

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: 12/23/2025