

# River Heights City

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## River Heights City PLANNING COMMISSION AGENDA

**Tuesday, January 27, 2026**

Notice is hereby given that the River Heights Planning Commission will hold its regular meeting beginning at **6:30 p.m.**, anchored from the River Heights City Office Building at 520 S 500 E.

Pledge of Allegiance

Adoption of Previous Minutes and Agenda

Public Comment on Land Use

Review Sign Ordinance Recommendations

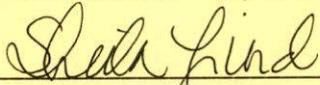
Discuss External Auxiliary Dwelling Unit (ADU) Ideas

Discuss Transportation Plan Status

Discuss Sharepoint Access

Adjourn

Posted this 22<sup>nd</sup> day of January 2026



Sheila Lind, Recorder

Attachments for this meeting and previous meeting minutes can be found on the State's Public Notice Website ([pmn.utah.gov](http://pmn.utah.gov)) and at [riverheights.gov](http://riverheights.gov).

In compliance with the American Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Sheila Lind, (435) 770-2061 at least 24 hours before the meeting.

# River Heights City

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River Heights City Planning Commission  
Minutes of the Meeting  
January 27, 2026

Present: Commission members: Keenan Ryan, Chairman  
Noel Cooley  
Anna Lisa Davidson  
Susan Rasmussen  
Troy Wakefield  
Councilmember Mark Malmstrom  
Recorder Sheila Lind  
Others Present None

## Motions Made During the Meeting

### Motion #1

Commissioner Cooley moved to “approve the minutes of the January 13, 2026, Commission Meeting with noted changes, as well as the evening’s agenda as amended.” Commissioner Davidson seconded the motion, which carried with Cooley, Davidson, Rasmussen, Ryan, and Wakefield in favor. No one opposed.

## Proceedings of the Meeting

The River Heights City Planning Commission met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers on January 27, 2026.

### Pledge of Allegiance

Adoption of Prior Minutes and Agenda: Minutes for the January 13, 2026, Planning Commission Meeting were reviewed with a few changes made. Commissioner Cooley asked that the Transportation Plan discussion be bumped up on the agenda to occur after public comment.

**Commissioner Cooley moved to “approve the minutes of the January 13, 2026, Commission Meeting with noted changes, as well as the evening’s agenda as amended.” Commissioner Davidson seconded the motion, which carried with Cooley, Davidson, Rasmussen, Ryan, and Wakefield in favor. No one opposed.**

### Public Comment on Land Use: None.

Discuss the Transportation Plan Status: Commissioner Cooley recommended a few changes (included with the minutes) to the General Plan Transportation Section which came from a meeting he had the day before with Engineer Rasmussen, Councilmember Pitcher, and Public Works Director Nelson. They determined that Councilmember Pitcher would recommend the Council adopt the Transportation Plan (received by Horrocks) as is, with the inclusion of 600 South as a capital project.

45 Councilmember Malmstrom asked how the changes would be carried over to a senior citizen  
46 PUD. Commissioner Cooley replied that it wouldn't apply to PUDs, only city owned streets.

47 After a discussion on the suggested changes, Commissioner Cooley said he would make the  
48 minor clarification they talked about and then get the document to Recorder Lind. He suggested the  
49 Commissioners take another look at the whole General Plan to see if there were any changes they  
50 wanted to suggest before they held a public hearing. He noted that accessory dwelling units were not  
51 addressed at all.

52 Review Sign Ordinance Recommendations: Commissioner Ryan said he often passed by an  
53 annoying (possibly offensive) political sign which was attached to a house in another city. He  
54 wondered how they could address something like that in the city's code. He suggested including  
55 verbiage such as "uphold the values of the city." Commissioner Davidson said that state code  
56 cautions cities not to interfere with free speech. Cities can regulate sign sizes, but not so much on  
57 content.

58 Commissioner Rasmussen presented what AI had come up with in combining the "temporary"  
59 and "portable" sections which would replace 10-16-2 and delete 10-16-6.

60 Councilmember Malmstrom asked if there was a place where they could define temporary  
61 and portable.

62 Commissioner Ryan asked that they think about enforcement when they are recommending  
63 code. Currently, codes are enforced as residents complain to the city. He suggested that if a code  
64 violation comes into question, the City Council could rule on it. He discussed asking the city attorney  
65 his opinion on what types of sign code would cross the line for a city and how they could address it.

66 They decided to remove the word "portable" and only use the word "temporary."

67 They added #6 to address homes for sale signs: For real-estate purposes a sign would be  
68 allowed during the sale of a property.

69 Commissioner Rasmussen planned to make the changes discussed and bring them back to the  
70 Commission.

71 Discuss External Auxiliary Dwelling Unit (ADU) Ideas: Councilmember Malmstrom had AI put  
72 together an ADU code draft. Mr. Ryan had discussed the ADU idea with Public Works Director Nelson  
73 who suggested not allowing a separate water and sewer line for the second dwelling. He didn't like  
74 the idea of the road being disrupted for new lines.

75 Mr. Ryan addressed the ADU not taking up more than 40% of the open property. They  
76 discussed North Logan's ordinance, which had some things they liked, such as the structure was  
77 required to be on a foundation, which wouldn't allow a tiny home on wheels.

78 Commissioner Cooley suggested defining internal and external ADUs. The code currently had  
79 definitions for what constituted a living space.

80 Commissioner Ryan noted that state code required that cities allow internal ADUs, but were  
81 not yet requiring allowance of external ADUs. Commissioner Cooley felt it would be wise for the city  
82 to work on a code to address it. He asked for ideas on whether it should be its own section of code or  
83 be included in 10-13 (where other random things were addressed). Recorder Lind felt it might be  
84 easier to find if it were its own section. They discussed the possibility of adding it as 10-23. They  
85 desired to add definitions and clean up some of the items that didn't apply in the AI draft.

86 Commissioner Cooley brought up that the city currently billed double for utilities on homes  
87 with internal apartments. They wanted to include a maximum structure size and setbacks from the  
88 primary residence.

89 Commissioner Ryan brought up that some areas of the city had narrow deep lots, which may  
90 have enough space in the rear yard for an ADU. Recorder Lind noted they would need to be aware of  
91 stormwater regulations when addressing additional driveways.

92 They wanted to start with the requirements they felt were most important and then come up  
93 with code to support them.

94 Commissioner Cooley noted that the definitions in 10-2 discussed inside apartments as did 10-  
95 12 under zoning. There would be new definitions to include and others to remove.

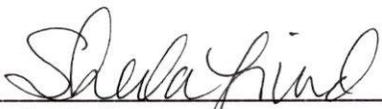
96 Recorder Lind suggested, when they come up with setbacks, to think about what might be  
97 nearby on the next property, which could cause a conflict.

98 Commissioners Ryan and Cooley would work together and make sure they addressed: Minium  
99 size of ADU, water/sewer connections, billing, minimum size lot, parking, access to ADU, minimum  
100 rental time, owner requirements, setbacks, structural appearance, occupancy limit, zone regulations  
101 and whether they would require a Conditional Use Permit or business license.

102 Discuss Sharepoint Access: Commission Ryan wanted to make sure everyone had access to  
103 Sharepoint on their personal devices so they could be prepared for meetings. Commissioners Ryan,  
104 Wakefield, and Rasmussen each had some hang ups with their access. Recorder Lind said she would  
105 set up a time when they could get help from the city's IT person.

106 The meeting adjourned at 7:40 p.m.

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Keenan Ryan, Commission Chair

  
\_\_\_\_\_  
Sheila Lind, Recorder

## Chapter 3

# TRANSPORTATION

River Heights City strives to ensure that safe neighborhood and collector streets are designed and maintained to provide smooth traffic flow and accommodate bicyclists and pedestrians. This transportation master plan and the information and analyses contained herein should be consulted for direction on transportation-related issues. **The City contracted to have an outside entity conduct a Transportation study to create a 5 year and 20-year master transportation plan (See River Heights City Transportation Master Plan dated January 2026). The traffic study indicated that present River Heights City streets can function at an acceptable level of service for both collector and neighbored streets.**

City ordinances require all newly developed streets to be designed and approved by a professional engineer licensed in the State of Utah. Designated and proposed trails are shown on the Trail and Park Map. Proposed goals and strategies will be implemented as funding becomes available.

The Cache Metropolitan Planning Organization (CMPO) is a consortium of city and county governments in the Logan Urbanized Area that conducts transportation planning to provide a comprehensive, coordinated, and continuing approach. The CMPO ([www.cachempo.org](http://www.cachempo.org)) was formed in 1992 to carry out the federally mandated metropolitan planning process so the Logan Urbanized Area can receive federal funds for improving transportation facilities and services. River Heights is part of the CMPO. The mayor of River Heights sits on the executive committee of the CMPO, as do all the mayors in the Logan urbanized area.

The CMPO develops both the five-year Transportation Improvement Program (TIP) and the 20–30-year long range Regional Transportation Plan (RTP). The TIP and RTP plan for the development of transportation facilities of regional significance, including highway, transit, pedestrian, and bicycle projects for urbanized areas. With the development of 100 East from 300 South to Providence, River Heights has been significantly impacted with increased vehicular and pedestrian traffic on 700 South due to commercial development.

Traffic from surrounding cities flows into and out of River Heights, therefore the city must be involved in the CMPO to participate in the planning of transportation corridors that will impact the city.

Although the CMPO currently includes 200 East in Logan; River Heights opposes this alternative. [\(See River Heights City Resolution 2-2025\)](#)

### TRANSPORTATION GOALS AND STRATEGIES

Goal 1 River Heights should be a community with adequate streets to effectively move traffic through residential neighborhoods and through the city. The city should plan, design, and enhance roads, pedestrian walkways, and bicycle paths.

Strategies:

- a. Local neighborhood streets should have at least a <sup>60</sup>55-foot right-of-way, unless otherwise
- b. All identified collector streets should have at least a 66-~~60-foot~~ right-of-way <sup>approved by</sup> unless otherwise approved by the City. Existing collector streets that are less <sup>the city.</sup> than 66 feet wide should be upgraded wherever possible.
- c. All streets should have sidewalk, curb, gutter, and a five-to-eight-foot planting strip on both sides of the street.
- d. To better accommodate pedestrians, sidewalks (5) five foot or wider should be constructed.
- e. The widening of roads and rights-of-way should be accomplished sensitively within residential areas. Mitigating measures should be taken to reduce the impact of enlarged roadways.
- f. On-street parking will be regulated by ordinance.

Goal 2 Build sidewalks in the existing developed areas of the city.

Strategy: Develop a systematic plan to install sidewalks, curbs and gutters (where appropriate). In new subdivisions or developments, however, the cost of sidewalks and curb and gutter will be the sole responsibility of developers and subdividers.

Goal 3 Local and trans-city traffic should be able to move throughout the city safely and effectively. As much as possible, collector streets should be adequate so as not to concentrate traffic on only a few streets.

Strategies:

- a. River Heights City recognizes the following streets identified in the Transportation Plan as collectors. These streets are currently in Cache County jurisdiction except portions of 1000 East/
  - i. 600 East south of 600 South
  - ii. 1000 East
  - iii. 600 South between 400 East and 1000 East
  - iv. 400 East north of 600 South
- b.

River Heights is ~~pursuing a~~ Master Transportation Plan to document ed the transportation needs of the City. Roads identified in the plan should be developed or improved to accommodate current and future traffic projections. ~~These roadway~~ Collector-designations are to be applied when the roadway is being updated or

development occurs adjacent to it or when traffic conditions warrant the upgrade in the future. It is anticipated that the following streets, either existing or as they are developed in the future, are to be collector or function as collector streets:

- i. 400 East from 600 South to 300 South
  - ii. 600 South between 400 East and 600 East
  - iii. 700 South from Highway 89 to 600 East
  - iv. River Heights Blvd. from 600 East to 1000 East
- b. A right-of-way should be preserved, or obtained, for the following new neighborhood streets:
- i. 500 South (Riverdale Ave) from approximately 100 to 400 East
  - ii. 800 South from 100 East to 600 East
  - iii. 700 East between 400 South and 600 South
  - iv. 400 South from 750 East to approximately 850 East (this right-of-way is also required to protect access to a 10-inch water line)
  - v. 400 East from 700 South to 800 South
  - vi. 300 East from 500 South to 600 South (Summerwild Ave to Riverdale Area)
- c. Collector roads should have controlled access.
- d. Participate in regional transportation planning by working with the CMPO.

Goal 4 River Heights should coordinate with the transit district to improve transit services providing access to mass transit.

Strategy: Maintain communication and contact with the Transit District, via board member, regarding the needs of River Heights City's riders.

**10-16-2: TEMPORARY AND PORTABLE SIGNAGE**

- A. Policy: It is the policy of the city, to restrict the use of temporary and portable signage. Temporary signage has a place in the community for specialized purposes, such as announcing properties for sale or lease, upcoming events, yard sales, construction activities, or making political or ideological statements.**
- B. Regulations for Temporary and Portable Yard Signs**
- 1. Size**  
Temporary and portable yard signs shall not exceed **three (3) square feet** on any exposed sign face. Portable yard signs may be double-sided, awning-type, or A-frame construction, for a **total maximum sign area of six (6) square feet**.
  - 2. Location**
    - a. Temporary signs may be placed in any zone when located on **private property**.
    - b. On vacant lots with no structure, signs must remain **entirely within the property boundary**.
    - c. Portable yard signs may be placed on the **property to which the sign pertains**, consistent with Section 10-16-1.
    - d. Off-site portable yard signs may be located within the **public right-of-way**, but **not** in the paved portion of any street and **not** on any sidewalk.
  - 3. Height**  
No temporary or portable yard sign may extend more than **six feet (6')** above existing ground level. Mounting devices may extend above the sign by no more than **six inches (6")**.
  - 4. Number**  
Only **one (1)** temporary or portable yard sign is allowed per parcel, except during election periods as regulated in Section 10-16-5.
  - 5. Time Limit**  
Portable yard signs may be displayed only immediately **prior to and during** the event, yard sale, or open house they advertise and must be removed **at sundown**. No portable yard sign may remain in place for more than **seventy-two (72) consecutive hours**. Signs not removed after this period are considered **refuse**, and the owner or installer may be subject to a **Class B misdemeanor** for littering.

ORDINANCE NO. 2026-\_\_\_\_

AN ORDINANCE OF RIVER HEIGHTS CITY, UTAH, AMENDING TITLE 10 (ZONING) TO ALLOW EXTERNAL ACCESSORY DWELLING UNITS AS A CONDITIONAL USE, SUBJECT TO STANDARDS.

SECTION 1. PURPOSE AND INTENT

A. Purpose

1. Provide a limited, neighborhood compatible option for additional housing on existing single family lots.
2. Ensure external accessory dwelling units remain accessory to and subordinate to the primary dwelling.
3. Preserve neighborhood character through clear standards for size, placement, parking, and appearance.
4. Ensure basic life safety and code compliance through required inspection prior to occupancy.

B. Intent

This ordinance is intended to create a tightly regulated conditional use framework for External Accessory Dwelling Units, consistent with River Heights City's conditional use and zoning clearance permit processes.

SECTION 2. AMEND TITLE 10, CHAPTER 2 (DEFINITIONS) TO ADD THE FOLLOWING  
(Insert in alphabetical order and renumber as needed)

"Accessory Dwelling Unit (ADU)"

A habitable residential dwelling unit added to, created within, or detached from a primary single family dwelling and contained on one lot.

"Accessory Dwelling Unit, External (Detached ADU)"

A subordinate residential dwelling unit that is detached from the primary single family dwelling, located on the same zoning lot, and that meets all requirements of Title 10, including the requirements of Section 10-13-\_\_\_\_ (External Accessory Dwelling Units).

"Primary Dwelling"

The principal single family detached dwelling on a zoning lot.

"Owner Occupied"

The legal owner of record occupies either the Primary Dwelling or the ADU as the owner's primary residence.

SECTION 3. AMEND TITLE 10, CHAPTER 12 (ZONE REGULATIONS) TABLE 1 LAND USE CHART  
(Add a new line item under Residential Uses or Accessory and Incidental Uses, as the City prefers)

Add:

“Accessory Dwelling Unit, External (Detached ADU)”

Zone designations:

A: C

R: C

RPUD: C (optional, if you want it available in RPUDs subject to the RPUD approval)

All other zones: Not listed

Note:

“C” indicates conditional permitted use subject to Chapter 20 and Section 10-13-\_\_ of this title.

SECTION 4. AMEND TITLE 10, CHAPTER 13 (SUPPLEMENTARY REQUIREMENTS) AS FOLLOWS

4.1. Amend 10-13-7 to create an exception

Existing text:

“10-13-7: ACCESSORY BUILDINGS PROHIBITED AS LIVING QUARTERS

Living and sleeping quarters in any building other than the main residential building are prohibited.”

Replace with:

“10-13-7: ACCESSORY BUILDINGS PROHIBITED AS LIVING QUARTERS

A. Living and sleeping quarters in any building other than the main residential building are prohibited.

B. Exception. An External Accessory Dwelling Unit is permitted only when approved as a conditional use and operated in compliance with Section 10-13-\_\_ of this title.”

4.2. Add a new section (place in Chapter 13 where you want it, example number below)

“10-13-28: EXTERNAL ACCESSORY DWELLING UNITS (DETACHED ADUs)”

A. Applicability

1. An External ADU is allowed only on a zoning lot containing a lawfully existing single family detached dwelling.

2. Only one ADU (internal or external) is allowed per zoning lot.
3. An External ADU is allowed only after approval of a Conditional Use Permit pursuant to Chapter 20.

**B. Approval required**

1. External ADUs are allowed only by Conditional Use Permit.
2. A Zoning Clearance Permit is required for construction, conversion, or establishment of an External ADU, in addition to any permits required by the Cache County Building Department.

**C. Ownership and occupancy requirements**

1. Owner Occupancy Required. The owner must occupy either the Primary Dwelling or the ADU as the owner's primary residence.
2. Shared ownership. The Primary Dwelling and the ADU must be owned by the same owner or ownership entity.
3. Temporary absence. Owner occupancy may be waived during a bona fide temporary absence if:
  - a. The owner provides written notice to the City Recorder or Zoning Administrator prior to or during the absence, including the anticipated absence duration, a forwarding address, and a local responsible agent contact, and
  - b. The absence does not exceed \_\_\_\_\_ months (suggest 24 to 36 months), and
  - c. The owner intends to return to the residence.

**D. Size and configuration**

1. Subordinate size. The ADU must be clearly subordinate in size to the Primary Dwelling.
2. Maximum size. The External ADU may not exceed the lesser of:
  - a. Fifty percent of the gross floor area of the Primary Dwelling, or
  - b. 1,000 square feet of gross floor area.
3. Kitchen and sanitation. The ADU may include one kitchen, one bathroom, and the normal living and sleeping areas typical of a small dwelling.

**E. Placement, height, and setbacks**

1. Setbacks. The ADU must meet the accessory structure setbacks applicable in the zone per Section 10-12-2 (Area Regulations).
2. Height. The ADU must comply with the accessory height limitation in Section 10-12-2.

3. Location on lot. The ADU shall be located to reduce neighborhood impacts where feasible, including consideration of:

- a. Window placement and privacy
- b. Access and circulation
- c. Outdoor lighting
- d. Snow storage and winter parking needs

#### F. Appearance and neighborhood compatibility

1. Single family character. The Primary Dwelling and ADU must be designed and maintained so the property continues to read visually as a single family residential property.

2. Entrances. Any new entrance added to the Primary Dwelling for the purpose of establishing an ADU shall be located on the side or rear of the Primary Dwelling when feasible.

3. Materials. Exterior materials, roof pitch, and overall design of the ADU must be residential in appearance and compatible with the Primary Dwelling.

#### G. Parking

1. Parking required. Off street parking must be provided on the zoning lot in compliance with Chapter 10-14.

2. Minimum standard. The lot shall provide not less than three off street parking spaces total, unless the Planning Commission requires more based on site specific conditions. Parking location and design must comply with Chapter 10-14.

3. Parking impacts. The Planning Commission shall consider winter parking conditions, street safety, and neighborhood congestion.

#### H. Utilities

1. One service. The Primary Dwelling and ADU shall share utility services to the maximum extent allowed by the utility provider, including water and sewer service lines, unless a separate connection is required by the provider.

2. One billing point. Municipal billing, if applicable, shall be directed to the property owner.

#### I. Rental term and licensing

1. Minimum rental term. The ADU and the Primary Dwelling may not be rented for periods of time less than thirty days.

2. If the City requires licensing for ADUs, the owner shall obtain and maintain any required City license.

**J. Life safety inspection and code compliance**

1. Code compliance. Any new construction, remodeling, or renovation done to create the ADU shall comply with the building code in effect at the time of permit application.

2. Inspection required. Prior to occupancy of the ADU, the owner shall submit evidence of a building inspection by the applicable building authority. Any required corrections must be completed prior to occupancy.

**K. Permit does not run with the land**

1. Non transferability. Approval of an External ADU is specific to the owner to whom it is issued.

2. Termination upon sale. Upon sale or transfer of the property, the ADU approval automatically terminates unless the new owner applies for and receives a new approval.

**L. Additional conditions**

The Planning Commission may impose additional conditions reasonably necessary to protect public health, safety, and neighborhood compatibility, including conditions related to parking, access, screening, and lighting.

**SECTION 5. AMEND TITLE 10, CHAPTER 20 (CONDITIONAL USES), IF NEEDED**

(Add a cross reference to confirm ADUs are conditional uses, if desired)

Add to 10-20-1:

“External Accessory Dwelling Units, as provided in Section 10-13-28 and as indicated as conditional uses in Table 1.”

**SECTION 6. REVOCATION AND ENFORCEMENT**

**A. Revocation**

1. An External ADU approval may be revoked for noncompliance with the conditions of approval or any provision of Title 10.

2. Notice and cure. The City shall provide written notice stating the violation and allowing fourteen days to cure before revocation, unless an emergency condition exists.

3. Appeal. A decision to revoke may be appealed pursuant to the City’s appeal procedures.

**B. Violations and penalties**

Violations are subject to enforcement and penalties as provided in Title 10, Chapter 3.

**SECTION 7. SEVERABILITY**

If any provision of this ordinance is held invalid, the remainder shall not be affected.

**SECTION 8. EFFECTIVE DATE**

This ordinance shall become effective upon adoption and publication as required by law.