



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.