



**RIVERDALE CITY PLANNING COMMISSION AGENDA  
CIVIC CENTER - 4600 S. WEBER RIVER DR.  
TUESDAY, JULY 22, 2025**

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**5:30 p.m. – Planning Commission Work Session Meeting (Conference Room)**

The purpose of the work session is to review maps, plans, paperwork, etc. No motions or decisions will be considered during this session, which is open to the public.

**6:00 p.m. – Planning Commission Meeting (Council Chambers)**

**A. Welcome & Roll Call**

**B. Public Comment**

*This is an opportunity to address the Planning Commission regarding your concerns or ideas. Please try to limit your comments to three minutes. No action will be taken during public comment.*

**C. Presentations and Reports**

1. Community Development update

**D. Consent Items**

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

June 24, 2025 Regular Meeting  
June 24, 2025 Work Session

**E. Action Items**

1. Consideration to set a public hearing to receive and consider public comment regarding a proposed amendment to Riverdale City Code §10-10A-3(G): Retail Smoke Shops.

**F. Comments**

1. Planning Commission
2. City Staff

**G. Adjournment**

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In compliance with the Americans with Disabilities Act, persons in need of special accommodation should contact the City Offices (801) 394-5541 at least 48 hours in advance of the meeting.

**Certificate of Posting**

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted on this 18<sup>th</sup> day of July, 2025 at the following locations: 1) Riverdale City Hall Noticing Board 2) the City website at <http://www.riverdalecity.com/> and 3) the Public Notice Website: <http://www.utah.gov/pmn/index.html>.

Michelle Marigoni  
Riverdale City Recorder



Minutes of the **Work Session** of the Riverdale City **Planning Commission** held Tuesday June 24, 2025 at 5:30 p.m., at the Civic Center, 4600 S Weber River Dr, Riverdale City, Weber County, Utah.

**Present:** Commissioners: Kent Anderson, Chair  
Wanda Ney, Commissioner  
Randy Poulsen, Commissioner  
Colleen Henstra, Commissioner  
Alan Bowthorpe, Commissioner

City Employees: Brandon Cooper, Community Development Director  
Michelle Marigoni, City Recorder  
Steve Brooks, City Administrator/Attorney

Excused: Celeste Noland, Vice Chair  
Rik Hermann, Commissioner

### **A. Welcome & Roll Call**

The Planning Commission Work Session began at 5:30 p.m. Chair Anderson welcomed everyone to the meeting and stated for the record that members of the Planning Commission were present. Commissioners Noland and Hermann were excused. Members of the city staff were also present.

### **B. Public Comment**

### **C. Presentations and Reports**

Mr. Brooks discussed a recent appeal resulting from the denial of a Conditional Use Permit extension. The meeting where the conditional use was approved had a lack of findings of fact in the motion regarding staff comments. Mr. Brooks provided training about motions and findings of fact.

### **D. Consent Items**

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

June 10, 2025 Work Session  
June 10, 2025 Regular Meeting

Chair Anderson asked if there were any changes or corrections to the minutes. There were none.

### **E. Action Items**

1. Public hearing to receive and consider public comment regarding proposed amendments to Riverdale Municipal Code §10-25-5 regarding Site Plan Review and Approval.
2. Consideration to forward a recommendation to City Council regarding proposed text amendments to Riverdale City Code Title 10, Chapter 25, Section 5 regarding Site Plan Review and Approval.

Mr. Cooper briefly went over the main changes: Reduces the amount of submittal documents required from 8 to 3 with a digital copy, gives an option to reapprove a previously submitted, expired site plan as originally submitted.

### **F. Comments**

Mr. Cooper informed the commissioners that a consultant has been chosen for a full Title 10 update. The contract will be on the City Council agenda July 15. If approved, kick-off and work meetings will tentatively begin in August.

### **G. Adjournment**

As there was no further business to discuss, the Planning Commission Work Session adjourned at 6:01 p.m.

Date Approved:



Minutes of the **Regular Session** of the Riverdale City **Planning Commission** held Tuesday, June 24, 2025, at 6:00 p.m., at the Civic Center, 4600 S Weber River Drive., Riverdale City, Weber County, Utah.

<b>Present:</b>	Commissioners:	Kent Anderson, Chair Randy Poulsen, Commissioner Wanda Nye, Commissioner Colleen Henstra, Commissioner Alan Bowthorpe, Commissioner
	City Employees:	Brandon Cooper, Community Development Director Michelle Marigoni, City Recorder
	Excused:	Celeste Noland, Vice Chair Rikard Hermann, Commissioner
	Visitors:	Jason Francis

### **A. Welcome & Roll Call**

The Planning Commission Meeting began at 6:00 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 Commissioners Noland and Hermann, who were excused. Members of the city staff were also present.

### **B. Public Comment**

Chair Anderson opened the floor for public comments.

Jason Francis explained the roundabouts on 700 West/4400 South and 4400 South/Parker Drive are being destroyed by semi-trucks, as they are routed along Parker Drive to 700 West to get to Walmart. He suggested there be a "no truck route" designated. Trucks are getting stuck due to being too large for the roundabouts. He believes Walmart is responsible for directing the truck route. The curbing, gravel, sprinklers are being damaged as well as manhole covers getting moved. He will take photos and send them to Mr. Cooper to pass them along to staff.

### **C. Presentations and Reports**

Mr. Cooper provided updates on upcoming projects and ongoing business developments:

- **America First** project is on the second tier
- **Roundabout on 1500 West**
- **Mission BBQ**
- **Townhome project** – framing
- **Panera Bread** – end of July/August opening
- **Trader Joe's** storefront opened.

Commissioner Henstra asked about the right of way for Panera/Shake Shack. Discussion about traffic on 300 West at the J Dawgs/Starbucks/Smoked Taco entrance. UDOT placed the median on Riverdale Road because the road behind the businesses (Branz Way) did not continue through to the next light.

### **Consent Items**

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

June 10, 2025 Work Session  
June 10, 2025 Regular Meeting

Chair Anderson asked if there were any corrections to the minutes. There was an amended copy sent to commissioners before the meeting. Commissioner Poulsen moved to approve the consent items as amended. Commissioner Ney seconded the motion, which passed unanimously in favor.

**D. Action Items**

1. **Public hearing to receive and consider public comment regarding proposed amendments to Riverdale Municipal Code §10-25-5 regarding Site Plan Review and Approval.**

Mr. Cooper presented proposed amendments as included in the packet.

**Motion:** Commissioner Henstra moved to open the public hearing.

**Second:** Commissioner Bowthorpe

**Vote:**

Commissioner Ney:	Yes
Commissioner Bowthorpe:	Yes
Commissioner Anderson:	Yes
Commissioner Henstra:	Yes
Commissioner Poulsen:	Yes
Commissioner Noland:	Absent
Commissioner Hermann:	Absent

Public hearing open at 6:43 pm.

No public comments were received.

Commissioner Henstra expressed appreciation for the flexibility as needed. Commissioner Anderson hoped it would help the apartments site at 700 West to get developed.

**Motion:** Commissioner Henstra moved to close the public hearing.

**Second:** Commissioner Poulsen

**Vote:**

Commissioner Poulsen:	Yes
Commissioner Anderson:	Yes
Commissioner Hermann:	Absent
Commissioner Noland:	Absent
Commissioner Ney:	Yes
Commissioner Henstra:	Yes
Commissioner Bowthorpe:	Yes

Public hearing closed at 6:45 pm.

2. **Consideration to forward a recommendation to City Council regarding proposed text amendments to Riverdale City Code Title 10, Chapter 25, Section 5 regarding Site Plan Review and Approval.**

Commissioner Poulsen noted the new language was straightforward and less restrictive, which is better for the city. Commissioner Ney asked if the City Council was aware of the proposed changes. The agenda was publicly noticed, so there was a good chance they were. Additionally, the City Council would receive the information before their meeting.

**Motion:** Commissioner Ney moved to forward a positive recommendation to City Council for proposed text amendments to Riverdale City Code Title 10, Chapter 25, Section 5 regarding Site Plan Review and Approval.

**Second:** Commissioner Bowthorpe

**Vote:**

Commissioner Hermann:	Absent
Commissioner Anderson:	Yes
Commissioner Henstra:	Yes
Commissioner Ney:	Yes
Commissioner Noland:	Absent

## Planning Commission Regular Session, June 24, 2025

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Commissioner Poulsen:	Yes
Commissioner Bowthorpe:	Yes

Motion passed with 5 in favor and 2 absent.

### **E. Comments**

Commissioner Henstra expressed appreciation for Mr. Cooper's work. Commissioner Poulsen appreciated the public comment.

### **F. Adjournment**

As there was no further business to discuss, Commissioner Henstra moved to adjourn. Commissioner Poulsen seconded the motion. All were in favor and the Planning Commission meeting adjourned at 6:49 p.m.

Date Approved:

DRAFT