



MEMORANDUM

DATE: January 22, 2026
TO: Chad Booth, Peggy Dooling-Baker, Fred Blickle, Ogden Valley City Councilmembers
CC: Nate Smith
FROM: Brian Carver
SUBJECT: Ogden Valley Plan and Land Use Ordinance Adoption

Congratulations on completing the necessary steps to incorporate Ogden Valley City. J-U-B appreciates the opportunity to provide planning services for your new community. As requested, we have developed an expedited timeline to assist you in adopting a functional General Plan and Land Use Code prior to the expiration of your current Temporary Land Use Restriction.

Five Month Action Plan

The following action plan provides Ogden City with clear steps to take to establish the foundation of good land use management to provide for the immediate use and enjoyment of residents' property and set the stage to construct a new General Plan and Land Use Ordinance that will guide the community's vision for growth into the future.

Phase 1: Lay the Planning Foundation (January 1-31, 2026)

Goal: Ensure legal continuity so development adheres to established standards immediately upon incorporation.

Ogden Valley City has already taken great strides forward through incorporation as a community and establishing the powers and authority of elected and appointed officials.

- **Adopt County Ordinances "By Reference" (Day 1):** The City Council has adopted much of the existing Weber County Code relating to municipal services and powers as the "Interim City Code". This ensures that the City has enforceable laws in place from the first day.
- **Enact a Temporary Land Use Regulation (TLUR):** Under Utah Code 10-20-504, the City has enacted a moratorium on sensitive applications. This is to prevent a



rush of applications for undesirable development before the City creates its own standards.

- **Planning Commission Readiness:** The Planning Commission has been appointed and is receiving training on powers and responsibilities.
- **Establish a Communications Plan:** In partnership with J-U-B and The Langdon Group (TLG), the City is actively developing a framework for public engagement, such as website content, a telephone hotline or a central email address, and educational materials on service implementation and timelines.

Phase 2: Setting Expectations (February 1 – March 31, 2026)

Goal: Create draft maps, ordinances, and general plan language based on the existing draft document developed by city volunteer committees. Put the planning commission and staff to work making adjustments and modifications to clarify community vision and goals.

- **Finalize Administrative Structure**
 - **Establish the "Development Review Committee" (DRC):** Form a technical meeting group (Engineer, Fire Marshal, Public Works, Planner) to review plans for compliance before they reach the Planning Commission. This action can be taken by the City and will require minimal involvement from J-U-B.
 - **Establish the Appeal Authority:** Appoint a Hearing Officer (typically an outside attorney) to hear variances and appeals, ensuring technical and legal decisions remain independent. This action can be taken by the City and will require minimal involvement from J-U-B.
 - **Develop Project Intake & Approval Process:** The City and J-U-B are currently developing application checklists and forms and a project management methodology to meet State requirements on timely response for building and excavation permits. Additional processes will be necessary to address subdivision and other land use applications.
 - **Define Fee Schedule:** The City and J-U-B are engaged in researching appropriate fee schedules for providing administrative functions to property owners and developers.



- **GIS Information Foundation:** While the City develops its own internal data management system, J-U-B recommends that it enact an agreement with Weber County GIS to continue providing infrastructure, zoning, and spatial data to the public for the first 6-12 months. This action can be taken by the City and will require minimal involvement from J-U-B.
- **Review Documentation:** The Planning Administrator and staff will review existing planning documents from Weber County as well as draft ordinances and plans prepared by community volunteers. Staff will make an informed recommendation on how to effectively utilize existing code content and incorporate desired changes in an orderly manner.
- **Planning Commission Tasks:** The Planning Administrator will work with the Planning Commission to review and comment on proposed code and plan language. Formal, appointed volunteer subcommittees may be established to reduce costs and providing example language for code and plan elements on specific issues of concern. The Planning Administrator will advise this process and ensure that the product is compliant with statutory requirements and incorporates best planning practices.
- **Transparency:** The Langdon Group will work with City leaders and staff to ensure public access to the planning process and frequent opportunities to provide comment through website content and other media engagement.

Phase 3: Fine-Tuning and Adopting Baseline Functions (April 1 - June 15, 2026)

Goal: Adopt a functioning land use ordinance and general plan by June 15, 2026.

- **Legislative Process** J-U-B and TLG will assist with the mandatory public hearings and legislative steps necessary to adopt a general plan and land use code that reflects the needs and desires of the community.
- **Plan and Code Adoption:** Using the products of Phase 2, the Planning Administrator and staff will consolidate the proposed code into a single document and review for consistency with the draft general plan. TLG will support the City in soliciting public feedback on proposed maps, ordinances, and general plan amendments through legally compliant public notice and hearing procedure. The Planning Commission and City Council will make revisions and



adopt the governing documents with the expectation that additional changes will be considered as community capacity and planning resources increase.

The end product will be a general plan and municipal code that provide the policies and legal basis for administering subdivisions, land uses, and design standards in a fair and predictable manner in preparation for the conclusion of the existing temporary land use regulation. This will allow residents and property owners to continue to exercise their rights to develop and enjoy property, while setting the process in place for the City to make additional updates and modifications to the plan and ordinances as desired.

Budget

This scope of work is based on the information available and limited understanding of the quantity and quality of work already performed on behalf of the community by volunteers to initiate changes to the planning documents under consideration.

Cost is dependent on several variables:

- Quantity, type, and extent of public involvement desired
- Content, format, and compliance of draft documents prepared by community volunteers with statutory requirements
- Desired degree of staff support - Some tasks can be accomplished by City leadership and existing/future staff, while others may be distributed to the planning commission to save costs.

A preliminary cost estimate based on the current information available would be a minimum of ~\$30,000 to \$40,000, depending on the intensity of involvement desired of J-U-B in items described above.

We invite City leadership to discuss the matter further to clarify immediate, short-term, and long-term priorities for support. With this information, J-U-B can identify cost savings opportunities and maximize efficiency with targeted support.