



NOTICE AND AGENDA

SOUTH OGDEN CITY PLANNING COMMISSION MEETING

Thursday, August 14, 2025

Notice is hereby given that the South Ogden City Planning Commission will hold a meeting on Thursday, August 14, 2025, beginning at 6:15 p.m. The meeting will be located at City Hall, 3950 Adams Ave., South Ogden, Utah, 84403, in the city council chambers. The meeting is open to the public; anyone interested is welcome to attend. Some members of the commission may be attending the meeting electronically. The meeting will also be streamed live over www.youtube.com/@southogdencity.

A briefing session will be held at 5:30 pm and is open to the public. Rob Terry, Statewide Land Use Training Director, will give a presentation on variances, exceptions, and appeals.

I. CALL TO ORDER AND OVERVIEW OF MEETING PROCEDURES – Vice Chairman Broc Gresham

II. SPECIAL ITEMS

- A. Introduction of New Planning Commissioner Katie Wahlquist
- B. Introduction of Code Compliance Guillermo Garcia
- C. Nomination and Election of Planning Commission Chair and Vice Chair

III. ZONING ITEMS

Discussion on Potential Update to Section 10-17-2-A7 Off-Street Parking Space and Driveway Requirements for Dwellings

IV. APPROVAL OF MINUTES OF PREVIOUS MEETING

Approval of June 12, 2025, Planning Commission Minutes

V. STAFF REPORTS

- A. City Council Updates
- B. Upcoming items for Planning Commission
 - 1. Field Trip in September
 - 2. WFRC Meet-Up in October
- C. Small Area Plan Update

VI. OTHER BUSINESS

VII. PUBLIC COMMENTS

VIII. ADJOURN

The undersigned, duly appointed City Recorder, does hereby certify that a copy of the above notice and agenda was posted to the State of Utah Public Notice Website, on the City's website (southogdencity.gov) and emailed to the Standard Examiner on August 8, 2025. Copies were also delivered to each member of the Planning Commission.


Leesa Kapetanov, City Recorder

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during the meeting should notify the City Recorder at 801-622-2709 at least 48 hours in advance.



KATIE WAHLQUIST

As a 27-year resident of South Ogden and someone who has lived in three different neighborhoods here, I've grown to deeply appreciate our community and care about its future. Building a strong South Ogden for tomorrow starts with thoughtful planning today!

📞 801-668-7908

📍 823 Cassie Drive
South Ogden, UT 84405

✉️ katiewahlq@gmail.com

PROFESSIONAL EXPERIENCE

2013-current

COMMUNICATIONS AND STRATEGY OGDEN SCHOOL FOUNDATION

- LEAD ALL INTERNAL AND EXTERNAL COMMUNICATIONS FOR THE FOUNDATION, INCLUDING WEBSITE DEVELOPMENT AND MAINTENANCE, SOCIAL MEDIA MANAGEMENT, MASS EMAIL AND TEXT OUTREACH, AND MEDIA RELATIONS.
- DRAFT AND MANAGE MEDIA ADVISORIES, PUBLIC STATEMENTS, AND SERVE AS SPOKESPERSON WHEN NEEDED.
- REVIEW AND EVALUATE ALL FUNDING REQUESTS, PROVIDING STRATEGIC RECOMMENDATIONS TO THE FOUNDATION BOARD BASED ON IMPACT, FEASIBILITY, AND MISSION ALIGNMENT.
- DEVELOP AND IMPLEMENT POLICIES, PROCEDURES, AND STRATEGIC PLANS FOR ALL FOUNDATION PROGRAMS.
- ACT AS A COMMUNITY LIAISON, BUILDING AND MAINTAINING PARTNERSHIPS TO SUPPORT DISTRICT INITIATIVES.
- MANAGE FUNDRAISING EFFORTS THROUGH MULTIPLE CHANNELS, INCLUDING DONOR OUTREACH AND COMMUNITY EVENTS.
- ANALYZE FINANCIAL DATA AND PROVIDE BUDGET RECOMMENDATIONS TO THE FOUNDATION BOARD.
- MENTOR AND SUPERVISE UNIVERSITY INTERNS, PROVIDING GUIDANCE, TRAINING, AND SUPPORT TO ENHANCE THEIR PROFESSIONAL DEVELOPMENT AND ENSURE MEANINGFUL CONTRIBUTIONS TO FOUNDATION PROJECTS.

OTHER RELEVANT EXPERIENCE

BONNEVILLE COUNCIL PTA PRESIDENT
STATE OF UTAH DISABILITY ADVOCATE
COMMUNITY COUNCIL MEMBER
VARIOUS COMMUNITY, PROFESSIONAL, AND NON-PROFIT LEADERSHIP ROLES

STAFF REPORT



SUBJECT: Code Discussion - Off Street Parking Space and Driveway Requirements 10-17-2
AUTHOR: Alika Murphy
DEPARTMENT: Planning Administration
DATE: August 14, 2025

BACKGROUND

As staff reviews sections of code and interact with different residents regarding parking there has been some inclination to look at ways to update or consider changes to the additional parking requirements. Currently, if residents want to add additional parking on their property, it must be maintained on the side of the property or in the rear with no portion of the vehicle going past the front façade of the main dwelling. While looking around in the city there have been concrete pads that have been constructed, or gravel has been used to act as additional parking surface to hold vehicles that stick out beyond the front plane of the house, but don't block the sidewalk or take over street parking. Per our current code, if a second driveway is desired then it must be at least 10' wide, the combined area of driveways may not cover more than 70% of the front yard, and the combined width of the driveways shall not exceed 50%. Staff checks these requirements via a land use permit and then public works create the curb cut. The driveway is a way to access the parking spot not to park the vehicle on it. This requirement of having the entire parking spot be located completely on the side or rear of the dwelling does limit various residents from parking their RVs or additional vehicles they may have which means that they would have to find other places to park their RVs or get rid of any additional vehicles which can be difficult if they have multiple people within the same household that drives a car. You may recall that the city hired a code compliance official a few months ago, and part of that compliance will be to direct people where to properly park their vehicles. Staff wants to get ahead of this by having this conversation with the commission. Staff has very briefly started looking at how other cities handle additional parking and if they allow vehicles to extend past the front plane of the dwelling or within the front yard. If the commission wishes, staff may do additional research and prepare a draft of what the change could be or the ordinance can be left alone.

Links to existing code:

<https://southogden.municipalcodeonline.com/book?type=ordinances#name=10-17-2: Off Street Parking Space And Driveway Requirements For Dwellings>

ANALYSIS

As mentioned above, planning staff has started looking at additional parking codes and found that a couple nearby cities do allow some parking beyond the front façade of the dwelling and wanted to bring examples to the commission before fully presenting a draft. Below are brief

summaries and links to two cities' parking code that allow parking past the front façade of the dwelling.

Layton City:

Under Section 19.12.190 of their city code, Layton allows recreational vehicles to be parked and have access off of an approved driveway and shall be located at least 10' from the public right of way. They are allowed to sit on a hard surface which can include compacted gravel or road base. The max allowance is one recreational vehicle and that RV must be owned by the property owner.

<https://hosting.civiclinc.com/layton/books/municipal-code/19.12.190?q=residential%20parking>

North Ogden:

Under Section 11-19-3-C7 of North Ogden's land use code, they specify that the minimum required parking may not be located within the required front yard and side yard area, but overflow parking is permitted in the front and side yard areas if the standards under A.4 of the same section is met. Section A4 talks about driveways not being less than 10' for one-way traffic and not less than 20' for two-way traffic.

https://northogden.municipalcodeonline.com/book?type=plan#name=11-19:_PARKING_AND_LOADING;_AND_TRAFFIC_AND_ACCESSS_STANDARDS

If the Planning Commission wishes to move forward with looking at a draft, there are a couple things to consider. First, if additional parking will be allowed beyond the front façade, then it is important to limit how far from the sidewalk or roadway the vehicle should be placed to not affect visibility. Second, what type of material will be permitted? Will gravel, road base, and/or pavers be allowed or will it have to be concrete? Currently we allow asphaltic concrete, pavement bricks, cement concrete, permeable pavers, or other material approved by the City Engineer.

RECOMMENDATION

Staff encourages discussion on this matter. If the commission decides to move forward with any changes prior to any public hearing planning staff may do additional research on the parking matter and provide a draft of any proposed change or addition. Staff is open to all comments and discussion for this matter.

Process for Nomination and Election of New Planning Commission Chair

Nominations From The Floor

Sometimes called *open nominations*, this method is probably the most familiar. It's used in the vast majority of situations in which members elect their officers at a meeting. Your group's rules and customs determine when floor nominations are accepted. Sometimes nominations aren't taken until the election is pending, and sometimes they're taken at other times, such as at a meeting before the election meeting.

The process of making floor nominations is subject to the following rules:

- Recognition by the chair is not required to make a nomination. However, calling nominations from your seat is often impractical, so you may want to adopt a more formal nomination process.
- Nominations don't have to be seconded, but it's not out of order for members to second a nomination to signal their endorsement.
- A person can nominate himself or herself.
- A member shouldn't offer more than one nomination to a position if there are several seats for the same office — such as for nominees to a board or a committee — until all other members have had the opportunity to make nominations.
- If the bylaws don't prohibit it, a person can be nominated for more than one office and can even serve in more than one office if elected.
- Nominees do not have to leave the room during the nominations, when the vote is taken, or when the vote is counted.
- The presiding officer can continue presiding, even if he or she is one of the nominees for the office.
- A member can rise and decline the nomination during the nominating process.
- After each nomination, the president repeats the name to the assembly.
- Nominations are taken for successive offices in the order they're listed in the bylaws.

Motions to close nominations are usually unnecessary because the nomination process simply continues until no one wishes to make further nominations. When the nominations stop, the chair just declares nominations closed after making sure that no more nominations are forthcoming. Customarily (although it's not required), the chair accomplishes this by calling three times for more nominations.

According to Robert's Rules, a motion to close nominations is out of order *as long as any member wishes to make a nomination*.

A motion to close nominations is usually not necessary unless it is apparent that members are nominating people just to honor them, and that the nominees have no intention of serving.

Usually the president closes nominations when no further nominations come forward from the assembly.

CONDUCTING ELECTIONS

The election process may be the easiest part of deciding who handles a particular job in the organization. Robert's Rules on elections are very straightforward after what is often a politically charged prequel of nominating and campaigning.

An election is really nothing more than the handling of an assumed motion, with the question being on whom to elect to fill a position. Like any incidental main motion, an election can be decided by voice vote or by ballot.

Electing By Ballot

Ballot voting is by far the surest way to allow for the free expression of the will of the membership.

When holding ballot elections, you have two procedural options:

- **Nominations for all offices conclude before any balloting begins.** This saves time and allows for polling at a time and place other than a meeting. However, it disadvantages candidates who lose an election for a position decided earlier and then can't serve a different position.
When using this procedure, make it clear that a person can be nominated for and elected to more than one office. If a person is elected to two different positions, she can either choose which office to accept or serve in more than one position, if that's allowed.
- **Nominations for each office are followed by the election for that office.** The main advantage here is that it allows members to consider the election results of one office before proceeding to the election of another office. You take nominations from the floor for one office, and when no further nominations are forthcoming, you proceed to the balloting for that office. This method requires more time for the election process, making it probably best limited to smaller groups.

No matter which procedure you use, the order in which you take up each election is the order in which the offices are listed in your bylaws.

Voting by ballot enables a member to vote for a candidate not formally nominated by writing in a name — a *write-in vote*. A write-in vote is a legal vote unless it's unintelligible or cast for an unidentifiable or ineligible person or for a fictitious character, in which case it's counted as an illegal vote.

Ballot voting is the preferred voting method in situations in which knowing how all the members voted isn't desirable. You can use a ballot vote to decide either a motion or an election:

- **If the ballot vote decides a motion**, the question is clearly stated by the chair, and you're instructed to mark your ballot *Yes* or *No* (or *For* or *Against*).
- **If the ballot vote decides an election**, you're instructed to write the name of the nominee of your choice on your ballot.

It's never in order to vote *Yes* or *No* (or *For* or *Against*) a candidate when electing persons to office.

The only way you can vote *against* a candidate is to vote *for* another person.

6/8/2018 Robert's Rules of Order, Nominations And Elections

http://westsidetoastmasters.com/resources/roberts_rules/chap12.html 6/10

Who Gets To Vote

Depending on your organization and the decisions being made, balloting may take place during a meeting, or polls may be open during polling periods including times when no meeting is in progress.

In either case, you need to appoint reliable ballot counters to hand out and collect ballots and to count the votes.

Only members entitled to vote are given ballots or are allowed to deposit ballots with a ballot counter or place them in the ballot receptacle. If polling is conducted outside of a meeting, members should verify their credentials with election officials when casting their votes at the polls, and members' names should be checked on a list showing who has voted.

The presiding officer votes along with all the other members, although she is *never* allowed to cast a tie-breaker in a ballot vote.

A member has the right to vote until the polls are closed. A late-arriving member can vote only with other members' consent by majority vote.

Counting The Ballots

When counting ballots, ballot counters need to keep a few key points in mind:

- Blank votes are treated as scrap paper and don't count at all.
- Illegal votes cast by legal voters count toward the total votes cast, but they don't count for any individual choice or candidate. Illegal votes are
 - Unintelligible ballots
 - Ballots cast for a fictional character
 - Ballots cast for an ineligible candidate
 - Two or more marked ballots folded together (together they count as only one illegal vote)
 - If a marked ballot is folded together with a blank ballot, the marked ballot counts as one legal vote, and the blank ballot is considered scrap paper.
- Each question on a multipart ballot is counted as a separate ballot. If a member leaves one part blank, the votes entered on the other questions still count.
- If a member votes for more choices than positions to be elected, the vote is considered illegal.
- If a member votes for fewer choices than positions to be elected, the vote is legal and those votes count.
- Small technical errors, such as spelling mistakes or marking an X when a checkmark is called for, don't make a vote illegal as long as the voter's intent is discernible.
- Votes cast by illegal voters must not be counted at all, not even included in the number of total votes cast. If it's determined that enough illegal votes were cast by illegal voters to affect the result, and these votes can't be identified and removed from the count, then the vote is deemed null and must be retaken.

6/8/2018 Robert's Rules of Order, Nominations And Elections

http://westsidetostmasters.com/resources/roberts_rules/chap12.html 7/10

After The Vote

After the votes are counted, the lead ballot counter reads aloud to the membership the complete report of the vote counts but doesn't declare the result. That job belongs to the presiding officer, who reads the report again to the members, concluding with a formal declaration of the result. The entire ballot counters' report should be included in the minutes of the meeting.

In determining how long to hold the ballots before destroying them, your main consideration is the possibility of needing a recount. After the period during which a recount can be conducted has passed, you don't need to keep the ballots. A decision on how long to keep them can be made at the meeting when the vote takes place, or a short retention period for ballots can be adopted as a standing rule.

Electing By Voice Vote

If your bylaws don't require you to conduct an election by ballot, and if candidates are unopposed or there's no major contest for an office, you can save time with a simple voice vote (or *viva voce*). After nominations are closed, the vote is taken on each nominee in the order in which they were nominated.

Because this form of voting favors one candidate over another based on the order of nomination, you should avoid using it except in mass meetings or when there's no serious contest for the office and a ballot is not required. If members don't understand exactly how it works, the ones whose preferred candidate doesn't get voted on are likely to think something is amiss.

Electing By Roll Call

If your assembly's members are accountable to a constituency, your rules may require you to conduct your elections by roll-call vote. You follow the same procedures for elections by ballot, as far as arriving

at the point of the election is concerned, but instead of casting your vote by ballot, each member announces his vote when the secretary calls that person's name. The secretary repeats the vote after recording it, to ensure accuracy.

Determining Who Wins

Elections are decided by majority vote unless your bylaws provide differently. In a voice vote, the winner is easy to determine and the vote is over when someone wins the election. When it comes to ballot elections, your election isn't complete until a position is filled, and a position is never filled until a candidate receives the threshold number of votes required for election. In most cases, the threshold is a majority of the votes cast. If you have only two candidates and the vote is a tie, you repeat the balloting until one candidate receives a majority.

Balloting must continue until a candidate receives a majority. It's never proper to drop the candidates receiving the lowest vote totals from a ballot unless they withdraw voluntarily. That means run-offs are just plain out of order. The requirement for election by ballot is a majority, and a candidate has no obligation to withdraw just because he polls low numbers. Your members may wind up voting for Mr. Low as the compromise candidate.

Additional Points Concerning Elections

Here are some other things to consider during the election process:

- A quorum needs to be present throughout the election meeting. If members leave during the meeting so that a quorum is not present, those offices not yet elected must be put off until an adjourned meeting or until the next meeting.
- Ballot counters should cast their ballots at the same time that the assembly votes.
- If a member is elected and not present and has not previously said that if elected he or she will serve, someone should call the member to see if he or she will accept the office. If not, the members can vote again during that meeting for another candidate.
- If an elected candidate declines the office after he or she is elected and after the meeting has adjourned, another election needs to take place, if at all possible. If the bylaws specifically address this situation, members should follow the bylaws.
- If it is discovered after an election that the person elected does not meet the eligibility requirements, and even if the person has begun to serve, the election is void. The organization must have another election.
- A member can't make the motion to adjourn while the assembly is occupied with taking a vote, verifying a vote, or announcing a vote, except when the vote is by ballot. In a ballot vote, after the ballot counters have collected all the ballots, a member can make the motion to adjourn. If the motion is adopted, the assembly can adjourn before the vote is announced if it has another meeting scheduled. The balloting committee can still count the ballots. When the next meeting begins, the first order of business is to hear the report of the balloting committee and for the presiding officer to announce the vote that was taken at the previous meeting.
- If counting ballots takes some time, it is best for the assembly to take a recess instead of adjourn.
- In counting the votes, the balloting committee must not confuse a majority vote with the highest number of votes. The person who gets the most votes may not have a majority of the votes. In this case, the members must vote again until one candidate receives a majority vote.
- If there is a question about the way a ballot is marked, the ballot counters should take it to the presiding officer. He or she should present it to the assembly to decide what to do with the vote - whether to count it and toward what name to credit the vote.

- When presenting the nominations or taking the vote for a list of offices, the president should follow the order of offices that appears in the bylaws.
- If a person has been nominated to more than one office and is elected to two offices, he or she can choose which office he or she wants. The assembly then votes again on the other office.
- If a member is not present to choose which office he or she wants to serve, the members vote on which office they want him or her to serve. Members then vote on a candidate to fill the remaining office.
- If members adjourn before an election is complete, they should set the time for an adjourned meeting to finish the election. If they don't set a time for an adjourned meeting, they can call a special meeting (if the bylaws allow this). Or, members can also finish the election at the next regular meeting if the meeting falls within a quarterly time period.
- If members are voting for offices that have staggered terms or that last more than a year, the secretary should include in the minutes when the term expires. The minutes may say, for example, "Eric Olson was elected to the board for two years. His term expires July, 2014."
- If electronic machines are used for voting, they should be programmed so that each segment of the ballot is treated as if it were a separate ballot. Ballot counters present during the voting should be carefully instructed in their duties and should be able to explain to other members how to use the machine. If members haven't used the machine before, it may be wise to show them how to use it the day before the election.



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MINUTES OF THE SOUTH OGDEN CITY
PLANNING COMMISSION MEETING

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11 **THURSDAY, JUNE 12, 2025**
12 **COUNCIL CHAMBERS, CITY HALL –6:15 pm**

13
PLANNING COMMISSION MEMBERS PRESENT

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Chair Robert Bruderer, Commissioners John Bradley, Brock Gresham, Brian Mitchell
15 and Brittany Rocha

16
PLANNING COMMISSIONERS EXCUSED

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Commissioners Norbert Didier and Pete Caldwell

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STAFF PRESENT

19
Planner Aлиka Murphy, Communications and Events Manager Danielle Bendinelli, and
Recorder Leesa Kapetanov

20
OTHERS PRESENT

21
No one else attended this meeting.

22
Note: The time stamps indicated in **blue** correspond to the audio recording of
23 this meeting which can be found at:

24
https://www.southogdencity.gov/document_center/Sound%20Files/2025/PC250612_1712.mp3
25 or requested from the office of the South Ogden City Recorder.

26
A briefing session was held before the planning commission meeting and was open
27 to the public. The audio recording for the briefing meeting can be found by
clicking this link:

28
https://www.southogdencity.gov/document_center/Sound%20Files/2025/PC250612_1633.mp3

29
I. CALL TO ORDER AND OVERVIEW OF MEETING PROCEDURES

30
• Chair Robert Bruderer called the meeting to order at 6:16 pm. He then entertained a motion
31 to open the meeting **00:00:00**

32
Commissioner Bradley moved to convene as the South Ogden City Planning Commission for
33 June 12, 2025. The motion was seconded by Commissioner Gresham. Commissioners
34 Bruderer, Bradley, Rocha, Gresham, and Mitchell all voted aye.

- The chair asked Ms. Rocha, the new planning commissioner, to introduce herself.

II. PUBLIC HEARING

To Receive and Consider Comments on Proposed Amendments to Section 10-14-8: Fence Regulations

- Chair Bruderer called for a motion to enter the public hearing to receive and consider comments on proposed amendments to section 10-14-8: Fence Regulations

00:01:28

Commissioner Bradley moved to open the public hearing. Commissioner Mitchell seconded the motion. The voice vote to open the public hearing was unanimous.

- Overview by City Planner Alika Murphy

00:02:04

- Public Comments

No one was present to comment

- Chair Bruderer called for a motion to close the public hearing

00:04:53

Commissioner Gresham moved to close the public hearing, followed by a second from Commissioner Bradley. All present voted aye.

III. ZONING ITEMS

Discussion/Recommendation On Proposed Amendment To Section 10-14-8: Fence Regulations

- Discussion 00:05:30
- Motion to recommend to city council 00:36:01

Commissioner Bradley moved to recommend approval to the City Council of the amendments to 10-14-8, with the change that the applicant can request an exception for a net higher than 30 feet may be approved by staff. Commissioner Gresham seconded the motion. Chair Bruderer made a roll call vote:

Commissioner Bradley - Yes

Commissioner Mitchell - Yes

Commissioner Rocha - Yes

82 **Commissioner Gresham -** Yes
83 **Chair Bruderer-** Yes

84 The motion passed.

IV. SPECIAL ITEMS

A. Vote on Planning Commission Rules and Procedures

- Overview by Planner Alika Murphy 00:37:20
- Discussion 00:38:35
- Motion 00:52:36

Commissioner Gresham moved to approve the amendments to the Planning Commission Rules and Procedures, with the addition that an item that was voted down could be put back on the agenda in 90 days. The motion was seconded by Commissioner Bradley. Chair Bruderer called the vote:

Commissioner Gresham - Yes
Commissioner Rocha - Yes
Commissioner Mitchell - Yes
Commissioner Bradley - Yes
Chair Bruderer- Yes

The motion passed.

B. Discussion on Law Research Paper for Moderate-Income Housing

- Staff overview 00:53:48
- Discussion 00:56:28

C. Discussion on Active Transportation Plan

- Planner overview 01:27:45
- Discussion 01:32:41

118 **D. Discussion on Short-Term Rentals**

119 • Staff overview 01:48:21
120 • Discussion 01:49:12

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124 **V. APPROVAL OF MINUTES OF PREVIOUS MEETING**

125 Approval of April 10, 2025 Planning Commission Minutes

126 • Motion 01:58:50

127
128 **Commissioner Bradley moved to approve the minutes of the April 10 Planning Commission**
129 **Meeting, followed by a second from Commissioner Gresham. The voice vote was unanimous**
130 **in favor of the motion.**

131
132 **VI. STAFF REPORTS**

133 Planner Murphy reported on the following items:

134 A. City Council Updates 01:59:12
135 B. PC Meeting Updates
136 1. July Work Session with Rob Terry About Appeals, Variances, and Exceptions
137 01:59:41
138 2. Discussion on ADUs and Land Use Permits in July
139 02:04:13

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142 **VII. OTHER BUSINESS**

143 • The chair asked about the new code compliance officer
144 02:06:03

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146 **VIII. PUBLIC COMMENTS**

147 • No members of the public were present, and the meeting was only being streamed, so
148 participation was not available

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150
151 **IX. ADJOURN**

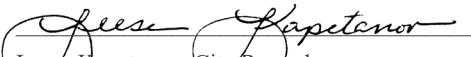
152 • At 8:26 pm, Chair Bruderer called for a motion to adjourn
153 02:08:33

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155 **Commissioner Bradley moved to adjourn. Commissioner Mitchell seconded the motion.**
156 **The voice vote was unanimous in favor of the motion.**

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196 I hereby certify that the foregoing is a true, accurate and complete record of the South Ogden City Planning Commission Meeting
197 held Thursday, June 12, 2025.

198

199 
200 Leesa Kapetanov, City Recorder

Date Approved by the Planning Commission