

Minutes of the joint work session of the Ogden City Council, also acting as the Redevelopment Agency, held on Tuesday, November 18, 2025, at 4:00 p.m., in the Council Work Room, and via electronic meeting, on the third floor of the Municipal Building, 2549 Washington Boulevard, Ogden City, Weber County, Utah.

Present: Chair Marcia L. White
 Vice Chair Richard A. Hyer
 Council members Bart E. Blair
 Angela Choberka (arrived 4:02 p.m.)
 Dave Graf
 Shaun Myers (arrived 4:06 p.m.)
 Ken Richey

Council Executive Director Janene Eller-Smith
Council Assistant Executive Director Glenn Symes
Council Senior Policy Analyst Steve Burton
Communications Director Brandon Garside
Communications Specialist Eric Davenport

Also present: Mayor Benjamin K. Nadolski
 Chief Administrative Officer Mara A. Brown
 Management Services Executive Director Lisa Stout
 Finance Director Justin Sorensen
 Public Services Executive Director Justin Anderson
 Community and Economic Development Assistant Executive Director David Sawyer
 Planning Director Barton Brierley
 Senior Planner Brandon Rypien
 Community Development Director Jeremy Smith
 Program Compliance Administrator Cathy Fuentes
 Housing Specialist Elaine Ehrenberg
 Chief Deputy Recorder Lee Ann Peterson

The purpose of the joint work session was to review the agendas for the City Council and Special Redevelopment Agency meetings scheduled to begin at 6:00 p.m.; receive the Sunset Report from the Citizens Advisory Committee; discuss proposed Citizens Advisory Committee Ordinance Amendment; discuss proposed Fiscal Year 2025 Annual Action Plan Amendment #1; discuss proposed Fiscal Year 2025-2026 Budget Amendment – Annual Action Plan Amendment #1; discuss HUD Fiscal Year 2025 Consolidated Annual Performance and Evaluation Report (CAPER); discuss Update – Zone Ogden; discuss Council Business; and hear Council Comments.

Agenda Review

Chair White and members of Council staff reviewed the items listed on the agenda for the special Board of Canvass, regular City Council, and special Redevelopment Agency (RDA) meetings scheduled to begin at 6:00 p.m.

Sunset Report – Citizens Advisory Committee; and Proposed Citizens Advisory Committee Ordinance Amendment

City advisory committees have sunset provisions in their enabling ordinances which terminate their existence on a certain date, unless re-authorized by the City Council. The Community and Economic Citizens Advisory Committee (CAC) is currently scheduled to sunset on November 30, 2025. However, the Administration is recommending the removal of the sunset date and the establishment of the CAC as a standing committee. The CAC is tasked with reviewing the Annual Action Plan and the Consolidated Plan (ConPlan) related to Community Development. The Committee has been invited to report to the Council the highlights and activities over the last five years and to outline the program for the committee for the next five years.

Jeremy Peterson, Chair of the Citizens Advisory Committee, used the aid of a PowerPoint presentation to provide the sunset report. He introduced the CAC members and explained their role in overseeing Housing and Urban Development (HUD) grants and disbursement of federal and City program funds. The CAC serves as a witness to the City's use of funds, provides feedback, evaluates resource allocation, reviews HUD plans and budgets, and helps ensure regulatory compliance. He reported that over the past five years, the committee has overseen approximately \$21 million in expenditures. He highlighted various programs including infill housing, CHDO (Community Housing Development Organization), quality neighborhoods initiatives, emergency home repair, home ownership assistance, community development, and business development programs. He concluded program accomplishments included 24 homes renovated and sold, 19 emergency home loans issued, nearly 190 new homeowners assisted with down payment assistance, infrastructure improvements benefiting about 17,000 citizens, 131 homeless individuals

housed, 38 microenterprise loans issued, 11 small businesses assisted, and 108 homeowner loans for exterior improvements. For a copy of the presentation in its entirety, see the information packet for the meeting.

Council members expressed appreciation for the CAC's work as a champion for Ogden City and the East Central neighborhood, particularly the efforts to encourage people to move back to inner-city Ogden.

Relative to the proposed ordinance amendment, Community Development staff explained that the proposed ordinance amendment entails removing the requirement for a sunset report given that the same report is provided annually as part of the Annual Action Plan (AAP) process. The Council discussed the value of having the CAC Chair make the presentation to the Council and suggested that the Committee Chair could participate in the annual Consolidated Annual Performance Evaluation Report CAPER presentation rather than providing a separate sunset report. Community Development agreed to ensure the CAC chair would be included in future presentations.

Council Executive Director Eller-Smith noted the ordinance amendment was scheduled for approval under the consent agenda at the regular council meeting later this evening. Chair White suggested that the ordinance be amended to include language regarding the CAC Chair's involvement in the annual presentation. The Council concluded a text amendment to the ordinance was not necessary given Community Development staff's commitment to involve the CAC Chair in the annual presentation.

Proposed Fiscal Year 2025 Annual Action Plan Amendment #1 and Proposed Fiscal Year 2025-2026 Budget Amendment – Annual Action Plan Amendment #1

As a requirement to receive federal funding from the U.S. Department of Housing and Urban Development (HUD), the City's Community and Economic Development Department prepares and submits to the Council what is known as a five-year Consolidated Plan (ConPlan) and an Annual Action Plan. The Annual Action Plan (AAP) is used to outline how federal Community Development Block Grant funds, HOME funds and other federal and non-federal program funds will be used by the City in the upcoming fiscal year.

Program Compliance Administrator Fuentes used the aid of a PowerPoint presentation to summarize the proposed AAP amendment. City Administration is proposing to amend both the Five-year Consolidated Plan and the FY26 Annual Action Plan. The two are proposed to be amended together because they were originally approved in 2025 as a combined document. The proposed changes include:

- Increasing the Own in Ogden program budget to \$600,000 and raising the goal to 50 down payment assistance loans for the year;
- Reallocating HOME CHDO funds from housing purchase-rehab-resell to an infill housing project on Madison Avenue;
- Updating grant policies for the period of affordability based on a new HUD rule;
- Adding a target area public improvements project using CDBG COVID CARES Act funding; and
- Updating the overall budget for the year.

Ms. Fuentes explained that the period of affordability for direct assistance to homebuyers of \$25,000 or less had been reduced from 10 years to 5 years under new HUD rules. She also noted that CDBG CARES Act funding was being reallocated from business assistance to target area public improvements since businesses were no longer applying for pandemic-related assistance. For a copy of Ms. Fuentes' presentation in its entirety, see the information packet for the meeting.

Council members asked questions about the down payment assistance program, which provides \$10,000 loans to most qualifying applicants, with higher amounts (\$15,000) for teachers and city employees, and up to \$20,000 for public safety officers. The program had assisted 53 homebuyers in the previous year. They also asked for more details regarding how the period of affordability is determined.

Ms. Fuentes noted that a 30-day public comment period regarding the AAP amendment would run until December 14, with a public hearing scheduled for December 16 before the amendment is submitted to HUD.

Finance Director Sorensen then addressed the proposed budget amendment, noting Administration is proposing an amendment to the Fiscal Year 2025-2026 City budget to reflect the changes adopted with the Fiscal Year 2025-2026 Annual Action Plan Amendment #1. The proposed budget amendment reflects changes resulting in an overall increase of \$1,241,650.

HUD Fiscal Year 2025 Consolidated Annual Performance and Evaluation Report (CAPER).

Program Compliance Administrator Fuentes used the aid of a PowerPoint presentation to summarize the Consolidated Annual Performance Evaluation Report (CAPER) for Fiscal Year 2024-2025. The report summarizes the HUD-funded accomplishments of Ogden City Community and Economic Development Department for the fiscal year July 1, 2024 – June 30, 2025. The report showed the City had received approximately \$6.3 million in HUD funding across various programs and had expended about \$2.8 million. Major accomplishments included:

- Assisting 53 homebuyers with down payment assistance;
- Completing one infill housing project;
- Completing three home renovations with six more underway;
- Providing three emergency home repair loans;
- Assisting five micro enterprise owners;
- Creating or retaining 13 full-time equivalent jobs; and

- Assisting 42 households (84 individuals) with rental assistance through the HOME ARP program.

Council members discussed the HELP (Housing Exterior Loan Program), which had expended \$354,779 in non-federal funds and assisted 27 households with home repairs. There was interest in potentially expanding this program as it consistently runs out of funding after a few months despite having a strong track record of repayment. Community Development Director Smith mentioned staff is exploring additional funding sources, including potential state programs. Council members also inquired about the HomeServe program offered in partnership with the City to provide insurance for water and sewer line repairs.

Council member Graf briefly shared concerns about the HomeServe program based on a neighbor's negative experience with claim denial. Mr. Smith thanked Council member Graf for that input and indicated he will follow up to get more information on that situation.

Update – Zone Ogden

The Planning Division will update the Council on the Zone Ogden project that will update the City's development codes. The project began in summer of 2023 and is currently in the drafting stage. The Council previously received updates on Zone Ogden during work sessions in March, July, and August of 2025. This is another opportunity for the Council to discuss the new development code, to ask questions, and provide input as the code is drafted.

Senior Planner Rypien introduced John Janson, consultant from Logan Simpson, to discuss the Zone Ogden project. Mr. Jensen reported the consulting team and Planning staff are progressing well on the draft Code update, with only a few chapters left to complete. He presented several key issues for Council consideration:

- Transitioning to the new code: Mr. Jensen explained options for implementing the new code once adopted, including the "pending ordinance doctrine" (requiring compliance with both old and new codes until adoption) or a "relaxed" approach (adopting the code but setting a later effective date, such as three to six months after adoption). Planning staff has recommended the relaxed approach.
- Household definition: The team proposed updating the "family" definition to "household" to better reflect modern living arrangements. The proposal would allow a maximum of 15 people in a dwelling with no more than three rental contracts. Council members expressed concerns about the 15-person maximum without consideration of square footage or number of bathrooms, and Mr. Jensen agreed to review this matter further.
- Sexually Oriented Businesses (SOB): Discussion centered on whether to change the threshold from 15 percent to five percent floor area devoted to sexually oriented materials for classifying a business as an SOB. Council members debated the definition, enforcement challenges, and whether existing businesses like Adam & Eve would be affected. Mr. Jensen indicated his team would look more closely at legal issues surrounding these regulations.
- Landscaping standards: Mr. Jensen began a discussion about updating landscaping standards to align with water conservation goals, including Weber Basin's requirements for rebate eligibility. The Council ran out of time for this topic and agreed to continue the discussion in January.

Chair White suggested continuing the Zone Ogden discussion in January, along with several other topics including Accessory Dwelling Unit (ADU) standards.

Council Business.

Miscellaneous Council Business: Council member Choberka noted she had questions about the water district charge on property tax bills and about the rollout of paid parking around Christmas Village. Council Executive Director Eller-Smith reported the paid parking program would not be implemented before the opening of Christmas Village due to contractor delays but should be operational before the end of December.

Council Calendar: Ms. Eller-Smith reviewed the Council calendar for the remainder of the year.

The meeting adjourned at 5:45 p.m.

LEE ANN PETERSON, MMC
CHIEF DEPUTY CITY RECORDER

MARCIA L. WHITE, CHAIR

APPROVED: January 20, 2026