



**RIVERDALE CITY PLANNING COMMISSION AGENDA  
CIVIC CENTER - 4600 S. WEBER RIVER DR.  
TUESDAY, DECEMBER 23, 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 to approve 2026 Planning Commission Meeting schedule.
2. Consideration of Meeting Minutes from:

September 23, 2025 Work Session  
September 23, 2025 Regular Meeting  
November 25, 2025 Work Session  
November 25, 2025 Work Session

**E. Action Items**

1. **Public Hearing** to receive and consider public comment regarding the following:
  - a. a proposed General Plan amendment which would modify the Riverdale City General Plan as it relates to the Future Land Use Map;
  - b. a proposal to rezone approximately 4.35 acres at 1526 W Ritter Drive from the Single-Family Residential (R-1-8) zone to the Multiple Family Residential (R-4) zone.
2. Consideration to forward a recommendation to City Council regarding a proposed General Plan amendment which would modify the Riverdale City General Plan as it relates to the Future Land Use Map.
3. Consideration to forward a recommendation to City Council for proposed rezone of approximately 4.35 acres, located at 1526 W Ritter Drive, from Single-Family Residential (R-1-8) to Multiple-Family Residential (R-4).
4. **Public Hearing** to review proposed text amendments to Riverdale City Code Title 10, Chapter 22 Planned Residential Unit Development (PRUD).

5. Consideration to forward a recommendation to City Council for proposed text amendments to Riverdale City Code Title 10, Chapter 22 Planned Residential Unit Development (PRUD).

**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 12<sup>th</sup> day of December, 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 September 23, 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  
Rikard Hermann, Vice Chair  
Colleen Henstra, Commissioner  
Alan Bowthorpe, Commissioner  
Jason Francis, Commissioner  
Leslie Shupe, Commissioner

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

Excused: Laura Hilton, 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 except for Commissioner Hilton, who was excused. Members of the city staff were also present.

**B. Public Comment**

**C. Presentations and Reports**

- ULI Workshop scheduled in October, Mr. Cooper encouraged commissioners to attend.
- ULCT Annual Convention October 1-2.
- New Honey Baked Ham ribbon cutting October 4 at 12:00 pm.
- Trader Joe's ribbon cutting tentatively scheduled for October.

**D. Consent Items**

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

August 26, 2025 Work Session  
August 26, 2025 Regular Meeting  
September 9, 2025 Work Session

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

**E. Action Items**

**1. Consideration to approve a Conditional Use Permit for an electronic sign to be located on the Phase 1 parking structure at approximately 4648 S 1500 W, Riverdale UT, as requested by America First Credit Union.**

Mr. Cooper noted this is an LED screen which will wrap the corner of the building. All electronic signs are conditional uses, and the planning commission is the final approving body. The sign exceeds the typical size in the sign ordinance; however, it is on a large structure and is the only sign for the building. The scale is proportionate for the size of the building. Illumination levels are specified in code.

Discussion ensued regarding scale vs size and the sign ordinance possibly needing some changes with the Title 10 update.

Conditional uses generally need to be approved if there are concerns that can be mitigated.

**2. Discussion regarding Riverdale Zoning and Land Use Code Update and review of draft updates to RCC 10-21: Subdivisions.**

**F. Comments**

**G. Adjournment**

As there was no further business to discuss, the Planning Commission Work Session adjourned at 6:00 p.m.

Date Approved:

DRAFT

Minutes of the **Regular Session** of the Riverdale City **Planning Commission** held Tuesday, September 23, 2025, at 6:00 p.m., at the Civic Center, 4600 S Weber River Drive., Riverdale City, Weber County, Utah.

**Present:**

Commissioners:	Kent Anderson, Chair Rikard Hermann, Vice Chair Colleen Henstra, Commissioner Alan Bowthorpe, Commissioner Jason Francis, Commissioner Leslie Shupe, Commissioner
City Employees:	Brandon Cooper, Community Development Director Michelle Marigoni, City Recorder
Excused:	Laura Hilton, Commissioner
Visitors:	Mike Hansen Tim Snideman

**A. Welcome & Roll Call**

The Planning Commission Meeting began at 6:06 p.m. Commissioner Anderson welcomed everyone to the meeting and stated for the record that all members of the Planning Commission were present except for Commissioner Hilton, who was excused. Members of the city staff were also present.

**B. Public Comment**

Commissioner Anderson opened the floor for public comments. There was none.

**C. Presentations and Reports**

- ULI Workshop scheduled in October, Mr. Cooper encouraged commissioners to attend.
- ULCT Annual Convention October 1-2.
- New Honey Baked Ham ribbon cutting October 4 at 12:00 pm.
- Trader Joe's ribbon cutting tentatively scheduled for October.

**D. Consent Items**

1. Consideration of Meeting Minutes from:

August 26, 2025 Regular Meeting  
August 26, 2025 Work Session  
September 9, 2025 Work Session

Commissioner Anderson asked if there were any corrections to the minutes. Commissioner Henstra moved to approve the consent items as amended. Commissioner Hermann seconded the motion, which passed unanimously in favor.

**E. Action Items**

1. **Consideration to approve a Conditional Use Permit for an electronic sign to be located on the Phase 1 parking structure at approximately 4648 S 1500 W, Riverdale Ut, as requested by America First Credit Union.**

Mr. Cooper presented the request for a Conditional Use Permit for a 750-sq-ft electronic sign proposed on the Phase 1 parking structure of the America First campus. The sign exceeds the standard maximum area but meets illumination, height, and safety requirements. Staff reviewed compliance with City standards and recommended approval based on the scale of the development and the intent to limit electronic signage on the structures.

Commissioners discussed visibility from surrounding roadways, illumination limits, potential distraction to drivers, FAA considerations, safety requirements, content display intent, and how the sign compares to other electronic signs in the area. The applicant confirmed this would be the only electronic sign on the parking structure system.

**MOTION:** Commissioner Bowthorpe moved to approve the conditional use permit for an electronic sign to be located on the Phase 1 parking structure at approximately 4648 S 1500 W, based on and subject to the following:

1. The proposed use is consistent with the purposes and intent of Title 10 Chapter 19, in that the digital display sign is a use which may be conditionally permitted in the applicable zoning district and will be compatible with the surrounding land uses.
2. The sign meets the criteria of Title 10, Chapter 16: it complies with height, illumination, safety standards, setback from public rights of way, and all structural / electrical requirements.
3. The site plan submitted demonstrates that the location of the sign will not create undue glare or distraction to vehicular traffic, will be adequately screened or oriented, and will preserve safety for motorists and pedestrians.
4. The applicant has demonstrated that the digital sign will not adversely impact the aesthetic character of the neighborhood, through appropriate design, materials, and illumination levels.
5. The proposal will not cause a substantial negative effect on property values, or create nuisance effects (noise, light spillover) beyond permissible levels.
6. The size of the sign is proportionate to the scale of the building and does not adversely impact the surrounding area, despite exceeding the maximum area requirements.
7. The applicant will monitor the intensity and brilliance of the sign over time and will adjust as necessary to ensure that illumination does not exceed 0.3 foot-candle over ambient light levels.
8. The digital display shall contain a default mechanism to turn the sign off in case of malfunction or shall be manually turned off within twenty-four (24) hours of a reported malfunction.
9. Adequate public utilities, infrastructure, and service access exist to support the sign, and it will conform to building safety codes (including wind and seismic loads as required by Chapter 16).
10. There is a condition imposed to have no other LED signage to the other parking structure.

**SECOND:** Commissioner Francis

Commissioner Bowthorpe:	Yes
Commissioner Francis:	Yes
Commissioner Anderson:	Yes
Commissioner Henstra:	Yes
Commissioner Hilton:	Absent
Commissioner Shupe:	Yes
Commissioner Hermann:	Yes

Motion passed with six in favor and one absent.

## **2. Discussion regarding Riverdale Zoning and Land Use Code Update and review of draft updates to RCC 10-21: Subdivisions.**

The Commission continued its review of the updated subdivision chapter presented by Hansen Planning Group. The draft consolidates requirements, clarifies definitions, updates processes, and reorganizes the chapter to make it easier to use.

Discussion included the review and approval process for subdivision applications, required timelines, signature block updates, the role of a proposed Application Review Committee, and differentiation from the Design Review Committee. Commissioners discussed state-mandated response timelines, limiting public hearings for single-family subdivisions, preliminary vs. final plat requirements, whether pre-application meetings should be mandatory, how to handle delayed or stale applications, and the need to refine timeline tables and flowcharts.

Staff noted that a joint meeting with the City Council will be scheduled prior to finalizing the chapter due to its scope and legal significance. Additional edits and alignment with other Title 10 sections will continue.

## **F. Comments**

**G. Adjournment**

As there was no further business to discuss, Commissioner Bowthorpe moved to adjourn. Commissioner Francis seconded the motion. All were in favor and the Planning Commission meeting adjourned at 7:59 p.m.

Date Approved:

DRAFT

Minutes of the **Work Session** of the Riverdale City **Planning Commission** held Tuesday November 25, 2025 at 5:30 p.m., at the Civic Center, 4600 S Weber River Dr, Riverdale City, Weber County, Utah.

**Present:**

Commissioners:	Rikard Hermann, Vice Chair Colleen Henstra, Commissioner Alan Bowthorpe, Commissioner Jason Francis, Commissioner Laura Hilton, Commissioner
City Employees:	Brandon Cooper, Community Development Director Michelle Marigoni, City Recorder
Excused:	Kent Anderson, Chair

**A. Welcome & Roll Call**

The Planning Commission Work Session began at 5:30 p.m. Commissioner Hermann welcomed everyone to the meeting and stated for the record that all members of the Planning Commission were present except for Commissioner Anderson, who was excused. Members of the city staff were also present.

**B. Public Comment**

**C. Presentations and Reports**

1. Swearing In of new Planning Commissioners
2. Community Development Update

**D. Consent Items**

1. Consideration to set a public hearing for proposed text amendments to Riverdale City Code Title 10, Chapter 22 Planned Residential Unit Development (PRUD)

**E. Action Items**

**F. Comments**

**G. Adjournment**

As there was no further business to discuss, the Planning Commission Work Session adjourned at 6:00 p.m.

Date Approved:



Minutes of the **Regular Session** of the Riverdale City **Planning Commission** held Tuesday, November 25, 2025, at 6:00 p.m., at the Civic Center, 4600 S Weber River Drive., Riverdale City, Weber County, Utah.

**Present:** Commissioners: Rikard Hermann, Vice Chair  
Colleen Henstra, Commissioner  
Alan Bowthorpe, Commissioner  
Jason Francis, Commissioner  
Laura Hilton, Commissioner

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

Excused: Kent Anderson, Chair

Visitors:

**A. Welcome & Roll Call**

The Planning Commission Meeting began at 6:00 p.m. Commissioner Hermann welcomed everyone to the meeting and stated for the record that all members of the Planning Commission were present except for Commissioner Anderson, who was excused. Members of the city staff were also present.

**B. Public Comment**

Commissioner Hermann opened the floor for public comments. No public comments were made.

**C. Presentations and Reports**

1. Swearing In of new Planning Commissioners  
Commissioners Bowthorpe, Henstra, Francis, and Hilton were given the Oath of Office by Michelle Marigoni, City Recorder.
2. Community Development Update
  - December 5 Nothing Bundt Cakes
  - Focusing on Comprehensive Code Update, next session will be on land use tables
  - Riverdale Townhomes are in final inspection stages
  - Northstar Preschool reopened under new name

**D. Consent Items**

1. Consideration to set a public hearing for proposed text amendments to Riverdale City Code Title 10, Chapter 22 Planned Residential Unit Development (PRUD)

Mr. Cooper explained the update is necessary before the comprehensive code update will be completed. PRUD allows a developer to have a plan that may be contradictory to the normal zoning requirements in exchange for other items (infrastructure, affordability, etc.) with a development agreement. The PRUD process could be more flexible to accomplish the developments that need the flexibility.

Commissioner Henstra moved to set a public hearing for December 9, 2025. Commissioner Bowthorpe seconded the motion; all voted in favor.

**E. Action Items**

**F. Comments**

Commissioner Bowthorpe noted he had the opportunity to represent the PC at a "Hero Day" at the Utah Military Academy.

**G. Adjournment**

As there was no further business to discuss, Commissioner Henstra moved to adjourn. Commissioner Francis seconded the motion. All were in favor and the Planning Commission meeting adjourned at 6:24 p.m.

Date Approved:

DRAFT



**Planning Commission**  
**RIVERDALE CITY**  
*2026 ANNUAL SCHEDULE*

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Regular meetings of the Riverdale Planning Commission will be held the second and fourth Tuesdays of the month at 6:00 p.m. at the Riverdale Civic Center, 4600 South Weber River Drive. Additional meetings may be scheduled as necessary and pending proper legal notification.

January 13	July 28
January 27	August 11
February 10	August 25
February 24	September 8
March 10	September 22
March 24	October 13
April 14	October 27
April 28	November 10
May 12	November 24
May 26	December 8
June 9	December 22
June 23	
July 14	

**Joint Strategic Planning Meeting:** with City Council and Planning Commission held at 4360 S. Parker Drive, Riverdale, UT 84405. This meeting generally takes place in the fall, with the date to be determined.

Riverdale City is in compliance with the Americans with Disabilities Act, and provides special accommodations for all citizens in need of assistance.  
Persons requesting accommodations should contact the City Offices (801) 394-5541 at least 48 hours in advance of the meeting.



**RIVERDALE CITY  
PLANNING COMMISSION  
NOTICE of PUBLIC HEARING**

**Notice is hereby given** that the Riverdale City Planning Commission will be holding a public hearing at approximately 6:00 pm on December 23, 2025, in the **City Council/Court chambers located at the Riverdale Civic Center at 4600 S. Weber River Drive, Riverdale, Utah.** The purpose of the hearing is to receive and consider public comment regarding the following:

**Consideration and recommendation on a legislative decision to amend  
Riverdale City Code Title 10 Chapter 22 – Planned Residential Unit  
Development (PRUD)**

The public is invited to review and inspect all information available concerning such proposal at the Riverdale City Offices during the regular office hours, 8:00 a.m. to 5:00 p.m. Monday through Friday. The public or any interested parties may present written or oral testimony to the Riverdale City Planning Commission concerning the proposed action at the aforementioned time and place.

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**Certificate of Posting**

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Riverdale City limits on this 12<sup>th</sup> day of December, 2025 at the following locations: 1) Riverdale City Hall Noticing Board 2) Riverdale City website at <http://www.riverdalecity.com/> 3) the Public Notice Website: <http://www.utah.gov/pmn/index.html>.

Michelle Marigoni  
Riverdale City Recorder



RIVERDALE CITY  
PLANNING COMMISSION  
**NOTICE of PUBLIC HEARING**

**Notice is hereby given** that the Riverdale City Planning Commission will be holding a public hearing at approximately 6:00 pm on December 23, 2025, to:

1. Receive and consider public comment regarding a proposed **General Plan Amendment**. The proposed amendment would modify the Riverdale City General Plan as it relates to the Future Land Use Map.
2. Review a proposal to rezone approximately 4.35 acres from the Single-Family Residential (R-1-8) zone to the Multiple Family Residential (R-4) zone. The property to be rezoned is located at approximately 1526 W Ritter Drive (parcel nos. **081060026, 081060032, 081120041, 081060003, 081060021, 081060022, 081120015, 081120046, 081120044, 081070022, and 081120043, ).** The request is being made so the lots may be used for a future townhome community. Maps of the zoning area may be viewed on the Riverdale City Website: [www.riverdalecity.com](http://www.riverdalecity.com).

The Riverdale City Planning Commission will hold a public hearing to receive and consider public comment on these items before a recommendation from the Planning Commission is forwarded to the City Council for final action.

The above meeting will be held in the **City Council/Court chambers located at the Riverdale Civic Center at 4600 S. Weber River Drive, Riverdale, Utah**. It is an open meeting in which the public will have the opportunity to comment or ask questions about the above referenced proposals.

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Michelle Marigoni  
Riverdale City Recorder