

**PLANNING COMMISSION
MEETING MINUTES**

November 5, 2025

The North Ogden Planning Commission convened on November 5, 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 October 30, 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
Cody Watson	Commissioner
Chad Bailey	Commissioner
Lorin Gardner	Commissioner
Steve Nabor	Commissioner

STAFF:

Jon Call	City Manager/Attorney
Scott Hess	Community and Economic Development Director
Ryan Nunn	Planner
Eric Casperson	City Engineer
Nate Davis	Building Official

VISITORS:

Chase Freebairn	Roslyn Densmore	Alison Anderson
Graham Stomberg	Brent Call	Glen Donaldson
David McNeely	Erik Russell	John Telle
Paul Merrill	Shannon Stockman	Tina Hufanu
Sheldon Nelson	Jim Norris	Katherine Przybycien
Cass Settlemire	Stephen Kendell	Dean & Sherie Shepherd

Michael Hufano	Jake Stockman	Jenny Waters
Aaron Waters	Linda Peterson	Karl Henderson
Kent Williams	Tonya Schmidt	Laurie Colbertson
Taylor Alvariss	DeAnn Burns	Kevin Burns
Sean Green	Candice McDaniel	Kathy Bott
Meagan Hull	Brent Andersen	Douglas Nandry
Lyman Barker	Mary Beus	Julie Ju
Brett Ludwick	Erik Brown	Kent Isaacson
Michael Jones	Debbi Kartchner	Shelby Polson
Chareassa Kessinger	Heidi Burley	Joseph Deem
Erin Olson	Melissa Schroeder	Thomas Moffat
Brent Mitton	Ivan Barker	Lois Green
Mindy Albee	Kevin Bott	Ron Waller
Haley Anderson	Cathy Harline	Hector & Julie Mercado
Keith Rasmussen	Janelle Isaacson	Kimmy Russell
Trudy Freeman	Michael Jones	Glenn Kartchner
Whitney Peterson	Tara Warren	Mitch Warren
Diane Dietrick	Joe Dietrick	Kelsie Akagi
Joel Suiter	Chris Remkes	Susan Telle
Jackie Bowles	Richard Taylor	Bonnie Taylor
Amber & Andrew Letcher	Austen Letcher	Tamara Southwick
Rod Southwick	Kathy Petersen	Mike Niveus
Gail Stark	Jerry Stark	Heather Berni
Kylie Phipps	Dave Hume	Ben Burney
Cody Murray	Dave Hunter	Katie Pittman
Holly Remkes	Garrett Seely	Nathan Roessler
Kyle White	Ericka Hess	Maria Ruzala
Kevin Albee	Tiffany Shapiro	Chris Pulver
Phil Swanson	Jay D Dalpiaz	Ilene Hooper
Linda Stoddard	Anna	Zach
Tammy	Neal	Susan
Kyle		

Chair Nancarrow called the meeting to order at 6:00 p.m. Commissioner Gardner offered the invocation and Vice Chair Green led the Pledge of Allegiance.

CONSENT AGENDA

1. ROLL CALL

0:01:59 Chair Nancarrow acknowledged that all Commission members were in attendance.

2. **CONSIDERATION AND ACTION TO APPROVE THE OCTOBER 1, 2025, PLANNING COMMISSION MEETING MINUTES**

0:02:20 Vice Chair Green made a motion to approve the October 1, 2025, Planning Commission Meeting minutes. Commissioner Watson seconded the motion.

Voting on the motion:

Chair Nancarrow	aye
Vice Chair Green	aye
Commissioner Webb	aye
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**

0:02:33 There were no disclosures made.

LEGISLATIVE ITEMS

4. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

0:03:57 There were no public comments made.

5. **ZMA 2025-02 PUBLIC HEARING, CONSIDERATION AND RECOMMENDATION REGARDING A LEGISLATIVE AMENDMENT TO CONSIDER RE-ZONING PROPERTY AT APPROXIMATELY 715 EAST 2100 NORTH FROM RURAL RESIDENTIAL (RE-20) TO A SMALL LOT RESIDENTIAL (R-1-5), MULTI-FAMILY RESIDENTIAL (R-4), AND NEIGHBORHOOD COMMERCIAL (CN)**

0:05:57 Planner Ryan Nunn explained that this item is an application for a rezone of a 14.5-acre lot currently zoned RE-20 rural residential, which allows for residential and agricultural uses. The applicant is requesting a mixed-use zoning designation to include small-lot residential, multifamily, and neighborhood commercial areas. The neighborhood commercial zone would require future text amendments to establish specific regulations, which will be developed later with City Council input. Ryan noted that the General Plan provides guidelines for considering rezonings, including how the proposed mix of uses would integrate with surrounding zones. Nearby areas include R-1-5 and R-1-8 zones to the south and an R-2 zone to the north, which allow smaller single-family and twin-style homes.

The proposal would also include construction of Monroe Boulevard, a major collector street with a full 80-foot right-of-way. The concept plan proposed R-4 zoning along Monroe to minimize individual driveways and improve traffic flow, transitioning into smaller-lot residential areas farther from the road. The plan also includes open space with detention and park areas.

Staff recommends that the Planning Commission conduct the public hearing, consider public comments, and forward a recommendation to the City Council. Staff supports approval of the rezone request due to its consistency with the City's General Plan and long-term land use goals.

a. **Chair Nancarrow opened the Public Hearing at 6:10 p.m.**

0:10:13 Applicant Chase Freebairn, Cole West Homebuilders, explained that the proposed project would rezone 14.5 acres for mixed-use, including 80 townhomes, 25 single-family cottages, and a small neighborhood commercial area. The housing would be aimed at providing more attainable options for locals while maintaining quality design. He emphasized consistency with the City's General Plan and confirmed the development would include open space and pedestrian amenities. Chase clarified that the land remains owned by the Randall family, under contract with the developer. A conservation easement was not pursued, though open space and trails are planned and the existing canal may be fenced or piped depending on feasibility. Commissioners asked about sidewalks on 2100 North, traffic impacts, and the small commercial parcel. The developer agreed to include wider sidewalks or trails, fund a traffic study later in the process, and noted the commercial area would likely serve low-intensity uses such as offices.

0:28:40 Many residents of North Ogden City spoke during the public hearing to oppose the proposed rezoning of the Randall and Atkinson properties from rural residential to mixed-use, allowing for townhomes, small single-family lots, and limited commercial use. Several speakers expressed concerns about the loss of rural character, insufficient notice to nearby residents, and fears that the change would significantly alter the community's peaceful, low-density feel. **Public who spoke at the meeting are: Roslyn Densmore, Alison Anderson, Graham Stromberg, Brent Call, Glen Donaldson, David McNeely, Erik Russell, Paul Merrill, Chris Remkes, Cathy Harline, Dave Hume, Ben Burney, Cody Murray, Steve Kendell, Dave Hunter, Katie Pittman, Brent Andersen, Holly Remkes, and Gary Stoddard.**

Key issues raised included traffic congestion, flooding, water availability, sewer capacity, and school overcrowding, especially at Green Acres Elementary. Residents worried that high-density housing would increase crime, reduce property values, and strain already aging infrastructure. Many cited environmental impacts, drainage issues, and the area's wildlife and wetlands as reasons to preserve open space. Others warned that approving this rezone would set a precedent for more high-density projects nearby.

Speakers also argued that the proposal conflicts with the City's General Plan, which identifies the area as low-density or potential conservation space. Several residents referenced the Governor's pressure on cities to increase housing density but urged the Planning Commission to stand firm and protect community character rather than yield to State mandates. Commission members acknowledged residents' concerns but emphasized property rights, the need for attainable housing, and alignment with the General Plan. The applicant stated that engineering and infrastructure questions would be addressed in later development stages and reiterated that the property owners have legal rights to pursue the rezoning. The public hearing concluded with Planning Commission members thanking residents for their input.

Commissioner Bailey motioned to close the Public Hearing. Commissioner Webb seconded the motion. All in attendance voted aye. The Public Hearing was closed at 7:40 p.m.

1:40:56 Planning Commission members discussed the connectivity and required off-site improvements of the proposed development. The City owns portions of the right-of-way, and future construction would need to meet fire department requirements for ingress and egress. Engineering concerns regarding waterways and irrigation ditches were raised, noting that stormwater management and redirection would be addressed during a full engineering review. The discussion focused on appropriate zoning for the property, which is east of Southtown and identified in the General Plan as low-density residential, though surrounding parcels include R-2, R-1-8, and other residential zones. Planning staff noted multiple development options exist, with R-1-8 and R-2 zoning potentially serving as buffers along Monroe Boulevard. The Commission considered lot sizes and density, evaluating R-1-5, R-1-8, and R-4 zoning for compatibility with surrounding areas. Public notification procedures and State code requirements were clarified. Commissioners discussed potential stipulations or conditions for the developer to address community concerns, including infrastructure improvements and open space. Neighborhood commercial parcels were discussed, with support for small-scale, low-impact commercial use tempered by concerns about size and traffic. Commissioners emphasized balancing property rights, community needs, and development precedent, suggesting creative solutions in line with surrounding zoning. Recommendations leaned toward lower density than initially proposed, allowing flexibility for the developer to propose a plan compatible with surrounding context. The consensus was that high-density development in the proposed location may not be ideal, and combined planning with adjacent parcels should be considered for neighborhood coherence. The Commission recognized the need for ongoing community input and refinement before City Council consideration, with attention to stormwater management, green space, and potential neighborhood amenities.

b. Consideration and recommendation

2:34:38 Vice Chair Green made a motion to table the rezoning of property at 715 East 2100 North to a future meeting date, allowing the applicant to consider feedback from the Commissioners and City residents. Commissioner Bailey seconded the motion.

Voting on the motion:

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

The motion carried.

Vice Chair Green motioned to move item 7, Annexation request for the Atkinson-Pauling property, ahead of item 6 on the agenda. Commissioner Watson seconded the motion. All in attendance voted aye.

Meeting recessed for a ten-minute break and reconvened at 8:48 pm

7. ANX 2025-02 DISCUSSION AND CONSIDERATION ON AN ANNEXATION REQUEST FOR THE ATKINSON-PAULING PROPERTY, LOCATED AT APPROXIMATELY 1978 NORTH 1150 EAST

2:49:56 Scott Hess, Community and Economic Development Director, explained that because this request involves an annexation, the notice and hearing process is handled through Weber County and the City Recorder. The purpose of this discussion is to preview the project, gather Planning Commission feedback, and prepare for a formal public hearing and recommendation on November 19, 2025. The City Council has already accepted the annexation petition, which only acknowledges the request and begins the required review process. Annexations typically take several months and include multiple hearings and notices. The Planning Commission's role at this stage is to discuss the proposed application of the R-1-5 zoning and provide direction to the applicant before the formal hearing.

Scott described the property's context, noting surrounding subdivisions include a mix of one-third-acre, quarter-acre, and mid-sized lots. The applicant proposes approximately 5,000-square-foot lots with a mix of private and public streets and full north-south connectivity consistent with existing neighborhood patterns. The area is known to have significant groundwater issues, which development could help mitigate through engineered stormwater systems. Staff noted the importance of evaluating groundwater, dewatering plans, roadway connectivity, and General Plan consistency. The General Plan is broad and does not prescribe a specific density for this location, leaving the legislative decision to the City Council. The applicant is also seeking height allowances consistent with the Citywide 35-foot standard and intends to build homes priced below \$500,000 to help meet the State's moderate-income housing expectations.

Scott emphasized the need to consider setback standards be applied to prevent oversized structures on small lots and discussed opportunities for open-space tradeoffs, as very little open area is currently included beyond a small tot lot on the detention basin. Staff also outlined potential sidewalk and roadway improvements along Fruitland Drive and noted that applying a zone during annexation is a legislative action, while detailed engineering review occurs later through the standard administrative process. The Planning Commission will not make a recommendation until November 19th, and the annexation process will move forward regardless of whether the Commission ultimately recommends approval.

3:03:05 Chair Nancarrow opened the discussion to public input, even though the meeting was not a formal public hearing. Several residents spoke in opposition to the proposed R-1-5 zoning and the presented development concept, expressing concerns about density, traffic, compatibility with surrounding neighborhoods, flooding, groundwater, property values, and the request for modified development standards. Speakers emphasized that the surrounding established neighborhoods consist largely of R-1-10, R-1-8, and RE-20 lots, many with single-story homes, and argued that the proposed higher-density two-story development would be inconsistent and harmful to existing property owners. Some residents also raised concerns about private streets, emergency access design, potential flooding impacts, and the fairness of granting zoning flexibility or special allowances to a parcel that had historically remained outside the City until now. **Public who spoke are: John Telle, Dave Hume, Katherine Przybycien, Tonya Schmidt, Sean Green, and Mindy Albee.**

3:21:45 Garrett Seely, applicant representing the Atkinson and Pauling families, emphasized a willingness to collaborate with the City and neighbors. He acknowledged existing constraints caused by past subdivision decisions but explained that the plan was designed to make the site functional. The proposal includes a 60-foot public through-street connecting to adjacent neighborhoods, with all internal streets privately owned, 37 feet wide, with sidewalks on one side, limited parking, and fire access standards met. Lot sizes would range from about 4,800 square feet to 12,000 square feet. The project includes a detention basin aligned with the City's storm drain outfall and an emergency access connection along an existing right-of-way. Homes would be built on slabs with no basements due to high groundwater. Garrett argued that past flooding was unrelated to this property and that development and new utilities would improve drainage and reduce site saturation. He addressed concerns about property values, arguing that smaller lots do not reduce surrounding home values because appraisals use comparables. He framed the project as "missing middle" housing and said attainable pricing in North Ogden is difficult, making these units a step between townhomes and high-priced single-family homes.

Commissioners asked about the requested R-1-5 zoning and proposed modifications, including two-story homes instead of the one-and-a-half-story limit, reduced setbacks, and private-street standards. Garrett explained these requests as efforts to match heights of existing homes, maximize lot coverage, and align with planned street designs. Commissioners questioned affordability, HOA costs, and market demand and Garrett responded that HOA fees would be regulated under updated State law and that the target buyers are households moving up from townhomes or wanting to stay near family.

Concerns were raised about parking and guest access on narrow private streets, and Garrett described a plan for designated guest parking and no-parking zones to maintain emergency access.

Commissioners concluded by requesting a revised, less dense concept that fits the surrounding area and agreed to revisit it on the November 19th Planning Commission meeting for a formal recommendation.

6. **ZTA 2025-07 PUBLIC HEARING, CONSIDERATION AND RECOMMENDATION REGARDING A LEGISLATIVE AMENDMENT TO CONSIDER AMENDING NORTH OGDEN CITY CODE 11-7 AND 11-14 TO DEFINE, PERMIT, AND REGULATE COTTAGE KITCHENS**

3:59:40 Planner Ryan Nunn reviewed a proposed zoning text amendment regarding cottage kitchens, an issue raised by residents and forwarded by the City Council for study. He explained that the City currently has no regulations for cottage kitchens, while the Utah Department of Agriculture and Food provides State-level requirements. The goal is to determine whether and how this use should be allowed in residential zones, along with what restrictions are needed to prevent the use from becoming disruptive or expanding beyond its intended scale. Ryan asked the Commission to consider factors such as which residential zones should allow the use, limits on off-site deliveries, rules for signage or advertising on vehicles, permitted vehicle sizes, food storage requirements beyond State minimums, and licensing or liability issues the City may face. State code and examples from other cities, including St. George, were provided. Ryan also supplied draft definitions, proposed permitted-use language, and potential development standards for cottage kitchens.

4:03:40 Commissioners discussed the proposed cottage kitchen text amendment, noting that the St. George ordinance offers strong protections for neighborhoods, including limits on noise, fumes, signage, delivery types, and heavy vehicles. Concerns were raised that the draft language provided in red text appeared too minimal and might not prevent disruptive or unattractive impacts in residential areas. Commissioners suggested using the St. George code as a model to better shape North Ogden's regulations.

Staff explained that some protections already exist in the City's home-based business code, such as limits on daily vehicle visits, but acknowledged gaps regarding signage, grease disposal, and other impacts that could arise from food production in homes. Staff emphasized that cottage kitchens are already regulated under State law and require compliance with Utah Department of Agriculture and Food rules, which involve significant commercial-grade standards. The City's role would be to designate where the use is allowed and determine what additional local restrictions are needed. Commissioners highlighted the need for clear safeguards to avoid nuisances while still enabling small home-based food businesses to operate and grow.

a. Chair Nancarrow opened the Public Hearing at 10:10 p.m.

4:10:11 Applicant Chareassa Kessinger discussed her experience and perspective regarding operating a cottage food kitchen. She explained that the State sets strict guidelines for cottage food operations, including restrictions on what can be sold, labeling and recipe submissions, kitchen inspections, and limitations on sales within Utah. Chareassa emphasized that if an operator meets these State guidelines, there should be no objections from the City, which primarily needs to issue a small business license. She clarified that a cottage food kitchen is not considered a commercial kitchen, which would impose significantly more restrictions, and allows her to produce and sell food while managing family responsibilities. Chareassa shared her personal motivation, noting her son has food allergies and her focus is on producing health-conscious, allergy-friendly foods like clean cotton candy and cupcakes for the community. She expressed interest in expanding into schools on a pro bono basis, providing safe, small-batch treats. Questions about sales tax compliance and licensing were briefly addressed, with Jon Call noting that sales tax reports are compared to business licenses to ensure proper adherence.

Vice Chair Green motioned to close the Public Hearing. Commissioner Webb seconded the motion. All in attendance voted aye. The Public Hearing was closed at 10:13 p.m.

4:13:05 Commission members discussed approval, noting that the proposed changes primarily add clarification to the existing ordinance, which provides enforceable guidelines. Ryan Nunn raised concerns from the City Business License official about permitting cottage kitchens, including issues related to signage and liability. Vice Chair Green noted that signage is already addressed within the ordinance, and Ryan clarified that the rules generally prohibit signs, allowing only minimal placards. The conversation also addressed potential liability concerns, including misuse of the license or adverse reactions from neighbors, which were noted as general considerations for the City Council.

b. Consideration and recommendation

4:14:40 Vice Chair Green made a motion to recommend that the City Council amend North Ogden Code 11-7 and 11-14 to define, permit, and regulate Cottage Kitchens. Commissioner Nabor seconded the motion.

Voting on the motion:

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

The motion carried.

8. **ZTA 2025-06 PUBLIC HEARING, CONSIDERATION AND RECOMMENDATION REGARDING A LEGISLATIVE AMENDMENT TO CONSIDER AMENDING NORTH OGDEN CITY CODE 11-10A-2: PERMITTED USES IN COMMERCIAL ZONES, TO CONSIDER REGULATIONS FOR MASSAGE ESTABLISHMENTS, AS WELL AS 11-7: DEFINITIONS, TO UPDATE THE DEFINITION OF “MASSAGE ESTABLISHMENTS”**

4:16:05 Scott Hess, Community and Economic Development Director, explained that on October 14th, the City Council enacted a temporary land use regulation, effectively a moratorium, on new massage establishments due to concerns about legitimacy and public safety. Scott suggested that massage therapists be required to hold State licenses under Utah State Code Title 58, Chapter 407b, and that these licenses be submitted with business license applications to verify ownership and employee credentials. He noted that State legislation may soon require business owners to be licensed as well. Hess also raised considerations for operational transparency, such as open, well-lit spaces with visible products for sale, to ensure businesses are inviting and legitimate. He emphasized the importance of not rushing the process, allowing time to develop additional standards while the temporary regulation remains in effect, and proposed tabling the item to a future unspecified date to gather more information and provide careful review.

a. **Chair Nancarrow opened the Public Hearing at 10:20 p.m.**

No comments were made.

Commissioner Webb motioned to close the Public Hearing. Commissioner Gardner seconded the motion. All in attendance voted aye. The Public Hearing was closed at 10:20 p.m.

b. **Consideration and recommendation**

4:20:50 Chair Nancarrow made a motion to table the item to a future meeting. Vice Chair Green seconded the motion. All in attendance voted aye.

9. **ZTA 2025-09 DISCUSSION AND CONSIDERATION ON AN LEGISLATIVE AMENDMENT TO CONSIDER AMENDING NORTH OGDEN CITY CODE 11-9: RESIDENTIAL AND CIVIC ZONES, TO ADD AN OVERLAY ZONE AS DEFINED IN UTAH STATE CODE 10-9A-403.2: AFFORDABLE HOME OWNERSHIP DENSITY BONUS FOR SINGLE-FAMILY RESIDENTIAL UNITS**

4:21:49 Scott Hess, Community and Economic Development Director, provided an overview of the State-mandated moderate-income housing plan, noting that North Ogden has been required to implement such a plan since 1996 under the Land Use Development Management Act. He explained that recent changes give the State more enforcement authority, with potential consequences including the loss of significant road funding if the City fails to comply.

Scott described the option of creating an overlay zone, which would make moderate-income housing requirements automatically apply to certain areas when rezoning is requested, simplifying compliance and providing assurance for State approval. Chair Nancarrow clarified that the overlay zone would exist without being automatically applied Citywide, and Jon Call noted that the City could pre-select areas where the overlay could be applied in a way that would not cause undue burden. Scott indicated that a draft zoning ordinance incorporating the overlay zone would be brought back for review at a future meeting. It was confirmed that this discussion was informational and not intended to result in a recommendation to the City Council at this time.

4:25:22 Chair Nancarrow made a motion to table the item to a future meeting. Commissioner Watson seconded the motion. All in attendance voted aye.

10. PUBLIC COMMENTS

There were no public comments.

11. REMARKS - PLANNING COMMISSIONERS

4:26:13 Vice Chair Green suggested providing a training or informational session to help the public better understand the housing market, noting the confusion between available units and the ongoing housing crisis. Scott Hess agreed it was a valuable idea, explaining the complexity of housing development, including the difference between entitled units and those that will actually be built, and the challenges in understanding true demand versus projected supply. Scott also shared contact information for Steve Waldrups, Chair of the Commission on Housing Affordability at the State level, as a resource.

12. REPORT – COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR

There were no further comments.

13. REMARKS – CITY MANAGER/ATTORNEY

4:28:46 Jon Call stated that he plans to provide training on public hearings for the group, noting that this was likely the first hearing some Commission members have participated in. The training will cover Members' roles and responsibilities and offer guidance on procedures to help streamline the process.

14. ADJOURNMENT

Commissioner Watson motioned to adjourn the meeting.

The meeting adjourned at 10:31 p.m.



Nicole Nancarrow
Planning Commission Chair



Joyce Pierson
Deputy City Recorder

December 17, 2025
Date Approved