. Refresher training on Robert's Rules was also discussed.

**D. Consent Items**

**1. Consideration of Meeting Minutes from:**

April 23, 2024 Work Session  
April 23, 2024 Regular Meeting

Chair Anderson asked if there were any changes or corrections to the minutes. There was one correction in the roll call, which was corrected during the work session.

**E. Action Items**

- 1. Motion to un-table Site Plan Amendment request for Wasatch Kia Dealership, located at 770 West Riverdale Road, Riverdale Utah 84405, as requested by H&P Investments.**
- 2. Consideration of Site Plan Amendment request for Wasatch Kia Dealership, located at 770 West Riverdale Road, Riverdale Utah 84405, as requested by H&P Investments.**

Mr. Cooper thanked commissioners for being available for the extra meeting and provided an update on the site plan submission from 2016, which was approved in 2017 but never completed. He introduced the new proposal for a service wash bay, explaining the current layout of the site and the existing infrastructure, including floor drains and connections to sanitary sewers and storm drains. He also reviewed the approved plans from 2017, which included provisions for a sand and oil separator, and clarifies that the new proposal will involve installing a new sand and oil separator and connecting it to the existing sanitary sewer. There's also a brief discussion about the current drainage system and enforcement concerns.

**F. Comments**

Commissioners discussed reporting formats and the importance of clear and complete information for reviews. The importance of details in motions for city council approval was emphasized. Mr. Cooper reported that a new software may be implemented which would help streamline the process.

**G. Adjournment**

As there was no further business to discuss, the Planning Commission Work Session adjourned at 6:30 p.m.

Date Approved: 5/14/2024