NORTH OGDEN CITY

SETTLED 1851

PLANNING COMMISSION
MEETING MINUTES

July 16, 2025

The North Ogden Planning Commission convened on July 16, 2025, at 6:00 p.m. at the North Ogden City Public Safety Building at 515 East 2600 North.
Notice of time, place, and agenda of the meeting was posted on the bulletin board at the municipal office and posted to the Utah State Public Notice Website on July 10, 2025.
Notice of the annual meeting schedule was posted on the bulletin board at the municipal office and posted to the Utah State Public Notice Website on December 11, 2024.

Note: The time stamps indicated in blue correspond with the recording of this meeting, which can be located on YouTube: https://www.youtube.com/channel/UCriqbePBxTucXEzRr6fclhQ/videos **or by requesting a copy of the audio file from the North Ogden City Recorder.**

COMMISSIONERS:

Nicole Nancarrow	Chair	
Nissa Green	Vice Chair	
Johnson Webb	Commissioner	Excused
Cody Watson	Commissioner	
Chad Bailey	Commissioner	
Lorin Gardner	Commissioner	
Steve Nabor	Commissioner	

STAFF:

Jon Call	City Manager/Attorney
Scott Hess (Zoom)	Community and Economic Development Director
Ryan Nunn	Planner

VISITORS:

Chris Pulver
Sandy Mikkelsen
Kevin Mikkelsen
Jason Westbroek
Mike Sjoblom
Jared Flandro
Zach Ward

Chair Nancarrow called the meeting to order at 6:00 p.m. and offered the thought, reflecting on her recent personal journey along the Camino de Santiago in Europe. She described the 175-mile, two-week walk as a deeply meaningful and spiritual experience, noting the simplicity of traveling with minimal belongings and the richness of slowly observing the culture, history, and landscape. The journey emphasized the value of immersive travel over hurried tourism and inspired a renewed perspective on prioritizing experiences over material possessions. Chair Nancarrow concluded with encouragement to embrace travel as a means of personal growth and enrichment. Commissioner Nabor then led the Pledge of Allegiance.

CONSENT AGENDA

1. ROLL CALL

0:03:00 Chair Nancarrow excused Commissioner Webb. All other Commission members were in attendance.

2. CONSIDERATION AND ACTION TO APPROVE THE JUNE 18, 2025, PLANNING COMMISSION MEETING MINUTES

0:03:26 **Commissioner Gardner made a motion to approve the June 18, 2025, Planning Commission Meeting minutes. Vice Chair Green seconded the motion.**

Voting on the motion:

Chair Nancarrow	**aye**
Vice Chair Green	**aye**
Commissioner Webb	**excused**
Commissioner Watson	**aye**
Commissioner Bailey	**aye**
Commissioner Gardner	**aye**
Commissioner Nabor	**aye**

The motion carried.

3. EX PARTE COMMUNICATIONS OR CONFLICTS OF INTEREST TO DISCLOSE

0:03:30 There were no disclosures made.

ADMINISTRATIVE ITEMS

4. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

There were no public comments.

5. SUB 2024-24 CONSIDERATION AND ACTION REGARDING AN ADMINISTRATIVE APPLICATION, PRELIMINARY PLAT APPROVAL OF THE MIKKELSEN SUBDIVISION (3 LOTS), LOCATED AT APPROXIMATELY 2749 NORTH 850 EAST

0:05:19 Planner Ryan Nunn presented the preliminary plat for a three-lot subdivision, which, although typically classified as a micro subdivision, required Planning Commission review due to the City Engineer's recommendation for road dedication. The dedication of 50 feet from both the existing and proposed lots will allow for future road and sidewalk improvements. Currently, the property consists of two lots with homes, one on a corner and one interior lot on 2750 North. The subdivision proposal involves adjusting property lines and adding a new interior lot, identified as Lot 2 on 850 East. No Technical Review Committee meeting was held because of the application's simplicity, but the City Engineer, Eric Casperson, provided a memo. Road dedication and sidewalk installation are standard subdivision considerations. Eric has coordinated with the applicant's engineer to determine the necessary dedication. Lot 2 will require sidewalk installation, though the applicant may request a deferral, which would need City Council approval. Staff recommends approval of the subdivision and acceptance of the road dedication.

0:07:43 Commissioner Gardner inquired about the total right-of-way being dedicated in front of Lot 1 on 850 East. Ryan confirmed that approximately five and a half feet is being dedicated but noted that this may not meet the full right-of-way requirement. The dedication was based on collaboration between the City and the applicant's engineers to allow for the potential installation of a sidewalk. Commissioner Gardner noted this may create a non-conforming setback for the existing home and asked whether additional right-of-way might be needed in the future. Ryan acknowledged the street narrows near the intersection, and while Lot 2 likely meets the required dedication, the area around Lot 1 may remain constrained.

Chair Nancarrow asked about the required sidewalk on Lot 2 and whether it was being deferred. Ryan explained that the applicant was informed of the City's allowance for sidewalk deferrals when no nearby sidewalks exist, as is the case along 850 East and the south side of 2750 North. Chair Nancarrow questioned why the sidewalk would be deferred at all, and Ryan noted the existing homes on the other lots do not require sidewalks, making it a sidewalk to nowhere. Scott Hess, Community and Economic Development Director, acknowledged that it would be the City Council's decision. Chair Nancarrow observed the area is an established neighborhood, and Vice Chair Green asked for clarification on who would ultimately pay for the sidewalk. Ryan believed costs may be escrowed, and Jon Call, City Manager/Attorney, added that typically a note is recorded against the property obligating the current owner to pay for sidewalk installation in the future if the City initiates a sidewalk improvement district.

0:12:35 Kevin and Sandy Mikkelsen, the applicants residing at 837 East 2715 North, addressed the Commission regarding their property, which is in a family trust following the passing of Kevin's mother in August 2023. They have been working on the land process since mid-2023 and intend to consolidate property around their home for better access to their garage and to prepare Lot 2 for their son's future residence. They live on Lot 3, and Lot 2 is being created as part of the subdivision.

Discussion followed regarding lot sizes and zoning and the Commission confirmed that the lot sizes meet zoning requirements. Utility access, particularly a Pineview water line, was discussed, with a potential easement needed for Lot 2. Staff confirmed this can be addressed during the final plat process, and the Commission acknowledged it should be included as a condition moving forward.

0:18:55 **Vice Chair Green made a motion to recommend preliminary plat approval for the Mikkelsen Subdivision, consisting of three lots located at approximately 2749 North 850 East, subject to the Staff report and the Engineering report and adding an easement for public utilities as needed. Commissioner Nabor seconded the motion.**

Voting on the motion:

Chair Nancarrow	**aye**
Vice Chair Green	**aye**
Commissioner Webb	**excused**
Commissioner Watson	**aye**
Commissioner Bailey	**aye**
Commissioner Gardner	**aye**
Commissioner Nabor	**aye**

The motion carried.

6. <u>SPR 2024-09 CONSIDERATION AND ACTION REGARDING AN ADMINISTRATIVE APPLICATION, SITE PLAN APPROVAL FOR A PARKING LOT EXPANSION, LOCATED AT APPROXIMATELY 1893 NORTH 400 EAST</u>

0:20:47 Planner Ryan Nunn presented the site plan review for the existing Big O Tires property, which includes a proposed parking lot expansion. A recent zoning text amendment now allows drive aisles closer to Washington Boulevard, enabling this expansion. The site plan opens the property to current commercial code, including parking requirements and Public Works Standards. Although the current use as a tire sales business is permitted in the zone and the property meets coverage requirements, the plan lacks a landscaping plan and amenities along Washington Boulevard, which are typically required, such as decorative lights and possibly light poles. The trash enclosure location and standards also need to be addressed. Long-term use of storage containers on-site is not permitted by code, but since they've been used throughout the business's operation, the Planning Commission may consider allowing them with conditions, such as visual integration into the site.

A 10-foot sidewalk is required by Public Works Standards and has been installed on neighboring properties, but the Commission may consider deferring it in this case. Parking lot landscaping, including islands and street screening, is also required, but due to the existing conditions and the longstanding nature of the business, the Commission may prioritize certain improvements over others. Jon Call added that some flexibility in applying code standards may be warranted, such as focusing more on sidewalk installation than landscape islands. Ryan concluded that the applicable South Town General Plan goal supports maintaining landmark businesses like Big O Tires, and the Commission should weigh which code elements to require while supporting business retention.

0:30:40 Chair Nancarrow supported granting some flexibility, noting the business has not been a nuisance and strict landscaping requirements might hinder their goal. Vice Chair Green questioned why landscape buffers and lighting weren't initially required; Ryan explained that some existing buffers and fences, as well as code updates, affect current requirements. Decorative light poles are now required every 50 feet along Washington Boulevard, a change made after the business was originally developed. Commissioner Bailey clarified that code changes apply when permits are sought, not retroactively. Ryan confirmed that Big O Tires will gain about four new parking stalls due to a recent zoning amendment allowing a drive aisle in the setback area. The Commission agreed the changes are minimal but beneficial and consistent with City standards.

Discussion continued as the Commissioners emphasized the need to balance code compliance with flexibility for an established, successful operation. There was consensus that the expansion should not trigger unnecessary retroactive upgrades on untouched parts of the property, such as requiring a dumpster enclosure, though they agreed some form of enclosure should be included. Chair Nancarrow, Vice Chair Green, and Commissioner Bailey acknowledged this sets a precedent but were comfortable with it. They clarified that a trash enclosure design must be submitted and approved before issuing a building permit. The Commission agreed to strike the requirement for landscape islands every 10 parking stalls but maintained ADA stalls must be shown and approved. Regarding the sidewalk along Washington Boulevard, there was extended discussion about achieving a 10-foot width while minimizing impact on existing detention areas and green space. The group supported a flexible approach, having the applicant work with the City Engineer to design an 8-10 foot wide sidewalk, potentially meandering around site features without major redesigns or costs. The Commission determined that the applicant meets the required green space percentage and that small adjustments wouldn't drop them below compliance.

1:26:33 **Chair Nancarrow made a motion to approve the site plan for a parking lot expansion, located at approximately 1893 North 400 East, subject to the conditions outlined in the Staff report and Engineering report requirements with several modifications. The amended conditions include, replacing the two Washington Boulevard site amenities with a requirement for one additional decorative light pole at the southeast corner of the parking area (to be approved prior to building permit issuance), and removing the condition regarding storage containers. The trash enclosure design must still be submitted for approval before the building permit is issued. The ADA stall requirement remains but the landscape island requirement every ten stalls is removed.**

Instead, the applicant must work with the City Engineer to design an 8 to 10-foot sidewalk along Washington Boulevard, consistent with City standards. The final landscaping condition is also removed from the approval. Commissioner Watson seconded the motion.

Voting on the motion:

Chair Nancarrow	**aye**
Vice Chair Green	**aye**
Commissioner Webb	**excused**
Commissioner Watson	**aye**
Commissioner Bailey	**aye**
Commissioner Gardner	**aye**
Commissioner Nabor	**aye**

The motion carried.

1:30:14 Jason Westbroek, applicant and Big O Tires Owner/Manager, inquired about the standards for the trash enclosure, asking whether a gate between two containers would suffice or if a full visual barrier was required. Jon Call clarified that while a lid is not necessary, solid sides and a gate are required, and the current setup with vinyl fencing and containers likely meets those requirements. Jason also asked whether existing ADA stalls would be sufficient or if additional ones needed to be added to the site plan. Jon Call responded that verification of two stalls would be done after the asphalt work is completed.

LEGISLATIVE ITEMS

7. **ZTA 2025-05 PUBLIC HEARING, CONSIDERATION AND RECOMMENDATION REGARDING A LEGISLATIVE AMENDMENT TO CONSIDER AMENDING NORTH OGDEN LAND USE CODE TITLE 11-10A-2: PERMITTED USES IN COMMERICAL ZONES, TO ADD "MANUFACTURING, LIGHT" AS A USE, AND 11-7: DEFINITIONS, TO ADD A DEFINITION FOR "MANUFACTURING, LIGHT"**

1:33:00 Scott Hess, Community and Economic Development Director, explained that the City Council had requested that the Planning Department review how light manufacturing is defined in City code, prompted by a business application for 3D printing and product assembly that did not fit within current permitted uses. Currently, City Ordinance 10A-2 does not list manufacturing as a permitted use in commercial zones, with manufacturing only allowed in the M-1 zone. The existing definition of manufacturing does not distinguish between light and general manufacturing, making it difficult to evaluate new types of businesses. The applicant's business fabricates and assembles goods via 3D printing, which qualified as manufacturing under the current definition but is not permitted in that zone.

Scott reviewed related correspondence between the business and City staff, which led to the City Council's request for a zoning text amendment. After researching other jurisdictions' definitions, Scott proposed a definition for "light manufacturing" as the assembly of materials entirely within enclosed buildings without significant noise, vibration, emissions, or other adverse impacts, allowing for limited on-site storage of raw materials and finished goods within enclosed structures. Goods could be finished or semi-finished for sale or use as components. This definition is intended to limit impacts and make the use appropriate for the Commercial South Town zone without opening the door to large-scale manufacturing. He recommended amending the permitted uses table to add "manufacturing, light" to the Commercial South Town zone only, leaving it prohibited in neighborhood commercial and downtown commercial. This would also adjust the permitted use lettering in the code. Scott explained that while the General Plan does not address manufacturing, it does support attracting new retail that generates sales tax revenue, which this business may partially do. However, he cautioned that the change would apply to all future businesses, so the implications must be considered carefully.

Staff's recommendation was for the Planning Commission to hold the public hearing, discuss the proposal, and make a recommendation to the City Council regarding the ordinance change.

a. Chair Nancarrow opened the Public Hearing at 7:42 p.m.

1:42:11 Mike Sjoblom, North Ogden City resident and applicant, explained that he and his business partner currently operate a small business in Riverdale, where they experienced a similar licensing process. Riverdale classified their operation as light manufacturing, issued them a conditional use permit, and they had no issues there. His business designs, builds, and sells aftermarket accessories for Humvees and Hummers, such as doors, center consoles, seats, and seat bases, allowing customers to customize their vehicles. While their designs are complex, most manufacturing is outsourced, with final assembly performed in-house before shipping. This includes extensive riveting and some welding work. Mike explained that their business performs some 3D printing and in-house prototyping for new product designs, building initial test products before outsourcing most manufacturing to partners. They have several 3D printers used mainly for prototyping, and occasionally produce small, manufactured components in-house that are incorporated into larger assemblies sold at retail. While they do some wholesale work with a local builder, their business is now shifting primarily toward direct retail sales after ending an arrangement in which about 80 percent of sales were wholesale.

Mike noted that their operations fit in the "light manufacturing" category, as they are not a large-scale manufacturer and require only a smaller space, unlike the larger industrial facilities at Business Depot Ogden (BDO). Their business could accept customers in person but primarily sells online, with shipping activity limited to small parcel deliveries via FedEx and UPS and occasional freight trucks, far less than a grocery store's traffic. The location they are pursuing is behind the former Brilliant Lighting building with no front-facing storefront, accessed via a back lot that accommodates larger trucks without issue.

In discussing impacts, Mike said their work creates minimal noise or vibration, with the loudest tools being occasional angle grinders and a quiet air compressor.
The space itself is a warehouse with a large bay door and minimal office area. He compared his operation to prior tenants in the same location, such as a glass company, fertilizer group, and cabinet manufacturer, noting his use would likely be less intensive than those businesses. Mike also confirmed they have been in the light manufacturing field for about five years and operating this specific business for two years.

Vice Chair Green motioned to close the Public Hearing. Commissioner Nabor seconded the motion. All in attendance voted aye. The Public Hearing was closed at 7:51 p.m.

1:51:22 Commissioner Gardner raised the point that the proposed definition of light manufacturing should go beyond the mention of hand tools and include small power tools, since the applicant also uses welding equipment, drill presses, riveting tools, and air compressors. Scott Hess agreed and suggested that while being specific is useful, the definition should remain broad enough to balance clarity with flexibility, as the noise from such equipment would be far less than other allowable commercial activities. He supported adding power tools to the definition and asked for assistance in crafting language to forward to City Council.

Chair Nancarrow emphasized that while this business seems appropriate for its current location, the change would apply to future development in the South Town area, which is one of the City's few remaining commercial zones. Vice Chair Green stressed the importance of keeping these prime areas focused on sales tax–generating uses, given the small amount of commercial land left. Commissioner Bailey noted that the "entirely within enclosed buildings" requirement and the intent to produce goods for direct sale are important protections for noise and compatibility. Commissioner Nabor suggested strengthening the definition to emphasize sales tax generation and possibly requiring an on-site sales strategy. Scott explained that other cities require light manufacturing businesses to have a retail component, whether on-site or online, and said language could be added to require direct retail sales in some form. Commissioner Nabor suggested that applications could include historical or projected sales information, but others felt it might be sufficient to require a public storefront or an online retail operation without mandating a specific sales ratio.

The consensus was to recommend adding language to the light manufacturing definition to include both hand and power tools, and to require on-site or online sales or a direct retail component, ensuring businesses in this category generate sales tax revenue for the City. This revised definition would then be forwarded to the City Council for consideration.

b. Consideration and recommendation

2:05:28 **Vice Chair Green made a motion to recommend an amendment to North Ogden Code Title 11-10A-2 and 11-7 to revise the light manufacturing definition to include the use of power tools and to add language requiring a showroom with an on-site direct-to-consumer retail component or online direct-to-consumer sales. Commissioner Gardner seconded the motion.**

Voting on the motion:

Chair Nancarrow	**aye**
Vice Chair Green	**aye**
Commissioner Webb	**excused**
Commissioner Watson	**aye**
Commissioner Bailey	**aye**
Commissioner Gardner	**aye**
Commissioner Nabor	**aye**

The motion carried.

8. PUBLIC COMMENTS

There were no public comments.

9. REMARKS - PLANNING COMMISSIONERS

2:06:57 Vice Chair Green expressed interest in keeping focus on the Planning Commission's larger goals, particularly exploring zoning changes to support neighborhood cluster developments as envisioned in past planning discussions. She requested updates on Public Works Standards for Fruitland Drive and offered to assist where needed. She also suggested that the City's storage container code should be reviewed, noting it is currently very restrictive and may need adjustments in light of recent events. Scott Hess responded that a cost estimate had been prepared for surveying Fruitland Drive but was unsure if it had been included in the FY2025–2026 budget and would follow up.

2:09:02 Commissioner Gardner asked if Planning Commissioners could attend the American Planning Association (APA) fall conference. Scott Hess explained that due to the current budget cycle, travel funds are limited, and likely only one or two Commissioners could attend. Typically, the closer of the two annual conferences, fall in the south or spring in the north, would be prioritized for cost reasons. He noted the operating budget was finalized recently and he would confirm details, with the possibility of rotating attendance among Commissioners.

10. REPORT – COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR

There were no remarks made.

11. REMARKS – CITY MANAGER/ATTORNEY

There were no remarks made.

12. ADJOURNMENT

Commissioner Watson motioned to adjourn the meeting.

The meeting adjourned at 8:12 p.m.

Nicole Nancarrow 8/20/25

Nicole Nancarrow
Planning Commission Chair

Joyce Pierson

Joyce Pierson
Deputy City Recorder

August 20, 2025

Date Approved