

6:00 p.m. – Council Meeting (Council Chambers)

A. Welcome & Roll Call

B. Pledge of Allegiance – Alan Arnold

C. Invocation – TBA (by invitation)

D. Public Comment

(This is an opportunity to address the City Council regarding your concerns or ideas. No action will be taken during public comment. Please try to limit your comments to three minutes.)

E. Presentations and Reports

1. Mayor's Report

2. City Administration Report

- a. Department Reports March
- b. April Anniversaries Employee Recognition
- c. Staffing Authorization Plans
- d. Community Development Report

F. Consent Items

1. Consideration to approve meeting minutes from:

[April 7, 2026 Council Meeting](#)

G. Action Items

1. [Consideration of Site Plan Amendment for RiverPark Retail](#)

Presenter: Brandon Cooper

2. [Consideration of Resolution #2026-14 amending Personnel Policy Chapters 1 through 8](#)

Presenter: Stacey Comeau

3. [Consideration of Ordinance #1006 amending Riverdale City Code Title 6 Chapter 1 Section 3 – Driving and Traffic Regulations](#)

Presenter: Chief Warren

4. [Consideration of Ordinance #1007 amending Riverdale City Code Title 2 Chapter 6 – Design Review Committee and Title 9 Chapter 6 Section 1 – Architectural Configuration](#)

Presenter: Brandon Cooper

5. [Consideration of Administrative Order #2026-01 addressing culinary water restrictions due to drought](#)

Presenter: Steve Brooks

6. [Consideration of Ordinance #1008 adopting by reference the most current edition of the International Property Maintenance Code and establishing standards for property maintenance](#)

Presenter: Brandon Cooper

7. [Fire Department discussion](#)

H. Upcoming Events

- ULCT Midyear Conference (St. George) – April 22nd to 24th
- Young Chrysler Dodge Jeep Ram Dealership Ribbon Cutting - April 24th 10:00 a.m.
- Budget Review Meeting - May 5th City Council

I. Comments

1. City Council
2. City Staff
3. Mayor

J. Adjournment

In compliance with the Americans with Disabilities Act, persons in need of special accommodation should contact the City Offices (801) 394-5541 at least 48 hours in advance of the meeting.

Certificate of Posting

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Riverdale City limits on this 17th day of April 2026 at the following locations: 1) Riverdale City Hall Noticing Board 2) the City website at <http://www.riverdalecity.com/> 3) the Public Notice Website: <http://www.utah.gov/pmn/index.html>.

Michelle Marigoni
Riverdale City Recorder

**The City Council meeting on April 21, 2026 is viewable electronically and may be accessed by clicking on the link below. The regular City Council Chambers will be available for in-person participation. The agenda for the meeting is also attached above. **

https://www.youtube.com/channel/UCegcYe-pIXSRZGd5llencvA/videos?view_as=subscriber

Minutes of the Regular Meeting of the Riverdale City Council held Tuesday, April 7, 2026, at 6:00 p.m. at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

Present:

City Council:

- Braden Mitchell, Mayor
- Alan Arnold, Councilmember
- Bart Stevens, Councilmember
- Anne Hansen, Councilmember
- Michael Richter, Councilmember
- Kent Anderson, Councilmember (joined electronically)

City Employees:

- Steve Brooks, City Administrator/Attorney
- Casey Warren, Police Chief
- Shawn Douglas, Public Works Director
- Matthew Hennessy, Fire Chief
- Rich Taylor, Community Services Director
- Shalee Nay, Police Admin Assistant

Excused:

- Michelle Marigoni, City Recorder

Visitors:

- Jake Sawyer
- Miranda Rizzi
- Thatiam Falls
- Kristen Cowan
- Paul Thoms
- Sean Athie
- Jake Tate
- Dee Hansen
- Chris Terry
- Angela Zamora
- Mike Staten

Welcome & Roll Call

The City Council meeting began at 6:05 p.m. Mayor Mitchell called the meeting to order and welcomed those in attendance, including all Council Members, City Staff, and members of the public.

Pledge of Allegiance – Brandon Cooper

Invocation – Alan Arnold

**** Mayor Mitchell requested to move Item #1 under Action Items forward to accommodate Representative Jake Sawyer's schedule. ****

Action Item #1:

Consideration of Resolution #2026-07 recognizing Representative Jake Sawyer

Steve Brooks and Rich Taylor presented the item, explaining that Representative Sawyer secured \$100,000 in state funding for the Riverdale Senior Center (\$50,000 for the current year and \$50,000 for the next). Representative Sawyer represents parts of Davis County but worked on behalf of Riverdale after learning of the center's needs. Mayor Mitchell presented Representative Sawyer with a key to the city and a lapel pin. Representative Sawyer shared that the funding request was his top priority during the legislative session and was unexpectedly doubled by the Executive Appropriations Committee.

Public Comment

Mayor Mitchell invited members of the public to speak and noted that no action would be taken during public comment. Comments were limited to three minutes.

Mike Staten, former Councilmember and Planning Commissioner, expressed appreciation for the Council's service, noting that he has lived in Riverdale for 27 years. He spoke in opposition to the proposed CarMax rezone at 4400 South and 700 West. He argued that Riverdale should prioritize community character and quality of life over sales tax generation from car dealerships. He referenced the movie "Up," warning that residents could become isolated in neighborhoods "eaten away" by commercial development.

Seeing no other public comment, the meeting proceeded.

Presentations and Reports

1. Mayor's Report

Mayor Mitchell reported on a recent Weber Area Council of Governments (WACOG) meeting. He noted that Riverdale's three RAMP grant applications totaling \$44,000 were denied, while surrounding cities received significant funding. He mentioned that having representation on the RAMP board is advantageous and something the city will pursue. He also shared that Weber Basin is requesting 20% water reductions due to "level two moderate" restrictions, with secondary water not being charged until May 15.

2. City Council Assignment Reports

Councilor Stevens reported on a housing meeting where legislative impacts on infrastructure funding were discussed. Councilor Richter expressed appreciation to city staff for the successful Easter events.

Consent Items

1. Consideration to approve meeting minutes from:

March 3, 2026 Council Meeting

Mayor Mitchell asked if there were any changes to the minutes. There were none.

MOTION: Councilmember Arnold moved to approve the consent item. Councilmember Richter seconded the motion. There was not any discussion regarding this motion, which passed unanimously in favor.

Action Items

1. Consideration of Site Plan Amendment for Goldcrest Homes

Thatiam Falls of Gold Crest Homes explained that during construction, it was discovered that a proposed sidewalk trail around the detention pond was infeasible due to grading and property line constraints. The developer proposed replacing the trail with a playground amenity of similar value. Brandon Cooper noted the amendment also changes the pond's interior from vegetation to gravel to protect the liner. Council discussed HOA control, with Mr. Falls clarifying that Fieldstone Homes currently manages the HOA but will transition it to residents as the phases are completed.

Motion: Councilmember Arnold moved to approve the site plan amendment for Gold Crest Homes as presented.

Second: Councilmember Hansen

Councilor Hansen: Yes
Councilor Richter: Yes
Councilor Anderson: Yes
Councilor Arnold: Yes
Councilor Stevens: Yes

Motion passed unanimously in favor.

2. Consideration of Resolution #2026-08 Approving a First Amendment to an Amended Development Agreement for the development of a project located at 5368 S 1050 W (Goldcrest Homes)

Brandon Cooper stated this amendment documents the changes approved in the site plan, including the detention pond modifications, trail removal, and playground installation. Council discussed pond safety and city liability, with staff clarifying the pond is for detention (slow release) rather than long-term retention.

Motion: Councilmember Arnold moved to approve Resolution #2026-08 Approving a First Amendment to an Amended Development Agreement for the development of a project located at 5368 S 1050 W (Goldcrest Homes)

Second: Councilmember Richter

Councilor Hansen: Yes
Councilor Stevens: Yes
Councilor Arnold: Yes
Councilor Anderson: Yes
Councilor Richter: Yes

Motion passed unanimously.

3. Consideration of Resolution #2026-09 accepting the Annual Municipal Wastewater Report

Shawn Douglas presented the state-required report, highlighting that Riverdale had zero overflows or backups last year. Council discussed the city's use of reserve funds for repairs rather than a specific sinking fund.

Motion: Councilmember Arnold moved to approve Resolution #2026-09 accepting the Annual Municipal Wastewater Report

Second: Councilmember Stevens

Councilor Arnold: Yes
Councilor Stevens: Yes
Councilor Hansen: Yes
Councilor Richter: Yes
Councilor Anderson: Yes

Motion passed unanimously.

4. Discussion regarding removal of park strip at Riverdale Park

Shawn Douglas proposed removing non-used grass in the park strip along Parker Drive to lead by example in water conservation. The project includes a new rock sign, flower bed, and six trees. Council provided a positive consensus for the project, noting residents would likely appreciate the water savings and updated aesthetics. No formal action was taken.

5. Consideration of Resolution #2026-10 amending the Riverdale City General Plan to modify the Future Land Use Map from "Attached Residential" to "Commercial" for property located at 671 W 4400 S

Steve Brooks addressed the importance of property rights and the projected \$2.5–\$3 million budget deficit by 2030, emphasizing the need for tax-generating developments. Kristen Cowan and Paul Toms presented for CarMax, stating the dealership would generate \$31–\$33 million in annual revenue and create 20 jobs while producing significantly less traffic than the previously approved apartment complex. Mr. Cooper noted the Planning Commission had issued a negative recommendation based on concerns over the loss of moderate-income housing potential. Council consensus was that the site's history and surrounding commercial uses made C-3 zoning a better fit than residential.

Motion: Councilmember Arnold moved to approve Resolution #2026-10 based on staff findings.

Second: Councilmember Richter

Councilor Hansen: Yes
Councilor Richter: Yes
Councilor Arnold: Yes
Councilor Stevens: Yes
Councilor Anderson: Yes

Motion passed unanimously.

6. Consideration of Ordinance #1004 amending the Riverdale City Zoning Map to modify zoning from R-4 (Multiple-Family Residential) to C-3 (Commercial) for property located at 671 W 4400 S

This ordinance modifies the zoning from R-4 to C-3 for the CarMax property. A substitute ordinance was used to omit the consultant's name.

Motion: Councilmember Stevens moved to approve Ordinance #1004 as modified by the substitute ordinance.

Second: Councilmember Richter

Councilor Hansen:	Yes
Councilor Richter:	Yes
Councilor Stevens:	Yes
Councilor Arnold:	Yes
Councilor Anderson:	Yes

Motion passed unanimously.

7. Consideration of Resolution #2026-11 approving an Agreement for the Development of Land for the development of a project at 671 W 4400 S (CarMax)

Mr. Cooper explained the agreement protects the city by requiring CarMax to pull development permits within 36 months or the zoning rights may expire. Council requested an amendment requiring the developer to maintain the vacant property during the interim.

Motion: Councilmember Arnold moved to approve Resolution #2026-11 with the added land maintenance requirement.

Second: Councilmember Stevens

Councilor Anderson:	Yes
Councilor Stevens:	Yes
Councilor Arnold:	Yes
Councilor Hansen:	Yes
Councilor Richter:	Yes

Motion passed unanimously.

8. Motion to un-table and consideration of Ordinance #999 regarding proposed text amendments to Riverdale City Code Title 10, Chapter 22 Planned Residential Unit Development (PRUD) (Tabled 1/6/26 and 1/20/26)

Motion: Councilmember Hansen moved to un-table Ordinance #999. Councilor Arnold seconded the motion, and all were in favor.

Mr. Cooper presented a revised "Planned Development" (PD) overlay zone that increases Council discretion and involvement early in the design process through a new Design Review Committee. The ordinance was updated to remove staff authority for "minor" field changes, requiring all amendments to return to Council. Discussion included requirements for mow strips under fences.

Motion: Councilmember Richter moved to approve Ordinance #999.

Second: Councilmember Stevens

Councilor Hansen:	Yes
Councilor Arnold:	Yes
Councilor Richter:	Yes
Councilor Stevens:	Yes
Councilor Anderson:	Yes

Motion passed unanimously.

9. Consideration of Ordinance #1005 amending the Riverdale City Zoning Map to modify zoning of approximately 12 acres from Community Commercial (C-2) and Planned Commercial (CP-2) zones to

Multiple Family Residential (R-5) zone. The property is located at approximately 4263 S 550 W, Riverdale Utah

Sean Athie and Jake Tate of Larry H. Miller Real Estate/Destination Homes presented a proposal for 81 townhome units. Mr. Tate addressed concerns regarding springs on the property, detailing an extensive subdrain system around every building foundation. Most units will be two stories, with three-story units only on the hillside to accommodate the grade.

Motion: Councilmember Arnold moved to approve Ordinance #1005 based on staff findings

Second: Councilmember Anderson

Councilor Hansen: Yes
Councilor Richter: Yes
Councilor Anderson: Yes
Councilor Arnold: Yes
Councilor Stevens: Yes

Motion passed unanimously.

10. Consideration of Resolution #2026-12 Approving an Agreement for the Development of Land for the development of a project located at 4263 S 550 W (LHM Riverdale)

This agreement sets a 12-month timeline for the developer to pull permits, which Mr. Tate indicated they intend to start within two weeks.

Motion: Councilmember Arnold moved to approve Resolution #2026-12 approving an Agreement for the Development of land for the development of a project located at 4263 S 550 W (LHM Riverdale)

Second: Councilmember Hansen

Councilor Anderson: Yes
Councilor Stevens: Yes
Councilor Hansen: Yes
Councilor Arnold: Yes
Councilor Richter: Yes

Motion passed unanimously.

11. Consideration of Resolution #2026-13 amending a Professional Services Agreement with Hansen Planning Group for the Comprehensive Development Code Update

Mr. Cooper requested an additional \$30,000 for "neighborhood plans" to allow for surgical, micro-adjustments to the general plan rather than broad changes. The new total contract amount is \$93,950.

Motion: Councilmember Arnold moved to approve Resolution #2026-13 with a "not to exceed" amount of \$93,950.

Second: Councilmember Anderson

Councilor Hansen: Yes
Councilor Richter: Yes
Councilor Anderson: Yes
Councilor Arnold: Yes
Councilor Stevens: Yes

Motion passed unanimously in favor.

Upcoming Events

- Spring Cleanup – April 20th
- ULCT Midyear Conference (St. George) – April 22nd to 24th

Comments

1. City Council
2. City Staff
3. Mayor

Adjournment

Having no further business to discuss, Councilmember Arnold moved to adjourn the meeting. Councilmember Stevens seconded the motion. The meeting was adjourned at 9:22 p.m.

Date Approved:

DRAFT

Monthly Financial Report
Riverdale City and Redevelopment Agency
 Report as of February 28, 2026

	Amount of Money on Hand			For the Month Reported		For the Fiscal Year To Date		
	Savings	Checking	Cash Drawers	Revenues	Expenditures	Revenues	Expenditures	Difference
General Fund	\$ 9,068,069	\$ 649,365	\$ 1,515	\$ 1,293,956	\$ 912,034	\$ 10,896,137	\$ 8,259,403	\$ 2,636,734
						Net of Class C Road Funds:		2,448,898
						Net of Local Option Sales Tax Highway/Transportation Funds:		2,056,796
Redevelopment Agency, RDA	9,149,847			50,839	7,391	429,150	468,498	(39,348)
Capital Projects Fund	16,899,930			48,991	19,714	456,033	48,178	407,855
Water Fund	6,807,349			193,003	104,497	1,879,589	1,495,500	384,089
Sewer Fund	4,143,944			138,397	219,515	1,117,980	944,599	173,381
Storm Water Fund	921,745			35,163	26,244	293,867	777,371	(483,504)
Garbage Fund	404,986			48,205	42,023	386,005	317,900	68,105
Motor Pool Fund	3,256,270			212,776	28,274	800,490	615,506	184,984
Information Technology Fund	88,396			18,166	13,394	145,435	211,339	(65,904)
Total	\$ 50,740,536	\$ 649,365	\$ 1,515	\$ 2,039,496	\$ 1,373,086	\$ 16,404,686	\$ 13,138,294	\$ 3,266,392

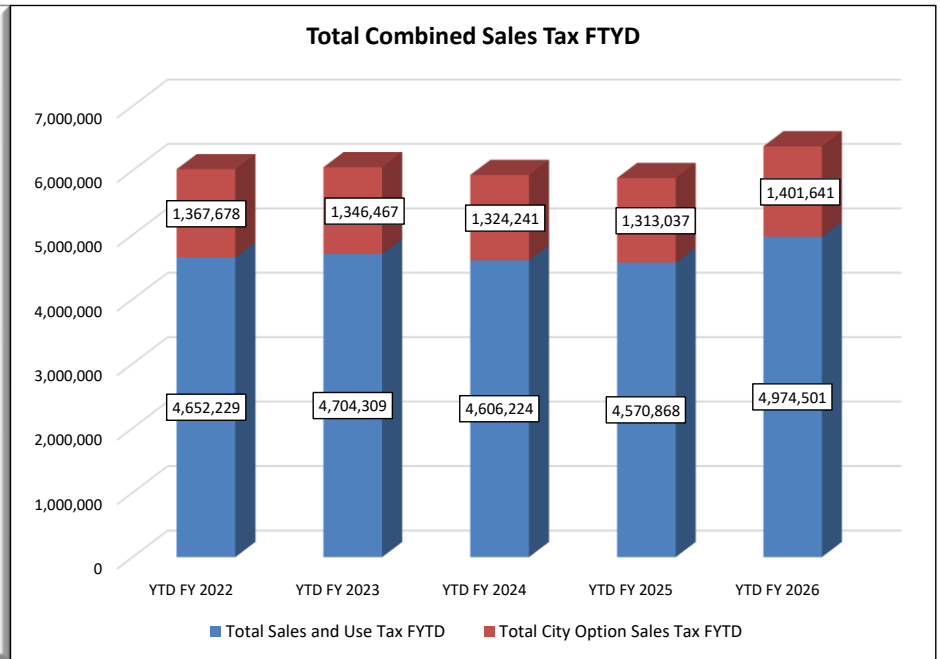
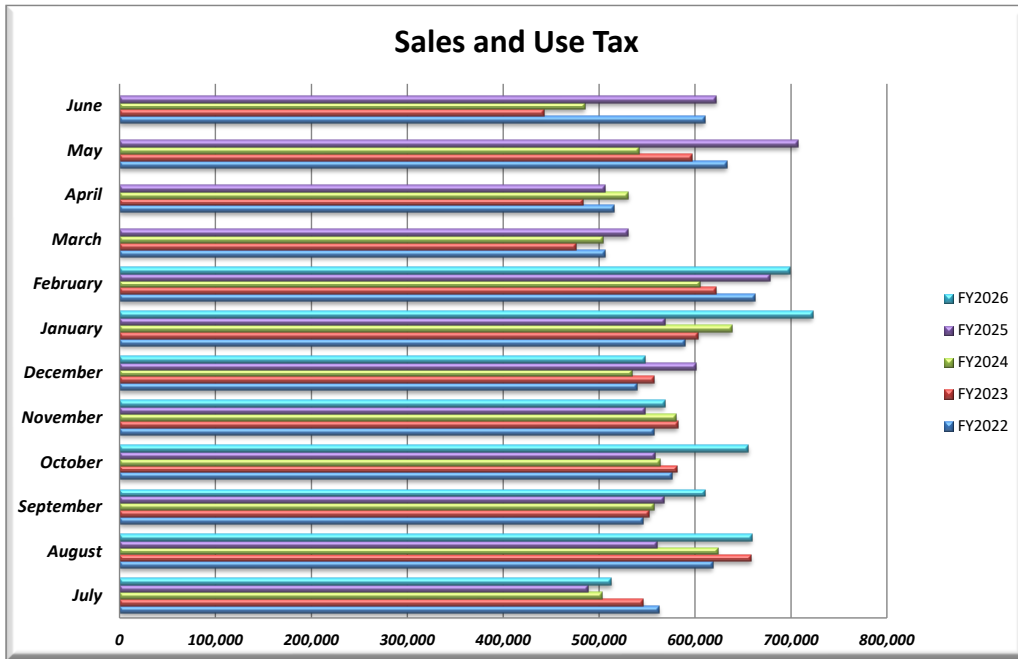
Cody Cardon
 Business Administrator

Notes:
1) Savings are held in: a) PTIF (Public Treasurer's Investment Fund), the most recent yield was 3.86%.
2) Checking consists of one account at Wells Fargo Bank: Accounts Payable
3) Cash Drawers are located at the Civic Center (\$600), Comm. Ctr.(\$300), Senior's (\$115), and Police (\$500).
4) Receipts for sales tax, property tax, road tax and liquor tax are deposited directly into the PTIF account by the paying agency of the State of Utah or Weber County.
5) Other receipts are handled through the counter cash drawers mentioned above.
6) All disbursements are paid through the checking accounts at Wells Fargo Bank except petty cash items.
7) Cash flow and all account balances are monitored daily, savings are transferred from the PTIF to the checking account to cover disbursements as necessary.
8) Check disbursements are normally made weekly through the accounts payable system.
9) A check register report is available for detailed review of each disbursement made by city and RDA funds.
10) Our independent auditors include their review of these accounts in their annual audit report.

Monthly Financial Report
Riverdale City Redevelopment Agency
 Report as of February 28, 2026

	Amount of Money on Hand			For the Month Reported		For the Fiscal Year To Date		
	Savings	Checking	Cash Drawers	Revenues	Expenditures	Revenues	Expenditures	Difference
RDA General Fund	\$ 876,044			\$ 15,651	\$ -	\$ 149,858	\$ 70,697	\$ 79,161
Riverdale Road RDA Fund	232,488			-	-	-	-	-
1050 West RDA Fund	-			-	-	-	-	-
550 West RDA Fund	278,512			-	-	-	260,000	(260,000)
West Bench RDA Fund	4,018,223			-	-	-	-	-
Statutory Housing RDA Fund	725,483			2,101	-	19,505	-	19,505
Housing RDA Fund	1,024,820			2,953	30	28,369	262	28,107
Senior Facility Fund	1,994,277			30,134	7,361	231,418	137,539	93,879
Total	\$ 9,149,847	\$ -	\$ -	\$ 50,839	\$ 7,391	\$ 429,150	\$ 468,498	\$ (39,348)

RIVERDALE CITY SALES TAX REPORT AS OF FEBRUARY 28, 2026



Sales and Use Tax

	July	August	September	October	November	December	January	February	March	April	May	June	Totals
	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax	Sales Tax
FY2022	562,750	618,576	545,650	576,179	557,122	539,973	589,568	662,411	506,447	515,347	633,398	610,286	6,917,707
FY2023	546,359	658,981	552,172	581,251	581,883	557,867	603,551	622,245	475,653	483,502	596,420	443,009	6,702,893
FY2024	502,647	624,034	557,432	563,645	580,249	534,790	638,309	605,118	504,297	530,683	542,156	484,937	6,668,297
FY2025	488,476	560,609	567,621	558,194	547,679	600,934	569,197	678,158	530,117	506,108	707,137	622,425	6,936,655
FY2026	512,613	658,996	609,965	655,434	568,493	547,716	722,624	698,660					4,974,501

Total Sales and Use Tax FYTD

YTD FY 2022	YTD FY 2023	YTD FY 2024	YTD FY 2025	YTD FY 2026
4,652,229	4,704,309	4,606,224	4,570,868	4,974,501

City Option Sales Tax

	July	August	September	October	November	December	January	February	March	April	May	June	Totals
	City Option	City Option	City Option	City Option	City Option	City Option	City Option	City Option	City Option	City Option	City Option	City Option	City Option
FY2022	169,084	180,716	162,925	167,097	161,347	161,238	174,113	191,158	146,608	148,008	183,455	167,253	2,013,002
FY2023	159,872	189,910	159,858	164,383	164,801	160,162	173,106	174,375	130,294	134,345	165,986	152,899	1,929,991
FY2024	165,949	174,194	160,265	158,749	161,535	151,040	178,930	173,579	138,425	147,134	148,778	136,250	1,894,828
FY2025	161,419	156,297	161,097	156,751	149,742	171,157	163,704	192,870	148,183	141,508	205,632	170,255	1,978,615
FY2026	166,600	182,075	174,583	185,548	156,176	146,319	202,294	188,046					1,401,641

Total City Option Sales Tax FYTD

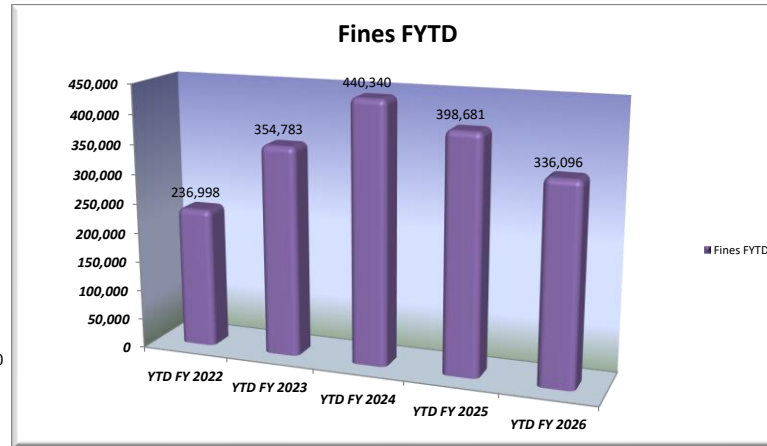
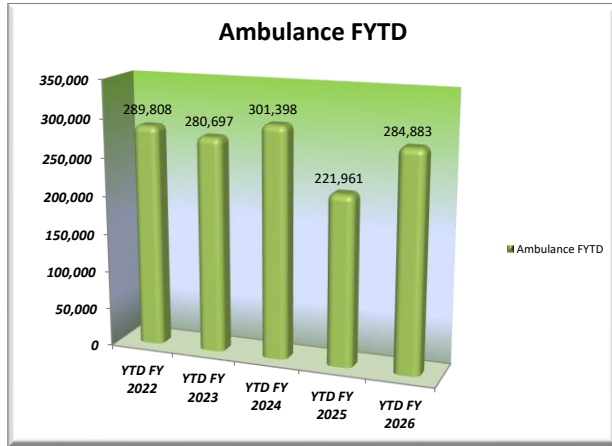
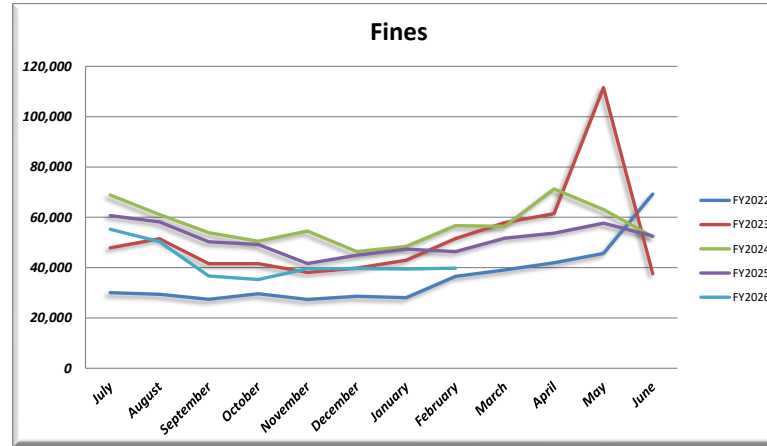
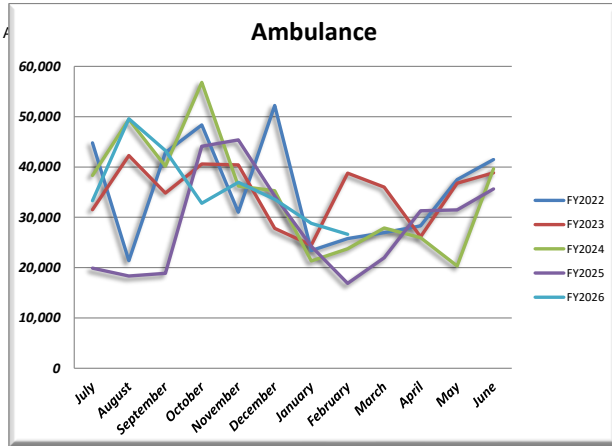
YTD FY 2022	YTD FY 2023	YTD FY 2024	YTD FY 2025	YTD FY 2026
1,367,678	1,346,467	1,324,241	1,313,037	1,401,641

Total Combined Sales Tax

	July	August	September	October	November	December	January	February	March	April	May	June	Totals
	Combined	Combined	Combined	Combined	Combined	Combined	Combined	Combined	Combined	Combined	Combined	Combined	Combined
FY2022	731,834	799,292	708,575	743,276	718,469	701,211	763,681	853,569	653,055	663,355	816,853	777,539	8,930,709
FY2023	706,231	848,891	712,030	745,634	746,684	718,029	776,657	796,620	605,947	617,847	762,406	595,908	8,632,884
FY2024	668,596	798,228	717,697	722,394	741,784	685,830	817,239	778,697	642,722	677,817	690,934	621,187	8,563,125
FY2025	649,895	716,906	728,718	714,945	697,421	772,091	732,901	871,028	678,300	647,616	912,769	792,680	8,915,270
FY2026	679,213	841,071	784,548	840,982	724,669	694,035	924,918	886,706	0	0	0	0	6,376,142

Total Combined Sales Tax FYTD

YTD FY 2022	YTD FY 2023	YTD FY 2024	YTD FY 2025	YTD FY 2026
6,019,907	6,050,776	5,930,465	5,883,905	6,376,142



Ambulance	July	August	September	October	November	December	January	February	March	April	May	June	Totals
FY2022	44,807	21,386	42,859	48,360	31,009	52,226	23,392	25,769	26,962	28,296	37,506	41,489	424,061
FY2023	31,524	42,281	34,827	40,608	40,407	27,813	24,471	38,766	36,016	26,144	36,775	38,864	418,496
FY2024	38,326	49,479	40,171	56,814	36,221	35,306	21,331	23,750	27,887	25,962	20,336	39,669	415,252
FY2025	19,896	18,321	18,880	44,129	45,391	34,241	24,231	16,872	21,986	31,317	31,495	35,652	342,411
FY2026	33,295	49,593	43,253	32,785	36,961	33,581	28,796	26,619					284,883

Ambulance FYTD	YTD FY 2022	YTD FY 2023	YTD FY 2024	YTD FY 2025	YTD FY 2026
	289,808	280,697	301,398	221,961	284,883

Fines	July	August	September	October	November	December	January	February	March	April	May	June	Totals
FY2022	30,031	29,400	27,392	29,644	27,355	28,627	28,050	36,499	39,118	41,966	45,678	69,265	433,025
FY2023	47,856	51,458	41,590	41,554	38,086	39,774	42,930	51,535	57,870	61,450	111,553	37,538	623,194
FY2024	68,876	61,111	53,878	50,459	54,523	46,380	48,439	56,674	56,401	71,274	63,106	52,243	683,364
FY2025	60,699	58,170	50,310	49,228	41,635	44,930	47,384	46,325	51,729	53,663	57,708	52,579	614,360
FY2026	55,248	50,351	36,700	35,276	39,565	39,666	39,478	39,812					336,096

Fines FYTD	YTD FY 2022	YTD FY 2023	YTD FY 2024	YTD FY 2025	YTD FY 2026
	236,998	354,783	440,340	398,681	336,096

RIVERDALE CITY CORP.
 FUND SUMMARY
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2026

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL FUND REVENUE</u>					
TAX REVENUE	994,850.27	8,458,262.64	10,857,880.00	2,399,617.36	77.9
LICENSES AND PERMITS	31,490.38	428,963.89	360,000.00	(68,963.89)	119.2
INTERGOVERNMENTAL REVENUE	158,106.82	969,400.59	2,104,100.00	1,134,699.41	46.1
CHARGES FOR SERVICES	40,206.71	448,904.92	616,500.00	167,595.08	72.8
FINES AND FORFEITURES	39,812.33	336,095.98	600,000.00	263,904.02	56.0
MISCELLANEOUS REVENUE	29,489.69	254,508.84	4,778,567.00	4,524,058.16	5.3
TOTAL FUND REVENUE	1,293,956.20	10,896,136.86	19,317,047.00	8,420,910.14	56.4
<u>RDA GENERAL FUND REVENUE</u>					
SOURCE 36	15,651.10	149,858.30	220,000.00	70,141.70	68.1
RDA REVENUE	.00	.00	76,550.00	76,550.00	.0
TOTAL FUND REVENUE	15,651.10	149,858.30	296,550.00	146,691.70	50.5
<u>RIVERDALE ROAD RDA FUND REVENUE</u>					
MISCELLANEOUS REVENUE	.00	.00	240,000.00	240,000.00	.0
TOTAL FUND REVENUE	.00	.00	240,000.00	240,000.00	.0
<u>550 WEST RDA FUND REVENUE</u>					
MISCELLANEOUS REVENUE	.00	.00	547,500.00	547,500.00	.0
TOTAL FUND REVENUE	.00	.00	547,500.00	547,500.00	.0
<u>WEST BENCH RDA FUND REVENUE</u>					
TAX REVENUE	.00	.00	250,000.00	250,000.00	.0
TOTAL FUND REVENUE	.00	.00	250,000.00	250,000.00	.0
<u>WEST BENCH CRA FUND REVENUE</u>					
MISCELLANEOUS REVENUE	.00	.00	100,000.00	100,000.00	.0
TOTAL FUND REVENUE	.00	.00	100,000.00	100,000.00	.0

RIVERDALE CITY CORP.
FUND SUMMARY
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2026

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STATUTORY HOUSING FUND REVENUE</u>					
MISCELLANEOUS REVENUE	2,100.65	19,505.45	28,000.00	8,494.55	69.7
TOTAL FUND REVENUE	2,100.65	19,505.45	28,000.00	8,494.55	69.7
<u>HOUSING RDA FUND REVENUE</u>					
MISCELLANEOUS REVENUE	2,953.34	28,369.42	75,000.00	46,630.58	37.8
TOTAL FUND REVENUE	2,953.34	28,369.42	75,000.00	46,630.58	37.8
<u>SENIOR FACILITY RDA FUND REVENUE</u>					
CHARGES FOR SERVICES	24,409.00	178,739.00	250,000.00	71,261.00	71.5
MISCELLANEOUS REVENUE	5,725.12	52,678.82	731,000.00	678,321.18	7.2
TOTAL FUND REVENUE	30,134.12	231,417.82	981,000.00	749,582.18	23.6
<u>CAPITAL PROJECTS FUND REVENUE</u>					
CAPITAL PROJECTS REVENUE	48,991.27	456,032.61	3,215,600.00	2,759,567.39	14.2
TOTAL FUND REVENUE	48,991.27	456,032.61	3,215,600.00	2,759,567.39	14.2
<u>WATER FUND REVENUE</u>					
WATER - INTEREST REVENUE	19,400.34	184,242.36	250,000.00	65,757.64	73.7
WATER REVENUE	173,603.05	1,695,346.64	1,795,000.00	99,653.36	94.5
TOTAL FUND REVENUE	193,003.39	1,879,589.00	2,045,000.00	165,411.00	91.9
<u>SEWER FUND REVENUE</u>					
SEWER REVENUE	138,397.05	1,117,980.10	1,415,000.00	297,019.90	79.0
TOTAL FUND REVENUE	138,397.05	1,117,980.10	1,415,000.00	297,019.90	79.0
<u>STORM WATER FUND REVENUE</u>					
STORM WATER REVENUE	35,162.70	293,867.17	410,000.00	116,132.83	71.7
TOTAL FUND REVENUE	35,162.70	293,867.17	410,000.00	116,132.83	71.7

RIVERDALE CITY CORP.
 FUND SUMMARY
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2026

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GARBAGE FUND REVENUE</u>					
GARBAGE REVENUE	48,204.89	386,005.35	599,875.00	213,869.65	64.4
TOTAL FUND REVENUE	48,204.89	386,005.35	599,875.00	213,869.65	64.4
<u>MOTOR POOL FUND REVENUE</u>					
MOTOR POOL REVENUE	212,775.57	800,489.90	1,008,208.00	207,718.10	79.4
TOTAL FUND REVENUE	212,775.57	800,489.90	1,008,208.00	207,718.10	79.4
<u>INFORMATION TECH. FUND REVENUE</u>					
IT REVENUE	18,166.48	145,434.86	219,788.00	74,353.14	66.2
IT - OTHER SOURCES	.00	.00	31,712.00	31,712.00	.0
TOTAL FUND REVENUE	18,166.48	145,434.86	251,500.00	106,065.14	57.8

RIVERDALE CITY CORP.
FUND SUMMARY
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2026

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL FUND EXPENDITURES</u>					
MAYOR/COUNCIL	8,482.85	103,615.47	200,035.00	96,419.53	51.8
LEGAL	49,831.19	423,149.66	678,483.00	255,333.34	62.4
CITY ADMINISTRATION	22,718.36	206,036.62	309,832.00	103,795.38	66.5
BUSINESS ADMINISTRATION	84,571.07	639,480.77	915,841.00	276,360.23	69.8
BUILDING	18,296.71	177,272.45	352,992.00	175,719.55	50.2
NON DEPARTMENTAL	8,333.00	66,664.00	2,756,853.00	2,690,189.00	2.4
POLICE	349,132.37	3,173,902.34	4,830,338.00	1,656,435.66	65.7
FIRE	200,997.59	1,794,089.62	2,720,065.00	925,975.38	66.0
COMMUNITY DEVELOPMENT	18,157.37	198,125.09	314,323.00	116,197.91	63.0
STREETS	32,085.30	505,980.77	4,668,690.00	4,162,709.23	10.8
PARKS	47,957.85	416,472.19	723,330.00	306,857.81	57.6
COMMUNITY SERVICES	71,470.27	554,614.04	846,265.00	291,650.96	65.5
TOTAL FUND EXPENDITURES	912,033.93	8,259,403.02	19,317,047.00	11,057,643.98	42.8
<u>RDA GENERAL FUND EXPENDITURES</u>					
RDA EXPENSES	.27	70,696.60	296,550.00	225,853.40	23.8
TOTAL FUND EXPENDITURES	.27	70,696.60	296,550.00	225,853.40	23.8
<u>RIVERDALE ROAD RDA FUND EXPENDITURES</u>					
EXPENDITURES	.00	.00	240,000.00	240,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	240,000.00	240,000.00	.0
<u>550 WEST RDA FUND EXPENDITURES</u>					
EXPENDITURES	.00	260,000.00	547,500.00	287,500.00	47.5
TOTAL FUND EXPENDITURES	.00	260,000.00	547,500.00	287,500.00	47.5
<u>WEST BENCH RDA FUND EXPENDITURES</u>					
EXPENDITURES	.00	.00	250,000.00	250,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	250,000.00	250,000.00	.0
<u>WEST BENCH CRA FUND EXPENDITURES</u>					
EXPENDITURES	.00	.00	100,000.00	100,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	100,000.00	100,000.00	.0

RIVERDALE CITY CORP.
FUND SUMMARY
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2026

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STATUTORY HOUSING FUND EXPENDITURES</u>					
EXPENDITURES	.00	.00	28,000.00	28,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	28,000.00	28,000.00	.0
<u>HOUSING RDA FUND EXPENDITURES</u>					
EXPENDITURES	30.00	261.92	75,000.00	74,738.08	.4
TOTAL FUND EXPENDITURES	30.00	261.92	75,000.00	74,738.08	.4
<u>SENIOR FACILITY RDA FUND EXPENDITURES</u>					
EXPENDITURES	7,360.80	137,538.91	981,000.00	843,461.09	14.0
TOTAL FUND EXPENDITURES	7,360.80	137,538.91	981,000.00	843,461.09	14.0
<u>CAPITAL PROJECTS FUND EXPENDITURES</u>					
CAPITAL PROJECTS EXPENDITURES	19,714.00	48,178.21	3,215,600.00	3,167,421.79	1.5
TOTAL FUND EXPENDITURES	19,714.00	48,178.21	3,215,600.00	3,167,421.79	1.5
<u>WATER FUND EXPENDITURES</u>					
WATER EXPENSES	104,496.72	1,495,500.15	2,045,000.00	549,499.85	73.1
TOTAL FUND EXPENDITURES	104,496.72	1,495,500.15	2,045,000.00	549,499.85	73.1
<u>SEWER FUND EXPENDITURES</u>					
SEWER EXPENSES	219,514.94	944,598.52	1,415,000.00	470,401.48	66.8
TOTAL FUND EXPENDITURES	219,514.94	944,598.52	1,415,000.00	470,401.48	66.8
<u>STORM WATER FUND EXPENDITURES</u>					
STORM WATER EXPENSES	26,244.46	777,370.88	410,000.00	(367,370.88)	189.6
TOTAL FUND EXPENDITURES	26,244.46	777,370.88	410,000.00	(367,370.88)	189.6
<u>GARBAGE FUND EXPENDITURES</u>					
GARBAGE EXPENSES	42,022.98	317,899.65	599,875.00	281,975.35	53.0
TOTAL FUND EXPENDITURES	42,022.98	317,899.65	599,875.00	281,975.35	53.0

RIVERDALE CITY CORP.
 FUND SUMMARY
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2026

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MOTOR POOL FUND EXPENDITURES</u>					
MOTOR POOL EXPENSES	28,273.64	615,505.90	1,008,208.00	392,702.10	61.1
TOTAL FUND EXPENDITURES	28,273.64	615,505.90	1,008,208.00	392,702.10	61.1
<u>INFORMATION TECH. FUND EXPENDITURES</u>					
IT EXPENSES	13,393.73	211,338.94	251,500.00	40,161.06	84.0
TOTAL FUND EXPENDITURES	13,393.73	211,338.94	251,500.00	40,161.06	84.0

**RIVERDALE CITY
MONTHLY UTILITY REPORT
FOR MAYOR & CITY COUNCIL
MARCH 2026**

Water Fund

	Total Gallons Used (in thousands)	Total Billings	Total Customers Billed	Average Gallons used Per Customer (in thousands)	Average Bill Per Customer
Residential	10,889	\$ 69,632	2,226	5	\$ 31.28
Commercial	13,397	\$ 50,331	267	50	\$ 188.51

Sewer Fund

	Total Billings	Total Customers Billed	Average Bill Per Customer
Residential	\$ 69,453	2,191	\$ 31.70
Commercial	\$ 56,339	235	\$ 239.74

Storm Water Fund

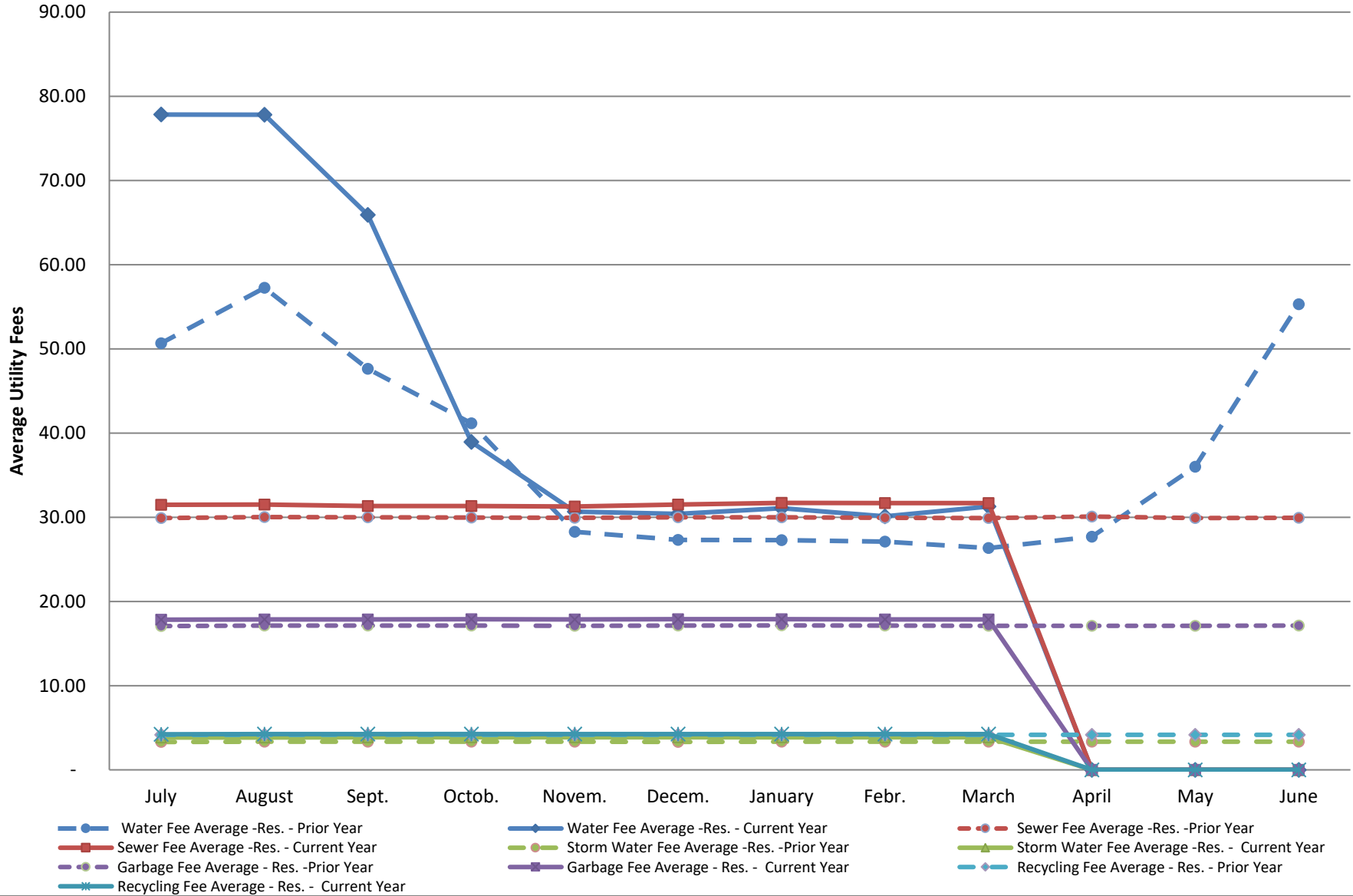
	Total Billings	Total Customers Billed	Average Bill Per Customer
Residential	\$ 8,502	2,204	\$ 3.86
Commercial	\$ 24,047	210	\$ 114.51

Garbage Fund

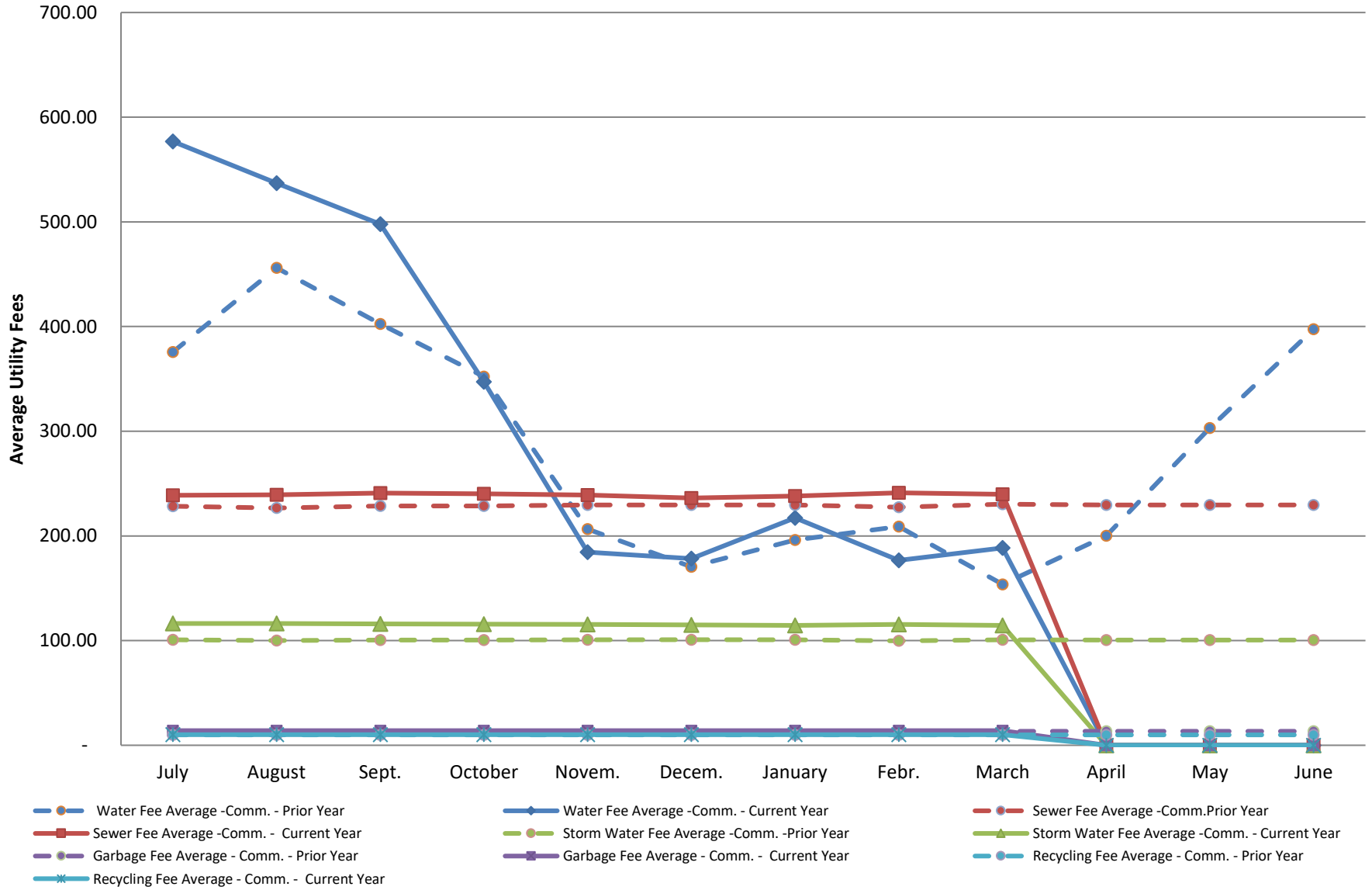
	Total Billings	Total Customers Billed	Average Bill Per Customer
Residential - Garbage	\$ 38,692	2,165	\$ 17.87 *
Residential - Recycling	\$ 7,819	1,842	\$ 4.25
Commercial - Garbage	\$ 28	2	\$ 13.97 *
Commercial - Recycling	\$ 20	2	\$ 10.13

* Some garbage utility customers have more than one garbage can, this is an average of all customers.

Residential Average User Fees Fiscal Year 2025 & 2026



Commercial Average User Fees Fiscal Year 2025 & 2026



Business Administration:

Cody Cardon:

- Routine phone & computer problem resolution throughout the city.
- Routine management issues and resolution.
- Various meetings and training courses attended.
- Working on monthly Accounting.
- Various IT projects.
- West Bench RDA.
- Various meetings and analysis of RDAs.
- April's Newsletter with Angel.
- Working on FY2027 budget.

Stacey Comeau:

New Hires:

Promotions:

Terminations:	Corbin Maxfield	Community Services
	Gannon O'Malley	Fire

- Random drug testing for the month
- Processed semimonthly payroll
- Did background and credit checks on applicants for apartments
- Attended NUHRA board/training meetings
- Prepared safety incentive reports
- Responded to job inquiries
- Updated Staffing Authorization Plan
- Prepared Employee Recognition
- Completed monthly payroll reconciliation
- Conducted exit interview with terminating/retiring employees
- Prepared ACH files for Rent, RDA, and Early Retiree payments
- Notarized various documents
- Responded to requests for RDA loan payoff and verification of employment, both verbally and in writing
- Prepared RDA loan disbursements
- Responded to inquiries on Purchase Assistance Program and RDA Loan Program
- Worked with various personnel to resolve issues and concerns

Angel Mejia:

- Assisted staff with day-to-day technical support and troubleshooting.
- Updated and maintained content on the City website.
- Completed and distributed the monthly City newsletter.
- Created and published social media content for City events, projects, and public notices.
- Assisted with interpretation services for City Court and Utilities.
- Reviewed and responded to reported phishing emails from staff.
- Worked with Revize to resolve bugs and issues on the City website.
- Began KnowBe4 training implementation, including Active Directory synchronization.

Community Development Department:

- Code Review and list of revisions
 - Draft Code Revisions – Title 10
 - Work group with PC and Consultant
- Development Review/Processing:
 - Fieldstone Homes
 - Alpine Homes
 - Sign Approvals
 - Zoning Confirmation Requests
 - Rezone Request – JFisher Company (Ritter Townhomes)
 - Zone Text Amendment
- Meeting with property owners and developers to discuss project plans and concepts
 - AFCU Team/Dee Hansen
 - DRH/LHM
 - Bach Homes/StringTown Meetings
 - Riverdale Flats Apartments
 - CarMax
 - New Townhomes
- 5600 South Project – CCT Meeting
- 4400 S Bridge Meetings
- Zoning Violation Review
- Fee Analysis
- Building Plan Review/Building Inspections
- Utah League of Cities and Towns
 - Legislative Policy Committee
 - Economic Development Advisory Committee
- RDA Project Area Audit
 - West Bench RDA
 - Project Plan/Budget Amendment
 - West Bench CRA
 - 700 West
- Department heads meetings attendance
- City Council Prep
- Building Permits Issued (30 days)
 - Re-Roof: 3
 - Demolition: 1
 - Tenant Finish: 0
 - Plumbing: 4
 - Basement Finish: 1
 - Mechanical/Electrical: 6
 - Sign: 2
 - Solar: 0
 - Remodel/Addition: 2
 - New Construction – Commercial: 1
 - New Construction – Residential: 1

- Mobile/Manuf Home – 0
- Fence: 1
- Deck: 0
- Pool: 0
- Cell Tower: 0
- Building Inspections - 79
- Planning Commission Prep
- Budget/Sales Tax Revenue Review
- Floodplain Mitigation Training and Review
- Geographical Information Systems training and work
- DWCCC Sale (Peacock Ridge)
- Business Retention and Expansion (BRE Program)
 - Introduction to local businesses
 - Optic-Kleer

Monthly report – March, 2026

Legal Dept., City Attorney, City Admin. – Steve Brooks:

- Resolutions/Ordinances work–
 - Work concerning – Robinson K, Code adoption, Goldcrest, Evidence, Water , Budgets, Land use appeal, Fire district, UDOT, Townhomes, Senior center, BCI audit, Car Max, Prop. Taxes, Interlocal, Pre-apps, West bench, Conflicts, LHM devel. Newsletter, Grants, K with Seniors, Nuisances, Closed meetings, LUDMA, LPC, Personnel, RDA, PRUD, CTC, Code enforcement, land use
- Legal research/review –
- Legal Department meetings/work –
- Planning commission review/ordin/mtgs/minutes
- Walk-ins/Police reviews/Court/Court screenings/Court filings
- Formal training attended-
- Legal reviews of minutes/resolutions/ordinances
- Records request reviews

COURT MONTHLY REPORT

417 Total traffic cases	1153 YTD (Jan. 1, 2026 to December 31, 2026)	
8 DUI	244 Moving violations	0 FTA
0 Reckless/DUI red.	99 Non-moving violations	0 Other
45 License violations	0 Parking	

43 Total Misdemeanor cases	102tu YTD (Jan. 1, 2026 to Dec. 31, 2026)	
4 Assault	0 Ill. sale Alc.	3 Dom. animal
9 Theft	1 Other liq. viol.	0 Wildlife
0 FTA	5 Contr. subst vio	15 Dom. violence
0 Public intox	0 Bad checks	4 Other misd./infrac
		0 Parks/rec.
		1 Planning zon./Fire/Health

298 Total cases disposed of this month	2795 Total number of cases disposed of for the year (July 1, 2025 to June 30, 2026)	
434 Total offenses this month	3699 Total offenses for year (July 1, 2025 to June 30, 2026)	

Small Claims	Total number of cases for the year (Jan. 1, 2026 to Dec. 31, 2026) --	Filed=13 Settled/Dismissed=7
0 Cases filed	0 Trials	
0 Settled/dismissed	0 Default judgment	

# CITATIONS BY AGENCY		YTD (July 1, 2025 to June 30, 2026)
Riverdale City	198	1589
UHP	170	1493

REVENUE/MISC. YTD (July 1, 2025 to June 30, 2026)

Total Revenue collected	\$ 63,183.58	\$ 574,193.66
Revenue Retained	\$ 41,233.37	\$ 291,500.60
Warrant Revenue	\$ 25,357.69	\$ 188,121.14
Issued warrants	46	480
Recalled warrants	95	723



SENIOR CENTER

Monthly Report



FAVORITE PROGRAMS

Bingo
 Tai Chi
 Strong Bodies

Foot Clinic
 Massages
 Don't Color in the Lines

1,666



MEALS SERVED

We served **137** meals on our busiest day

1,110

PEOPLE

attended our programs



518

HOURS

of volunteer service



RIVERDALE SENIOR HEALTH Fair



Friday, May 1st, 2026 10:00am to 1:00pm

Lunch will be free to all seniors in attendance.

Sponsors:



4433 S 900 W
RIVERDALE, UT
(801)621-6086

Vendors:

Sam's Club	Caption Call	Suzy's Seniors
Empowered Bodywork & Wellness	UTA	Allevio
UT Hard of Hearing	En Route to Independence	Assisted Living Advocates
Wastach Caregivers	Intermountain Health	
Lindquist Mortuary	Weber Morgan Health Dept.	
	Ogden Regional	
	Advantage Home Medical	

SENIOR SPOTLIGHT: DAN SENDEJO

Daniel is the Chairman of the Riverdale Senior Board. Some of his hobbies are rebuilding classic vehicles with his sons and grandson. He has been married to his high school sweetheart of 55 years, Yolanda. They have 2 fantastic sons and 1 grandson.



COMMUNITY CENTER



Monthly Report



MONTHLY ATTENDANCE

1040

 PEOPLE



1226

PEOPLE
attended our programs

RESERVATIONS

 **26** this month

Includes 7 small meeting room
and 19 large meeting room
reservations

A FEW PROGRAMS OFFERED

- JR JAZZ BASKETBALL
- AFTER SCHOOL
- VOLLEYBALL CAMP
- PICKLEBALL



SPOTLIGHT: SAINT PATRICKS DAY PARTY
IN MARCH, WE HOSTED A SAINT PARTICKS DAY PARTY! THERE
WERE FUN GAMES, CRAFTS, TREATS, AND EVEN A
SCAVERNGER HUNT!

March 2026

Code Enforcement Activity Report

Reporting Period: March 2026

1. Property Compliance – Vegetation (Cherry Creek Apartments)

Cherry Creek Apartments achieved compliance regarding overgrown vegetation along the perimeter sidewalk. Property management was cooperative and responsive throughout the process. Big thanks to Cherry Creek!

2. Graffiti Abatement – I-15 Corridor (Parker Drive Area)

A large graffiti area was identified on the retaining wall along northbound I-15 across from Pink Door Storage on Parker Drive. The site was documented in coordination with Patrol Officers. Graffiti abatement was completed on March 31. Continued coordination with UDOT remains productive and beneficial.

3. Commercial Property Compliance – Riverdale Road (Appliance Repair Shops)

Two cases were opened involving appliance repair businesses on Riverdale Road due to improper outdoor storage and obstruction of rear alleyways. Property owners were informed of safety concerns, including impediments to emergency vehicle access. Both businesses acknowledged the violations and achieved compliance within a few days of notification.

4. Ongoing Investigation – Home Auto Repair Case

Significant time has been dedicated over the past three weeks to an ongoing case of reports of a resident operating a business from a residence without a business license or proper zoning. Witnesses have been contacted and the investigation is ongoing.

5. Residential Violations – Parking on Unapproved Surfaces

Two additional cases involve vehicles parked on grass/dirt side yards and lawns. Both residents cited financial hardship as a contributing factor. Voluntary compliance timelines were discussed, with an emphasis on gradual corrective action over the coming months.

6. Business License Enforcement Assistance

Assisted with business license compliance by contacting multiple businesses that had not renewed their 2026 licenses. Notifications were issued to encourage timely renewal and avoid further enforcement action.

7. Seasonal Enforcement Outlook

With the upcoming grass and vegetation enforcement season, an increase in case volume is anticipated. Preparations are underway to manage the expected workload.

INVESTIGATIONS MAJOR INCIDENTS/ARRESTS FOR 03/2026

Protective Order Violation: Detectives handled the follow up investigation for a protective order violation. The investigation revealed a violation had taken place back in October of last year. This case will be forwarded to the Weber County Attorney's Office for a summons request in this case.

Sex Offense: Detectives handled a sex offense that occurred at a school in another jurisdiction. There was a conflict of interest for the other agency. The investigation was completed and resulted in the suspect being summoned on charges.

Trespass: Detectives investigated a problem home in the city that had been previously closed due to Meth contamination. This prevents the homeowner from accessing the home. The homeowner was found to have entered the home and was ultimately issued a citation for trespassing.

Child Abuse: Detectives followed up on a child abuse allegation. The child still had the injury at the time of this case being investigated. Interviews were conducted. The suspect will be summoned to court on a child abuse charge.

Retail Theft: Detectives followed up on a retail theft case that occurred at a local business. The suspect was identified and interviewed. The suspect admitted the theft and will receive a summons to juvenile court.

Retail Theft: Detectives followed up on a retail theft from a local business. The suspect was identified and interviewed. The suspect will be summoned to court on this case.

Graffiti: Detectives followed up on a graffiti case and found a large amount of it throughout our city. As the case was being investigated, a suspect was identified, located and interviewed. The suspect admitted to spray painting his nickname and other symbols all over our city. The suspect will be summoned to court once a total dollar amount can be obtained damage wise.

Narcotics: Detectives followed up on a report from DCFS. Statements were gathered and the suspect was contacted at a Hotel in another city. A search warrant was executed and a firearm and drug paraphernalia were located. The suspect was booked into jail on various charges.

Patrol Report March 2026

FAMILY DISTURBANCE: Officers responded to a local residence where a male and female were involved in an argument that turned physical. The male was subsequently booked into jail on multiple charges.

RETAIL THEFT: Officers responded to a local business where it was reported that a female suspect had stolen merchandise and then left the store. Officers located the female nearby who then fled on foot and was eventually taken into custody. The suspect was arrested and booked into jail.

ASSIST OTHER JURISDICTION: Officers assisted with a vehicle pursuit that came through Riverdale involving a homicide suspect. The vehicle continued to flee into another jurisdiction where the suspect then abandoned the stolen vehicle and fled on foot. He was then safely taken into custody.

TRAFFIC ACCIDENT/DUI: Officers responded to a traffic accident where it was reported that a vehicle had collided into multiple mailboxes and a fence. Contact was made with the driver who was subsequently found to be driving under the influence of alcohol. The suspect was booked into jail.

WARRANT: An officer conducted a traffic stop on a vehicle and found that the driver had an outstanding warrant for her arrest. She was booked into jail.

FAILURE TO YIELD: An officer attempted to conduct a traffic stop on a vehicle due to a traffic violation. The vehicle failed to yield and fled from the officer. A license plate number was obtained and follow up to identify the driver will be conducted.

DUI: Officers responded to a local business where it was reported that a vehicle had driven onto the curb and was driving erratic. Contact was made with the driver who was found to be under the influence of alcohol. The suspect was booked into jail.

TRAFFIC ACCIDENT: Officers responded to a reported traffic accident where a vehicle had collided into a male riding a scooter. The male on the scooter sustained minor injuries and was treated on scene.

GUNSHOT WOUND: Officers responded to a local residence where it was reported that a male had shot himself. The male was found deceased inside of the residence with a self-inflicted gunshot wound. Detectives arrived on scene to investigate further.

DUI: An officer conducted a traffic stop on a vehicle due to a traffic violation. The driver was found to be under the influence of alcohol and was in possession of an open container. The driver was arrested for the violations.

CRIMINAL MISCHIEF: It was reported that a male had caused property damage at a local residence after he became upset. The male was located and was subsequently booked into jail for destruction of property.

LEWDNESS: Officers responded to the Weber River Parkway Trail where it was reported that a male had exposed himself. Officers located the suspect who was subsequently booked into jail for lewdness and possession of drug paraphernalia.

SEX OFFENSE: An employee at a local business reported that a customer had made sexual contact with her. Officers were able to identify the suspect who is was charged with sexual battery.

RUNAWAY: Officers were able to locate a reported runaway juvenile at a local residence. The juvenile was subsequently booked into a local juvenile detention facility at the parents' request.

ASSIST OTHER JURISDICTION: Officers responded to assist another jurisdiction on a stolen vehicle that fled and then collided into another vehicle which resulted in fatalities.

March UMA Pass On

Community Policing- Continued efforts to build rapport and relationships with the staff members and students that attend the Utah Military Academy (UMA).

Assist- The SRO transported one female cadet to Archway. The cadet was suspended by the school but the parents of the cadet could not come and get her till later in the day, and requested the SRO's assistance in transporting her.

Trespassing- The SRO was made aware of a theft that occurred at a local business that was committed by two cadets. The business did not want to pursue theft charges at this time but requested that both cadets be trespassed for one year. This was relayed to the cadets and their guardians. The two cadets were also suspended from the school.

Drug Violation- The SRO was made aware of a cadet who was found in possession of a THC vape. The cadet was suspended from the school and issued a citation for the violation. The cadet's parents responded to the school and took custody of their child.

Tobacco Violation- The SRO was made aware of a cadet who was found in possession of an electronic cigarette. The cadet was suspended from the school, but due to this being the cadet's first offense this matter was left at the school level, and no Law Enforcement action was taken.

Assist- The SRO attended a reintegration meeting with a cadet, his parents, and our admin team.

Tobacco Violation- The SRO was made aware of a cadet that was caught with an electronic cigarette by school administrators. The cadet was suspended. Due to this being the cadet's first offense this matter was left at the school level, and no Law Enforcement action was taken.

Tobacco Violation- The SRO was made aware of a cadet that was caught with an electronic cigarette by school administrators. The cadet was suspended. Due to this being the cadet's second offense with tobacco possession she was cited for the offense.

Trespassing- The SRO was made aware that the day prior after school had gotten out a non-student confronted two cadets and an argument occurred. The school requested this non-student be trespassed from the school. The non-student was identified and trespassed.

Traffic Enforcement- The SRO parked on the side of the public roadway to do traffic enforcement for the high school lunch period. We have had reports of reckless driving and

speeding during this time by our high school students. I observed no issues during my time watching this area.

K9 Assist- Several K9's and their handlers assisted the SRO in a walkthrough of the schools. These dogs are certified in Marijuana, Weapons, and Illegal Narcotics. Several lockers were indicated on and appropriate actions were taken.

Drug Violation- The SRO was made aware of a cadet in possession of an electronic cigarette. The cadet in question produced an electronic cigarette but it was found to be a THC one. The cadet was suspended from school and issued a citation into juvenile court.

Tobacco Violation- The SRO was made aware of a cadet in possession of tobacco products. The cadet was suspended and the item will be destroyed. No Law Enforcement action taken on this case.

Spring Break started on the last day of March and into the first week of April. No school in session.

RIVERDALE FIRE DEPARTMENT

MONTHLY REPORT



March 2026

Incident Types :

- 194 total calls
- 124 Fire related calls for service
- 70 EMS calls
 - 24 transports
 - 46 non-transports

Notable Incidents:

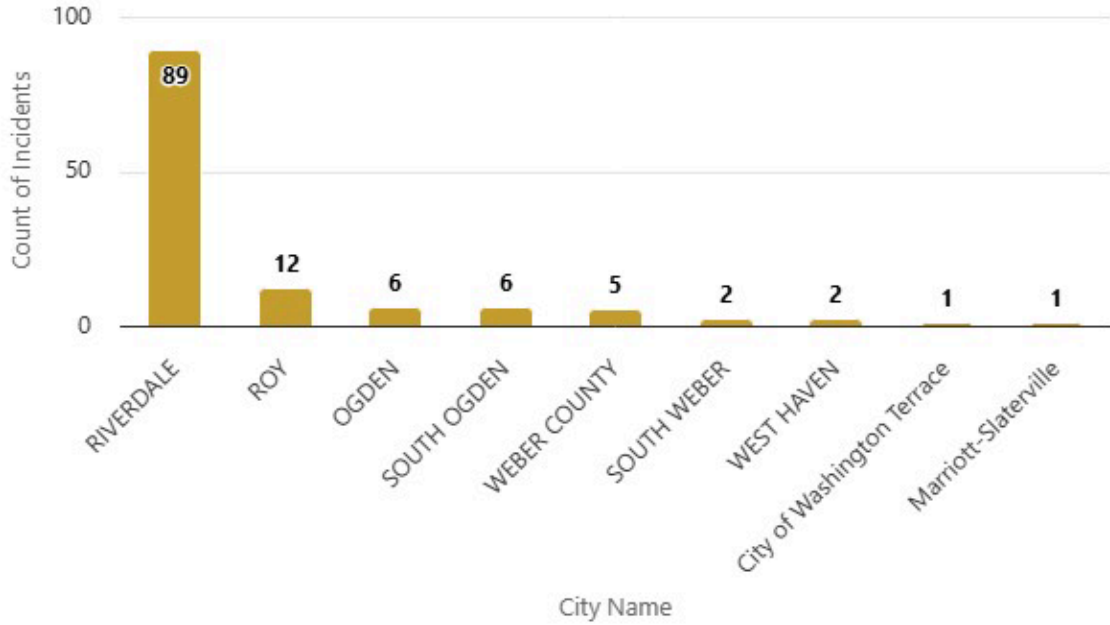
- Engine 41 was dispatched to a structure fire in Ogden. Dispatch noted that a detached garage was smoking. RVFD assisted Ogden Fire with fire suppression on building and vehicles inside the structure.
- Heavy 41 was dispatched to a delta rollover on I-84 EBFWY for a reported vehicle that had rolled over and caught fire with one confirmed individual in the vehicle. Heavy 41 extinguished flames and confirmed the occupant had self-extricated.
- Heavy 41 responded to an entrapment in South Ogden. Dispatch reported that a teenager was stuck in a children's swing. Heavy 41 extricated the patient from the swing.
- Engine 41 was dispatched to a Structure Fire in Ogden. A car fire spread to a warehouse (fully involved) with additional vehicles and large piles of tires and debris. Engine 41 supported Ogden Fire with fire suppression.

- Engine 41 was dispatched to a structure fire in Riverdale. Dispatch reported a BBQ grill caught fire by a residential structure. Engine 41 extinguished the fire prior to structure involvement.
- While doing a swift water training an unconscious person was reported on the Weber Trail. The Fire Department UTV was utilized to retrieve the patient from the trail and move to an ambulance for transport to the hospital.
- Small grass fire reported north of Public Works burn piles. A 5'x 8' bush was located and the fire was extinguished.
- Engine 41 dispatched to a car fire on I-15. A wheel on a sailboat trailer was found to be on fire. The fire was extinguished prior to damage to the boat or tow vehicle.
- Heavy 41 was dispatched to a Rollover on I-15 SBFWY. A truck and trailer rolled and were found resting on their sides. H41 arrived and stabilized the vehicle until tow trucks arrived. No patients had to be extricated and exited the vehicle prior to arrival.

****THE FOLLOWING CHARTS ARE BASED UPON INCIDENTS THE FIRE TRUCK RESPONDS ON. INCIDENTS WHERE THE AMBULANCE RESPONDS WITHOUT A FIRE APPARATUS ARE TRACKED SEPARATELY. WE ARE WORKING TO CREATE A REPORT THAT WILL COMBINE THE INFORMATION INTO ONE REPORT.**

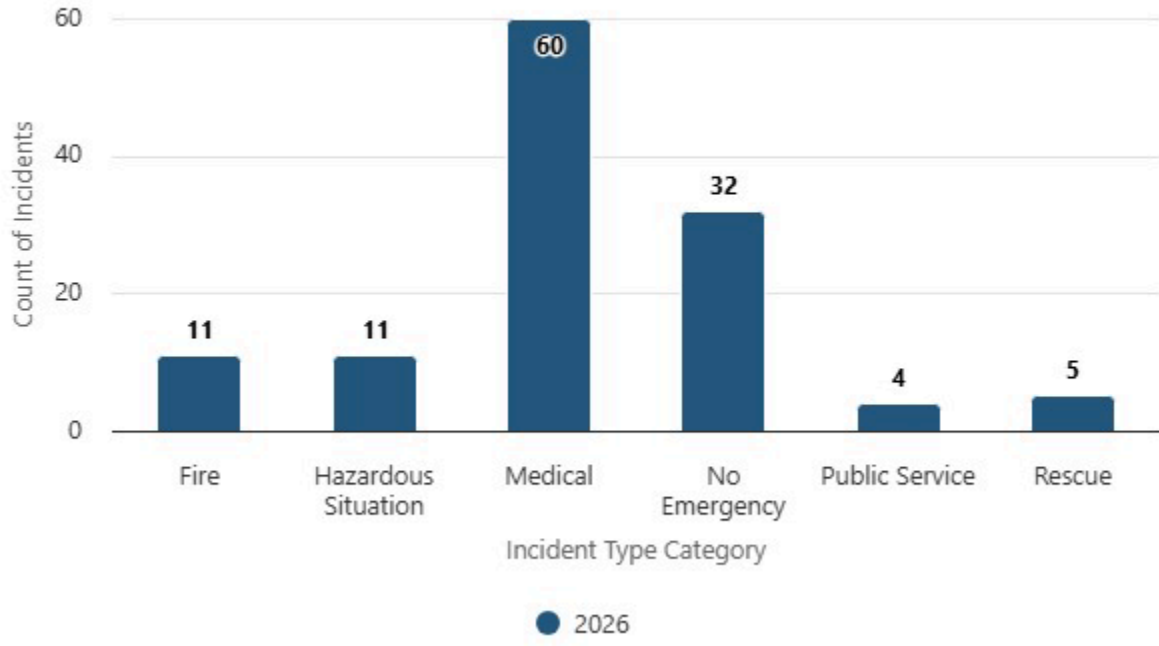
Incidents by City Name (Top 15)

Mar 01, 2026 12:00 AM to Mar 31, 2026 11:59 PM



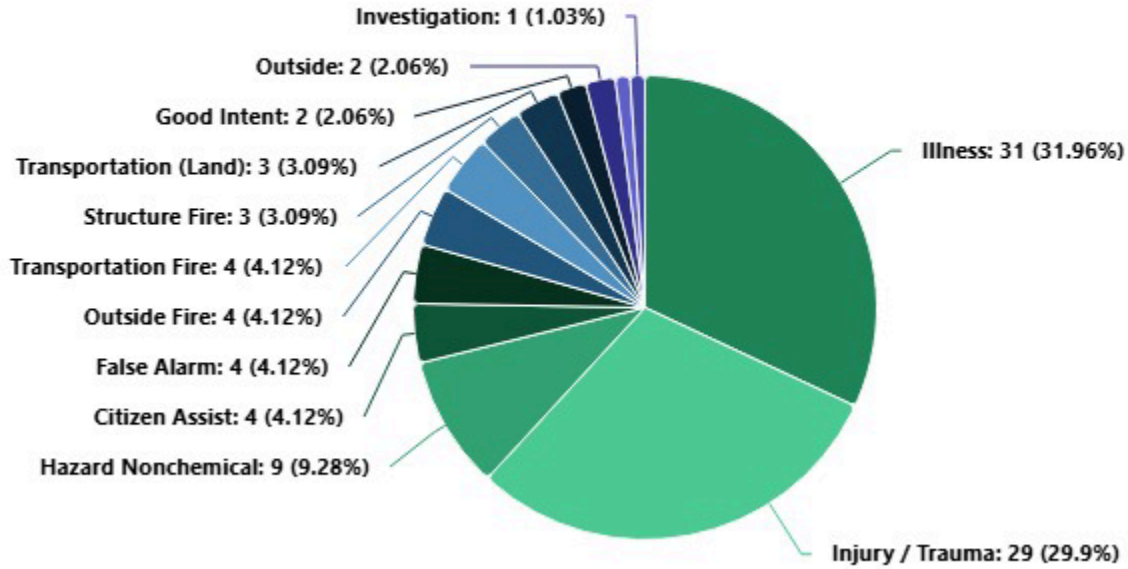
Incidents by Category and Year

Mar 01, 2026 12:00 AM to Mar 31, 2026 11:59 PM



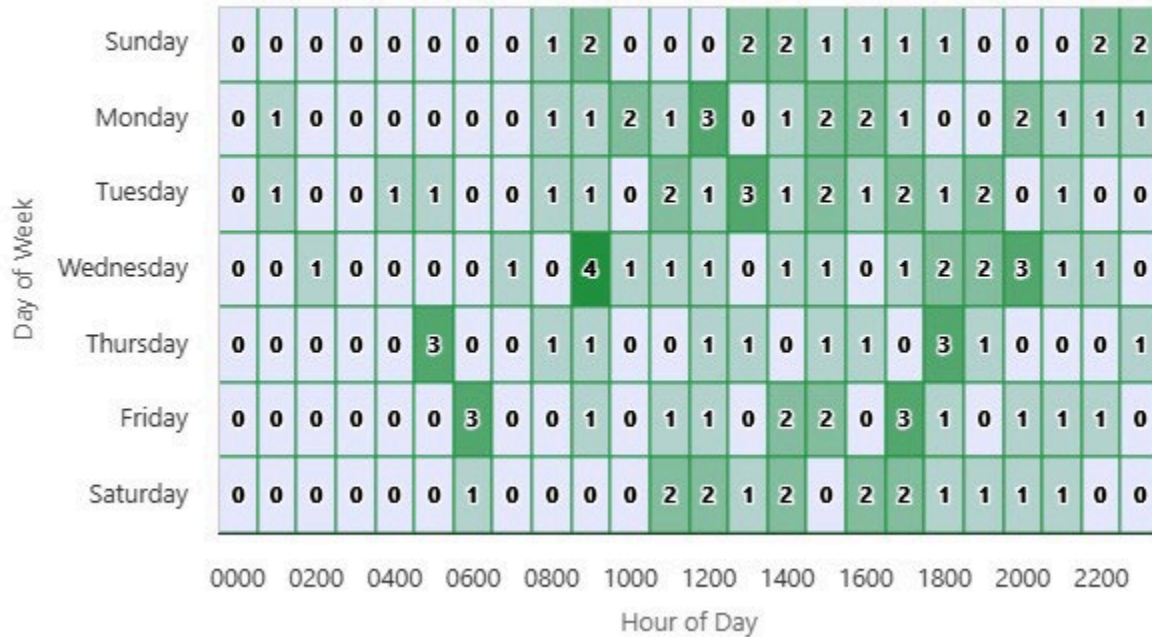
Incidents by Type

Mar 01, 2026 12:00 AM to Mar 31, 2026 11:59 PM



Incidents by Day and Hour

Mar 01, 2026 12:00 AM to Mar 31, 2026 11:59 PM



Fire Marshal Report:

- All Riverdale City Buildings Fire Code Inspection completed with Public Works representative.
- Walk through Overlain Tailor Tuning 760 River Park Drive.
- On-going follow-ups fire code inspections with Target, AFCU, and other businesses.
- 59 businesses passed an initial inspection; 27 businesses will require a re-inspection for fire code compliance.

Other department Updates:

- Attended safety meeting with Granite Construction
- Swift Water rescue refresher training completed with Riverdale law enforcement
- Reviewing applications for open firefighter position due to one firefighter resigning.
- Attended Weber County Fire Chiefs Association meeting
- Attended the Weber Fire Dispatch Operations meeting
- Attended The Emergency Management Meeting
- Attended Region Homeland Security Coalition meeting
- Weber County Heavy Rescue/Region 1 USAR planning meeting
- Medical Control Doctor provided medical training to all department staff
- Weber Fire District meeting with City department staff regarding annexation.
- Step by Step daycare tour at the fire station.
- 2026-2027 initial budget review for the Fire department.

Employee Recognition – April 2026 Anniversaries

Years	Employee	Department
43	Paul Flaig	Fire
22	Casey Warren	Police
10	Angie Pierce	Business Administration
8	Gerardo Vazquez	Police



Riverdale City

Staffing Authorization Plan

As of March 31, 2026		
Department	FTE Authorization	FTE Actual
City Administration	2.00	2.00
Legal Services	4.50	3.50
Community Development	1.00	1.00
Building	1.50	1.50
Business Administration	5.50	5.50
Community Services	13.00	12.00
Public Works	11.00	11.00
Police	26.00	26.00
Fire	17.00	16.00
Total	81.50	78.50





Staffing Reconciliation - Authorized to Actual		
Department	FTE Variance	Explanation
City Admin	0.00	
Legal Services	(1.00)	City Administrator/City Attorney
Community Development	0.00	
Community Services	(1.00)	
Business Administration	0.00	
Public Works	0.00	
Police	0.00	
Fire	(1.00)	
Totals	(3.00)	Staffing <u>under</u> authorization

Actual Full Time Employees	62.00
Actual Part Time Employees	34.00
Seasonal Employees	0.00

* 2 part time FTE can not be converted to 1 full time FTE








Riverdale City Staffing Authorization Plan

Department: Elected - Mayor & Council

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>Election</u>	<u>Term of Office</u>	<u>Authorized</u>	<u>Actual</u>
	Mayor Braden Mitchell	2015	2022-2025	1.00	1.00
					
	Councilor / Mayor Pro Tem Alan Arnold	2015	2024-2027	1.00	1.00
					
	Councilor			4.00	
	Bart Stevens	2017	2022-2025		1.00
	Anne Hansen	2022	2022-2025		1.00
	Michael Richter	2024	2024-2027		1.00
	Kent Anderson	2026	2026-2029		1.00
					
	Total			6.00	6.00



Riverdale City Staffing Authorization Plan

Department: Planning Commission

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOA-City</u>	<u>Term Apptm't</u>	<u>Authorized</u>	<u>Actual</u>
	Chairman Rikard Hermann	12/2018	01/2029	1.00	1.00
					
	Vice Chairman Colleen Henstra	03/2024	01/2030	1.00	1.00
					
	Commissioner			5.00	
	Alan Bowthorpe	02/2025	01/2029		1.00
	Laura Hilton	08/2025	01/2028		1.00
	Jason Francis	08/2025	01/2028		1.00
	Cody Hansen	01/2026	01/2027		1.00
	Melissa Carey	01/2026	01/2027		1.00
					
					
					
					
					
	Total			7.00	7.00








Riverdale City Staffing Authorization Plan

Department: City Administration

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
130/140	City Recorder Michelle Marigoni 	6/17/2021	6/17/2021	1.00	1.00
125	City Administrator/City Attorney Steve Brooks 	11/1/2004	2/1/2022	1.00	1.00
	Total			2.00	2.00


Riverdale City Staffing Authorization Plan

Department: Legal Services

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
1042	Court Clerk III Nicole Green	10/31/2021	10/31/2021	1.00	1.00
					
1040	Court Clerk II Sonja McCauley Cathrine Dorius	2/12/2024 7/15/2024	2/12/2024 7/15/2024	1.50	1.00 0.50
	 				
1070	Prosec. Attorney Teral Tree Letitia Toombs	1/30/2017 1/30/2017	1/30/2017 1/30/2017	0.50	0.25 0.25
	 				
XXX	Justice Court Judge Paul Olds	1/22/2020	1/22/2020	0.50	0.50
					
	Dept Head Cody Cardon			1.00	0.00
					
	Total			4.50	3.50

Riverdale City Staffing Authorization Plan

Department: Community Development

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
345/380	Comm Dev Dir/RDA Deputy Director Brandon Cooper	3/4/2024	3/4/2024	1.00	1.00
					
	Total			1.00	1.00







Riverdale City Staffing Authorization Plan

Department: Building

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
325/310	Building Official Jeff Woody	11/30/2022	11/30/2022	1.00	1.00
					
315	Permit Technician/Administrative Assistant Jocelyn Rivera	6/26/2023	6/26/2023	0.50	0.50
					
345/380	Comm Dev Dir/RDA Deputy Director Brandon Cooper	3/4/2024	3/4/2024	0.00	0.00
					
	Total			1.50	1.50

Riverdale City
Staffing Authorization Plan

Department: Business Administration

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
760	Civic Center Service Clerk Cami Jacobsen Amy Cummings	9/5/2017 10/21/2021	9/5/2017 10/21/2021	1.00	0.50 0.50
					
720/200	Acctg. Clerk Laurie Greenhalgh	5/16/2019	5/16/2019	0.50	0.50
					
730	Utility Billing Clerk Angie Pierce	4/18/2016	4/18/2016	1.00	1.00
					
875/920	IT/Digital Media Technician Angel Mejia-Muniz	1/13/2025	1/13/2025	1.00	1.00
					
195/145	HR Manager/Treasurer Stacey Comeau	1/31/2005	1/31/2005	1.00	1.00
					
165/780	Business Administrator Cody Cardon	1/8/2019	1/8/2019	1.00	1.00
					
	Total			5.50	5.50

Riverdale City Staffing Authorization Plan

Department: Community Services

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
XXX	Rec Assistant			6.00	
	Jace Johnson	9/10/2025	9/10/2025		0.50
	Open				0.00
	Ethan LaFollette	11/4/2024	11/4/2024		0.50
	Mason Smith	6/19/2024	6/19/2024		0.50
	Open				0.00
	Zander Gonzales	5/8/2025	5/8/2025		0.50
	Noah Bingam	12/30/2024	12/30/2024		0.50
	Granthony Wegelin	5/8/2025	5/8/2025		0.50
	Taylie Allen	9/17/2025	9/17/2025		0.50
	Nevaeh Silva	8/20/2025	8/20/2025		0.50
	Evelyn Allen	8/21/2025	8/21/2025		0.50
	Corbin Rigby	1/26/2026	1/26/2026		0.50



XXX	Group Fitness Instructor Sherilyn Taylor-Brown	7/27/2017	7/27/2017	0.50	0.50
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1266	Comm Services Cust Service Clerk			2.50	
	Karen Dille	9/13/1999	9/13/1999		0.50
	Shari Casper	5/23/2022	5/23/2022		0.50
	Betty Wilson	9/2/2014	9/2/2014		0.50
	Hannah Muirbrook	9/8/2025	9/8/2025		0.50
	Maclane Loughton	8/19/2022	12/1/2025		0.50



1270	Rec Specialist Baylee Cascaddan Jacob Kilts	8/31/2015 11/18/2024	10/16/2021 11/18/2024	1.00	0.50 0.50
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1570	Sr. Center Cook Anissa Sterner	11/17/2022	11/17/2022	0.50	0.50
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1424	Sr. Center Kitchen Aide Julie Morse	5/1/2024	5/1/2024	0.50	0.50
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225	Seniors Program Specialist Miranda Rizzi	3/20/2014	7/1/2017	1.00	1.00
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340	Comm Services Director Rich Taylor	6/30/2014	6/30/2014	1.00	1.00
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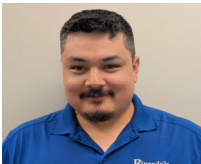



Rounding

Total				13.00	12.00
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Riverdale City Staffing Authorization Plan






Department: Public Works

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
1230	Park Mtn Specialist I			0.00	0.00
1235	Park Mtn Specialist II Zachary Henstra	5/24/2022	6/16/2025	1.00	1.00
					
1240	Park Mtn Specialist III Matthew Guymon John Flynn	9/1/2017 10/2/2018	1/16/2018 10/2/2018	2.00	1.00 1.00
	 				
2034	Assistant Public Works Director Norm Farrell	8/17/1998	12/20/2004	1.00	1.00
					
1900	Crew Leader Travis Gibson Abraham Torres	5/2/2011 5/9/2006	5/2/2011 4/16/2025	2.00	1.00 1.00
	 				
2105	Utility Mtn Operator I Gage Bennett	3/2/2020	3/2/2020	1.00	1.00
					

2110	Utility Mtn Operator II			0.00	0.00
2115	Utility Mtn Operator III Dallas Nalder	3/2/2020	7/1/2022	1.00	1.00
					
2115/2030	PW Inspector/Operator III Travis Dahle	7/18/2017	7/18/2017	1.00	1.00
					
2105/2000	Utility Mtn Operator I/Equipment Mtn Spec Brandon Archuleta	9/16/2025	9/16/2025	1.00	1.00
					
2025	PW Director Shawn Douglas	5/20/1991	10/16/2011	1.00	1.00
					
	Total			11.00	11.00

Riverdale City Staffing Authorization Plan

Department: Police



<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
XXX	School Crossing Guard			1.50	
	Kathy Doxey	8/10/2015	8/10/2015		0.50
	Lesley Kolczak	11/16/2022	11/16/2022		0.50
	Brenda Green	8/1/2025	8/1/2025	0.50	
					
330	Code Enforcement Stephen May	8/8/2023	8/8/2023	0.50	0.50
					
1510	Animal Control Kimberlee Winn	5/31/2020	5/31/2020	1.00	1.00
					
2335	Patrol Secretary/Receptionist Casey Baur	11/30/2022	11/30/2022	1.00	1.00
					
2310	Administrative Executive Assistant Shalee Nay	7/1/2019	6/1/2021	1.00	1.00
					

1749	Pol Officer			15.00
	Dustin Farnsworth	12/31/2023	12/31/2023	1.00
	Noah Shears	2/16/2023	2/16/2023	1.00
	Meg'n Cutler	5/31/2025	5/31/2025	1.00
	Matthew Phillips	6/16/2016	6/16/2016	1.00
	Kaleb Montez	8/21/2025	8/21/2025	1.00
	Robert Lovato	6/30/2016	6/30/2016	1.00
	Luigi Panunzio	5/26/2016	5/26/2016	1.00
	Landon Brenkman	10/16/2023	10/16/2023	1.00
	Jacob Stanger	6/30/2018	6/30/2018	1.00
	Benko	10/6/2021	10/6/2021	0.00
	Jeffrey Edminster	9/30/2021	9/30/2021	1.00
	Eddie List	11/16/2022	11/16/2022	1.00
	Christopher Morreale	12/1/2022	12/1/2022	1.00
	Nathen Zaugg	2/28/2023	2/28/2023	1.00
	Rory Powers	5/16/2023	5/16/2023	1.00
	Parker Ebert	12/16/2025	12/16/2025	1.00




1765	Pol Sgt			4.00
	Ryne Schofield	7/16/2016	6/1/2025	1.00
	Tyrel Dalton	3/1/2018	5/1/2023	1.00
	Gerardo Vazquez	4/30/2018	12/16/2022	1.00
	Lynn Wright	7/1/2003	9/16/2023	1.00

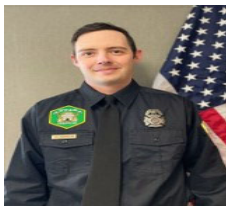


1745	Asst. Police Chief Derek Engstrom	11/16/2010	6/1/2025	1.00	1.00
					
1740	Police Chief Casey Warren	4/16/2004	9/1/2023	1.00	1.00
					
	Total			26.00	26.00

Riverdale City Staffing Authorization Plan

Department: Fire

<u>Job Code</u>	<u>Job Title / Incumbent</u>	<u>DOH-City</u>	<u>DOH-Position</u>	<u>FTE Authorized</u>	<u>FTE Actual</u>
1710	Fire Inspector Paul Flaig	4/4/1983	12/1/2023	0.50	0.50
					
2335	Fire Admin Secretary Krystn Hinojosa	10/18/2004	10/18/2004	0.50	0.50
					
1695	Firefighter/AEMT			9.00	
	Marcus Garcia	11/20/2019	1/22/2023		1.00
	Casey Jefferies	2/8/2024	7/15/2024		1.00
	Cordell Watts	9/3/2024	9/3/2024		1.00
	Brock Marden	9/13/2024	9/13/2024		1.00
	Nicholas Candage	1/27/2025	1/27/2025		1.00
	Kolton Read	1/27/2025	1/27/2025		1.00
	Justin Reese	7/22/2025	7/22/2025		1.00
	Gannon O'Malley	11/5/2025	11/5/2025		1.00
	Open				0.00



NO PHOTO
SUBMITTED

NO PHOTO
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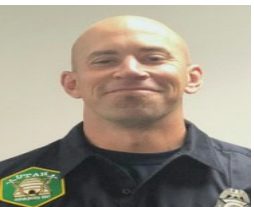
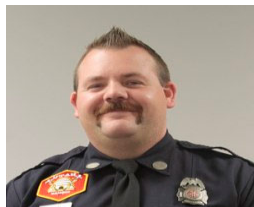
NO PHOTO
SUBMITTED

1685	Firefighter Engineer/AEMT			3.00	
	Dean Gallegos	8/21/1995	8/21/1995		1.00
	JR VanDyke	7/28/2017	7/28/2017		1.00
	Michael Razey	12/6/2022	1/22/2023		1.00



NO PHOTO
SUBMITTED

1675	Fire Captain			3.00	
	Nathan Tracy	11/6/2012	8/1/2018		1.00
	Garrett Henry	9/21/2018	3/1/2019		1.00
	Steven Whetton	7/29/2014	6/1/2025		1.00



1680	Fire Chief			1.00	
	Matthew Hennessy	12/5/2005	12/1/2024		1.00



	Rounding			0.00	0.00
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	Total			17.00	16.00
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COMMUNITY DEVELOPMENT PROJECTS STATUS REPORT

March 2026

OPEN FOR BUSINESS



Optic-Kleer Glass is open for business at 4224 Riverdale Road

NEW AND ONGOING DEVELOPMENTS



America First Credit Union continues construction of their new Corporate Campus at 4624 South 1500 West



Ken Garff Honda Riverdale continues construction of their remodel and new service bays at 950 W Riverdale Road. The Showroom portion of the project is complete



GoldCrest Homes (Alpine/ Fieldstone) continues construction of 68 new single-family homes at the Coleman Vu Estates at 5368 S 1050 W

**RIVERDALE CITY
CITY COUNCIL AGENDA
April 21, 2026**

AGENDA ITEM: G1

SUBJECT: Consideration of Site Plan Amendment for RiverPark Retail

PRESENTERS: Brandon Cooper, Community Development Director

INFORMATION: a. [Transmittal](#)

[BACK TO AGENDA](#)

Body: City Council

Topic: Site Plan Amendment – RiverPark Retail - 4868 S 1050 W

Department: Community Development

Director: Brandon Cooper

Staff/Presenter: Brandon Cooper

Contact: bcooper@riverdaleutah.gov

Executive Summary

On March 3, 2026, Steward Land Company received final Subdivision and Site Plan approval for the **RiverPark Retail Project** located at 4868 S 1050 W. This approval included the following key elements:

- 4 Lot Commercial Subdivision
- Public and private improvements
- New Commercial building on Pad A
- Pad B and C buildings to be constructed in the future

Requested Amendments:

Site Plan:

The site plan was originally approved with a modestly sized above-ground stormwater detention pond (see Figure 1), supplemented by a Cultec underground stormwater system (see Figure 2). Together, these components met the City’s requirements for on-site stormwater management while reducing the need for a larger above-ground detention pond.

Although City code does not require one approach over the other, above-ground detention ponds are not inherently inferior. However, in urban settings they are often less desirable because they occupy valuable land, can present safety and aesthetic concerns, and limit site flexibility. Subsurface systems like the one originally approved, while more costly, allow for full use of the site and are generally easier to integrate into developed areas. The applicant’s approved use of both together was an acceptable solution to stormwater management at the project site.

FIGURE 1

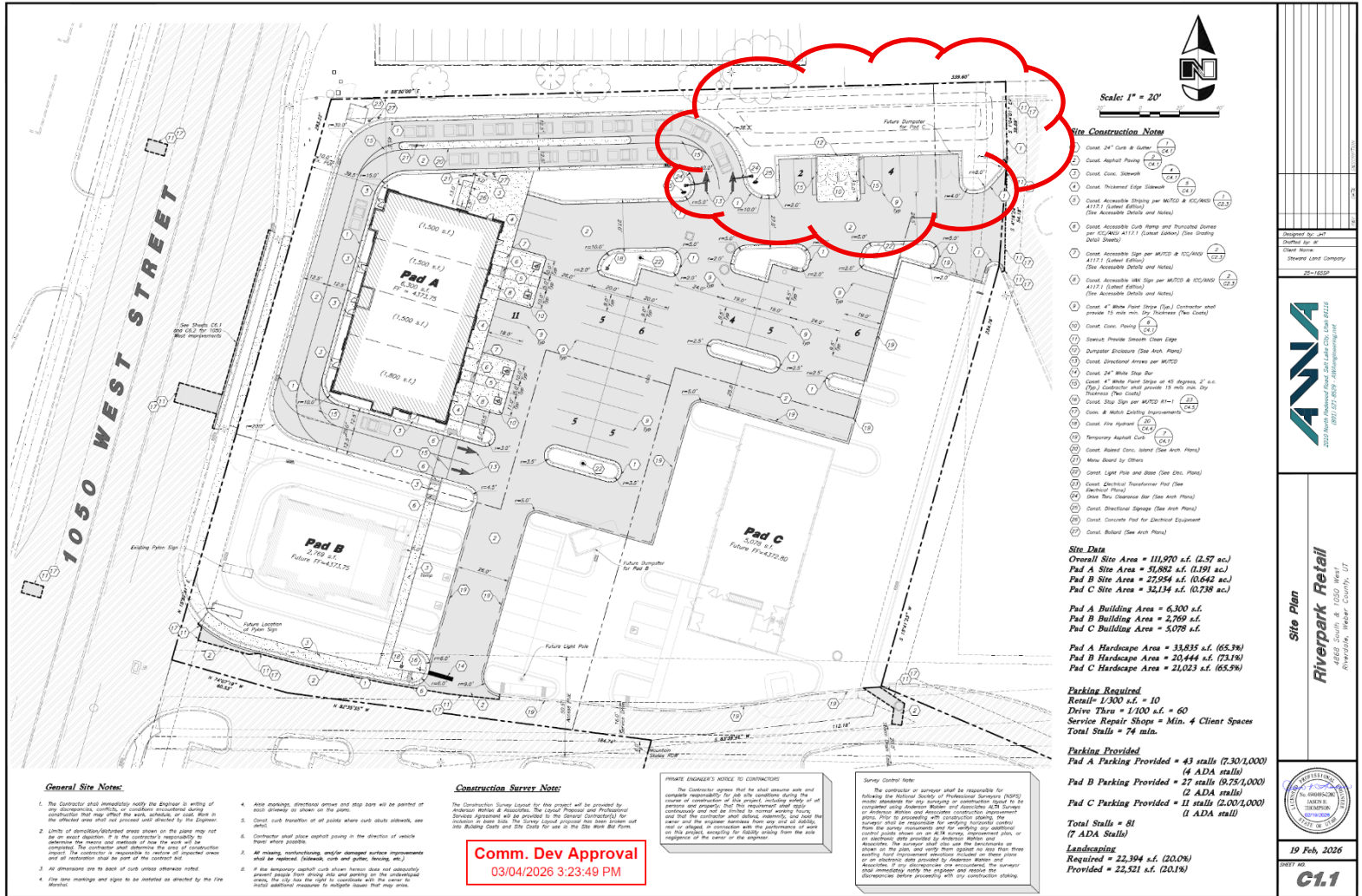
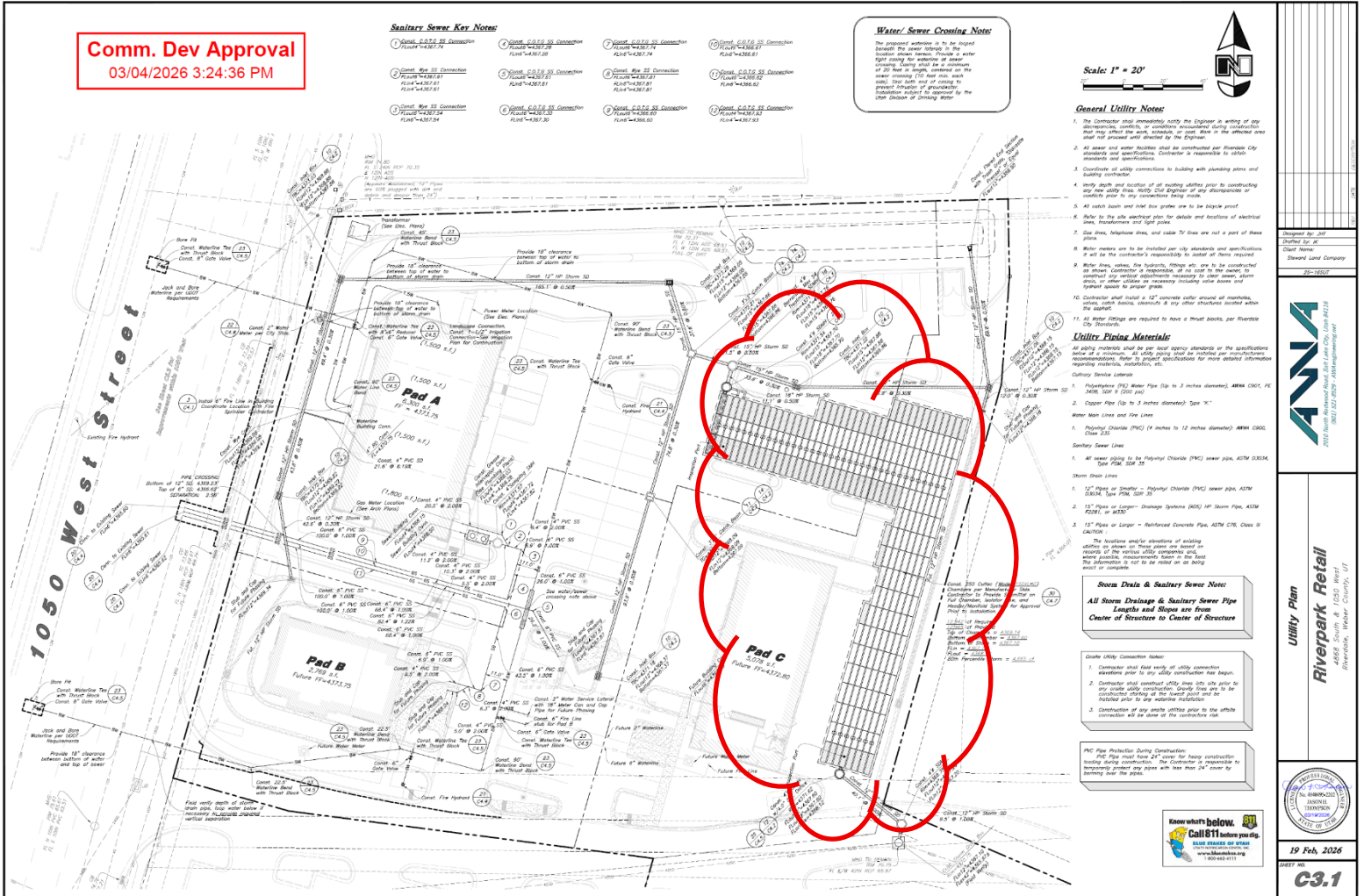


FIGURE 2



Following the Council's approval on March 3, 2026, the applicant notified the City of their intent to revise the stormwater management design due to the cost associated with the underground Culvert system. The proposed revision would eliminate the subsurface system and instead expand the above-ground detention pond from approximately 4,808 cubic feet to 16,052 cubic feet (see Figure 4).

While this proposed approach has been reviewed and meets the City's technical requirements, this increase in size would result in impacts to the surrounding site

layout, including reductions to landscaping and parking in the affected area (see Figure 3).

FIGURE 3

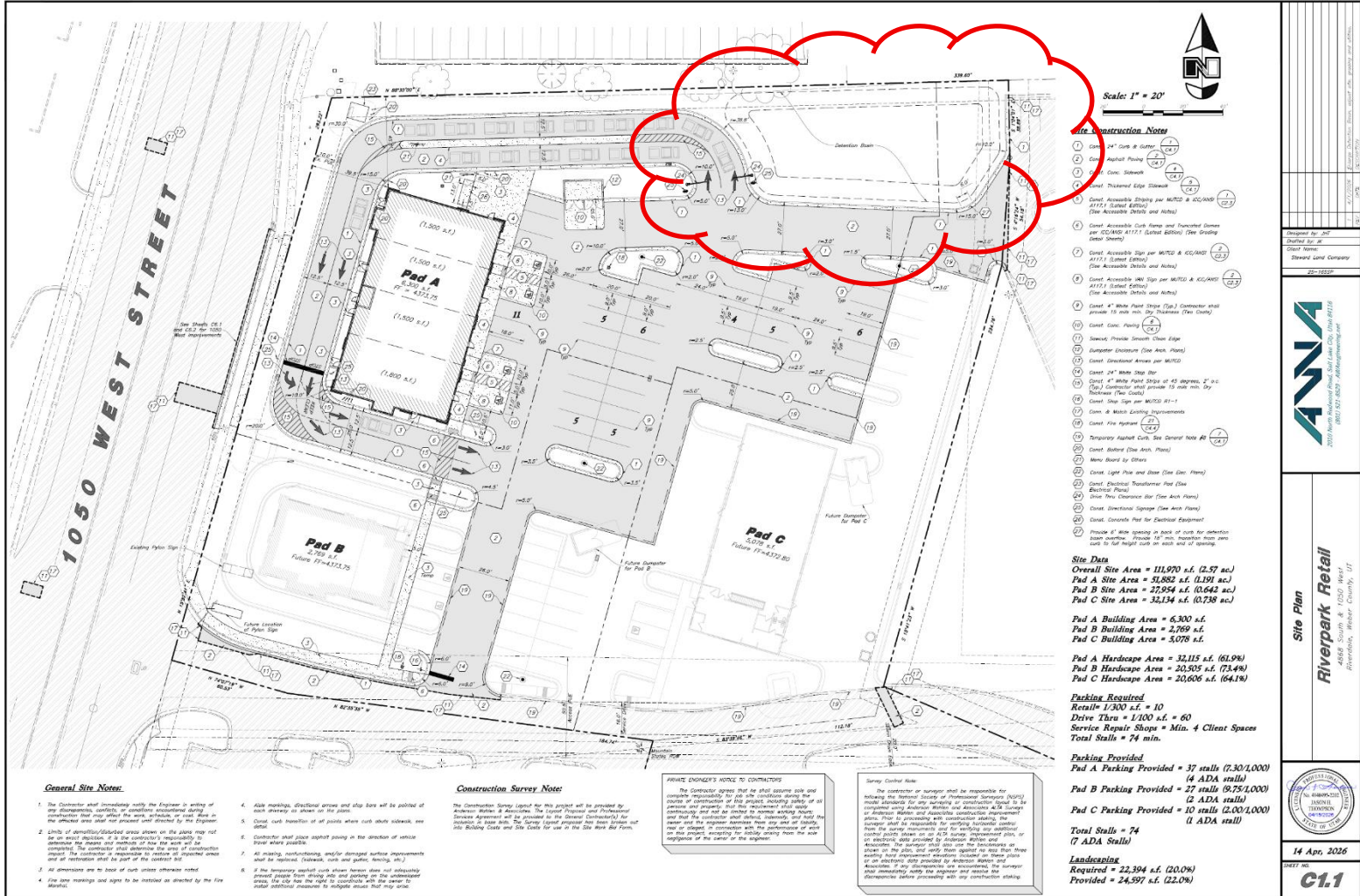
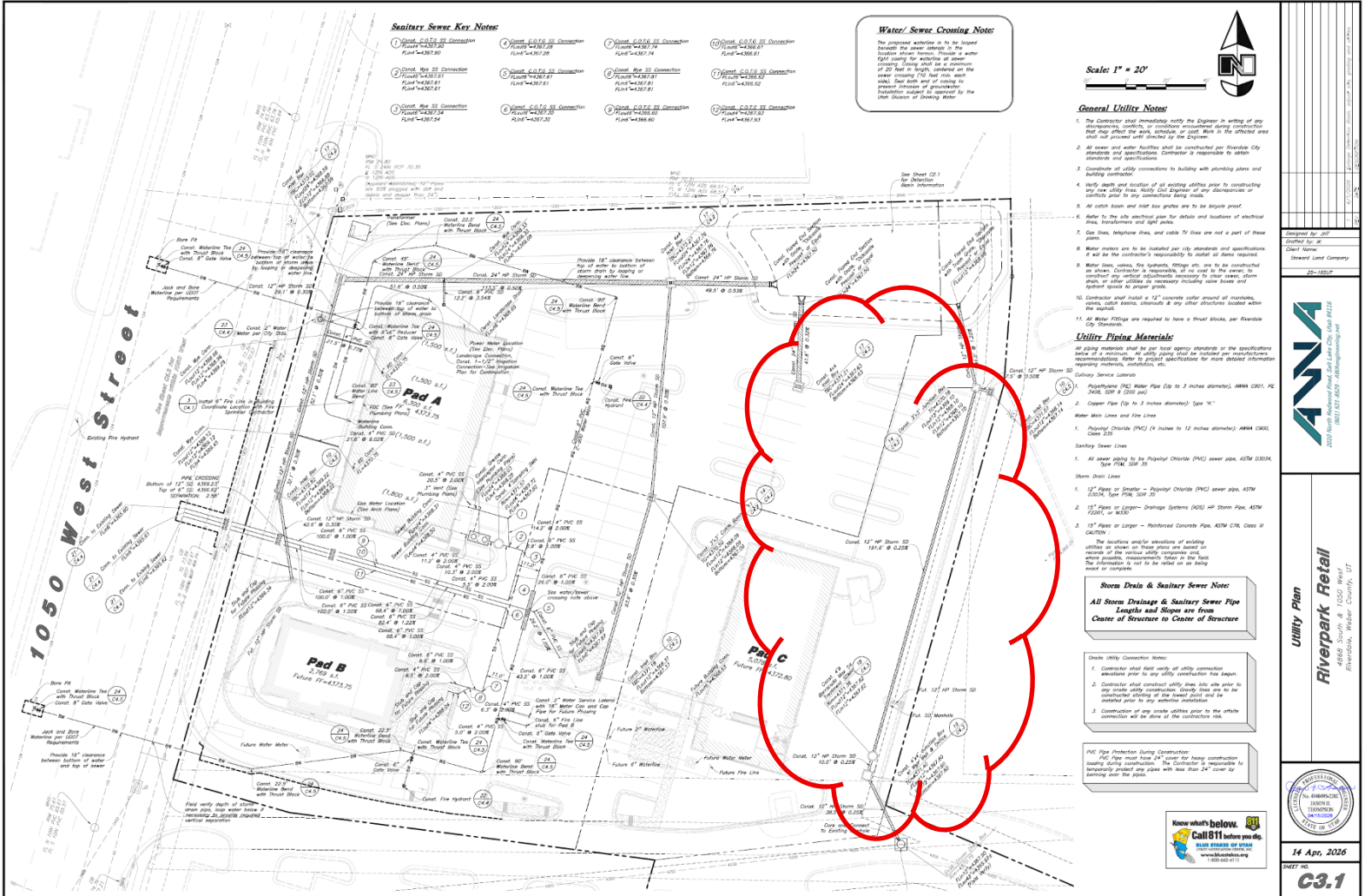


FIGURE 4



Impacts to Parking:
 Required Parking = 74
 Parking in Original Approval = 81
 Parking with Proposed Revision = 74 (reduction of 7)

Impacts to Landscaping:
 Relocation of 2 dumpsters (Pad A and future dumpster for Pad C)
 Proposed Revision results in a reduction in plant material (45 less than approved plan)

Requested Timeline:

City Council Meeting – April 21, 2026

Staff Comments:

The following considerations are recommended:

1. As the Council considers the proposed revision to the stormwater system, it is important to weigh the tradeoffs between above-ground and subsurface detention. Both approaches can meet the City’s technical requirements; however, they result in very different outcomes for site design and long-term community benefit.

Subsurface systems, while more costly upfront, allow for more efficient use of land, preserve parking and landscaping, and maintain a higher-quality visual environment - particularly along prominent corridors and in planned shopping districts. In contrast, expanding the above-ground detention pond would reduce usable space and may negatively impact the overall appearance and functionality of the site.

Given these considerations, staff recommends that the Council give strong consideration to maintaining a subsurface component in the stormwater design as originally approved, as it better aligns with the City’s goals for quality development, aesthetics, and efficient land use.

2. As the Council reviews the proposed expansion of the above-ground detention pond, staff recommends careful consideration of its impact on the site’s approved landscaping. The originally approved plan included a specific quantity and distribution of plant material intended to enhance aesthetics, provide buffering/screening, and contribute to the overall quality of development.

While adjustments to the stormwater system may be necessary, staff recommends that, if approved, any plant material displaced by the expanded detention area be reallocated elsewhere on the site. Maintaining the originally

approved plant count will help preserve the visual character of the project, support long-term site functionality, and ensure consistency with the City's landscaping standards and expectations.

Potential Actions:

Following the presentation and discussion of the proposal, the City Council may make:

- 1) a motion to **APPROVE** the proposed site plan amendment
- 2) a motion to **APPROVE WITH MODIFICATIONS** the proposed site plan amendment
- 3) a motion to **TABLE** the matter to a later date
- 4) a motion to **DENY**

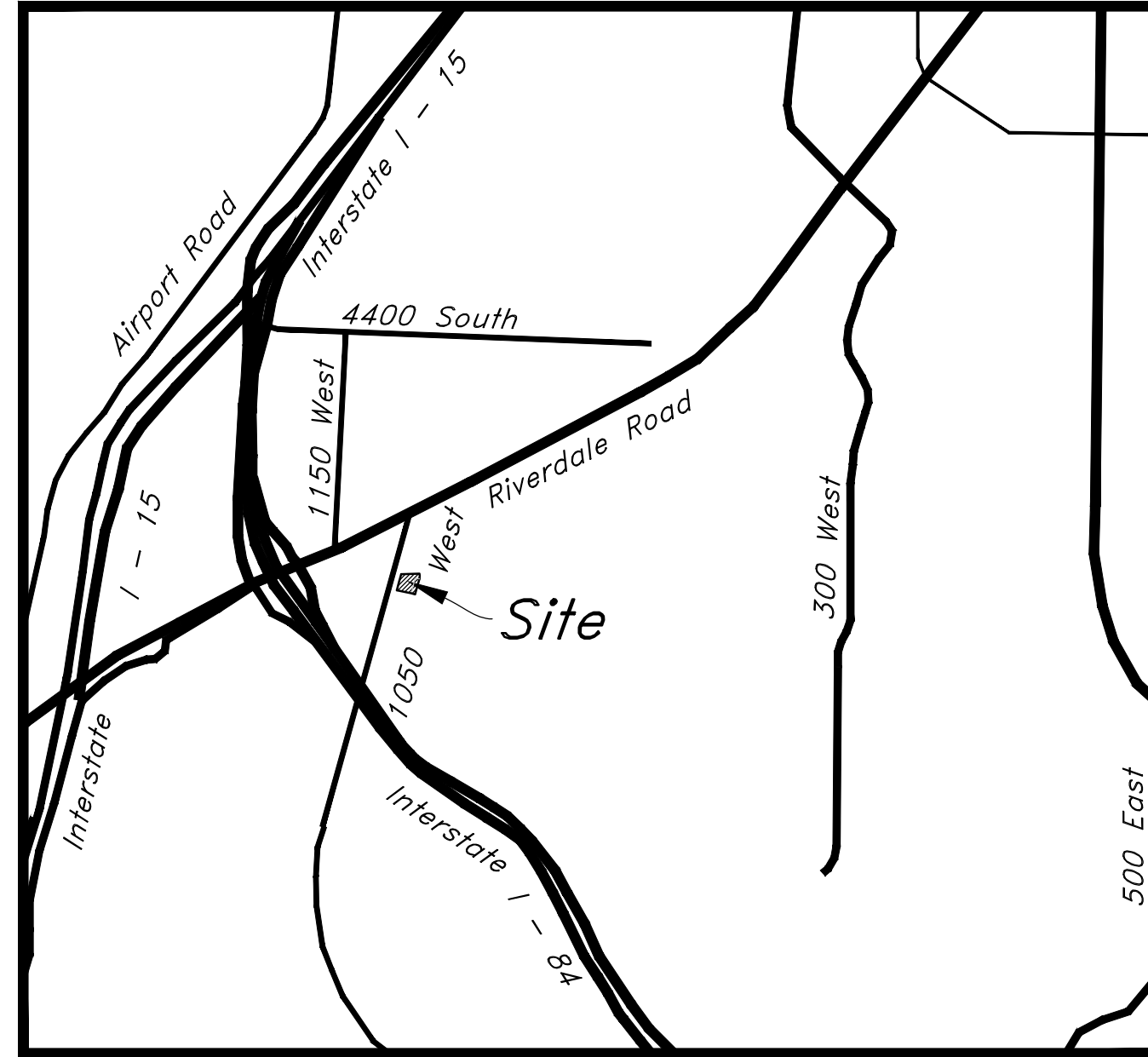
Attachments

Approved Plan Set
Revised Plan Set

Riverpark Retail

4868 South & 1050 West
Riverdale, Weber County, Utah

Comm. Dev Approval
03/04/2026 3:22:32 PM



Vicinity Map
Not to Scale

Civil Sheet Index

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C2.1	Grading Plan
C2.2	Grading Details and Notes
C2.3	Accessible Details and Notes
C3.1	Utility Plan
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C4.4	City Details
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C4.6	UDOT Details
C4.7	Cultec Details
C5.1	Erosion Control Plan - Phase 1
C5.1	Erosion Control Plan - Phase 2
C5.1	Erosion Control Details
C6.1	1050 West Demo and Site Plan
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L1.1	Landscape Plan
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L3.1	Landscape & Irrigation Details

Abbreviations

BCR	Begin Curb Return	PP	Power Pole
BOL	Ballard	PT	Point of Tangency
BRW	Finish Grade - Bottom of Retaining Wall	PVC	Polyvinyl Chloride
CATV	Cable Television Box	PVI	Point of Vertical Intersection
CB	Catch Basin	RCP	Reinforced Concrete Pipe
CMP	Corrugated Metal Pipe	RD	Roof Drain
COB	Cleanout Box	SB	Signal Box
COTG	Cleanout to Grade	SD	Storm Drain
EA	Edge of Asphalt	SDMH	Storm Drain Manhole
EB	Electrical Box	SMH	Sewer Manhole
EC	End of Curve	SP	Signal Pole
ECR	End Curb Return	SS	Sanitary Sewer
FF	Finished Floor	SVZ	Sight Visibility Zone
g	Ground	SW	Secondary Water
GB	Grade Break	TA	Top of Asphalt
GM	Gas Meter	TB	Telephone Box
HB	Hose Bib	TBC	Top Back of Curb
HP	High Point	TG	Top of Grate
I	Irrigation Line	TMH	Telephone Manhole
ICB	Irrigation Control Box	TP	Top of Concrete
Lip	Lip of Gutter	TRW	Finish Grade - Top of Retaining Wall
LP	Light Pole	TW	Top of Walk
MH	Manhole	VC	Vertical Curve
Mon	Monument	VPC	Vertical Point of Curve
PC	Point of Curvature	VPT	Vertical Point of Tangency
PCC	Point of Compound Curvature	WL	Waterline
PI	Point of Intersection	WP	Working Point
PM	Power Meter	WV	Water Valve

Legend

Proposed Curb & Gutter	Existing Improvements	Existing Asphalt
Proposed Open Face C & G	Existing Concrete	Existing Concrete
Proposed Asphalt	Existing Inlet Box	Existing Catch Basin
Proposed Concrete	Existing Manhole	Existing Fire Hydrant
Proposed Truncated Domes	Existing Fire Hydrant	Existing Water Valve
Proposed Inlet Box	Existing Water Valve	Existing Overhead Power Line
Proposed Catch Basin	Existing Overhead Power Line	Existing Water
Proposed Manhole	Existing Water	Existing Secondary Water
Proposed Transformer	Existing Secondary Water	Existing Sewer
Proposed Meter Box	Existing Sewer	Existing Storm Drain
Proposed Combo Box	Existing Storm Drain	Existing Gas
Proposed Fire Hydrant	Existing Gas	Existing Power
Proposed Water Valve	Existing Power	Existing Telephone
Proposed Water Line	Existing Telephone	Existing Fiber Optic
Proposed Sanitary Sewer	Existing Fiber Optic	Existing Fence
Proposed Storm Drain	Existing Fence	Flowline
Proposed Conduit Line	Flowline	Centerline
Proposed Power Line	Centerline	Existing Contour
Proposed Gas Line	Existing Contour	Existing Spot
Proposed Fire Line	Existing Spot	Existing Light Pole
Proposed Fiber Optic	Existing Light Pole	Existing Street Light
Proposed Secondary Water Line	Existing Street Light	Existing Building
Proposed Roof Drain	Existing Building	Existing Telephone Box
Proposed Fence	Existing Telephone Box	Existing Power Meter
Ridge Line	Existing Power Meter	Existing Electrical Box
Grade Break	Existing Electrical Box	Existing Electrical Cabinet
Proposed Contour	Existing Electrical Cabinet	Existing Gas Meter
Direction of Drainage	Existing Gas Meter	Existing Water Meter
Proposed Spot	Existing Water Meter	Existing Irrig. Control Box
ADA Accessible Route	Existing Irrig. Control Box	Existing Ballard
Property Line	Existing Ballard	Existing Hose Bib
Sawcut Line	Existing Hose Bib	Working Point
Proposed Light Pole	Working Point	Existing Deciduous Tree
Proposed Street Light	Existing Deciduous Tree	Existing Coniferous Tree
Proposed Building	Existing Coniferous Tree	Detail Number
Existing Power Pole	Detail Number	Sheet Number
Existing Power Pole w/ Guy	Sheet Number	
Existing Utility Marker		
Existing Post		

UDOT General Notes

- All construction within the UDOT right-of-way shall conform to the most current UDOT standard (including supplemental) drawings and specifications.
- The contractor is to obtain an encroachment permit from the applicable UDOT Region Permit office prior to commencing work within UDOT right-of-way. Working hour limitations will be listed in the limitations section of the encroachment permit.
- UDOT reserves the right, at its option, to install a raised median island or restrict the access to a right-in or right-out at any time.
- Owner, developer, and contractor are responsible for any damages directly or indirectly within the UDOT right-of-way as a result of development activities.
- Owner, developer, and/or contractor is required to hire an independent company for all testing within the UDOT right-of-way.
- All signs installed on the UDOT right-of-way must be high intensity grade (Type XI sheeting) with a B3 slip base. Install all signs per UDOT SN series Standard Drawings.
- Comply with the requirements of Utah Code 17-23-14 (Disturbed Corners - County surveyor to be notified - Coordination with certain state agencies).

All Onsite "Utilities & Facilities" - On Private Property

Culinary Water Facilities: All facilities i.e., pipes, service laterals, valves, bends, thrust blocks, fire hydrants, miscellaneous fittings are the sole responsibility of the property owners to manage and repair to the City Standards when failures occur.

Sanitary Sewer Facilities: All facilities i.e., pipes, manholes, laterals, pipeline cleaning, sewer backups are the sole responsibility of the property owners to manage and repair to the City Standards when failures occur.

Storm Water Facilities: All facilities i.e., pipes, manholes, inlet catch basins, orifice and orifice control structures, detention storage basins, overflow spillways are the sole responsibility of the property owners to manage and repair to the City Standards when failures occur.

Roadways and Sidewalks Facilities: All hard-surfacing facilities i.e., are the sole responsibility of the property owners to manage and repair to the City Standards when failures occur.

Civil Note to Contractor

The Contractor shall immediately notify the Engineer in writing of any discrepancies, conflicts, or conditions encountered during construction that may affect the work, schedule, or cost. Work in the affected area shall not proceed until directed by the Engineer.

Flood Zone

This property lies entirely within Flood Zone X as designated on FEMA Flood Insurance Rate Map for Weber County, Utah and Incorporated Areas Community Map No. 49057C0417Z dated June 2, 2015. Flood Zone X is defined as "Area of minimal flood hazard." (No Shading)

Basis of Bearings

A line between monuments found for the Northeast and Northwest Corners of Section 18 was assigned the NAD83 Utah North Zone State Plane bearing of North 89°11'40" West which matches the Weber County Survey referenced herein and said underlying subdivisions.

Benchmark

Brass Cap Monument for the Northeast Corner of Section 18, T5N, R1W, SLB&M
Assigned Elevation = 4547.78

Legal Description

All of Lot 102, Riverdale JoAnn Commercial Subdivision Entry No. 3224594 in Book 92, Page 57, recorded March 17, 2022; and a part of Lot 2, RIME 1050 West Retail Lot 1 Amended Subdivision Entry No. 3110794 in Book 89, Page 55, recorded December 17, 2020; located within the Northwest Quarter of Section 18, Township 5 North, Range 1 West, Salt Lake Base and Meridian, U.S. Survey, Riverdale City, Weber County, Utah.
Beginning at the Northeast Corner of said Lot 102, said point is described of record as being located 1660.28 feet North 89°09'48" West along the Section line and 548.50 feet South from the North Quarter Corner of said Section 18; and running thence along the Easterly line of said Lot 102 the following two courses: South 1°04'01" East 38.89 feet; and South 4°16'24" West 54.18 feet to the Northeast Corner of said Lot 2; and running thence South 15°41'23" West 234.76 feet along the Easterly line of said Lot 2 and a Southerly extension thereof; thence South 83°39'46" West 112.18 feet to the Southeast corner of said Lot 102; thence along the Southerly, Westerly and Northernly lines of said Lot 102 the following four courses: North 82°35'35" West 184.74 feet; North 74°07'19" West 60.53 feet to the Easterly line of 1050 West Street as it exists at 104.50 foot total width; North 15°52'41" East 293.22 feet along said Easterly line; and North 88°30'00" East 339.60 feet to the Northeast Corner of said Lot 102 and the point of beginning.

Contains 111,970 sq. ft. or 2.570 acres

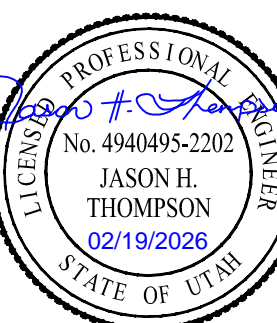
Non-engineered Fill

Per the Geotechnical Engineering Study Prepared by GSH described on the Grading Plan as General Grading Note No. 17, there is evidence of non-engineered fill across the site ranging in depths of 2.0 to 3.5 feet beneath the existing ground surface. Contractor to include the removal and/or recompaction of materials as directed by said study and a qualified geotechnical engineer.

All soil mitigation work shall be performed in accordance with the recommendations of the project's Geotechnical Engineer. The Owner is solely responsible for implementing the geotechnical engineer's recommendations and ensuring that any soil mitigation measures are carried out under their direction. AWA has not evaluated the site soils and will not provide direction regarding soil conditions, remediation methods, or suitability for construction. Any liability for soil condition assessments, mitigation methods, or related decisions rests exclusively with the Owner and the Geotechnical Engineer.

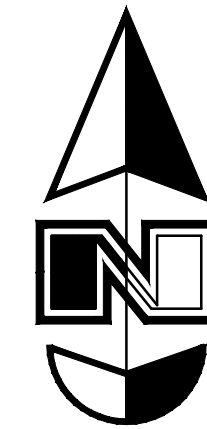


Cover Sheet
Riverpark Retail
4868 South & 1050 West
Riverdale, Weber County, UT



19 Feb, 2026

SHEET NO.
CO.0



Scale: 1" = 20'



Site Construction Notes

- 1 Const. 24" Curb & Gutter (1 C4.1)
- 2 Const. Asphalt Paving (2 C4.1)
- 3 Const. Conc. Sidewalk (4 C4.1)
- 4 Const. Thickened Edge Sidewalk (5 C4.1)
- 5 Const. Accessible Striping per MUTCD & ICC/ANSI A117.1 (Latest Edition) (See Accessible Details and Notes) (1 C2.3)
- 6 Const. Accessible Curb Ramp and Truncated Domes per ICC/ANSI A117.1 (Latest Edition) (See Grading Detail Sheets)
- 7 Const. Accessible Sign per MUTCD & ICC/ANSI A117.1 (Latest Edition) (See Accessible Details and Notes) (2 C2.3)
- 8 Const. Accessible VAN Sign per MUTCD & ICC/ANSI A117.1 (Latest Edition) (See Accessible Details and Notes) (2 C2.3)
- 9 Const. 4" White Paint Stripe (Typ.) Contractor shall provide 15 mils min. Dry Thickness (Two Coats)
- 10 Const. Conc. Paving (8 C4.1)
- 11 Sawcut; Provide Smooth Clean Edge
- 12 Dumpster Enclosure (See Arch. Plans)
- 13 Const. Directional Arrows per MUTCD
- 14 Const. 24" White Stop Bar
- 15 Const. 4" White Paint Stripe at 45 degrees, 2' o.c. (Typ.) Contractor shall provide 15 mils min. Dry Thickness (Two Coats)
- 16 Const. Stop Sign per MUTCD R1-1 (23 C4.5)
- 17 Conn. & Match Existing Improvements
- 18 Const. Fire Hydrant (20 C4.4)
- 19 Temporary Asphalt Curb (7 C4.1)
- 20 Const. Raised Conc. Island (See Arch. Plans)
- 21 Menu Board by Others
- 22 Const. Light Pole and Base (See Elec. Plans)
- 23 Const. Electrical Transformer Pad (See Electrical Plans)
- 24 Drive Thru Clearance Bar (See Arch. Plans)
- 25 Const. Directional Signage (See Arch. Plans)
- 26 Const. Concrete Pad for Electrical Equipment
- 27 Const. Bollard (See Arch. Plans)

Site Data

Overall Site Area = 111,970 s.f. (2.57 ac.)
 Pad A Site Area = 51,882 s.f. (1.191 ac.)
 Pad B Site Area = 27,954 s.f. (0.642 ac.)
 Pad C Site Area = 32,134 s.f. (0.738 ac.)

Pad A Building Area = 6,300 s.f.
 Pad B Building Area = 2,769 s.f.
 Pad C Building Area = 5,078 s.f.

Pad A Hardscape Area = 33,835 s.f. (65.3%)
 Pad B Hardscape Area = 20,444 s.f. (73.1%)
 Pad C Hardscape Area = 21,023 s.f. (65.5%)

Parking Required

Retail = 1/300 s.f. = 10
 Drive Thru = 1/100 s.f. = 60
 Service Repair Shops = Min. 4 Client Spaces
 Total Stalls = 74 min.

Parking Provided

Pad A Parking Provided = 43 stalls (7.30/1,000) (4 ADA stalls)
 Pad B Parking Provided = 27 stalls (9.75/1,000) (2 ADA stalls)
 Pad C Parking Provided = 11 stalls (2.00/1,000) (1 ADA stall)

Total Stalls = 81 (7 ADA Stalls)

Landscaping

Required = 22,394 s.f. (20.0%)
 Provided = 22,521 s.f. (20.1%)



General Site Notes:

1. The Contractor shall immediately notify the Engineer in writing of any discrepancies, conflicts, or conditions encountered during construction that may affect the work, schedule, or cost. Work in the affected area shall not proceed until directed by the Engineer.
2. Limits of demolition/disturbed areas shown on the plans may not be an exact depiction. It is the contractor's responsibility to determine the means and methods of how the work will be completed. The contractor shall determine the area of construction impact. The contractor is responsible to restore all impacted areas and all restoration shall be part of the contract bid.
3. All dimensions are to back of curb unless otherwise noted.
4. Fire lane markings and signs to be installed as directed by the Fire Marshal.
4. Aisle markings, directional arrows and stop bars will be painted at each driveway as shown on the plans.
5. Const. curb transition at all points where curb abuts sidewalk, see detail.
6. Contractor shall place asphalt paving in the direction of vehicle travel where possible.
7. All missing, nonfunctioning, and/or damaged surface improvements shall be replaced. (sidewalk, curb and gutter, fencing, etc.)
8. If the temporary asphalt curb shown hereon does not adequately prevent people from driving into and parking on the undeveloped areas, the city has the right to coordinate with the owner to install additional measures to mitigate issues that may arise.

Construction Survey Note:

The Construction Survey Layout for this project will be provided by Anderson Wahlén & Associates. The Layout Proposal and Professional Services Agreement will be provided to the General Contractor(s) for inclusion in base bids. The Survey Layout proposal has been broken out into Building Costs and Site Costs for use in the Site Work Bid Form.

PRIVATE ENGINEER'S NOTICE TO CONTRACTORS
 The Contractor agrees that he shall assume sole and complete responsibility for job site conditions during the course of construction of this project, including safety of all persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and that the contractor shall defend, indemnify, and hold the owner and the engineer harmless from any and all liability, real or alleged, in connection with the performance of work on this project, excepting for liability arising from the sole negligence of the owner or the engineer.

Survey Control Note:
 The contractor or surveyor shall be responsible for following the National Society of Professional Surveyors (NSPS) model standards for any surveying or construction layout to be completed using Anderson Wahlén and Associates ALTA Survey or Anderson Wahlén and Associates construction improvement plans. Prior to proceeding with construction staking, the surveyor shall be responsible for verifying horizontal control from the survey monuments and for verifying any additional control points shown on an ALTA survey, improvement plan, or on an electronic data provided by Anderson Wahlén and Associates. The surveyor shall also use the benchmarks as shown on the plan, and verify them against no less than three existing hard improvement elevations included on these plans or on an electronic data provided by Anderson Wahlén and Associates. If any discrepancies are encountered, the surveyor shall immediately notify the engineer and resolve the discrepancies before proceeding with any construction staking.

Comm. Dev Approval
 03/04/2026 3:23:49 PM

REV.	DATE	DESCRIPTION

Designed by: JHT
 Drafted by: IK
 Client Name: Steward Land Company
 25-1655P



Site Plan
Riverpark Retail
 4568 South & 1050 West
 Riverdale, Weber County, UT



19 Feb, 2026
 SHEET NO.
C1.1

Comm. Dev Approval
03/04/2026 3:24:36 PM

Sanitary Sewer Key Notes:

- 1 Const. C.O.T.G. SS Connection
Flow⁶=4367.74
- 2 Const. Wye SS Connection
Flow⁶=4367.61
Flow⁴=4367.61
Flow⁴=4367.61
- 3 Const. Wye SS Connection
Flow⁶=4367.54
Flow⁶=4367.54
- 4 Const. C.O.T.G. SS Connection
Flow⁶=4367.28
Flow⁶=4367.28
- 5 Const. C.O.T.G. SS Connection
Flow⁶=4367.61
Flow⁶=4367.61
- 6 Const. C.O.T.G. SS Connection
Flow⁶=4367.30
Flow⁶=4367.30
- 7 Const. C.O.T.G. SS Connection
Flow⁶=4367.74
Flow⁶=4367.74
- 8 Const. Wye SS Connection
Flow⁶=4367.81
Flow⁶=4367.81
Flow⁴=4367.81
- 9 Const. C.O.T.G. SS Connection
Flow⁶=4366.60
Flow⁶=4366.60
- 10 Const. C.O.T.G. SS Connection
Flow⁶=4366.61
Flow⁶=4366.61
- 11 Const. C.O.T.G. SS Connection
Flow⁶=4366.62
Flow⁶=4366.62
- 12 Const. C.O.T.G. SS Connection
Flow⁴=4367.93
Flow⁴=4367.93

Water/ Sewer Crossing Note:

The proposed waterline is to be looped beneath the sewer laterals in the location shown hereon. Provide a water tight casing for waterline at sewer crossing. Casing shall be a minimum of 20 feet in length, centered on the sewer crossing (10 feet min. each side). Seal both end of casing to prevent intrusion of groundwater. Installation subject to approval by the Utah Division of Drinking Water.

Scale: 1" = 20'

General Utility Notes:

- The Contractor shall immediately notify the Engineer in writing of any discrepancies, conflicts, or conditions encountered during construction that may affect the work, schedule, or cost. Work in the affected area shall not proceed until directed by the Engineer.
- All sewer and water facilities shall be constructed per Riverdale City standards and specifications. Contractor is responsible to obtain standards and specifications.
- Coordinate all utility connections to building with plumbing plans and building contractor.
- Verify depth and location of all existing utilities prior to constructing any new utility lines. Notify Civil Engineer of any discrepancies or conflicts prior to any connections being made.
- All catch basin and inlet box grates are to be bicycle proof.
- Refer to the site electrical plan for details and locations of electrical lines, transformers and light poles.
- Gas lines, telephone lines, and cable TV lines are not a part of these plans.
- Water meters are to be installed per city standards and specifications. It will be the contractor's responsibility to install all items required.
- Water lines, valves, fire hydrants, fittings etc. are to be constructed as shown. Contractor is responsible, at no cost to the owner, to construct any vertical adjustments necessary to clear sewer, storm drain, or other utilities as necessary including valve boxes and hydrant spools to proper grade.
- Contractor shall install a 12" concrete collar around all manholes, valves, catch basins, cleanouts & any other structures located within the asphalt.
- All Water Fittings are required to have a thrust blocks, per Riverdale City Standards.

Utility Piping Materials:

All piping materials shall be per local agency standards or the specifications below at a minimum. All utility piping shall be installed per manufacturers recommendations. Refer to project specifications for more detailed information regarding materials, installation, etc.

Culinary Service Laterals

- Polyethylene (PE) Water Pipe (Up to 3 inches diameter), AWWA C901, PE 3408, SDR 9 (200 psi)
- Copper Pipe (Up to 3 inches diameter): Type "K."

Water Main Lines and Fire Lines

- Polyvinyl Chloride (PVC) (4 inches to 12 inches diameter): AWWA C900, Class 235

Sanitary Sewer Lines

- All sewer piping to be Polyvinyl Chloride (PVC) sewer pipe, ASTM D3034, Type F518, SDR 35

Storm Drain Lines

- 12" Pipes or Smaller - Polyvinyl Chloride (PVC) sewer pipe, ASTM D3034, Type F518, SDR 35
- 15" Pipes or Larger - Drainage Systems (ADS) HP Storm Pipe, ASTM F2281, or M330
- 15" Pipes or Larger - Reinforced Concrete Pipe, ASTM C76, Class III

CAUTION: The locations and/or elevations of existing utilities as shown on these plans are based on records of the various utility companies and, where possible, measurements taken in the field. The information is not to be relied on as being exact or complete.

Storm Drain & Sanitary Sewer Note:

All Storm Drainage & Sanitary Sewer Pipe Lengths and Slopes are from Center of Structure to Center of Structure

Onsite Utility Connection Notes:

- Contractor shall field verify all utility connection elevations prior to any utility construction has begun.
- Contractor shall construct utility lines into site prior to any onsite utility construction. Gravity lines are to be constructed starting at the lowest point and be installed prior to any waterline installation
- Construction of any onsite utilities prior to the offsite connection will be done at the contractors risk.

PVC Pipe Protection During Construction:

PVC Pipes must have 24" cover for heavy construction loading during construction. The Contractor is responsible to temporarily protect any pipes with less than 24" cover by berming over the pipes.



Utility Plan
Riverpark Retail
4668 South & 1050 West
Riverdale, Weber County, UT

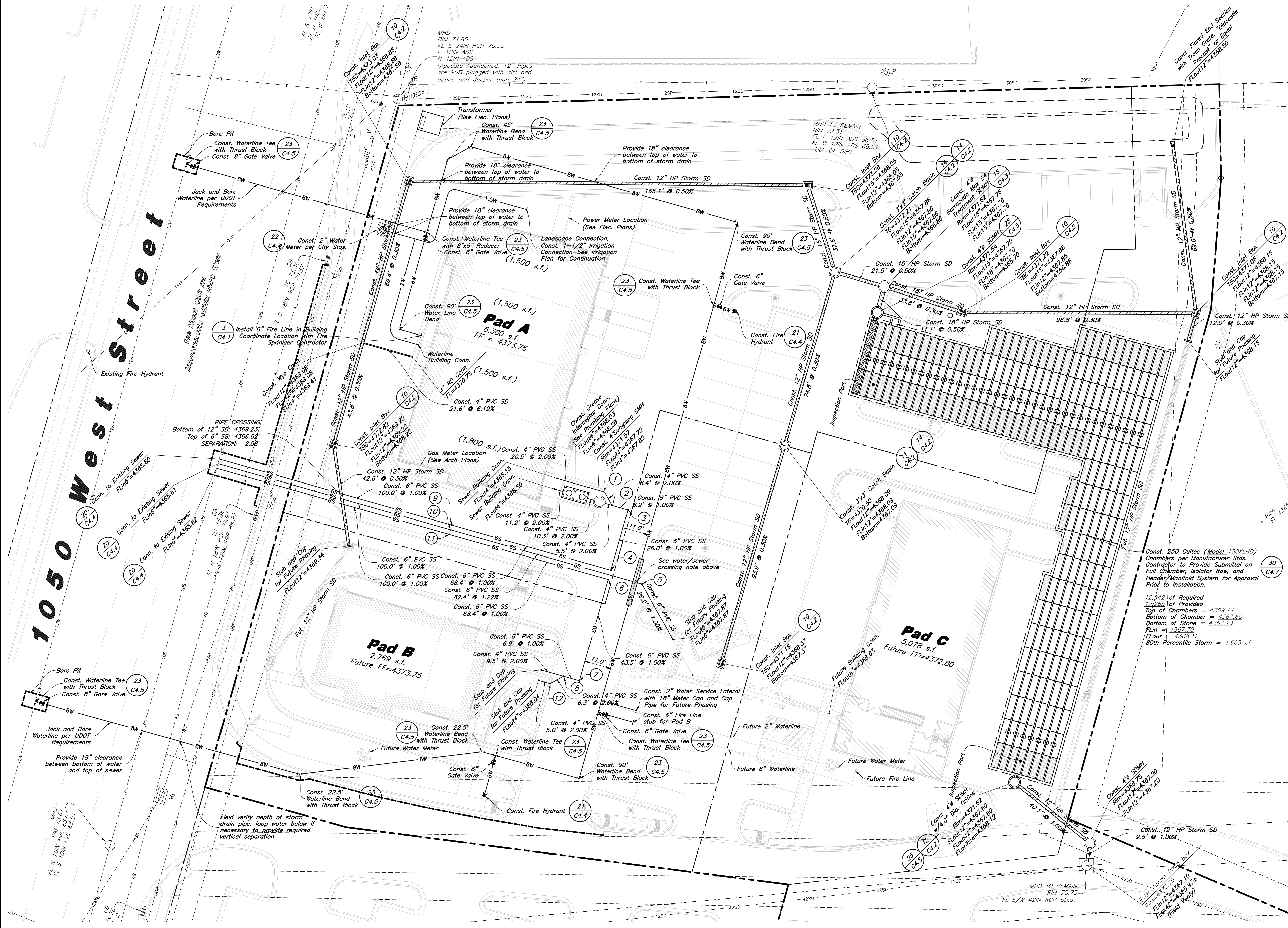
Designed by: JHT
Drafted by: IK
Client Name: Steward Land Company
25-16507

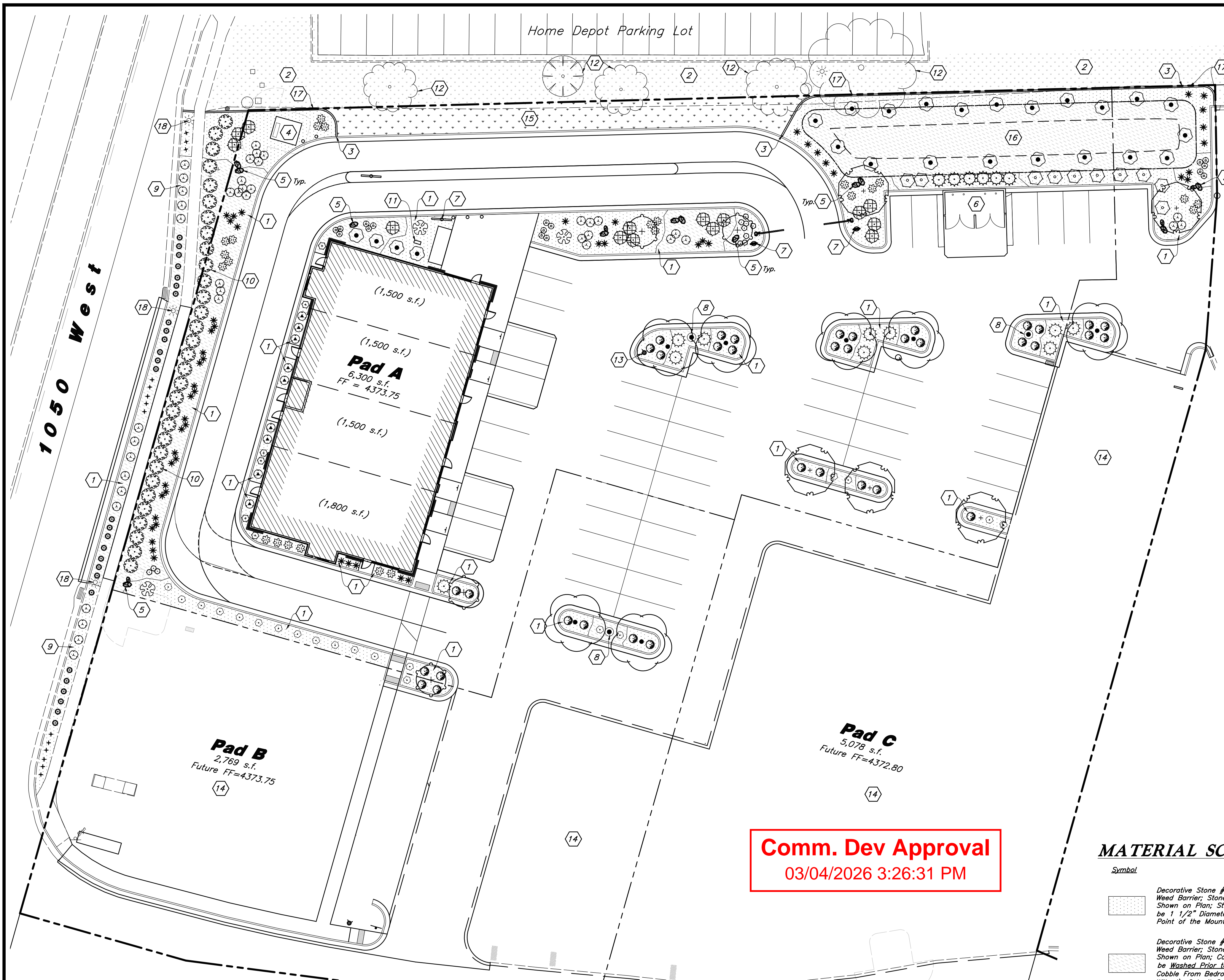
2010 North Redwood Road, Salt Lake City, Utah 84116
(801) 521-8529 - AWEngineering.net

PROFESSIONAL ENGINEER
No. 4940495-2202
JASON H. THOMPSON
02/19/2026
STATE OF UTAH

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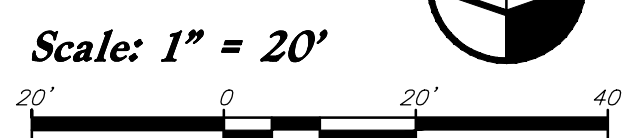
19 Feb, 2026
SHEET NO.
C3.1





Landscape Data
 Zone: Retail/Commercial Park Overlay (RCP)
 Site Area = 111,970 s.f. (2,570 ac.)
 Landscape Required = 22,394 s.f. (20%)
 Landscape Provided = 13,812 s.f. (12.4%)
 Shrub Area = 11,679 s.f. (85%)
 Lawn Area = 2,133 s.f. (15%)
 Building Square Footage = 6,300 s.f.
 Site Trees Required = 2 Trees (2 Trees Provided)
 No More Than 33% of all Newly Planted Trees May be the Same Variety; New Trees Shall be Added to Meet New Building Square Footage
 Xeriscape Landscape = 85%; Xeriscape Areas Shall Consist of Shrub Areas with Drought Tolerant Plant Material

* Landscape Shortage Shall be Met at a Later Date When Entire Lot is Developed. A Minimum of 7,950 s.f. of Landscape Shall be Provided by New Retail Pads



- Landscape Notes:**
- See Sheet L3.1 for Landscape Details.
 - All Landscape Material Shall be Fully Irrigated by an Automatic Irrigation System. Plant Source Drip Irrigation Shall be Used for Shrub Areas and Rotors and Sprayheads for Lawn. See Sheet L2.1 for Irrigation Layout and Sheet L3.1 for Details.
 - Adjust Landscape Material as Needed to Allow Access to all New and Existing Utilities. Irrigation Components Shall be Spaced Between Plant Material to Allow Easy Access for Maintenance.
 - All Areas Disturbed by Construction Shall be Landscaped and not Left Undone. Contact Landscape Architect with Areas in Question.
 - No Edging Shall be Used Between Different Size Stones. Provide a Visual Define Distinct Edge Between the Two Stone Types.
 - Landscape Concrete Curbing Shall be Used to Separate Lawn Areas from Shrub Areas.
 - All Landscape in the ROW Shall be Maintained by the Adjacent Owner.
 - A Four (4) High Evergreen Shrub Hedge Shall be Used to Screen Drive Thru Headlights, Parking From the Adjacent Roadways.
 - All Existing Volunteer Invasive Trees (Siberian Elm) Onsite Shall be Removed.

PLANT SCHEDULE

SYMBOL	QTY	BOTANICAL / COMMON NAME	SIZE
TREES			
(Symbol 1)	6	Pinus nigra 'Arnold Sentinel' / Arnold Sentinel Austrian Black Pine	6' Min. Ht.
(Symbol 2)	4	Quercus robur 'Skyrocket' / Skyrocket English Oak	2" Caliper
(Symbol 3)	5	Syringa reticulata 'Ivory Silk' / Ivory Silk Japanese Tree Lilac	2" Caliper
(Symbol 4)	7	Ulmus parvifolia / Chinese Lacebark Elm	2" Caliper
SHRUBS			
(Symbol 5)	31	Buxus microphylla 'Julia Jane' / Julia Jane Littleleaf Boxwood	5 gal
(Symbol 6)	20	Caryopteris x clandonensis 'Blue Mist' / Blue Mist Shrub	5 gal
(Symbol 7)	24	Cornus sericea 'Isanti' / Isanti Dogwood	5 gal
(Symbol 8)	6	Ilex crenata 'Sky Pencil' / Sky Pencil Japanese Holly	5 gal
(Symbol 9)	10	Juniperus horizontalis 'Blue Chip' / Blue Chip Juniper	5 gal
(Symbol 10)	3	Picea pungens 'Globoza' / Dwarf Globe Blue Spruce	5 gal
(Symbol 11)	24	Pinus mugo 'Stowmound' / Stowmound Mugo Pine	5 gal
(Symbol 12)	10	Prunus x cistena / Purple Leaf Sand Cherry	5 gal
(Symbol 13)	14	Rhus aromatica 'Gro-Low' / Gro-Low Fragrant Sumac	5 gal
(Symbol 14)	41	Rosa x 'Meigalpio' / Red Drift Rose	5 gal
(Symbol 15)	37	Spiraea x bumalda 'Goldflame' / Goldflame Spirea	5 gal
(Symbol 16)	9	Taxus x media 'Dark Green Spreading' / Green Spreading Yew	5 gal
ORNAMENTAL GRASSES			
(Symbol 17)	27	Bouteloua gracilis 'Blonde Ambition' / Blonde Ambition Blue Grama	2 gal
(Symbol 18)	54	Calamagrostis x acutiflora 'Karl Foerster' / Feather Reed Grass	2 gal
PERENNIALS			
(Symbol 19)	16	Hemerocallis x 'Stella de Oro' / Stella de Oro Daylily	2 gal
(Symbol 20)	11	Lavandula angustifolia 'Munstead' / Munstead English Lavender	2 gal
(Symbol 21)	14	Nepeta x faassenii 'Dropmore' / Catmint	1 gal
SYMBOL QTY BOTANICAL / COMMON NAME TYPE			
(Symbol 22)	2,133 sf	Poa pratensis / Kentucky Bluegrass Blend	sod

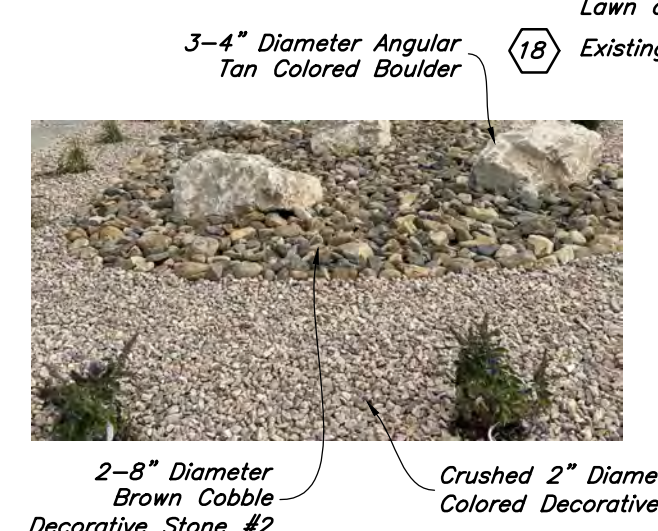
Landscape Installation Keynotes

- Install Shrub Planter with Decorative Stone Over Weed Barrier - See Material Sch. for More Detail on Stone Type
- Existing Neighboring Lawn to Remain; Patch Lawn Adjacent to New Landscape Curb
- Install Landscape Concrete Curbing Between Lawn and Shrub Areas - See Material Sch. for More Detail
- New Elect. Transformer/Equipment - See Elect. Plan
- Install Landscape Boulder & Recess into Stone - See Material Sch. for More Detail
- New Dumpster Enclosure with Plant Screening
- Menu and Ordering Boards - See Arch. Plans for More Detail; Evenly Space Plant Material Around Signage
- New Light Pole - See Site Elect. Plans; Adjust and Evenly Space Plant Material Around Light Poles
- Remove Existing Weeds and Install New Shrub Planter with Decorative Stone Over Weed Barrier - See Material Sch. for More Detail on Stone Type
- Four (4) Foot High Planting Hedge with Berm (See Grading Plan for More Detail) to Shield Drive Thru, Headlights, and Parking From the Adjacent Roadway
- Irrigation Backflow Preventer; Install Between Plant Material Away From Back of Curb; Install with an Enclosure on a Concrete Pad; Secure Enclosure to Concrete Pad; Provide a Frost Bag; See Irrigation Plan for More Detail
- Existing Neighboring Trees to be Protected; Trim up or Remove Low Hanging that Hang or Property Line; Limb up to Eight Feet
- New Fire Hydrant - See Utility Plan; Adjust Plant Material as Needed to Provide Required Access
- Undeveloped Lot; Remove all Unused Landscape Material, Construction Debris, and Garbage; Area Shall be Graded Where Disturbed - See Grading Plan for More Detail; Disturbed Areas Shall be Seeded with Revegetation Seed Mix to Prevent Erosion; See Material Sch. for Seed Mix
- Install Lawn - See Plant Schedule for More Detail
- Install Detention Pond with Weed Barrier and Decorative Stone; See Grading Plan for Detail on Depth and Slope; Secure Stone on Slopes
- Patch-up Lawn Against New Landscape Concrete Curb; Adjust Existing Irrigation in Lawn as Needed to Avoid Overlap
- Existing Light Pole

Comm. Dev Approval
 03/04/2026 3:26:31 PM

MATERIAL SCHEDULE

Symbol	Comments	Detail
(Symbol 23)	Decorative Stone #1 - Install a (3) Three Inch Depth over Dewitt Pro5 Weed Barrier; Stone Shall be Used in Specified Shrub Planters Where Shown on Plan; Stone Shall be Washed Prior to Installation; Stone Shall be 1 1/2" Diameter Angular Tan Colored Stone From Geneva Rock at Point of the Mountain or Approved Equal; Submit Sample for Approval	4/L3.1
(Symbol 24)	Decorative Stone #2 - Install a (6) Six Inch Depth over Dewitt Pro5 Weed Barrier; Stone Shall be Used in Specified Shrub Planters Where Shown on Plan; Carefully Hand Place Stone Around Plants; Stone Shall be Washed Prior to Installation; Stone Shall be 2-8" Diameter Brown Cobble From Bedrock Sand and Gravel located in Willard (919 S Main St, Willard); Submit Sample for Approval	4/L3.1
(Symbol 25)	Landscape Boulder - Boulders Shall be 2-5' in Diameter, Angular, and Match Decorative Stone Color #1 (Tan Color From Brown's Canyon or Approved Equal); Boulders Shall be Recessed into Stone Two (2) Inches and Washed Prior to Installation; Mix Boulder Sizes in Groupings to give Contrast in Sizes; Submit Photo for Approval	5/L3.1
(Symbol 26)	4" x 6" Landscape Concrete Curbing - Install Flush to all Concrete Edges Between Shrub Planters and Lawn Areas; Curbing Shall be Continuous; Adjust Alignment as Needed to Avoid New and Existing Utilities and Irrigation Boxes	4/L3.1
(Symbol 27)	Revegetation Seed Mix - Apply seed mix to undeveloped lots where disturbed by construction; Remove construction debris, garbage, and unused landscape material from undeveloped lots; Grade areas where disturbed by construction - see grading plan for more detail; Scarify soil prior to seeding; Apply seed mix by hydros seeding; See detail for seed mix content, seeding application rate and installation notes; See keynote #14 for undeveloped lots	20/L3.1



General Landscape Notes:

- Plant material quantities are provided for bidding purposes only. It is the contractor's responsibility to verify all quantities listed on the plans and the availability of all plant materials and their specified sizes prior to submitting a bid. The contractor must notify the Landscape Architect prior to submitting a bid if the contractor determines a quantity deficiency or availability problem with specified material. The contractor shall provide sufficient quantities of plants equal to the symbol count or to fill the area shown on the plan using the specified spacing. Plans take precedence over plant schedule quantities.
- Contractor shall call Blue Stake before excavation for plant material.
- Prior to construction, the contractor shall be responsible for locating all underground utilities and shall avoid damage to all utilities during the course of the work. It shall be the responsibility of the contractor to protect all utility lines during the construction period, and repair any and all damage to utilities, structures, site appurtenances, etc. which occurs as a result of the landscape construction.
- The landscape contractor shall examine the site conditions under which the work is to be performed and notify the general contractor in writing of unsatisfactory conditions. Do not proceed until conditions have been corrected.
- The contractor shall provide all materials, labor and equipment required for the proper completion of all landscape work as specified and shown on the drawings.
- See civil and architectural drawings for all structures, hardscape, grading, and drainage information.
- Contractor safety and cleanup must meet OSHA standards at all times. All contractors must have adequate liability, personnel injury and property damage insurance. Clean-up must be performed daily, and all hardscape areas must be washed free of dirt and mud on final cleanup. Construction must occur in a timely manner.
- All new plant material shall conform to the minimum guidelines established by the American Standard for Nursery Stock. Published by the American Association of Nurserymen, Inc. In addition, all new plant material shall be of specimen quality.
- The Owner/Landscape Architect has the right to reject any and all plant material not conforming to the plans and specifications.
- Any proposed substitutions of plant species shall be made with plants of equivalent overall form, height, branching habit, flower, leaf, color, fruit and culture only as approved by the Landscape Architect.
- It is the contractor's responsibility to furnish all plant materials free of pests or plant diseases. It is the contractor's obligation to maintain and warranty all plant materials.
- The contractor shall take all necessary scheduling and other precautions to avoid winter, climatic, wildlife, or other damage to plants. The contractor shall install the appropriate plants at the appropriate time to guarantee life of plants.
- The contractor shall install all landscape material per plan, notes and details.
- Plant names are abbreviated on the drawings, see plant schedule for symbols, abbreviations, botanical, common names, sizes, estimated quantities and remarks.
- No grading or soil placement shall be undertaken when soils are wet or frozen.

- Existing and/or imported topsoil shall be used for all landscape areas. The topsoil must be a premium quality dark sandy loam, free of rocks, clods, roots, and plant matter. The landscape contractor shall perform a soil test on the existing and/or imported topsoil and amend per soil test recommendations. The soil test shall be done by a certified soil testing agency.
- Prior to placement of topsoil in all landscaping areas, all subgrade areas shall be loosened by scarifying the soil to a depth of 6 inches in order to create a transition layer between existing and new soils.
- Provide a 12" depth of topsoil in parking islands and an 8 inch depth in all other shrub areas.
- All plant material holes shall be dug twice the diameter of the rootball and 6 inches deeper. Excavated material shall be removed from the site and replaced with plant backfill mixture. The top of the root balls, shall be planted flush with the finish grade.
- Plant backfill mix shall be composed of 3 parts topsoil to 1 part soil pep, and shall be mixed at the planting hole. Deep water all plant material immediately after planting. Add backfill mixture to depressions as needed.
- All new plants to be balled and burlapped or container grown, unless otherwise noted on plant schedule.
- Upon completion of planting operations, all landscape areas with trees, shrubs, and perennials, shall receive specified stone over Dewitt Pro5 Weed Barrier. Stone shall be evenly spread on a carefully prepared grade free of weeds. The top of stone should be slightly below finish grade and concrete areas.
- All deciduous trees shall be double staked per tree staking detail. It is the contractor's responsibility to remove tree staking in a timely manner once staked trees have taken root. Deciduous tree ties to be V.I.T. Cinche Ties #C132.
- Install landscape concrete curbing between lawn and shrub areas. Curbing shall be installed level and uniform and shall match top finish grades of concrete walks and curbs. See landscape concrete curbing detail.
- Provide a four (4) inch depth of stockpiled or imported topsoil in all lawn areas.
- Sod must be premium quality, evenly cut, established, healthy, weed and disease free, and from an approved source.
- All lawn areas to have uniform grades by float raking. Prior to laying sod, apply a starter fertilizer at a rate recommended by the manufacturer. Sod must be laid with no gaps between pieces on a carefully prepared topsoil layer. Sod to be slightly below finish grade and concrete walks and curbing. The laid sod must be immediately watered after installation. Any burned areas will require replacement. Adjust sprinkler system to assure healthy green survival of the sod without water waste.
- All trees located in lawn areas shall have a 24 inch diameter sod-free ring. Install a Layer of Soil pep in tree ring.
- Landscape installer shall repair or replace plantings and accessories that fail in materials, workmanship, or growth within specified warranty period. Failures include, but are not limited to, the following: Death and unsatisfactory growth, except for defects resulting from abuse, lack of adequate maintenance, or neglect by Owner, or incidents that are beyond installer's control. Warranty period shall be 12 months and begin at date of final project acceptance.



Designed by: JHT
 Drafted by: IK
 Client Name: Steward Land Company
 25-165LS

LANDSCAPE ARCHITECT
 2010 North Redwood Road, Salt Lake City, Utah 84116
 (801) 521-6829 - www.landscape.net

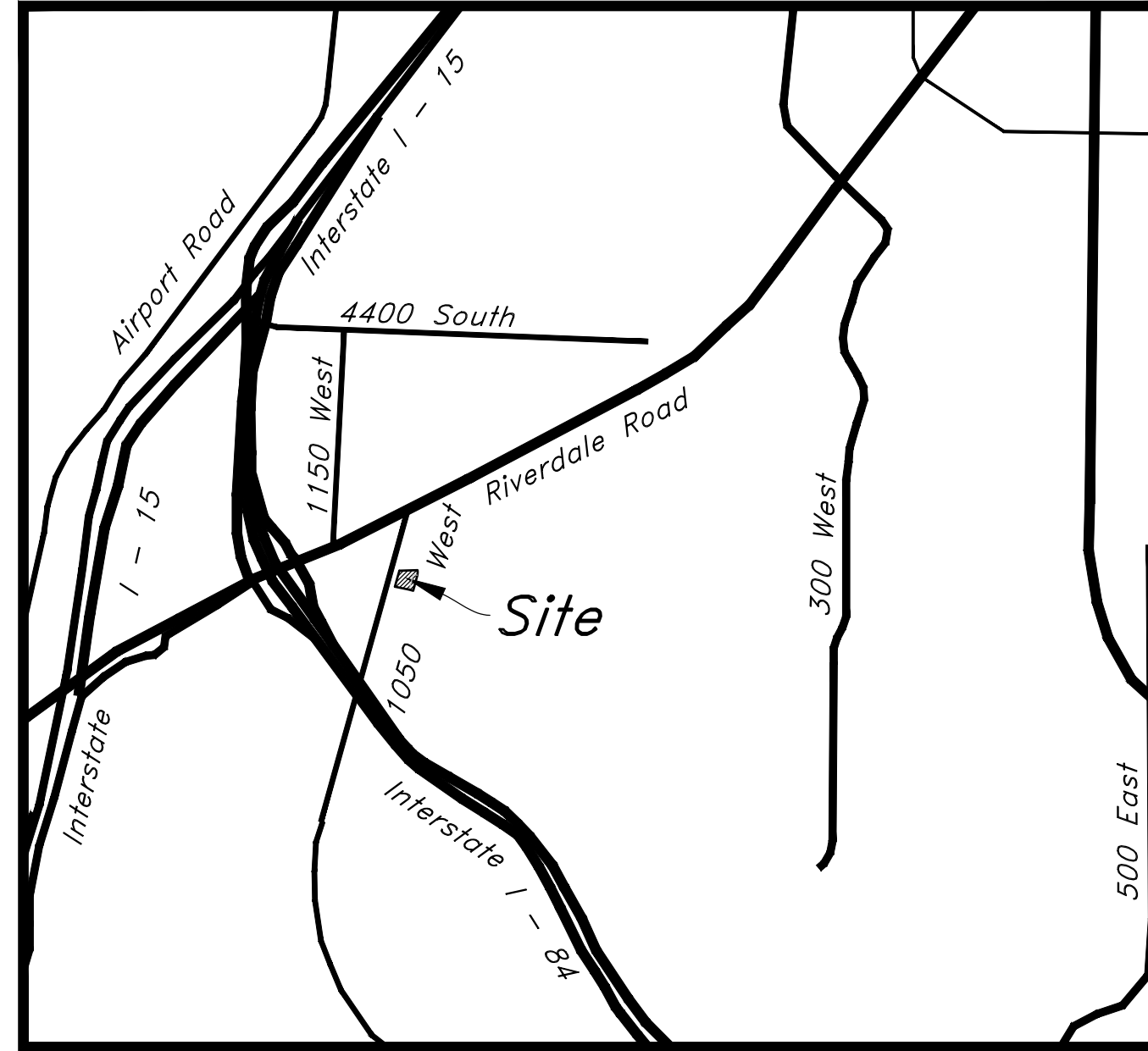
Landscape Plan
Riverpark Retail
 4668 South & 1050 West
 Riverdale, Weber County, UT

State of Utah
 Jared R. Manacili
 No. 774026-5301
 02/05/2026
 Licensed Landscape Architect

05 Feb, 2025
 SHEET NO.
L1.1

Riverpark Retail

4868 South & 1050 West
Riverdale, Weber County, Utah



Vicinity Map
Not to Scale

Civil Sheet Index

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1	Subdivision Plat/ALTA Survey
C0.1	Demolition Plan
C1.1	Site Plan
C2.1	Grading Plan
C2.2	Grading Details and Notes
C2.3	Accessible Details and Notes
C3.1	Utility Plan
C4.1	Details
C4.2	Details
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C4.4	City Details
C4.5	City Details
C4.6	UDOT Details
C5.1	Erosion Control Plan - Phase 1
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C5.1	Erosion Control Details
C6.1	1050 West Demo and Site Plan
C6.2	1050 West Grading and Utility Plan
L1.1	Landscape Plan
L2.1	Irrigation Plan
L3.1	Landscape & Irrigation Details

Abbreviations

BCR	Begin Curb Return	PP	Power Pole
BOL	Ballard	PT	Point of Tangency
BRW	Finish Grade - Bottom of Retaining Wall	PVC	Polyvinyl Chloride
CATV	Cable Television Box	PVI	Point of Vertical Intersection
CB	Catch Basin	RCP	Reinforced Concrete Pipe
CMP	Corrugated Metal Pipe	RD	Roof Drain
COB	Cleanout Box	SB	Signal Box
COTG	Cleanout to Grade	SD	Storm Drain
EA	Edge of Asphalt	SDMH	Storm Drain Manhole
EB	Electrical Box	SMH	Sewer Manhole
EC	End of Curve	SP	Signal Pole
ECR	End Curb Return	SS	Sanitary Sewer
FF	Finished Floor	SVZ	Sight Visibility Zone
g	Ground	SW	Secondary Water
GB	Grade Break	TA	Top of Asphalt
GM	Gas Meter	TB	Telephone Box
HB	Hose Bib	TBC	Top Back of Curb
HP	High Point	TG	Top of Grate
I	Irrigation Line	TMH	Telephone Manhole
ICB	Irrigation Control Box	TP	Top of Concrete
Lip	Lip of Gutter	TRW	Finish Grade - Top of Retaining Wall
LP	Light Pole	TW	Top of Walk
MH	Manhole	VC	Vertical Curve
Mon	Monument	VPC	Vertical Point of Curve
PC	Point of Curvature	VPT	Vertical Point of Tangency
PCC	Point of Compound Curvature	WL	Waterline
PI	Point of Intersection	WP	Working Point
PM	Power Meter	WV	Water Valve

Legend

Proposed Curb & Gutter	Existing Improvements	Existing Asphalt
Proposed Open Face C & G	Existing Concrete	Existing Concrete
Proposed Asphalt	Existing Inlet Box	Existing Catch Basin
Proposed Concrete	Existing Manhole	Existing Fire Hydrant
Proposed Truncated Domes	Existing Fire Hydrant	Existing Water Valve
Proposed Inlet Box	Existing Water Valve	Existing Overhead Power Line
Proposed Catch Basin	Existing Overhead Power Line	Existing Water
Proposed Manhole	Existing Water	Existing Secondary Water
Proposed Transformer	Existing Secondary Water	Existing Sewer
Proposed Meter Box	Existing Sewer	Existing Storm Drain
Proposed Combo Box	Existing Storm Drain	Existing Gas
Proposed Fire Hydrant	Existing Gas	Existing Power
Proposed Water Valve	Existing Power	Existing Telephone
Proposed Water Line	Existing Telephone	Existing Fiber Optic
Proposed Sanitary Sewer	Existing Fiber Optic	Existing Fence
Proposed Storm Drain	Existing Fence	Flowline
Proposed Conduit Line	Flowline	Centerline
Proposed Power Line	Centerline	Existing Contour
Proposed Gas Line	Existing Contour	Existing Spot
Proposed Fire Line	Existing Spot	Existing Light Pole
Proposed Fiber Optic	Existing Light Pole	Existing Street Light
Proposed Secondary Water Line	Existing Street Light	Existing Building
Proposed Roof Drain	Existing Building	Existing Telephone Box
Proposed Fence	Existing Telephone Box	Existing Power Meter
Ridge Line	Existing Power Meter	Existing Electrical Box
Grade Break	Existing Electrical Box	Existing Electrical Cabinet
Proposed Contour	Existing Electrical Cabinet	Existing Gas Meter
Direction of Drainage	Existing Gas Meter	Existing Water Meter
Proposed Spot	Existing Water Meter	Existing Irrig. Control Box
ADA Accessible Route	Existing Irrig. Control Box	Existing Ballard
Property Line	Existing Ballard	Existing Hose Bib
Sawcut Line	Existing Hose Bib	Working Point
Proposed Light Pole	Working Point	Existing Deciduous Tree
Proposed Street Light	Existing Deciduous Tree	Existing Coniferous Tree
Proposed Building	Existing Coniferous Tree	Detail Number
Existing Power Pole w/ Guy	Detail Number	Sheet Number
Existing Utility Marker	Sheet Number	
Existing Post		

UDOT General Notes

- All construction within the UDOT right-of-way shall conform to the most current UDOT standard (including supplemental) drawings and specifications.
- The contractor is to obtain an encroachment permit from the applicable UDOT Region Permit office prior to commencing work within UDOT right-of-way. Working hour limitations will be listed in the limitations section of the encroachment permit.
- UDOT reserves the right, at its option, to install a raised median island or restrict the access to a right-in or right-out at any time.
- Owner, developer, and contractor are responsible for any damages directly or indirectly within the UDOT right-of-way as a result of development activities.
- Owner, developer, and/or contractor is required to hire an independent company for all testing within the UDOT right-of-way.
- All signs installed on the UDOT right-of-way must be high intensity grade (Type XI sheeting) with a B3 slip base. Install all signs per UDOT SN series Standard Drawings.
- Comply with the requirements of Utah Code 17-23-14 (Disturbed Corners - County surveyor to be notified - Coordination with certain state agencies).

All Onsite "Utilities & Facilities" - On Private Property

Culinary Water Facilities: All facilities i.e., pipes, service laterals, valves, bends, thrust blocks, fire hydrants, miscellaneous fittings are the sole responsibility of the property owners to manage and repair to the City Standards when failures occur.

Sanitary Sewer Facilities: All facilities i.e., pipes, manholes, laterals, pipeline cleaning, sewer backups are the sole responsibility of the property owners to manage and repair to the City Standards when failures occur.

Storm Water Facilities: All facilities i.e., pipes, manholes, inlet catch basins, orifice and orifice control structures, detention storage basins, overflow spillways are the sole responsibility of the property owners to manage and repair to the City Standards when failures occur.

Roadways and Sidewalks Facilities: All hard-surfacing facilities i.e., are the sole responsibility of the property owners to manage and repair to the City Standards when failures occur.

Civil Note to Contractor

The Contractor shall immediately notify the Engineer in writing of any discrepancies, conflicts, or conditions encountered during construction that may affect the work, schedule, or cost. Work in the affected area shall not proceed until directed by the Engineer.

Flood Zone

This property lies entirely within Flood Zone X as designated on FEMA Flood Insurance Rate Map for Weber County, Utah and Incorporated Areas Community Map No. 49057C0417Z dated June 2, 2015. Flood Zone X is defined as "Area of minimal flood hazard." (No Shading)

Basis of Bearings

A line between monuments found for the Northeast and Northwest Corners of Section 18 was assigned the NAD83 Utah North Zone State Plane bearing of North 89°11'40" West which matches the Weber County Survey referenced herein and said underlying subdivisions.

Benchmark

Brass Cap Monument for the Northeast Corner of Section 18, T5N, R1W, SLB&M
Assigned Elevation = 4547.78

Legal Description

All of Lot 102, Riverdale JoAnn Commercial Subdivision Entry No. 3224594 in Book 92, Page 57, recorded March 17, 2022; and a part of Lot 2, RIME 1050 West Retail Lot 1 Amended Subdivision Entry No. 3110794 in Book 89, Page 55, recorded December 17, 2020; located within the Northwest Quarter of Section 18, Township 5 North, Range 1 West, Salt Lake Base and Meridian, U.S. Survey, Riverdale City, Weber County, Utah:
Beginning at the Northeast Corner of said Lot 102, said point is described of record as being located 1660.28 feet North 89°09'48" West along the Section line and 548.50 feet South from the North Quarter Corner of said Section 18; and running thence along the Easterly line of said Lot 102 the following two courses: South 1°04'01" East 38.89 feet; and South 4°16'24" West 54.18 feet to the Northeast Corner of said Lot 2; and running thence South 15°41'23" West 234.76 feet along the Easterly line of said Lot 2 and a Southerly extension thereof; thence South 83°39'46" West 112.18 feet to the Southeast corner of said Lot 102; thence along the Southerly, Westerly and Northerly lines of said Lot 102 the following four courses: North 82°35'35" West 184.74 feet; North 74°07'19" West 60.53 feet to the Easterly line of 1050 West Street as it exists at 104.50 foot total width; North 15°52'41" East 293.22 feet along said Easterly line; and North 88°30'00" East 339.60 feet to the Northeast Corner of said Lot 102 and the point of beginning.

Contains 111,970 sq. ft. or 2.570 acres

Non-engineered Fill

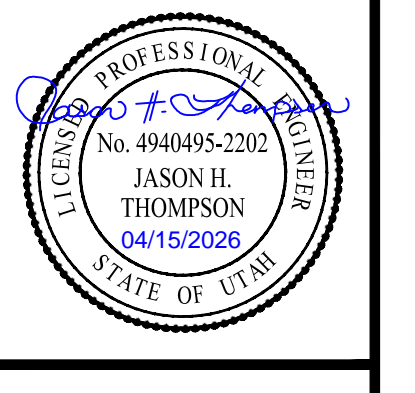
Per the Geotechnical Engineering Study Prepared by GSH described on the Grading Plan as General Grading Note No. 17, there is evidence of non-engineered fill across the site ranging in depths of 2.0 to 3.5 feet beneath the existing ground surface. Contractor to include the removal and/or recompaction of materials as directed by said study and a qualified geotechnical engineer.

All soil mitigation work shall be performed in accordance with the recommendations of the project's Geotechnical Engineer. The Owner is solely responsible for implementing the geotechnical engineer's recommendations and ensuring that any soil mitigation measures are carried out under their direction. AWA has not evaluated the site soils and will not provide direction regarding soil conditions, remediation methods, or suitability for construction. Any liability for soil condition assessments, mitigation methods, or related decisions rests exclusively with the Owner and the Geotechnical Engineer.

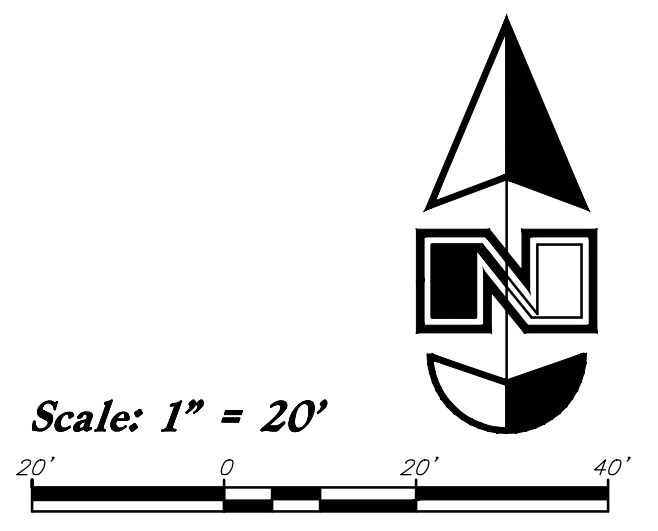
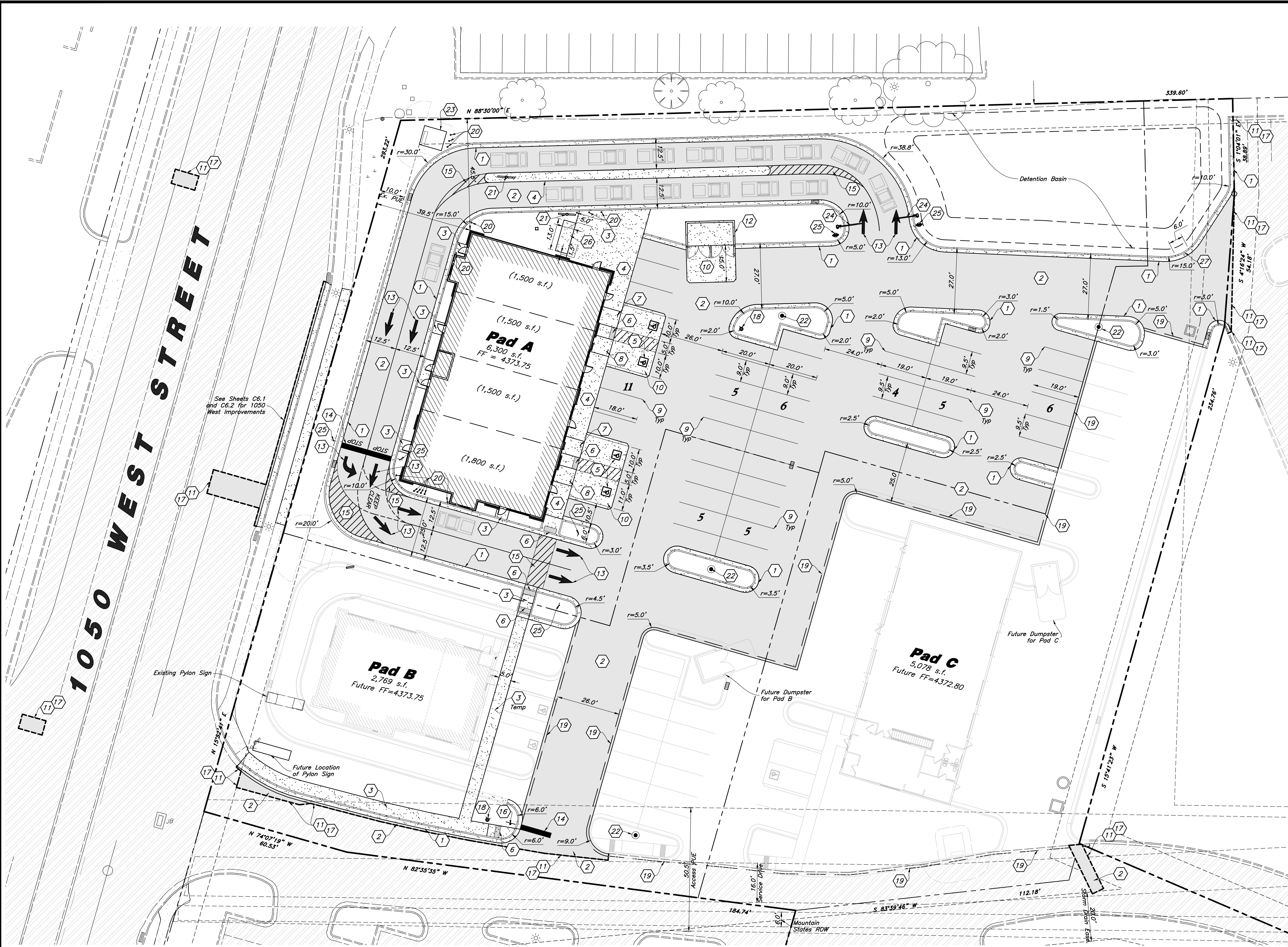


DESIGNED BY	JHT
DRAFTED BY	IK
CLIENT NAME	Steward Land Company
PROJECT NO.	25-165CV
DATE	4/17/2026
REV	1
DESCRIPTION	Enlarge Detention Basin, adjust site, grading and utilities.

Cover Sheet
Riverpark Retail
 4868 South & 1050 West
 Riverdale, Weber County, UT



14 Apr, 2026
SHEET NO.
CO.0



Site Construction Notes

- 1 Const. 24" Curb & Gutter (1 C4.1)
- 2 Const. Asphalt Paving (2 C4.1)
- 3 Const. Conc. Sidewalk (4 C4.1)
- 4 Const. Thickened Edge Sidewalk (5 C4.1)
- 5 Const. Accessible Striping per MUTCD & ICC/ANSI A117.1 (Latest Edition) (See Accessible Details and Notes) (1 C2.3)
- 6 Const. Accessible Curb Ramp and Truncated Domes per ICC/ANSI A117.1 (Latest Edition) (See Grading Detail Sheets)
- 7 Const. Accessible Sign per MUTCD & ICC/ANSI A117.1 (Latest Edition) (See Accessible Details and Notes) (2 C2.3)
- 8 Const. Accessible VAN Sign per MUTCD & ICC/ANSI A117.1 (Latest Edition) (See Accessible Details and Notes) (2 C2.3)
- 9 Const. 4" White Paint Stripe (Typ.) Contractor shall provide 15 mils min. Dry Thickness (Two Coats)
- 10 Const. Conc. Paving (8 C4.1)
- 11 Sawcut; Provide Smooth Clean Edge
- 12 Dumpster Enclosure (See Arch. Plans)
- 13 Const. Directional Arrows per MUTCD
- 14 Const. 24" White Stop Bar
- 15 Const. 4" White Paint Stripe at 45 degrees, 2' o.c. (Typ.) Contractor shall provide 15 mils min. Dry Thickness (Two Coats)
- 16 Const. Stop Sign per MUTCD R1-1
- 17 Conn. & Match Existing Improvements
- 18 Const. Fire Hydrant (21 C4.4)
- 19 Temporary Asphalt Curb, See General Note #8 (7 C4.1)
- 20 Const. Bollard (See Arch. Plans)
- 21 Menu Board by Others
- 22 Const. Light Pole and Base (See Elec. Plans)
- 23 Const. Electrical Transformer Pad (See Electrical Plans)
- 24 Drive Thru Clearance Bar (See Arch. Plans)
- 25 Const. Directional Signage (See Arch. Plans)
- 26 Const. Concrete Pad for Electrical Equipment
- 27 Provide 6' Wide opening in back of curb for detention basin overflow. Provide 18" min. transition from zero curb to full height curb on each end of opening.

Site Data

Overall Site Area = 111,970 s.f. (2.57 ac.)
 Pad A Site Area = 51,882 s.f. (1.191 ac.)
 Pad B Site Area = 27,954 s.f. (0.642 ac.)
 Pad C Site Area = 32,134 s.f. (0.738 ac.)

Pad A Building Area = 6,300 s.f.
 Pad B Building Area = 2,769 s.f.
 Pad C Building Area = 5,078 s.f.

Pad A Hardscape Area = 32,115 s.f. (61.9%)
 Pad B Hardscape Area = 20,505 s.f. (73.4%)
 Pad C Hardscape Area = 20,606 s.f. (64.1%)

Parking Required

Retail= 1/300 s.f. = 10
 Drive Thru = 1/100 s.f. = 60
 Service Repair Shops = Min. 4 Client Spaces
 Total Stalls = 74 min.

Parking Provided

Pad A Parking Provided = 37 stalls (7.30/1,000) (4 ADA stalls)
 Pad B Parking Provided = 27 stalls (9.75/1,000) (2 ADA stalls)
 Pad C Parking Provided = 10 stalls (2.00/1,000) (1 ADA stall)

Total Stalls = 74 (7 ADA Stalls)

Landscaping

Required = 22,394 s.f. (20.0%)
 Provided = 24,597 s.f. (22.0%)

General Site Notes:

1. The Contractor shall immediately notify the Engineer in writing of any discrepancies, conflicts, or conditions encountered during construction that may affect the work, schedule, or cost. Work in the affected area shall not proceed until directed by the Engineer.
2. Limits of demolition/disturbed areas shown on the plans may not be an exact depiction. It is the contractor's responsibility to determine the means and methods of how the work will be completed. The contractor shall determine the area of construction impact. The contractor is responsible to restore all impacted areas and all restoration shall be part of the contract bid.
3. All dimensions are to back of curb unless otherwise noted.
4. Fire lane markings and signs to be installed as directed by the Fire Marshal.
4. Aisle markings, directional arrows and stop bars will be painted at each driveway as shown on the plans.
5. Const. curb transition at all points where curb abuts sidewalk, see detail.
6. Contractor shall place asphalt paving in the direction of vehicle travel where possible.
7. All missing, nonfunctioning, and/or damaged surface improvements shall be replaced. (sidewalk, curb and gutter, fencing, etc.)
8. If the temporary asphalt curb shown hereon does not adequately prevent people from driving into and parking on the undeveloped areas, the city has the right to coordinate with the owner to install additional measures to mitigate issues that may arise.

Construction Survey Note:

The Construction Survey Layout for this project will be provided by Anderson Wahlen & Associates. The Layout Proposal and Professional Services Agreement will be provided to the General Contractor(s) for inclusion in base bids. The Survey Layout proposal has been broken out into Building Costs and Site Costs for use in the Site Work Bid Form.

PRIVATE ENGINEER'S NOTICE TO CONTRACTORS
 The Contractor agrees that he shall assume sole and complete responsibility for job site conditions during the course of construction of this project, including safety of all persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and that the contractor shall defend, indemnify, and hold the owner and the engineer harmless from any and all liability, real or alleged, in connection with the performance of work on this project, excepting for liability arising from the sole negligence of the owner or the engineer.

Survey Control Note:
 The contractor or surveyor shall be responsible for following the National Society of Professional Surveyors (NSPS) model standards for any surveying or construction layout to be completed using Anderson Wahlen and Associates ALTA Survey or Anderson Wahlen and Associates construction improvement plans. Prior to proceeding with construction staking, the surveyor shall be responsible for verifying horizontal control from the survey monuments and for verifying any additional control points shown on an ALTA survey, improvement plan, or on electronic data provided by Anderson Wahlen and Associates. The surveyor shall also use the benchmarks as shown on the plan, and verify them against no less than three existing hard improvement elevations included on these plans or on electronic data provided by Anderson Wahlen and Associates. If any discrepancies are encountered, the surveyor shall immediately notify the engineer and resolve the discrepancies before proceeding with any construction staking.

4/1/2026 DATE
 1 REV
 Enlarge Detention Basin, adjust site, grading and utilities. DESCRIPTION
 Designed by: JHT
 Drafted by: IK
 Client Name: Steward Land Company
 25-1655P
ANWA
 2010 North Redwood Road, Salt Lake City, Utah 84116
 (801) 521-8529 - ANWEngineering.net
Site Plan
Riverpark Retail
 4668 South & 1050 West
 Riverdale, Weber County, UT
 14 Apr, 2026
 SHEET NO.
C1.1

Sanitary Sewer Key Notes:

- 1 Const. C.O.T.G. SS Connection
Flow₆"=4367.90
Flow₄"=4367.90
- 2 Const. Wye SS Connection
Flow₆"=4367.61
Flow₄"=4367.61
- 3 Const. Wye SS Connection
Flow₆"=4367.54
Flow₄"=4367.54
- 4 Const. C.O.T.G. SS Connection
Flow₆"=4367.28
Flow₄"=4367.28
- 5 Const. C.O.T.G. SS Connection
Flow₆"=4367.61
Flow₄"=4367.61
- 6 Const. C.O.T.G. SS Connection
Flow₆"=4367.30
Flow₄"=4367.30
- 7 Const. C.O.T.G. SS Connection
Flow₆"=4367.74
Flow₄"=4367.74
- 8 Const. Wye SS Connection
Flow₆"=4367.81
Flow₄"=4367.81
- 9 Const. C.O.T.G. SS Connection
Flow₆"=4366.60
Flow₄"=4366.60
- 10 Const. C.O.T.G. SS Connection
Flow₆"=4366.61
Flow₄"=4366.61
- 11 Const. C.O.T.G. SS Connection
Flow₆"=4366.62
Flow₄"=4366.62
- 12 Const. C.O.T.G. SS Connection
Flow₄"=4367.93
Flow₄"=4367.93

Water/ Sewer Crossing Note:

The proposed waterline is to be looped beneath the sewer laterals in the location shown hereon. Provide a water tight casing for waterline at sewer crossing. Casing shall be a minimum of 20 feet in length, centered on the sewer crossing (10 feet min. each side). Seal both end of casing to prevent intrusion of groundwater. Installation subject to approval by the Utah Division of Drinking Water.

Scale: 1" = 20'



General Utility Notes:

- The Contractor shall immediately notify the Engineer in writing of any discrepancies, conflicts, or conditions encountered during construction that may affect the work, schedule, or cost. Work in the affected area shall not proceed until directed by the Engineer.
- All sewer and water facilities shall be constructed per Riverdale City standards and specifications. Contractor is responsible to obtain standards and specifications.
- Coordinate all utility connections to building with plumbing plans and building contractor.
- Verify depth and location of all existing utilities prior to constructing any new utility lines. Notify Civil Engineer of any discrepancies or conflicts prior to any connections being made.
- All catch basin and inlet box grates are to be bicycle proof.
- Refer to the site electrical plan for details and locations of electrical lines, transformers and light poles.
- Gas lines, telephone lines, and cable TV lines are not a part of these plans.
- Water meters are to be installed per city standards and specifications. It will be the contractor's responsibility to install all items required.
- Water lines, valves, fire hydrants, fittings etc. are to be constructed as shown. Contractor is responsible, at no cost to the owner, to construct any vertical adjustments necessary to clear sewer, storm drain, or other utilities as necessary including valve boxes and hydrant spools to proper grade.
- Contractor shall install a 12" concrete collar around all manholes, valves, catch basins, cleanouts & any other structures located within the asphalt.
- All Water Fittings are required to have a thrust blocks, per Riverdale City Standards.

Utility Piping Materials:

All piping materials shall be per local agency standards or the specifications below at a minimum. All utility piping shall be installed per manufacturers recommendations. Refer to project specifications for more detailed information regarding materials, installation, etc.

- Culinary Service Laterals**
- Polyethylene (PE) Water Pipe (Up to 3 inches diameter), AWWA C901, PE 3408, SDR 9 (200 psi)
 - Copper Pipe (Up to 3 inches diameter): Type "K."
- Water Main Lines and Fire Lines**
- Polyvinyl Chloride (PVC) (4 inches to 12 inches diameter): AWWA C900, Class 235
- Sanitary Sewer Lines**
- All sewer piping to be Polyvinyl Chloride (PVC) sewer pipe, ASTM D3034, Type FSM, SDR 35

- Storm Drain Lines**
- 12" Pipes or Smaller - Polyvinyl Chloride (PVC) sewer pipe, ASTM D3034, Type FSM, SDR 35
 - 15" Pipes or Larger - Drainage Systems (ADS) HP Storm Pipe, ASTM F2281, or M330
 - 15" Pipes or Larger - Reinforced Concrete Pipe, ASTM C76, Class III
- CAUTION:**

The locations and/or elevations of existing utilities as shown on these plans are based on records of the various utility companies and, where possible, measurements taken in the field. The information is not to be relied on as being exact or complete.

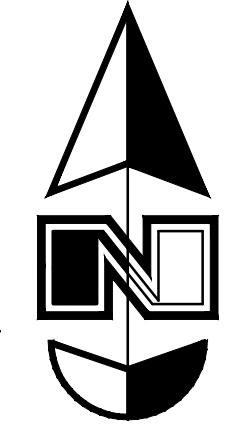
Storm Drain & Sanitary Sewer Note:
All Storm Drainage & Sanitary Sewer Pipe Lengths and Slopes are from Center of Structure to Center of Structure

Onsite Utility Connection Notes:

- Contractor shall field verify all utility connection elevations prior to any utility construction has begun.
- Contractor shall construct utility lines into site prior to any onsite utility construction. Gravity lines are to be constructed starting at the lowest point and be installed prior to any waterline installation
- Construction of any onsite utilities prior to the offsite connection will be done at the contractors risk.

PVC Pipe Protection During Construction:
PVC Pipes must have 24" cover for heavy construction loading during construction. The Contractor is responsible to temporarily protect any pipes with less than 24" cover by berming over the pipes.





Scale: 1" = 20'

General Utility Notes:

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- Copper Pipe (Up to 3 inches diameter): Type "K."

Water Main Lines and Fire Lines

- Polyvinyl Chloride (PVC) (4 inches to 12 inches diameter): AWWA C900, Class 235

Sanitary Sewer Lines

- All sewer piping to be Polyvinyl Chloride (PVC) sewer pipe, ASTM D3034, Type FSM, SDR 35

Storm Drain Lines

- 12" Pipes or Smaller - Polyvinyl Chloride (PVC) sewer pipe, ASTM D3034, Type FSM, SDR 35
- 15" Pipes or Larger - Drainage Systems (ADS) HP Storm Pipe, ASTM F2281, or M330
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CAUTION:

The locations and/or elevations of existing utilities as shown on these plans are based on records of the various utility companies and, where possible, measurements taken in the field. The information is not to be relied on as being exact or complete.

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PVC Pipe Protection During Construction:
PVC Pipes must have 24" cover for heavy construction loading during construction. The Contractor is responsible to temporarily protect any pipes with less than 24" cover by berming over the pipes.


Know what's below. Call 811 before you dig. BLUE STAKES OF UTAH UTILITY NOTIFICATION CENTER, INC. www.bluestakes.org 1-800-662-4111

Designed by: JHT
Drafted by: IK
Client Name: Steward Land Company
25-16507

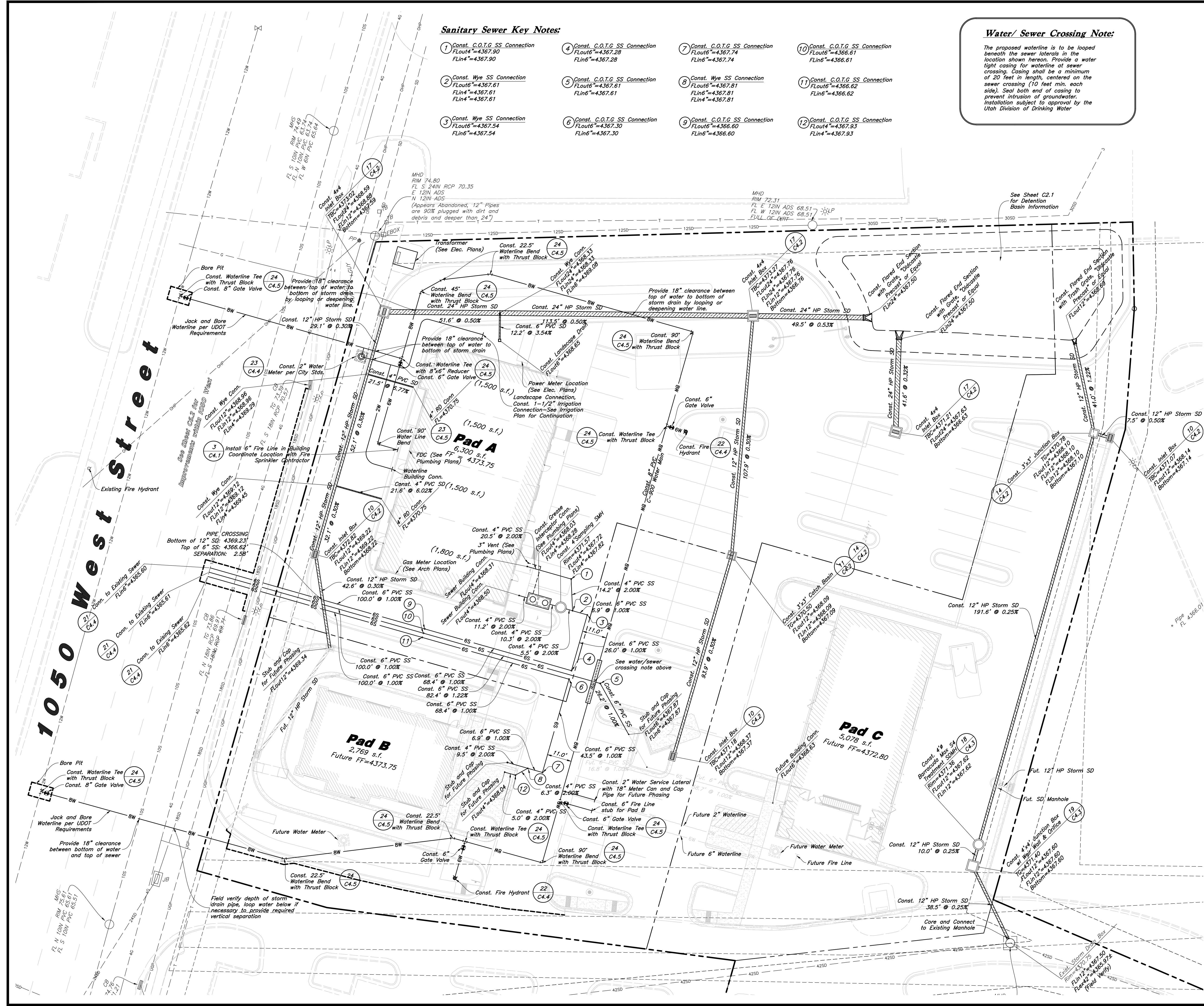


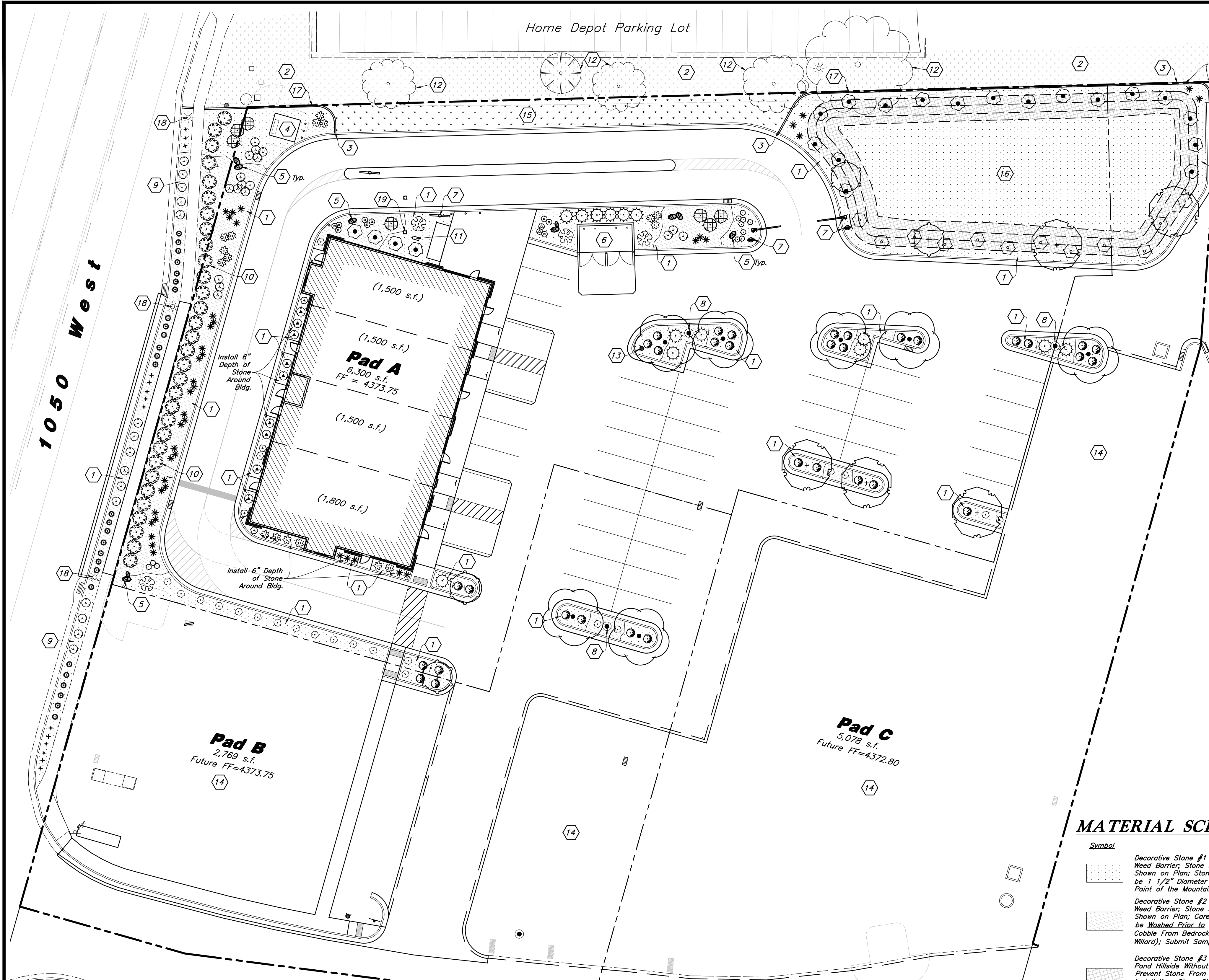
2010 North Redwood Road, Salt Lake City, Utah 84116
(801) 521-6829 - AWWAengineering.net

Utility Plan
Riverpark Retail
4668 South & 1050 West
Riverdale, Weber County, UT



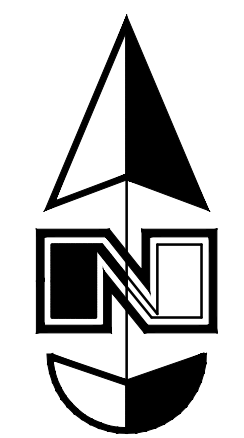
14 Apr, 2026
SHEET NO.
C3.1





Landscape Data
 Zone: Retail/Commercial Park Overlay (RCP)
 Site Area = 111,970 s.f. (2,570 ac.)
 Landscape Required = 22,394 s.f. (20%)
 Landscape Provided = 13,812 s.f. (12.4%)
 Shrub Area = 11,679 s.f. (85%)
 Lawn Area = 2,133 s.f. (15%)
 Building Square Footage = 6,300 s.f.
 Site Trees Required = 2 Trees (2 Trees Provided)
 No More Than 33% of all Newly Planted Trees May be the Same Variety; New Trees Shall be Added to Meet New Building Square Footage

Irrigated Landscape Area = 15,136 s.f.



Scale: 1" = 20'

Landscape Notes:
 1. See Sheet L3.1 for Landscape Details.
 2. All Landscape Material Shall be Fully Irrigated by an Automatic Irrigation System. Plant Source Drip Irrigation Shall be Used for Shrub Areas and Rotors and Sprayheads for Lawn. See Sheet L2.1 for Irrigation Layout and Sheet L3.1 for Details.
 3. Adjust Landscape Material as Needed to Allow Access to all New and Existing Utilities. Irrigation Components Shall be Spaced Between Plant Material to Allow Easy Access for Maintenance.
 4. All Areas Disturbed by Construction Shall be Landscaped and not Left Undone. Contact Landscape Architect with Areas in Question.
 5. No Edging Shall be Used Between Different Size Stone. Provide a Visual Define Distinct Edge Between the Two Stone Types.
 6. Landscape Concrete Curbing Shall be Used to Separate Lawn Areas from Shrub Areas.
 7. All Landscape in the ROW Shall be Maintained by the Adjacent Owner.
 8. A Four (4) High Evergreen Shrub Hedge Shall be Used to Screen Drive Thru Headlights. Parking Lawn Adjacent to New Landscape Roadways.
 9. All Existing Volunteer Invasive Trees (Siberian Elm) Onsite Shall be Removed.

PLANT SCHEDULE

SYMBOL	QTY	BOTANICAL / COMMON NAME	SIZE
TREES			
(Symbol 1)	6	Pinus nigra 'Arnold Sentinel' / Arnold Sentinel Austrian Black Pine	6' Min. Ht.
(Symbol 2)	4	Quercus robur 'Skyrocket' / Skyrocket English Oak	2" Caliper
(Symbol 3)	5	Syringa reticulata 'Ivory Silk' / Ivory Silk Japanese Tree Lilac	2" Caliper
(Symbol 4)	7	Ulmus parvifolia / Chinese Lacebark Elm	2" Caliper
SHRUBS			
(Symbol 5)	31	Buxus microphylla 'Julia Jane' / Julia Jane Littleleaf Boxwood	5 gal
(Symbol 6)	20	Caryopteris x clandonensis 'Blue Mist' / Blue Mist Shrub	5 gal
(Symbol 7)	21	Cornus sericea 'Isanti' / Isanti Dogwood	5 gal
(Symbol 8)	6	Ilex crenata 'Sky Pencil' / Sky Pencil Japanese Holly	5 gal
(Symbol 9)	8	Juniperus horizontalis 'Blue Chip' / Blue Chip Juniper	5 gal
(Symbol 10)	4	Picea pungens 'Globoosa' / Dwarf Globe Blue Spruce	5 gal
(Symbol 11)	17	Pinus mugo 'Slowmound' / Slowmound Mugo Pine	5 gal
(Symbol 12)	12	Prunus x cistena / Purple Leaf Sand Cherry	5 gal
(Symbol 13)	7	Rhus aromatica 'Gro-Low' / Gro-Low Fragrant Sumac	5 gal
(Symbol 14)	32	Rosa x 'Meigalpio' / Red Drift Rose	5 gal
(Symbol 15)	34	Spiraea x burmalda 'Goldflame' / Goldflame Spirea	5 gal
(Symbol 16)	9	Taxus x media 'Dark Green Spreading' / Green Spreading Yew	5 gal
ORNAMENTAL GRASSES			
(Symbol 17)	27	Bouteloua gracilis 'Blonde Ambition' / Blonde Ambition Blue Grama	2 gal
(Symbol 18)	42	Calamagrostis x acutiflora 'Karl Foerster' / Feather Reed Grass	2 gal
PERENNIALS			
(Symbol 19)	11	Hemerocallis x 'Stella de Oro' / Stella de Oro Daylily	2 gal
(Symbol 20)	11	Lavandula angustifolia 'Munstead' / Munstead English Lavender	2 gal
(Symbol 21)	14	Nepeta x faassenii 'Dropmore' / Catmint	1 gal
LAWN			
(Symbol 22)	2,133 sf	Poa pratensis / Kentucky Bluegrass Blend	sod

MATERIAL SCHEDULE

Symbol	Comments	Detail
(Symbol 1)	Decorative Stone #1 - Install a (3) Three Inch Depth over Dewitt Pro5 Weed Barrier; Stone Shall be Used in Specified Shrub Planters Where Shown on Plan; Stone Shall be Washed Prior to Installation; Stone Shall be 1 1/2" Diameter Angular Tan Colored Stone from Geneva Rock at Point of the Mountain or Approved Equal; Submit Sample for Approval	4/L3.1
(Symbol 2)	Decorative Stone #2 - Install a (6) Six Inch Depth over Dewitt Pro5 Weed Barrier; Stone Shall be Used in Specified Shrub Planters Where Shown on Plan; Carefully Hand Place Stone Around Plants; Stone Shall be Washed Prior to Installation; Stone Shall be 2-8" Diameter Brown Cobble From Bedrock Sand and Gravel located in Willard (919 S Main St, Willard); Submit Sample for Approval	4/L3.1
(Symbol 3)	Decorative Stone #3 - Install an (8) Eight Inch Depth on Detention Pond Hillside Without Weed Barrier; Interlock Angular Stone on Hillside to Prevent Stone From Sliding into Pond; Stone Shall be Washed Prior to Installation; Stone Shall be 4-6" Diameter Angular Gray Stone From Pisgah Stone Pit in Sardine Canyon (435-999-9662); Submit Sample for Approval	4/L3.1
(Symbol 4)	Landscape Boulder - Boulders Shall be 2-5" in Diameter, Angular, and Match Decorative Stone Color #1 (Tan Color From Brown's Canyon or Approved Equal); Boulders Shall be Recessed into Stone Two (2) Inches and Washed Prior to Installation; Mix Boulder Sizes in Groupings to give Contrast in Sizes; Submit Photo for Approval	5/L3.1
(Symbol 5)	4" x 6" Landscape Concrete Curbing - Install Full to all Concrete Edges Between Shrub Planters and Lawn Areas; Curbing Shall be Continuous; Adjust Alignment as Needed to Avoid New and Existing Utilities and Irrigation Boxes	4/L3.1
(Symbol 6)	Revegetation Seed Mix - Apply seed mix to undeveloped lots where disturbed by construction; Remove construction debris, garbage, and unused landscape material from undeveloped lots; Grade areas where disturbed by construction - see grading plan for more detail; Scarify soil prior to seeding; Apply seed mix by hydrosowing; See detail for seed mix content, seeding application rate and installation notes; See keynote #14 for undeveloped lots	20/L3.1
(Symbol 7)	2-8" Diameter Brown Cobble Decorative Stone #2	
(Symbol 8)	Crushed 2" Diameter Tan Colored Decorative Stone #1	

General Landscape Notes:

- Plant material quantities are provided for bidding purposes only. It is the contractor's responsibility to verify all quantities listed on the plans and the availability of all plant materials and their specified sizes prior to submitting a bid. The contractor must notify the Landscape Architect prior to submitting a bid if the contractor determines a quantity deficiency or availability problem with specified material. The contractor shall provide sufficient quantities of plants equal to the symbol count or to fill the area shown on the plan using the specified spacing. Plans take precedence over plant schedule quantities.
- Contractor shall call Blue Stake before excavation for plant material.
- Prior to construction, the contractor shall be responsible for locating all underground utilities and shall avoid damage to all utilities during the course of the work. It shall be the responsibility of the contractor to protect all utility lines during the construction period, and repair any and all damage to utilities, structures, site appearances, etc. which occurs as a result of the landscape construction.
- The landscape contractor shall examine the site conditions under which the work is to be performed and notify the general contractor in writing of unsatisfactory conditions. Do not proceed until conditions have been corrected.
- The contractor shall provide all materials, labor and equipment required for the proper completion of all landscape work as specified and shown on the drawings.
- See civil and architectural drawings for all structures, hardscape, grading and drainage information.
- Contractor safety and cleanup must meet OSHA standards at all times. All contractors must have adequate liability, personnel injury and property damage insurance. Clean-up must be performed daily, and all hardscape areas must be washed free of dirt and mud on final cleanup. Construction must occur in a timely manner.
- All new plant material shall conform to the minimum guidelines established by the American Standard for Nursery Stock. Published by the American Association of Nurserymen, Inc. In addition, all new plant material shall be of specimen quality.
- The Owner/Landscape Architect has the right to reject any and all plant material not conforming to the plans and specifications.
- Any proposed substitutions of plant species shall be made with plants of equivalent overall form, height, branching habit, flower, leaf, color, fruit and culture only as approved by the Landscape Architect.
- It is the contractor's responsibility to furnish all plant materials free of pests or plant diseases. It is the contractor's obligation to maintain and warranty all plant materials.
- The contractor shall take all necessary scheduling and other precautions to avoid winter, climatic, wildlife, or other damage to plants. The contractor shall install the appropriate plants at the appropriate time to guarantee life of plants
- The contractor shall install all landscape material per plan, notes and details.
- Plant names are abbreviated on the drawings, see plant schedule for symbols, abbreviations, botanical, common names, sizes, estimated quantities and remarks.
- No grading or soil placement shall be undertaken when soils are wet or frozen.
- Existing and/or imported topsoil shall be used for all landscape areas. The topsoil must be a premium quality dark sandy loam, free of rocks, clods, roots, and plant matter. The landscape contractor shall perform a soil test on the existing and/or imported topsoil and amend per soil test recommendations. The soil test shall be done by a certified soil testing agency.
- Prior to placement of topsoil in all landscaping areas, all subgrade areas shall be loosened by scarifying the soil to a depth of 6 inches in order to create a transition layer between existing and new soils.
- Provide a 12" depth of topsoil in parking islands and an 8 inch depth in all other shrub areas.
- All plant material holes shall be dug twice the diameter of the rootball and 6 inches deeper. Excavated material shall be removed from the site and replaced with plant backfill mixture. The top of the root balls, shall be planted flush with the finish grade.
- Plant backfill mix shall be composed of 3 parts topsoil to 1 part soil pep, and shall be mixed at the planting hole. Deep water all plant material immediately after planting. Add backfill mixture to depressions as needed.
- All new plants to be balled and burlapped or container grown, unless otherwise noted on plant schedule.
- Upon completion of planting operations, all landscape areas with trees, shrubs, and perennials, shall receive specified stone over Dewitt Pro5 Weed Barrier. Stone shall be evenly spread on a carefully prepared grade free of weeds. The top of stone should be slightly below finish grade and concrete areas.
- All deciduous trees shall be double staked per tree staking detail. It is the contractor's responsibility to remove tree staking in a timely manner once staked trees have taken root. Deciduous tree ties to be V.I.T. Cinche Ties #C732.
- Install landscape concrete curbing between lawn and shrub areas. Curbing shall be installed level and uniform and shall match top finish grades of concrete walks and curbs. See landscape concrete curbing detail.
- Provide a four (4) inch depth of stockpiled or imported topsoil in all lawn areas.
- Sod must be premium quality, evenly cut, established, healthy, weed and disease free, and from an approved source.
- All lawn areas to have uniform grades by float raking. Prior to laying sod, apply a starter fertilizer at a rate recommended by the manufacturer. Sod must be laid with no gaps between pieces on a carefully prepared topsoil layer. Sod to be slightly below finish grade and concrete walks and curbing. The laid sod must be immediately watered after installation. Any burned areas will require replacement. Adjust sprinkler system to assure healthy green survival of the sod without water waste.
- All trees located in lawn areas shall have a 24 inch diameter sod-free ring. Install a Layer of Soil pep in tree ring.
- Landscape installer shall repair or replace plantings and accessories that fail in materials, workmanship, or growth within specified warranty period. Failures include, but are not limited to, the following: Death and unsatisfactory growth, except for defects resulting from abuse, lack of adequate maintenance, or neglect by Owner, or incidents that are beyond installer's control. Warranty period shall be 12 months and begin at date of final project acceptance.

Landscape Installation Keynotes

- Install Shrub Planter with Decorative Stone Over Weed Barrier - See Material Sch. for More Detail on Stone Type
- Existing Neighboring Lawn to Remain; Patch Lawn Adjacent to New Landscape Curb
- Install Landscape Concrete Curbing Between Lawn and Shrub Areas - See Material Sch. for More Detail
- New Elect. Transformer/Equipment - See Elect. Plan
- Install Landscape Boulder & Recess into Stone - See Material Sch. for More Detail
- New Dumpster Enclosure with Plant Screening
- Menu and Ordering Boards - See Arch. Plans for More Detail; Evenly Space Plant Material Around Signage
- New Light Pole - See Site Elect. Plans; Adjust and Evenly Space Plant Material Around Light Poles
- Remove Existing Weeds and Install New Shrub Planter with Decorative Stone Over Weed Barrier - See Material Sch. for More Detail on Stone Type
- Four (4) Foot High Planting Hedge with Berm (See Grading Plan for More Detail) to Shield Drive Thru, Headlights, and Parking from the Adjacent Roadway
- Irrigation Backflow Preventer; Install Between Plant Material Away From Back of Curb; Install with an Enclosure on a Concrete Pad; Secure Enclosure to Concrete Pad; Provide a Frost Bag; See Irrigation Plan for More Detail
- Existing Neighboring Trees to be Protected; Trim up or Remove Low Hanging that Hang or Property Line; Limb up to Eight Feet
- New Fire Hydrant - See Utility Plan; Adjust Plant Material as Needed to Provide Required Access
- Undeveloped Lot; Remove all Unused Landscape Material, Construction Debris, and Garbage; Area Shall be Graded Where Disturbed - See Grading Plan for More Detail; Disturbed Areas Shall be Seeded with Revegetation Seed Mix to Prevent Erosion; See Material Sch. for Seed Mix
- Install Lawn - See Plant Schedule for More Detail
- Install Detention Pond without Weed Barrier and Decorative Stone; See Grading Plan for More Detail on Slope; Secure and Interlock Stone on Slopes
- Patch-up Lawn Against New Landscape Concrete Curb; Adjust Existing Irrigation in Lawn as Needed to Avoid Overlap
- Existing Light Pole
- Landscape Drain - See Utility Plan for More Detail; Verify the Drain is Clean and Free of Dirt and Stone. Top of Stone Shall be Slightly Below Rim on Drain



Landscape Berm Detail - 1050 West
 Scale: NTS

Designed by: JHT
 Drafted by: IK
 Client Name: Steward Land Company
 25-165LS

4/17/2026
 DATE
 1
 REV

2010 North Redwood Road, Salt Lake City, Utah 84116
 (801) 521-6629 - AWEngineering.net

Landscape Plan
Riverpark Retail
 4668 South & 1050 West
 Riverdale, Weber County, UT

STATE OF UTAH
 Jared R. Manwill
 No. 774026-5301
 03/31/2026
 Licensed Landscape Architect

1 Apr, 2026
 SHEET NO.
L1.1

811
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**RIVERDALE CITY
CITY COUNCIL AGENDA
April 21, 2026**

AGENDA ITEM: G2

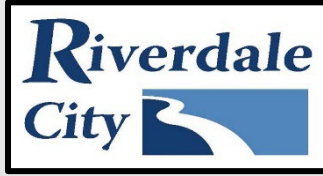
SUBJECT: Consideration of Resolution #2026-14 amending Personnel Policy Chapters 1 through 8

PRESENTERS: Stacey Comeau, Human Resources

INFORMATION:

- a. [Executive Summary](#)
- b. [Resolution #2026-14](#)
- c. [Personnel Policy Chapters 1-8](#)

[BACK TO AGENDA](#)



City Council Executive Summary

For the Council meeting on:
April 21, 2026

Petitioner:
Stacey Comeau

Summary of Proposed Action

Motion to approve resolution 2026-14 amending Personnel Policy Chapters 1 through 8.

Summary of Supporting Facts & Options

To maintain preferred pricing and discounts, our liability insurer, ULGT, requires that the Personnel Policy Manual be reviewed by Human Resources at least annually and by an Employment Attorney at least every three years to ensure compliance. Manning Curtis Bradshaw & Bednar PLLC has reviewed the manual and recommended certain changes. Chapters 1 through 8 have been reviewed by Mr. Brooks and are included today for amendment.

Legal Comments – City Attorney

Steve Brooks, Attorney

Fiscal Comments – Business Administrator/Budget Officer

Cody Cardon,
Business Administrator

Administrative Comments – City Administrator

Steve Brooks,
City Administrator



RESOLUTION NO. 2026-14

**A RESOLUTION OF THE CITY COUNCIL OF RIVERDALE CITY ADOPTING AN
AMENDMENT TO THE RIVERDALE CITY PERSONNEL POLICIES &
PROCEDURES HANDBOOK**

WHEREAS, Riverdale City has previously adopted a Personnel Policy Handbook which includes Employee Personnel Policies and Procedures; and

WHEREAS, it is necessary, from time to time, to make amendments to the Personnel Policy Handbook to supplement, change, clarify, or revise certain sections of the Handbook; and

WHEREAS, the City Council has reviewed the affected sections of the Personnel Policy and has determined a need to amend said sections; and

WHEREAS, the City finds the amendment of this policy to be in the best interest of Riverdale City and the employees of Riverdale City; and

WHEREAS, this amendment to the Personnel Policy Handbook will be made available to all City employees.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Riverdale that the amendment to the Riverdale City Personnel Policies Handbook as set forth in the attached Exhibit A (Chapters 1 through 8), is hereby adopted and the Policy Handbook shall be amended with these changes incorporated therein and now read as outlined in said Exhibit A, as an amendment to the policy.

All other title, chapters, sections, and terms in the Personnel Policy Handbook shall remain the same, in full force and effect, unless specifically amended hereby.

This resolution shall take effect immediately upon its adopting and passage.

APPROVED AND ADOPTED this 21st day of April 2026.

Braden D. Mitchell
Mayor

ATTEST:

Michelle Marigoni
City Recorder

VOTE:

Alan Arnold	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Bart Stevens	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Michael Richter	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Anne Hansen	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Kent Anderson	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent

Exhibit A

Chapter 1 ADMINISTRATION

1-1 Implementation of Personnel Policies

Each employee shall be given a copy of this Manual and will be required to be familiar with and follow the policies set forth herein.

This Manual supersedes any and all prior written personnel policies or manuals issued by the City. This Manual is subject to change at any time, solely at the discretion of the City, with or without notice to the employee.

No verbal or written agreements, understandings, representations or statements made by a supervisor, or anyone, can change the policies outlined in this Manual, or bind the City to any course of action.

This Manual cannot and does not address all circumstances and situations in which Riverdale City employees might find themselves, nor does it describe all policies, procedures, and practices that might affect the employment relationship.

Unless expressly stated, this Manual does not apply to independent contractors, vendors, volunteers, elected officials, or appointed board/commission members.

Department policies may supplement this Policy but may not conflict with it. If a conflict exists, this Policy controls unless law provides otherwise.

Employment with Riverdale City is subject to City ordinances, policies, practices, and procedures as well as state law, Federal Law, and constitutional limitations on the City as a governmental entity. This Manual does not limit, affect, or alter any legal or constitutional rights the City or its employees may have.

The policies and statements contained in this Manual and in other statements that may be issued from time to time do not create a contract or agreement of any kind between the City and its employees.

1-2 Management/Employee Cooperation

Our goal is to bring effective and efficient municipal services to the citizens of the City. This can only be achieved by management and employee cooperation. A productive and successful employee works with management and other employees to accomplish the City's goals.

Chapter 2 EMPLOYEE CLASSIFICATIONS

2-1 Full-time Employees

Full-time employees are those who are regularly scheduled to work at least 2080 hours per year for the City on a continuing basis. Full-time non-appointed employees shall be entitled to the appeal procedures as set forth in Utah Code 10-3-1106. Appointed employees are those listed in Utah Code § 10-3-1105 subsections (2)(c) and (2)(d). Appointed employees are at-will employees and are not entitled to due process appeal procedures as set forth in Utah Code § 10-3-1106.

2-2 Part-time Employees*

Part-time employees are those who were hired to work less than 2080 hours per year on a continuing basis, and who have successfully completed their new hire probationary period. Part-time employees may be terminated at will, with or without cause or prior notice, for any reason or no reason at all, and shall not be entitled to the appeal procedures as set forth in Utah Code § 10-3-1106.

2-3 Temporary or Seasonal Employees

Temporary or seasonal employees are hired to work for a limited and specifically defined period of time for the City, not to exceed six (6) months in a budget year. Temporary or seasonal employees are always in a probationary status and may be terminated at will, with or without cause or prior notice, for any reason or no reason at all, and shall not be entitled to the appeal procedures as set forth in Utah Code § 10-3-1106.

2-4 Exempt Employees

The following employees are specifically designated as Exempt:

- a. City Administrator
- b. Department Heads
- c. Judge
- d. Fire Chief
- e. Police Lieutenant/Assistant Police Chief
- f. Community Development Director/RDA Deputy Executive Director
- g. Community Services Coordinator

Exempt employees are classified as such if their job duties are exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Exempt employees, by definition are not eligible for overtime pay or compensatory time off work unless specifically approved by the City Administrator.

*(For purpose of the PPACA (Patient Protection Affordable Care Act) any employee who averages 30 hours per week over a one year measurement period may be considered full-time for Health Insurance purpose.)

Chapter 3 HIRING PRACTICES

3-1 Position Authorizations and Job Descriptions

Because of the significant financial sustainability impact of being a service delivery organization and the costs associated with hiring, training, and using employees to perform municipal services, every employment position in the City of Riverdale is authorized and approved by the City Council as they adopt a job description and as they appropriate budget funding for such positions.

Administration shall report upon actual vs. authorized positions monthly to the City Council as measured in Full Time Equivalent (FTE) staffing. Administration shall also report the budget vs. actual results for the costs associated with these positions to the City Council monthly.

Each position has a job description which sets forth the essential job functions, the knowledge, skills, and abilities (minimum bona fide occupational qualifications) necessary to perform the job, any supervisory responsibilities, the reporting relationship of the position to management, along with any other pertinent job information. Administration shall maintain and amend these job descriptions as appropriate to reflect changing circumstances in work assignments, duties, and position performance expectations. Any such amendment that is expected to result in an increase to the compensation pay range must be referred to the City Council for approval.

3-2 General Practice

The City is an equal opportunity employer. It is the policy of the City from recruitment through employment and promotion, to provide equal opportunity at all times without regard to race, color, religion, age, sex, gender, sexual orientation, gender identity, pregnancy, disability, national origin, ethnic background, genetic information, military service, or any other classification protected by applicable local, state or federal law.-The City's goal is to foster a workplace culture that values diversity and provides equal opportunities in all aspects of employment. To help achieve this, all employees are expected to comply with:

1. Title VII of The Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, as amended, and the Utah Antidiscrimination Act, as amended, and not discriminate in employment opportunities or practices on the basis of: race, color, religion, sex, pregnancy, pregnancy-related conditions, childbirth, national origin, age, if the individual is 40 years of age or older, gender identity, or sexual orientation;
2. The Equal Pay Act and not base pay decision on the basis of race, color, religion, sex, national origin, age, or disability. Riverdale City policies provide those employees be compensated on the basis of equal pay for equal work;
3. The Americans with Disabilities Act of 1990 (ADA), as amended, and the Utah Antidiscrimination Act, as amended, and not discriminate against any individual with a disability in the admission or access to, employment, work programs, or activities;
4. The Genetic Information Nondiscrimination Act of 2008 (GINA) and not use genetic information of an individual in the hiring process or to affect the terms, conditions,

privileges, benefits, or termination of employment unless there is a legitimate job-related need that is consistent with business necessity or as otherwise mandated by law. The City will not require collection or disclosure of genetic information prior to a conditional offer of employment. "Genetic information" is information about genes, gene products or inherited characteristics that may derive from the individual or a family member.

5. The Uniform Services Employment and Reemployment Rights Act and not deny initial employment, reemployment, promotion, or any benefit of employment to a person who is obligated to perform in a uniformed service.
6. Titles VI and VIII of the Civil Rights Act of 1964 and not exclude individuals from participating in, be denied the benefits of, or be otherwise subjected to discrimination on the grounds of race, color, or national origin, under any program or activities for which the City has received any federal financial assistance; and
7. Any other law that provides for non-discrimination or equal opportunity.

It is the policy of the City to fill all job openings with the most qualified individual available. Where possible, it shall be the policy of the City to promote from within provided that all promotions shall be made based upon the candidates' qualifications.

3-3 Anti-Nepotism

Employees may not participate in decisions affecting the hiring, reassignment, supervision, grievance, or discipline of a relative.

No employee may be placed in a position where they are directly supervised by, or supervise, a relative. If a relative relationship between employees develops during employment, employees have an obligation to immediately report the relationship to the City Administrator and Human Resources. The City retains the right to transfer employees in accordance with this policy.

For purposes of this policy, "relative" means spouse, parent, child, sibling, grandparent, grandchild, in-law, aunt, uncle, niece, nephew, first cousin, domestic partner, or any individual residing in the employee's household.

The following exceptions apply:

1. The relative will serve as an uncompensated volunteer;
2. The person is employed by Riverdale City before the relative is elected as Mayor or a member of the City Council.
3. The City Administrator may approve the hiring of relatives of elected or other employees of the City for temporary or seasonal positions (not to exceed 6 months).
4. This policy shall not affect the employment status of relatives employed by the City prior to December 16, 2003, the effective date of its adoption.

3-4 Veterans Preference

In accordance with Title 71, Chapter 10, Utah Code Annotated and its successor statutes, preference eligible veterans and their spouses shall be given preference in interviewing and hiring for a position.

3-5 Background Checks

Riverdale City believes that hiring qualified individuals to fill positions contributes to the overall strategic success of the City. Background checks serve as an important part of the selection process. This type of information is collected as a means of promoting a safe work environment for current and future employees. Background checks will be made in compliance with federal and state laws, and the information thereby obtained will be used and maintained in compliance with federal and state laws. Background checks will be conducted on all final candidates and on all employees who are promoted, as deemed necessary. This may include verification of employment history, education, references, driving records, criminal history, or other job-related inquiries.

Information obtained through such screenings is confidential and will be shared only with individuals involved in employment decisions. The City will collect and retain this information in compliance with applicable state and federal law.

Applicants and employees for police department positions, safety-sensitive positions, or positions of trust may be subject to more extensive background investigations in accordance with applicable law and departmental procedures.

The City may consider criminal convictions in employment and reassignment decisions where job-related and consistent with business necessity. Arrests without conviction will not be considered. In making decisions, the City may review the nature and seriousness of the offense, the duties of the position, the time elapsed since the conviction, and evidence of rehabilitation. Final employment decisions rest with the [City Administrator](#) (or designee). When disqualification is based on information from a consumer report, the City will provide notice consistent with applicable law

3-6 Motor Vehicle Driving Records

As a means of promoting a safe work environment for current and future employees and citizens, driver's license checks will be performed on all applicants after a conditional offer of employment has been made and annually thereafter for all employees where driving a motor vehicle may be necessary to conduct City business. Employees whose driving records are found to be less than acceptable will be referred to the Risk Management Committee for review.

Any employee without a valid driver's license will not be allowed to operate a City vehicle or drive for Riverdale City business.

If driving is a necessary job function, and the employee cannot be reasonably accommodated, the employee may be terminated. Employees are expected to drive in a safe and responsible manner both on and off the job to maintain a good driving record.

Criteria that may indicate an unacceptable record includes, but is not limited to:

- Three or more moving violations in past 24 months.
- Two or more at fault accidents in past 36 months. Contributing factors, such as weather or mechanical problems, may be taken into consideration.
- One or more DUIs/DWIs in past 36 months.
- Leaving the scene of an accident in past 36 months.
- Reckless driving in past 24 months.
- Any combination of accidents and/or moving violations.

3-7 Applicant Privacy Policy

Riverdale City respects the privacy of candidates, applicants, and employees, and is committed to complying with applicable privacy laws. *See Utah Code § 63A-19-401 et. seq.* This Applicant Privacy Policy is intended to inform applicants for employment about how the personal information they submit as a job applicant throughout the City's hiring process will be handled and protected by the City.

Why We Collect and Use Your Personal Information

The City's hiring process consists of multiple steps designed to evaluate your skills and qualifications for a particular position. When you choose to participate in the City's hiring process you will be asked to provide the City with personally identifiable information about yourself. The personally identifiable information that you provide will be used to match your skills and interest to the City's job requirements. Your personally identifiable information will also be used to contact and identify you throughout the hiring process and relevant portions of your personal information, if you are hired, will be used to establish a basic employment record.

Disclosures of Your Personal Information

Access to your information will be restricted to City staff and designated agents who have a need to know the specific information in question in order to carry out their responsibilities with regard to recruitment or employment. Your information may also be disclosed to governmental entities in compliance with applicable law, such as to those agencies authorized to review and enforce equal opportunity laws. We do not disclose applicant information to external parties.

How We Collect Personal Information about You

Most of the personal information the City collects about you is collected directly from your application for employment or resume. We may also collect information about you from other third parties, in order to: (a) verify information about your credentials, such as education and prior employment; (b) follow-up on references that you may provide; and (c) conduct background investigations. It is the City's policy to collect such information from third parties only with your knowledge and agreement. Should the City wish to obtain such third party information about you, and you have not completed a Background Investigation Consent Form authorizing us to do so, we will contact you and request your authorization to proceed.

Retention and Deletion of Your Personal Information

The City retains your personal information in compliance with the Utah State Archives' Municipal Retention Schedule, as well as to comply with applicable laws relating to the evaluation of those seeking employment.

Safeguards

The City uses reasonable administrative, technical, personnel, and physical measures to safeguard your personal information against loss, theft, and unauthorized use or modification.

Chapter 4 EMPLOYMENT STATUS

4-1 Appointed Positions

Appointed employees as listed in Utah Code § 10-3-1105 subsection (2)(c) and (2)(d) are part of the pay and benefit system applicable to all employees and shall be subject to policies contained in this manual, with the following exceptions:

Appointed employees are at-will employees and are appointed and may be suspended or terminated by the appointing authority with or without cause or prior notice. As at-will employees, appointed employees shall have no right to appeal the suspension or termination of their employment as stated in Utah Code § 10-3-1106, but may, upon their own request, have a name clearing hearing before the governing body.

4-2 Probationary Employees

All new full-time employees who are hired with intention of becoming regular full-time employees are required to serve at least six (6) months in new hire probationary status.

During this new hire probationary period, the employee may be terminated at will, with or without cause or prior notice, for any reason or no reason at all, and shall not be entitled to the appeal procedures as set forth in Utah Code § 10-3-1106.

An unpaid leave of absence shall not be considered part of any new hire probationary period.

Promotion Any promotion to a position with significant differences in job responsibility shall be subject to a new probationary period of three (3) months. During the probationary period the employee's abilities and performance will be evaluated by the supervisor. If, in the sole discretion of the City, the City determines that the employee's performance is unsatisfactory, the City shall notify the employee in writing of his/her failure to complete the probationary period and the employee will be reinstated, if available, to their previous position, or if available to another position for which they are qualified. However, if the cause for rejection during the promotional probationary period was sufficient grounds for dismissal from both positions, the employee may be dismissed in accordance with the City's formal disciplinary procedures.

Reinstatement The new hire probationary period for a former employee being reinstated shall be for a period of:

three (3) months if being reinstated in the same department and to the same position previously held; or

six (6) months if the reinstatement is to a different department or to a different position within the same department to which the employee was previously assigned.

Disciplinary Probation A timeframe during which an employee is expected to make enough progress that the grounds for discipline no longer exist. Employment is not guaranteed during or after probation. Immediate and continuous improvement is expected. Unimproved performance, unacceptable behavior, and other setbacks may lead to termination before an employee's disciplinary probation is complete in accordance with the city's formal disciplinary procedures. Being put on disciplinary probation as a form of discipline is different than probationary employment for new hires or probationary periods for employees who are promoted to a position of significantly different duties and responsibilities. Disciplinary probation may last from thirty (30) days up to one (1) year.

Chapter 5 SEPARATIONS

5-1 Voluntary Resignation

Full-time employees who resign and desire to leave the City in good standing should give a minimum of two (2) weeks notice, otherwise they may not be considered for re-employment at a future date. Notice should be given to the employee's supervisor.

The City reserves the right to place a resigning full-time employee on a paid leave of absence for any portion or all of the notice period.

5-2 Abandonment of Position

~~One~~ Three unauthorized absences may constitute cause for separation. An employee who fails to call their supervisor to report their absence for one (+) 3-consecutive working days, and to request that the absences be recorded as authorized, may be deemed to have voluntarily abandoned his/her position and may have his/her employment with the City terminated.

5-3 Reduction in Force

The City may reduce its workforce due to lack of funds, lack of work, or reorganization. When it becomes necessary to reduce the work force, regular full-time employee(s) with the positions to be eliminated shall, when possible, be notified in writing of the reduction in force at least two (2) weeks before the planned reduction in force.

In determining which employees to retain, the City will consider qualifications, performance, and operational needs. Seniority may be used as a tiebreaker where employees are otherwise similarly qualified.

The City may, where practical, explore alternatives such as transfer, reassignment, or demotion to minimize layoffs.

5-4 Termination

Termination of employment may occur as a result of the employee's failure, in some instances, to satisfactorily complete a probationary period, as a result of disciplinary action, or at will. Terminated employees shall be notified in writing by the Department Director. At-will employees and those in a probationary status (except promotional probation) have no appeal rights.

5-5 Exit Interviews

The supervisor of a departing employee shall contact the Human Resources Manager to schedule an exit interview and completion of an exit interview questionnaire with the employee. An exit interview helps the City to obtain information that may be useful in improving employee

relations as well as to provide additional information to the terminating employee regarding 401(k), COBRA, etc.

5-6 Employment References

This policy establishes the procedures to be followed by Riverdale City in giving employment references in order to protect the City from potential liability arising from providing information about present or former City employees.

- a) Employment references, including reference letters, will only be given by the Human Resources Department. No other City employee should give any employment references or provide information regarding current or former City employees unless they are requested to do so by the Human Resources Department.
- b) The only information that will be provided regarding present or former City employees is the following:

- Dates of employment
- Positions held
- Job duties as set forth in the job description
- The employee's salary range

- c) If an employee wishes to have further information regarding their employment provided by the City, they must present a written request for release of further information to the Human Resources department, and sign a release of all claims against the City and indemnify the City from all claims arising from the disclosure of such information. The City reserves the right to refuse release of any information including, but not limited to, work product, personal information, etc.

Chapter 6 EMPLOYEE CONDUCT

6-1 Ethics

The City's commitment to ethics is reinforced by laws, policies, and procedures that provide specific ethical standards, establish internal checks and balances, and assist employees in ethical conduct and decision making.

City employees shall comply with the Utah Public Officers' and Employees' Ethics Act, Title 67, Chapter 16, Utah Code, as amended, to avoid actual or potential conflicts of interest between their public duties and their private interests. City employees shall further comply with Utah Code 10-3-1301 Utah Municipal Officer's and Employees' Ethics Act establish standards of ethical conduct for City officials and to require disclosure of actual or potential conflicts between the public duties and personal interests of City officials.

City employees shall comply with all state and federal laws governing criminal conduct and prosecution such as fraud and theft.

City employees shall comply with Utah Code 63G-2 Government Records Access and Management Act which regulates the disclosure, use, or release of government records classified as Private, Controlled, or Protected.

City employees shall comply with City Purchasing Policies adopted by City Council ordinance, and internal controls established by the Finance Department.

6-2 Acceptable Use of Information Technology and Other City Property

City property, equipment, vehicles, and resources are provided primarily for official business purposes. Employees shall not use e-mail, voice mail or computer systems for any inappropriate use, including but not limited to the following:

To further personal business interests;

Offensive, harassing, vulgar, obscene, or threatening communications, including disparagement of others;

Verbal abuse, slander or defamation;

Creating, distributing, viewing or soliciting sexually oriented messages, materials or images;

Electronic dissemination or printing of copyrighted materials, including articles and software in violation of copyright laws.

Knowingly or recklessly spreading computer viruses, including acting in a way that effectively opens file types known to spread computer viruses particularly

from unknown sources or from sources from which the file would not be reasonably expected to be connected with.

Creating social media accounts on behalf of the City without prior approval of the City Administrator.

An employee may engage in limited personal use, provided it is de minimis and does not:

- 1 Interfere with work duties;
- 2 Create additional costs to the City; or
- 3 Violate law, ordinance, or City policy.

E-mail and voice mail communication and the contents of City owned computers are the sole property of the City and may be subject to monitoring at any time without notice. When using the e-mail or voice mail systems, and other equipment including City computers, **the employee knowingly and voluntarily consents to being monitored and acknowledges the employer's right to conduct such monitoring.** The security of e-mail and voice mail communications is not guaranteed. Abuse of e-mail, voice mail and computer systems could subject the employee to disciplinary action, up to and including termination.

City-owned property is public property and is to be used for the benefit of the public. First and foremost, City employees are to use City-owned property to achieve the purposes of the City. Notwithstanding the foregoing, incidental and occasional personal use of city owned property is permitted unless such use is otherwise prohibited by policy/code or the use creates a more than de minimis cost to the City, at which time the employee shall reimburse the City for the cost of personal use. If City-owned property is damaged during such personal use and must be repaired or replaced, the employee shall pay the cost of repair or replacement.

Employees should not install City-owned applications or software on personal devices, except with express City consent. Employees should only use personal devices for work purposes with express supervisor approval, and with appropriate security measures as determined by IT personnel.

Employees should not use City internet for any illegal use, for personal gain or business solicitations, or for any other use that may compromise City computer or device systems. Employees' personal social media use may have workplace implications. Employees are to comply with the law regarding their personal social media use and acknowledge that violations of these policies that occur through personal social media may subject employees to discipline up to and including termination.

6-3 Use of City Vehicles

The use and care of City vehicles is especially important. These vehicles represent a tremendous investment of the taxpayers' dollars and they shall be respected as such. The eyes of the public are constantly on the employees of the City. Operation of City vehicles shall be in accordance with applicable laws and regulations.

Only authorized City employees are permitted to drive City vehicles. All employees must exhibit good driving habits at all times. Be especially careful and help give the City a reputation of having safe and courteous drivers. This is especially important to those employees who take vehicles home while off duty.

All persons riding in a City vehicle are required to use provided seat belts and must not be of an age or size to require child safety seating. The carrying of passengers should be limited to those with some direct relationship to the conduct of City business.

Certain discretionary personal uses shall be permitted with public vehicles during regular work hours such as break stops or short personal errands that fall within the immediate geographic area of specific business already being conducted for and on behalf of Riverdale City.

When parking, all employees are encouraged to park City vehicles such that the vehicle will be driven forward from the parking space whenever possible. Employees are encouraged to back vehicles into the parking space or pull forward into a double space so that when leaving the parking space, the vehicle is driven forward.

When backing a parked City vehicle is necessary, if the view over the shoulder is not possible, the driver whenever possible should locate and utilize a "spotter". When a spotter is not available, drivers shall carefully watch the area into which they are backing.

Smoking or use of tobacco products in vehicles owned, leased or rented by the city is prohibited.

Use of a cell phone while driving is prohibited except in an emergency or with a hands free device.

Any operational problems or mechanical concerns should be reported immediately to the Fleet Mechanic in the Public Works Department. Any accidents while using City vehicles shall be reported in a timely manner as required to the operators supervisor for appropriate follow-up action.

6-4 Public Relations

The measure of City government is, to some extent, based on the effectiveness and personal contact of its employees with the general public. It is expected that all employees will avoid conduct at work or elsewhere that might cause embarrassment to, or criticism of the City. Often times, the City employee is the only contact a private citizen has with our municipal government and, although the citizen may not always be right, he/she does have an active interest in the City and its government. Therefore, it is essential that the attitudes and actions of the employees of the City, both on and off duty, bring credit to the City. Good public relations can best be created

by the simple process of being helpful, courteous and treating people in the same manner you would like to be treated. It is also important to the public relations of the City that each municipal employee be neat, clean, impressive in appearance and respectable in his/her use of language.

6-5 Dress and Hygiene Standard

Riverdale City considers it very important that you are well groomed, neat, and dress appropriately for your job function and, while we trust each employee's common sense and good judgment. Personal appearance, dress, and grooming should be appropriate for the employee's position, duties, and work environment. .

Appropriate dress and hygiene are important in promoting a positive image to our customers, both internally and externally.

General Guidelines for Everyone

The City wishes to provide a work environment that is free of safety hazards, offensive behavior, and harassment of any kind.

The following guidelines apply to all employees:

- Shoes must be worn at all times. In some locations and departments, safety shoes must be worn. Slippers and flip-flops are not acceptable.
- Extreme, immodest, suggestive, or revealing attire is not permitted.
- Apparel that is overly distressed with holes, advocating illegal and inappropriate or offensive behavior, or contains foul language is not permitted.
- Hair accessories, jewelry, ties, and other items of clothing should be worn in such a way that does not attract inordinate attention, hamper work performance, or create safety hazards.
- Tattoos that contain offensive words, messages, slogans, or pictures, including but not limited to nudity, sexual acts, and/or may be perceived as being gang-related shall be covered and/or not visible while on duty.

All employees should practice common-sense rules of neatness, good taste, and comfort. Riverdale City reserves the right to determine appropriate dress at all times and in all circumstances and may send employees home to change clothes should it be determined their dress is not appropriate. Non-exempt employees will not be compensated for this time away from work.

6-6 Fraternalization

It is not the City's desire to discourage friendship among employees; however, it is recognized that consensual "romantic" or sexual relationships between supervisors/managers and their

subordinates could lead to actual or perceived conflict of interest, favoritism or sexual harassment. The purpose of this policy is to protect employees from coercive or hostile relationships that may damage morale and reduce productivity because of bias, favoritism, or harassment.

1. Relationships between a supervisor/manager and a subordinate:

Consensual “romantic” or sexual relationships between a supervisor/manager and a subordinate are prohibited, as well as any conduct, such as but not limited to dating, contacting, communicating with, courting, etc. that is designed or may reasonably be expected to lead to the formation of a “romantic” or sexual relationship. People shall not be hired, promoted, transferred or otherwise changed into a position where such a relationship exists.

If such a relationship should develop, the supervisor/manager is obligated to promptly disclose the existence of the relationship to the Department Head and Human Resources Manager. The employee shall make the disclosure as well, but the primary burden of doing so is upon the supervisor/manager.

The Department Head shall inform the City Administrator and Human Resources Manager of the existence of the relationship, including the person responsible for the employee’s work assignments. Upon being informed or learning of the existence of such a relationship, the City Administrator, in consultation with the Department Head, Human Resources Manager and City Attorney may take steps that are deemed appropriate on a case by case basis.

At a minimum, the subordinate and supervisor/manager will not thereafter be permitted to work together on the same matters (including matters pending at the time disclosure of the relationship is made), and the supervisor/manager must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage any employee with whom the supervisor / manager is having or has had such a relationship.

Any person who believes that he or she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his or her views about the matter known to the City Administrator, Human Resources Manager, Department Head, or City Attorney.

2. Dating relationships between other employees:

Dating relationships between other employees are discouraged but permitted, however both employees have a responsibility to notify their supervisor who will in turn notify the Department Head when dating begins. Employees will be instructed to inform the Supervisor/Department Head when/if the relationship ends.

This policy shall apply without regard to gender and without regard to sexual orientation of the participants in a relationship. The City’s implementation of this policy is not intended to inhibit social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment, and this policy is not to be

relied upon as justification or excuse for refusal to engage in such social interaction with employees.

6-7 Conflict of Interest

Purpose

City employees must avoid conflicts of interest. The City recognizes that many potential conflicts of interest do not constitute actual conflicts or may be acceptable with proper disclosure, evaluation, oversight, and safeguards.

Policy

It is the intent of the governing body to meet and exceed those protections against conflicts of interest contained in State law and/or Riverdale City Council Rules and Procedures. Under this policy, a conflict of interest arises when an employee, official, or appointee has a personal interest in a matter that is or may be in conflict with or contrary to the City's interests and objectives to such an extent that the employee, official, or appointee is or may not be able to exercise independent and objective judgment within the context of the best interest of the City. For the purposes of this policy, an employee's, official's, or appointee's "personal interest" includes those of his or her relatives, business associates or other persons or organizations with whom he or she is closely associated.

1. Utah Code 10-3-1301, Utah Municipal Officer's and Employees' Ethics Act, requires employees to make certain disclosures annually. The relationships described below are prohibited conflict-of-interest relationships unless the required disclosures are made. If the required disclosures are made, the relationships are allowed.
 - a. All City employees must disclose receiving any compensation or benefit, or agreeing to receive any compensation or benefit, for assisting a person or a business in a transaction involving the City (*e.g.*, a contract or purchase). Employees must file a disclosure form with the City's designated ethics disclosure officer, such as the City Recorder, Human Resources, or other official identified by ordinance or policy, and must also inform their supervisor. (See Utah Code § 10-3-1305 for disclosure details.)
 - b. Employees must disclose when they are an officer, director, agent, owner, investor, or employee of a business regulated by the City (for example, a business that requires a City license, permit, or other regulatory approval). Disclosure must be made on a disclosure form and filed with the City's designated disclosure officer, such as the City Recorder, Human Resources, or other official identified by ordinance or policy. (See Utah Code § 10-3-1306 for disclosure details.)

- c. Employees must disclose when they are an officer, director, agent, owner, investor, or employee of a business that contracts with, sells to, or otherwise conducts business with the City. Disclosure must be made on a disclosure form and filed with the City's designated disclosure officer, such as the City Recorder, Human Resources, or another official identified by ordinance or policy. (See Utah Code § 10-3-1307 for disclosure details.)
 - d. Employees must disclose any personal, financial, or other interest that creates, or reasonably appears to create, a conflict between their private interests and their public duties. Disclosure must be made on a disclosure form and filed with the City's designated disclosure officer, such as the City Recorder, Human Resources, or another official identified by ordinance or policy. (See Utah Code § 10-3-1306 for disclosure details.)
2. The following additional provisions shall serve as a guide to employees, officials, and appointees with respect to the affairs of the City:
 - a. Riverdale City employees, officials, and appointees shall not receive, accept, take or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person or entity if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment, or be considered as part of a reward for action or inaction. Employees, officials, and appointees are required to submit a report to **the governing body** of the actual or estimated value of any gifts or casual entertainment received as an employee, official, or appointee that exceeds \$50.00.
 - b. Subject to the Government Records Access Management Act (GRAMA), the complete confidentiality of proprietary business information must be respected at all times. Subject to GRAMA, employees, officials, and appointees are prohibited from knowingly disclosing such information. Employees, officials and appointees are prohibited from using confidential and proprietary information for personal gain or advancement, or to the detriment of the City, or to individually conduct negotiations or make contacts or inquiries on behalf of the City unless officially designated by **the governing body**.
 - c. Employees, officials, and appointees are prohibited from acquiring or having a financial interest in any property that the City acquires, or a direct or indirect financial interest in a supplier, contractor, consultant, or other entity with which the City does business. This does not prohibit the ownership of securities in any publicly owned company except where such ownership places the employee in a position to materially influence or affect the business relationship between the City and such publicly owned company. Any other interest in or relationship with an outside organization or individual having business dealings with the City is

prohibited if this interest or relationship might tend to benefit/impair the ability of the employee, official or appointee to be independent and objective in his or her service to the city.

- d. If members of the immediate family of an employee, official, or appointee have a financial interest as specified above, such interest shall be fully disclosed to the governing body which shall decide if such interest should prevent the city from entering into a particular transaction, purchase, or engagement of services. The term “immediate family” means employee’s, official’s, and appointee’s spouse, parent, children, and other relatives as defined in Utah State Code.
- e. Employees, officials, and appointees shall complete a Conflict of Interest Disclosure Form annually by the end of January. Completed Forms shall be submitted to the City Recorder and, subject to GRAMA, made available to the public upon request.
- f. The City Recorder shall provide copies of all completed Forms to the Mayor at the end of January each year.
- g. The Mayor shall review all completed forms and consider the disclosures. The Mayor should make changes to assignments, duties, or contracts deemed appropriate to eliminate or mitigate conflicts of interest within the City.



Annual Conflict of Interest Disclosure Form

The following disclosures are required to be made annually by all employees, officials, and appointees of Riverdale City pursuant to Utah Code § 10-3-1300. If additional space is needed, please use a separate sheet of paper. Per statute, the information provided shall be kept on file with the City Recorder and may be subject to disclosure to the public.

I, _____ am a municipal/appointed/elected employee, officer, or appointee of Riverdale City

- 1) I am an officer, director, agent, employee or owner of a substantial interest in the following business entities which are subject to the regulation of Riverdale City, and within such business entities, I hold the following positions:

Business Entity Name:

Position within Business Entity:

Ownership of a substantial interest is defined in Utah Code § 10-3-1300 as an interest of 10% or more of the shares of a corporation, or a 10% or more ownership interest in other entities, legally or equitably held or owned by the officer, the officer's spouse, or the officer's children.

*Note: There is no case law or statutory guidance as to what constitutes a business entity "subject to regulation of the City." A business which is simply issued a business license by the City may or may not be deemed by a court, administrative agency, an auditor, or member of the public to be an entity regulated by the City. Businesses regulated by interlocal agencies of which the City is a member may or may not be deemed to be a business regulated by the City (i.e., a restaurant subject to regulations imposed by an interlocal agency).

A business entity which requires a conditional use permit to operate may more likely be deemed to be a business entity regulated by the City than a business that simply receives a business license from the City.

- 2) I am an officer, director, agent, employee or owner of a substantial interest in the following business entities which do business with or anticipate doing business with Riverdale City:

Business Entity Name:

Position within Business Entity:

Please note that pursuant to Utah Code § 10-3-1300, an employee/official/appointee must disclose his or her interest or involvement in such an entity immediately prior to any discussion in an open and public meeting pertaining to business that the City may do with any such entity, regardless of whether a disclosure of interest or involvement in the business was made in this document.

- 3) The following personal interests or investments of mine create a potential or actual conflict between my personal interest and my public duties:

* * * OPTIONAL DISCLOSURES * * *

- 4) The following disclosures of other business interests, investments, and other matters are not required to be made by law, but are made with the intent to more fully disclose other interests that may be deemed relevant to the administration of public duties, or in furtherance of my intent to provide a more complete disclosure of my economic or personal activities, or for other reasons:

DATED THIS _____ DAY OF _____ [year]

By: _____

Title/Office: _____

6-8 Reporting Fraud or Abuse

Definition

"Improper governmental action" means any action by a City employee, official, or appointee:

1. That is undertaken in the performance of the employee's official duties, whether or not the action is within the scope of the employee's employment; and
2. That is in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety or is a gross waste of public funds.

Reporting Fraud or Abuse

Employees who become aware of improper governmental actions should raise the issue first with their Department Head. If requested by the Department Head, the employee shall submit a written report to the Department Head, or to some person designated by the Department Head, stating in detail the basis for the employee's belief that an improper governmental action has occurred. Where the employee reasonably believes the improper governmental action involves his or her Department Head, the employee may raise the issue directly with the City Administrator or such other person as may be designated by the City administrator to receive reports of improper governmental action. The City also maintains a hotline that the public and employees can anonymously report concerns about improper behavior of the City's officers or employees or concerning practices of the City, at 801-436-1213.

In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate department with responsibility for investigating the improper action.

The Department Head/City Administrator/City Administrator's designee shall take prompt action to assist Riverdale City in properly investigating the report of improper governmental action. Riverdale City officials and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

Riverdale City employees may report information about improper governmental action directly to the governing body if the employee reasonably believes that an adequate investigation was not undertaken to determine whether an improper governmental action occurred, or that insufficient action has been taken to address the improper governmental action or that for other reasons the improper governmental action is likely to recur.

Complaints, Investigations, Review and Enforcement

- A. Any person may file a complaint alleging a violation of this policy.
- B. The complaint shall be in writing and shall, except as described in section C below, be signed by the complainant. The written complaint should state the nature of the alleged violation(s), the date(s), time and place of each occurrence, and name of the person(s) charged with the violation(s). The complaint shall be filed with the City Administrator who shall provide a copy to the person charged with a violation. The complainant shall provide the City Administrator with all available documentation or other evidence to demonstrate a reason for believing that a violation has occurred.
- C. This policy is intended to protect employees who choose to come forward in good faith with complaints about governmental actions and conduct of Riverdale City employees. Anonymous complaints have the potential to subject the person who is the subject of the complaint to an investigation that may, at the least, cause stress and embarrassment, and may, at most, result in discipline or termination of employment. Riverdale City is reluctant to begin an investigation based on an anonymous complaint due to the fact that evidence will be difficult to obtain and verify, and it will be impossible to assess the complainant's credibility. Complainants and whistleblowers have protection from retaliation under Riverdale City policy. A thorough investigation of complaints is Riverdale City's goal. It may not be possible to conduct a thorough investigation when a complainant remains anonymous. Therefore, Riverdale City reserves the right to decline to investigate any complaint that is provided anonymously.

If a complaint is received anonymously, it shall be directed to the City's outside auditor for a recommendation on the processing of the complaint. Upon review of the complaint, the outside auditor will recommend either that the complaint has no merit or that it should be investigated. Such a recommendation will be made within ten (10) days of receipt of the complaint, if possible. Upon receipt of the outside auditor's recommendation the city administrator shall make the final determination on whether or not to continue the investigation, end the investigation, or refer the matter to an outside entity.

- D. Within thirty (30) days after receipt of a complaint, the Department Head or another person appointed by the Department Head shall conduct a preliminary investigation. If the department head or a member of the governing body are implicated in the complaint, the City Administrator will determine an independent person who will conduct the investigation. Criminal allegations will be referred to the proper law enforcement agency.
- E. If the Department Head determines, after preliminary investigation, that there are no reasonable grounds to believe that a violation has occurred, the Department Head shall advise the City Administrator to dismiss the complaint. If the City Administrator does dismiss the complaint, he/she shall do so in writing, setting forth the facts and provisions of law upon which the dismissal is based, and shall provide a copy of the written dismissal to the complainant, to the person charged with the violation and to the governing body.

Whistleblower Protection

Utah Code § 67-21-3, as amended, prohibits public employers from taking adverse action against their employees for reporting in good faith government waste or violations of law to the appropriate authorities. A public entity employee, public body employee, legislative employee, or judicial employee, is presumed to have communicated in good faith if they have given written notice or otherwise formally communicated the conduct to the person in authority over the person alleged to have engaged in the illegal conduct.

6-9 Cash Receipting and Deposits

Purpose

To establish a uniform control design for all departments of Riverdale City that receive cash. This policy has been developed by the Treasurer with input received from the Business Administrator and approved by the City Council. Over time it is expected this policy will be adjusted for changes in systems and organizational structure at which time the Treasurer will propose changes to the City Council for review and approval.

Cash Receipts at Separate Individual Locations

1. All funds received are entered into the accounting system at the time of the transaction or if the transaction occurs at a location without access to the accounting system the funds will be logged into a pre-numbered receipt book with enough detail to determine where/who the funds came from, the purpose for receiving the funds, the method of payment; cash, check, etc., and designate the appropriate account. Manual receipts should have three copies; Customer copy, a Treasurer copy and a location copy.
2. At the end of each day the person responsible for receiving cash will close out their cash drawer, reconcile the system generated report to the cash in the drawer, place cash, checks and credit card receipts received along with the report in a deposit bag and either deliver it to the Treasurer's office or place it in a secure (locked) place for deposit on the next business day.
3. At the beginning of each day, Treasurer or Designee will compile all cash and checks received the previous day, match the total to the total receipts in the accounting system, create deposit slip(s), and create daily deposit reports. Merchant transaction report will be reconciled to the credit card/ACH receipts in the accounting system. Deposits are to be made within 3 banking days of receipt according to the Utah Money Management Act.
4. Void/adjusted transactions. If a transaction needs to be voided or adjusted it should be done by someone who does not receive cash. If an office doesn't have enough employees to have adjustments made by a supervisor that doesn't receive cash, two employees will sign off on the adjustment or voided transaction explaining the circumstances causing the adjustment. If the location is using a manual receipt book all copies of the receipt should be present for any voided receipt.

5. Every effort should be made to ensure large quantities of cash are not on hand at any location overnight. If a location has a large transaction or series of transactions leaving cash on hand over \$5,000 the deposit should be made in the same day.
6. Mail will be opened by the Treasurer or designee. Any correspondence containing payments will be removed and processed prior to distributing mail to individual persons or departments.
7. System generated cash and deposit reports will be reconciled to bank statement by Business Administrator and are subject to audit and review.

Chapter 7 DISCIPLINE

7-1 Disciplinary Action

An employee whose conduct constitutes grounds for disciplinary action shall be subject to the following discipline: verbal warning (referred to by the City as a “record of conversation”), verbal or written reprimand, probation, suspension without pay (not to exceed 80 hours per occurrence), demotion (herein defined as involuntary transfer from one position to another with less remuneration for any reason), or termination. The listing of the afore discipline does not constitute a progressive system for disciplinary action. The City may impose the discipline deemed necessary based on the employee’s conduct.

The following categories illustrate conduct that may result in discipline, up to and including termination. The list is not exhaustive:

1. Insubordination or refusal to follow lawful instructions.
2. Criminal conduct, including theft, fraud, or acts of violence, whether on or off duty, that adversely affect the City.
3. Misuse, misappropriation, or destruction of City funds, property, or records.
4. Harassment, discrimination, retaliation, or workplace violence.
5. Falsification of records, dishonesty, or failure to cooperate in an investigation.
6. Serious safety violations or reckless conduct endangering self or others.
7. Repeated poor attendance, tardiness, or job abandonment.
8. Continued incompetence or poor performance after prior notice.

Basic responsibility for discipline is vested in the Department Head under the direction of the City Administrator and Human Resource Manager. In cases where the Department Head does not exercise responsibility or is the subject of the potential discipline, the City Administrator may investigate and take appropriate action.

7-2 Procedure

Before discipline is finalized, the employee will be informed of the concern and provided an opportunity to respond.

Discipline will be documented in writing, delivered to the employee, and placed in the personnel file. The employee’s acknowledgment of receipt does not signify agreement but confirms notice

Certain disciplinary actions involving a property right (such as discharge, suspension over two days, or involuntary demotion with loss of pay) may be appealed through the Administrative Appeal Procedure of this Manual and Utah Code § 10-3-1106.

7-3 Pre-Determination Hearing

Unless the City Administrator or Department Head has good cause to believe that a predetermination hearing would present a personal danger to any involved party, whenever a full time regular employee, who is not an appointed, contracted or probationary employee, is subject to possible suspension without pay for more than two days, demotion, or termination, a pre-determination hearing shall be held prior to imposing such disciplinary action. The employee shall be given written notice of the hearing which includes an explanation of the charges against the employee and notice that discipline up to and including termination is being considered. The pre-determination hearing shall be conducted by the employee's Department Head, or his/her designee, for the purpose of allowing the employee to respond to the charges and present information the employee believes is relevant to the decision. The employee has the right to have another individual present during any portion of the disciplinary process. The city may also request the presence of a police officer(s) for security purposes during any portion of the disciplinary process. A decision as to the disciplinary action to be taken, if any, shall be made by the Department Head and the employee shall be notified in writing within a reasonable time after the hearing. If disciplinary action of suspension without pay for more than two days, demotion, or termination is imposed, the Department Head shall provide the employee written notice of such disciplinary action along with a written explanation of employee rights for appeal or grievance, if any.

The City will maintain a written record of the hearing but not the Appeal Board's deliberations.

Evidence presented at the hearing shall comply with the generally accepted Rules of Civil Procedure, including but not limited to, pre-disclosure, relevance, foundation, admission, hearsay, etc., then in effect for the State of Utah, in order to be submitted or considered. In situations of disputes on the admission of evidence, only the Appeals Board can decide the admission or weight, if any, to place on the evidence.

Chapter 8 GRIEVANCES AND ADMINISTRATIVE APPEALS

8-1 Grievance Policy and Scope

The grievance process provides employees with a formal way to raise concerns about any working conditions, including informal disciplinary actions and discipline not involving a property right.

Grievances do not apply to decisions of the City Council, employee classification and compensation determinations, or matters that are otherwise subject to statutory appeal or another process set forth in this Manual.

Employees are encouraged to resolve concerns informally with their immediate supervisor whenever possible. If an issue cannot be resolved through the chain of command, the employee may proceed to the formal grievance process.

Employees must use this grievance process before taking their complaint to any other forum.

The number of days specified at any step of the grievance procedure may be extended by mutual agreement between the City and the grievant.

8-2 General Process

In the case of suspension without pay for more than two days, demotion or termination, a full time regular employee, who is not an appointed or probationary employee, has the right to appeal the decision to the City Employee Appeals Board (Riverdale City code 1-7-3). The appeal must be in writing and filed with the City Recorder within ten days of the suspension, demotion or termination. The City Recorder will then refer the matter to the Employee Appeal Board which will take and receive evidence and fully hear and determine the matter. The employee shall be entitled to appear in person and to be represented by counsel (at the employee's expense), to have a hearing, to confront the witnesses whose testimony is to be considered, and to examine the evidence.

In the event the Employee Appeals Board upholds the suspension without pay for more than two days, demotion or termination, the employee may file an appeal within ten (10) days to the City Council, whose decision will be final. The City Council shall not hold new or additional evidentiary hearings but shall rely upon the minutes and relevant evidence presented at the Appeal Board hearing.

In the event the Appeals Board does not uphold the suspension without pay for more than two days, demotion or termination, the City Recorder shall certify the decision to the employee affected, and also to the Department Director from whose order the appeal was taken.

Employees whose suspension without pay for more than two days, demotion or termination has not been upheld by the Appeals Board shall be compensated for any time without pay experienced pending the Appeals Board decision. Said pay shall commence with the next

working day following the certification by the City Recorder of the Appeals Board's decision, provided the employee reports for his/her assigned duties that next working day

8-2 Grievance Procedure

An employee must file a written grievance with the Human Resources Director within ten (10) calendar days of the issue giving rise to the grievance. A grievance shall not be considered if it is submitted after the ten (10) day deadline.

The grievance will be heard by the employee's supervisor, Department Head, or the Human Resource Director (collectively referred to in this policy as the "Reviewer"), provided that person is not involved in the grievance and did not take part in prior informal resolution attempts.

Written grievances shall contain the following information: name of the employee; date of the action or decision being aggrieved; brief description of the grievance; requested resolution; and employee's signature and date.

Within ten (10) calendar days of receiving the grievance, the Reviewer will meet with the employee to discuss it ("Initial Meeting"). Within ten (10) calendar days after the Initial Meeting, the Reviewer will issue a written decision and any proposed resolution.

- If the Reviewer cannot issue a written decision within ten (10) calendar days, they may extend the deadline by up to five (5) additional calendar days but must notify the employee in writing of the extension.
- Absent extenuating circumstances, if the Reviewer does not issue a written decision within the required time, the employee may move to the next step in the grievance or appeal process.

If the employee is not satisfied with the Reviewer's decision, they may file a written appeal to the City Administrator within five (5) calendar days. The appeal will not be considered if it is submitted after the five (5) day deadline.

Within ten (10) calendar days of the appeal, the City Administrator will issue a written decision. The City Administrator may affirm, modify, or reverse the Reviewer's decision, or remand it back to the Reviewer for further review.

- If the City Administrator cannot issue a written decision within ten (10) calendar days, they may extend the deadline by up to five (5) more calendar days, but must notify the employee in writing of the extension.

The decision of the City Administrator will be final and is not subject to further appeal. If the City Manager remands the grievance to the Reviewer, the Reviewer's new decision may be appealed to the City Manager within five (5) calendar days.

8-3 Open Communication

Regardless of the situation, employees should be able to openly discuss any work-related problems and concerns without fear of retaliation. Department heads and supervisors are expected to listen to employee concerns, encourage their input, and seek resolution to the issues and concerns. Often this will require setting a meeting in the near future. Department heads and or supervisors are to set these meetings as quickly as possible, and employees are expected to understand that issues and concerns may not always be addressed at the moment they arise. Discussing these issues and concerns with management will help to find a mutually acceptable solution for nearly every situation.

If an employee has a concern about discrimination and or harassment, Riverdale City has set up special procedures to report and address those issues. The proper reporting procedures are set forth in the Harassment and Discrimination Policy 14-3.

8-4 Administrative Appeal – Policy and Scope

The goal of the appeals process is to afford employees an avenue to seek relief from discipline only in situations involving a protected “property right” under Utah law.

For purposes of this policy, a “property right” exists when a statutory employee is discharged, suspended without pay for more than two (2) days, or involuntarily transferred to a position with less pay, unless the action is due to a layoff or reorganization. A “statutory employee” is an employee with certain job protections under Utah law (Utah Code § 10-3-1105).

Any appeals under this section will be heard by the City’s Appeal Board as defined and established by Riverdale City Code Section 1-7-3, as amended.

8-5 Administrative Appeal Procedure

The employee must file a written notice of appeal with the City Recorder within ten (10) calendar days of receiving notice of a decision impacting a property right. Appeals not filed within this period will not be considered.

After the employee files their appeal, the City Recorder shall refer the appeal to the City Employee Appeals Board. The City Employee Appeals Board shall schedule a hearing within a reasonable amount of time. The hearing shall be conducted in a manner that provides the employee a fair opportunity to be heard, consistent with due process and applicable law.

The City Employee Appeals Board may with consent of both parties, determine the appeal based on written submissions without a formal hearing. The employee may (but is not required to) appear in person, be represented by counsel, present evidence, respond to the City’s evidence, and confront any witnesses whose testimony is to be considered. The City Employee Appeals

Board shall determine whether the disciplinary action was supported by substantial evidence and imposed in accordance with applicable policies and procedures.

Following the appeal hearing, the City Employee Appeals Board shall issue a written decision with their findings as follows:

1. The decision shall include written findings describing the evidence relied upon, with each finding supported by substantial evidence.
2. The decision shall be certified by the City Recorder within 15 calendar days after the hearing, unless extended for good cause, but in no event longer than 60 calendar days, consistent with Utah Code § 10-3-1106.
3. The City Employee Appeals Board shall include the following certification language: “This decision is dated, issued, and certified to the City Recorder on this ___ day of __, 20__.
4. A record of the appeal hearing shall be preserved by the City in accordance with state records retention laws. Access to the record shall comply with GRAMA. Certain materials may be classified as protected or private under law.

The ruling of the City Employee Appeals Board shall be considered final. The final order may be reviewed by filing a petition for review in the Utah Court of Appeals within thirty (30) calendar days, as provided in Utah Code § 10-3-1106.

If the City Employee Appeals Board finds in favor of the employee, the employee shall receive: (1) the employee’s salary for the period of time during which the employee was discharged or suspended without pay, less any amounts the employee earned from other employment during this period; or (2) any deficiency in salary for the period during which the employee was transferred to a position of less remuneration.

8-6 Suspension Pending Investigation and Decision

At the City’s sole discretion, an employee may be suspended (with or without pay) pending an investigation. If after an investigation, the charge is found to be without merit, the employee shall be restored to his or her position and/or compensated for any lost pay.

**RIVERDALE CITY
CITY COUNCIL AGENDA
April 21, 2026**

AGENDA ITEM: G3

SUBJECT: Consideration of Ordinance #1006 amending Riverdale City Code Title 6 Chapter 1 Section 3 – Driving and Traffic Regulations

PRESENTERS: Casey Warren, Police Chief

INFORMATION:

- a. [Executive Summary](#)
- b. [Ordinance #1006](#)
- c. [Title 6 Chapter 1 amendment](#)

[BACK TO AGENDA](#)



City Council Executive Summary

For the Council meeting on April 21, 2026

Petitioner:
Steve Brooks, City Administrator

Summary of Proposed Action

Consideration of Ordinance #1006 amending section 6-1-3 (E) Driving and Traffic Regulations of the Riverdale City Code to modify the penalty from a class B misdemeanor to an infraction to promote fairness, proportionality, and consistency with similar offenses, while preserving the enforceability and intent of the ordinance.

Summary of Supporting Facts & Options

AN ORDINANCE AMENDING SECTION 6-1-3 OF THE RIVERDALE CITY CODE TO MODIFY THE PENALTY FOR VIOLATIONS OF DRIVING AND TRAFFIC REGULATIONS FROM A CLASS B MISDEMEANOR TO AN INFRACTION

The City Council of Riverdale has adopted Section 6-1-3 of the Riverdale City Code governing driving and traffic regulations within the City.

The provisions of Section 6-1-3 establish important safety standards requiring motorists to maintain a proper lookout and exercise reasonable care while operating vehicles.

The City Council finds that the existing classification of violations as a Class B misdemeanor may not align with comparable provisions under Utah State Traffic Code addressing similar conduct and elements.

The City Council further finds that Section 6-1-3 serves an important purpose as a “catch-all” provision to address unsafe driving behaviors, particularly in situations where specific state statutory elements may be difficult to establish, including but not limited to traffic incidents occurring in private parking areas.

The City Council recognizes the value of maintaining this enforceable standard to promote public safety in areas such as commercial parking lots, including those of large retailers.

The City Council determines that modifying the penalty classification to an infraction will promote fairness, proportionality, and consistency with similar offenses, while preserving the enforceability and intent of the ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF RIVERDALE, UTAH, AS FOLLOWS:

Section 1. Amendment of Penalty Provision.

Section 6-1-3(E) of the Riverdale City Code is hereby amended to read as follows:

E. Penalty: Any person who violates this section shall be guilty of an infraction and, upon conviction, shall be punished as provided in Section 1-4-1 of this code.

6-1-3: - DRIVING AND TRAFFIC REGULATIONS:

A. Approving Authority: The approving authority shall be invested in city administration and staff for any changes to Riverdale City traffic regulations and shall be consistent with the state traffic code referenced in this code.

B. Proper Lookout Required: No person shall drive a motor vehicle within the corporate limits of the city in such manner as to endanger life or property by failing to keep a safe and proper lookout for other traffic, objects or persons.

C. Reasonable Care Required When Driving: It shall be unlawful for any person to drive a vehicle without the care and caution of a reasonable, prudent person under the circumstances then and there existing, or in a manner so as to endanger or be likely to endanger any person or property.

D. Use of Compression Release Engine Braking Systems or "Jake Brakes" Restricted: It is unlawful for any person to use, operate or engage any compression release engine braking system within the city which is designed to slow the speed of a vehicle by turning the engine into an air compressor (commonly referred to as a jacob's brake, jake brake, engine brake or compression brake). The use of such devices is allowed in emergency situations or when the operator of the vehicle needs it for safe operation. Firetrucks and other emergency vehicles shall be exempt from the prohibitions of this subsection.

E. Penalty: Any person who violates this section shall be guilty of a ~~class B misdemeanor~~ **infraction**; and upon conviction, such person shall be punished as provided in section 1-4-1 of this code.

(Ord. 804, 4-3-2012)

This Ordinance shall take effect immediately upon adoption and publication as required by law.

Legal Comments – City Attorney

Steve Brooks, Attorney

Fiscal Comments – Business Administrator/Budget Officer

Cody Cardon,
Business Administrator

Administrative Comments – City Administrator

Steve Brooks,
City Administrator



ORDINANCE No. 1006

AN ORDINANCE OF THE RIVERDALE CITY COUNCIL AMENDING TITLE 6, CHAPTER 1, SECTION 3 OF THE RIVERDALE CITY CODE TO MODIFY THE PENALTY FOR VIOLATIONS OF DRIVING AND TRAFFIC REGULATIONS FROM A CLASS B MISDEMEANOR TO AN INFRACTION

WHEREAS, the City of Riverdale has adopted Title 6, Chapter 1, Section 3 of the Riverdale City Code governing driving and traffic regulations within the city; and

WHEREAS, the provisions of RCC 6-1-3 establish important safety standards requiring motorists to maintain a proper lookout and exercise reasonable care while operating vehicles; and

WHEREAS, the City Council finds that the existing classification of violations as a Class B misdemeanor may not align with comparable provisions under Utah State Traffic Code addressing similar conduct and element; and

WHEREAS, the City Council further finds that RCC 6-1-3 serves an important purpose as a “catch-all” provision to address unsafe driving behaviors, particularly in situations where specific state statutory elements may be difficult to establish, including but not limited to traffic incidents occurring in private parking areas; and

WHEREAS, the City Council recognizes the value of maintaining this enforceable standard to promote public safety in areas such as commercial parking lots, including those of large retailers; and

WHEREAS, the City Council determines that modifying the penalty classification to an infraction will promote fairness, proportionality, and consistency with similar offenses, while preserving the enforceability and intent of the ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF RIVERDALE CITY, UTAH:

Section 1: Amendment of Penalty Provision.

Section 6-1-3(E) of the Riverdale City Code is hereby amended to read as follows:

E. Penalty: Any person who violates this section shall be guilty of an infraction and, upon conviction, shall be punished as provided in Section 1-4-1 of this code.

6-1-3: - DRIVING AND TRAFFIC REGULATIONS:

A. Approving Authority: The approving authority shall be invested in city administration and staff for any changes to Riverdale City traffic regulations and shall be consistent with the state traffic code referenced in this code.

B. Proper Lookout Required: No person shall drive a motor vehicle within the corporate limits of the city in such manner as to endanger life or property by failing to keep a safe and proper lookout for other traffic, objects or persons.

C. Reasonable Care Required When Driving: It shall be unlawful for any person to drive a vehicle without the care and caution of a reasonable, prudent person under the circumstances then and there existing, or in a manner so as to endanger or be likely to endanger any person or property.

D. Use of Compression Release Engine Braking Systems or "Jake Brakes" Restricted: It is unlawful for any person to use, operate or engage any compression release engine braking system within the city which is designed to slow the speed of a vehicle by turning the engine into an air compressor (commonly referred to as a jacobs brake, jake brake, engine brake or compression brake). The use of such devices is allowed in emergency situations or when the operator of the vehicle needs it for safe operation. Firetrucks and other emergency vehicles shall be exempt from the prohibitions of this subsection.

E. Penalty: Any person who violates this section shall be guilty of an infraction; and upon conviction, such person shall be punished as provided in section 1-4-1 of this code.

Section 2: Conflicts

Where provisions of this ordinance conflict with other provisions in the Riverdale City Code, the provision that imposes the greater restriction or higher standard for health and safety shall apply.

Section 3: Severability

If any section, sentence, clause, or phrase of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, the remainder shall remain in full force and effect.

Section 4: Effective Date

This ordinance shall take effect immediately upon publication or posting as required by Utah State law.

PASSED, ADOPTED AND ORDERED POSTED this 21st day of April, 2026.

Braden D. Mitchell, Mayor

Attest:

Michelle Marigoni, City Recorder

	Alan Arnold	_____	Yes	_____	No	_____	Absent
VOTE	Bart Stevens	_____	Yes	_____	No	_____	Absent
	Anne Hansen	_____	Yes	_____	No	_____	Absent
	Michael		Yes		No		Absent
	Richter						
	Kent	_____	Yes	_____	No	_____	Absent
	Anderson	_____		_____		_____	

**RIVERDALE CITY
CITY COUNCIL AGENDA
April 21, 2026**

AGENDA ITEM: G4

SUBJECT: Consideration of Ordinance #1007 amending Riverdale City Code Title 2 Chapter 6 – Design Review Committee and Title 9 Chapter 6 Section 1 – Architectural Configuration

PRESENTERS: Brandon Cooper, Community Development Director

INFORMATION:

- a. [Executive Summary/Transmittal](#)
- b. [Ordinance #1007](#)

[BACK TO AGENDA](#)

Body: City Council
Topic: Text Amendment
Consideration to amend Riverdale City Code:
Title 2 Chapter 6 - Design Review Committee
Title 9 Chapter 6 Section 1 – Architectural Configuration

Department: Community Development
Director: Brandon Cooper
Staff/Presenter: Brandon Cooper
Contact: bcooper@riverdaleutah.gov

Proposed Timeline:

City Council Meeting – April 21, 2026

Request:

The Community Development Department is transmitting a proposed text amendment to **Title 2, Chapter 6 – Design Review Committee** and **Title 9 Chapter 6 Section 1 – Architectural Configuration** for City Council review and approval.

This amendment is necessary to ensure consistency with the recently adopted changes to Title 10, Chapter 22 - Planned Development, approved by the City Council on April 7, 2026, by changing the makeup and nature of the existing Design Review Committee.

Applicable Ordinances

Riverdale City Code Title 2 Chapter 6: Design Review Committee

https://library.municode.com/ut/riverdale_city/codes/city_code?nodeId=TIT2BOCO_CH6DERECO

Riverdale City Code Title 9 Chapter 6 Section 1 – Architectural Configuration

https://library.municode.com/ut/riverdale_city/codes/city_code?nodeId=TIT9BURE_CH6EXARGU_9-6-1ARCO

Executive Summary

On April 7, 2026, the City Council approved a comprehensive amendment to the Planned Residential Unit Development (PRUD) ordinance, replacing it with a modernized Planned Development (PD) framework.

The adopted PD ordinance introduces updated procedures, design expectations, and review processes that emphasize:

- Early coordination and design review;
- Integrated architectural and site planning;
- Administrative efficiency and objective standards; and
- Alignment with Utah Code (LUDMA) requirements.

As a result, amendments to Title 2 and Title 9 are necessary to ensure internal consistency within the City Code and to properly implement the updated development review framework.

Collectively, these changes improve predictability, clarity, and legal defensibility, while supporting high-quality development consistent with the Riverdale City General Plan and the general needs of the city.

Analysis

1. Development Review Committee (RCC 2-6)

The proposed amendments to RCC 2-6 formalize the role of the Development Review Committee (DRC) as an early-stage, advisory body responsible for reviewing concept development plans prior to formal application.

Key components of the amendment include:

- Establishing the DRC as a multi-departmental and intergovernmental review body;
- Requiring concept plan review for planned developments, commercial, and multi-family projects;
- Providing coordinated feedback on site design, architecture, and infrastructure; and
- Clarifying that DRC review is advisory only and does not constitute land use approval.

These provisions align with the PD ordinance's emphasis on high-quality design and early coordination.

2. Architectural Updates (RCC 9-6-1)

Amendments to RCC 9-6-1 are intended to:

- Incorporate references to the Development Review Committee process;

3. Consistency with Adopted PD Ordinance

The amendments support implementation of the newly adopted PD ordinance by:

- Creating a structured pre-application review process;
- Improving coordination between departments and decision-making bodies;
- Enhancing predictability and transparency for applicants; and
- Reducing inefficiencies during formal land use review.

Procedural Standards

Under Utah Code Title 10, Chapter 20, the City Council shall evaluate text amendments based on the following procedural standards:

1. **Legislative Authority**

- The City Council is the municipal legislative body authorized to adopt, amend, or repeal ordinance text.

2. **Notice Requirements**

- Notice of the proposed amendment and City Council consideration was provided in accordance with Utah Code and applicable local notice provisions.

3. **Public Participation**

- The City Council considered the amendment at a public meeting and received public input.

4. **Consideration of Recommendation**

- The City Council considered the Planning Commission's recommendation prior to taking legislative action.

Council Action

Following the presentation and discussion of the proposal, the City Council may make:

- 1) a motion to **APPROVE** the amendments to RCC 2-6 and 9-6-1 as presented
- 2) a motion to **APPROVE WITH MODIFICATIONS** the amendments to RCC 2-6 and 9-6-1
- 3) a motion to **DENY** the amendments to RCC 2-6 and 9-6-1
- 4) a motion to **TABLE** the matter to a later date

Staff Recommendation

Staff recommends the City Council adopt the proposed amendments.

Attachments:

Original Codes
Redlined Code Amendments

~~CHAPTER 6 DESIGN REVIEW COMMITTEE~~

~~2-6-1: CREATED:~~

~~There is hereby created a design review committee for the city, which committee shall have the powers and perform the duties as prescribed by statute and applicable ordinances of the city.~~

~~(Ord. 704, 5-6-2008)~~

~~2-6-2: MEMBERSHIP:~~

~~The city's design review committee shall consist of the mayor or his/her designee, the city administrator, the planning commission chair or his/her designee, the public works director, and the community development director.~~

~~In order to maintain a quorum and facilitate timely review processes, the City Council appoints two (2) alternative members to the Design Review Committee. Said alternate members shall be the public works assistant director and the city recorder. Alternative members shall serve in the absence or disqualification of regular members and shall have the same rights, responsibilities, and voting privileges as regular members when serving on the Committee.~~

~~(Ord. 854, 5-6-2014; amd. Ord. 981, 4-16-2024)~~

~~2-6-3: DUTIES:~~

~~The design review committee shall function to fulfill the purposes described in Section 9-6-1 of this code.~~

~~(Ord. 704, 5-6-2008)~~

~~2-6-4: CHAIRPERSON DESIGNATED:~~

~~The members of the design review committee shall designate one of its members to act as chairperson, who shall be primarily responsible for meeting scheduling, conducting of said meetings and for making reports back to the city council when necessary.~~

~~(Ord. 704, 5-6-2008)~~

~~2-6-5: RULES OF PROCEDURE AND CONDUCT:~~

~~The design review committee may adopt rules governing their procedures and conduct, provided that any such rules shall not be inconsistent with any governing law or ordinance. Should any provision of such rules conflict with any law or ordinance, that provision shall not be enforceable, but such conflict shall not affect the validity of the remaining rules.~~

~~(Ord. 704, 5-6-2008)~~

2-6-6: DECISIONS:

In addition to any other committee rules as established by section 2-6-5 of this chapter, the design review committee shall vote in favor or in opposition of all proposals presented to the committee. The majority vote determines the approval or denial of all submitted design requests. All design review committee meetings shall be open public meetings and shall have minutes taken by the city recorder or a designee.

(Ord. 704, 5-6-2008)

RCC 2-6: Development Review Committee

A. Purpose and Intent

The purpose of the Development Review Committee (“DRC”) is to provide early, collaborative review of proposed developments to promote high-quality site design, architecture, and compatibility with surrounding land uses. The DRC is intended to:

1. Encourage thoughtful and well-integrated development design;
2. Provide applicants with timely, coordinated feedback prior to formal land use application;
3. Improve efficiency in the development review process; and
4. Ensure consistency with the Riverdale City General Plan, adopted development standards, and applicable ordinances.

The DRC is advisory in nature and does not have authority to approve or deny applications.

B. Applicability

1. A concept development plan shall be reviewed by the DRC prior to formal submittal of:
 - Site Plan applications;
 - Subdivision applications involving multi-family, mixed-use, or commercial development;
 - Planned Developments (PDs); or
 - Any project as required by the Community Development Director.
2. Single-family residential subdivisions consisting solely of standard lots may be exempt unless otherwise required by the Director.

C. Composition

The Development Review Committee shall consist of the following members:

1. Mayor, or his/her designee (Chair);
2. City Administrator
3. Planning Commission Chair
4. A member of the City Council
5. Community Development Director;
6. Public Works Director
7. City Engineer;
8. Building Official;
9. Fire Marshall
10. Other staff or consultants as deemed necessary by the Director.

D. Duties and Responsibilities

In accordance with Riverdale City Municipal Code, the DRC shall:

1. Review Concept Development Plans for:
 - Site layout and circulation;
 - Building orientation and massing;
 - Architectural character, colors, and materials;

- Landscaping, open space, and buffering;
 - Parking configuration;
 - Pedestrian connectivity;
 - Compatibility with surrounding uses; and
 - Consistency with adopted plans and development standards.
2. Provide written or verbal feedback to the applicant identifying:
 - Strengths of the proposal;
 - Areas for improvement; and
 - Potential compliance issues with City standards.
 3. Coordinate interdepartmental review to identify major infrastructure or development concerns early in the process.

E. Review Process

1. Applicants shall submit a concept development plan in a form established by the Community Development Department.
2. The DRC shall review the proposal at a scheduled meeting or through an administrative review process.
3. Following review, staff shall provide a summary of comments to the applicant.
4. DRC review is intended to be completed within a reasonable timeframe to avoid unnecessary delay.

F. Effect of Review

1. DRC comments are non-binding and advisory only.
2. Feedback provided does not constitute approval, denial, or vested rights.
3. Applicants may proceed with a formal application regardless of DRC feedback; however, addressing DRC comments is strongly encouraged.
4. Subsequent applications shall be reviewed for compliance with all applicable City ordinances and standards.

G. Reporting to Planning Commission and City Council

To ensure coordination and communication between advisory and decision-making bodies:

1. The Planning Commission representative shall periodically report to the Planning Commission regarding 1) projects reviewed by the DRC; 2) key design issues identified; 3) general direction or guidance provided to applicants; and 4) any emerging trends or policy considerations relevant to land use decisions.
2. The City Council representative shall periodically report to the City Council regarding 1) significant development proposals reviewed by the DRC; 2) notable design considerations or community impacts; 3) policy-level issues or recurring concerns; and 4) projects of community interest or importance.

Reports may be provided in written or verbal form during regularly scheduled meetings and are intended to:

- Promote transparency in the development review process;
- Ensure alignment between advisory input and legislative policy direction; and
- Keep elected and appointed officials informed of development activity within the City.

Reporting under this section is informational only and shall not constitute formal action, direction, or pre-approval by the Planning Commission or City Council.

H. Optional Public Participation

The City may, at its discretion, allow public observation or participation in DRC meetings; however, the DRC is not a public hearing body.

I. Administrative Authority

The Community Development Director may:

1. Establish application requirements and submittal checklists;
2. Modify review procedures for efficiency;
3. Determine whether a project requires DRC review; except as otherwise required in this title; and
4. Waive DRC review when deemed unnecessary.

9-6-1: ARCHITECTURAL CONFIGURATION:

- A. Development Review Committee Required: Any new building proposed to be constructed in Riverdale City shall be submitted to the city's Development Review Committee (DRC), as established in title 2 chapter 6, design review committee for review and approval of, exterior architectural configuration, including elevations, (elevations) and materials, and color palette, along with samples of proposed materials when requested, with sample of actual material. All existing buildings, prior to changing the color of building (if exterior painting is allowed), shall submit a color elevation drawing for DRC design review committee review and approval.
- ~~B. Upon the adoption of this section, if the colors of existing buildings are deemed unsightly or inappropriate by a majority of the design review committee, said committee may make recommendations to the city council to require the owner of such building or buildings to change the existing color scheme. This section does not apply to single and two-family dwellings, residential accessory buildings or agricultural buildings.~~
- ~~C. The city's design review committee shall consist of the mayor or his/her designee, the city administrator, the planning commission chair or his/her designee, the public works director, and the community development director.~~
- ~~D. In the event the city council requires an owner of an existing building to change the existing color scheme pursuant to the recommendation of the design review committee, said owner may request, and the council may authorize financial assistance for said change.~~

(Ord. 611, 10-1-2002; Ord. 854, 5-6-2014)

Formatted: List 1

9-6-1: ARCHITECTURAL CONFIGURATION:

- A. Development Review Committee Required: Any new building proposed to be constructed in Riverdale City shall be submitted to the city's Development Review Committee (DRC), as established in title 2 chapter 6, for review and approval of, exterior architectural configuration, including elevations, materials, and color palette, along with samples of proposed materials when requested. All existing buildings, prior to changing the color of building (if exterior painting is allowed), shall submit a color elevation drawing for DRC review and approval.



ORDINANCE NO. 1007

AN ORDINANCE OF THE RIVERDALE CITY COUNCIL AMENDING TITLE 2, CHAPTER 6: DESIGN REVIEW COMMITTEE AND TITLE 9, CHAPTER 6 SECTION 1: ARCHITECTURAL CONFIGURATION OF THE RIVERDALE CITY CODE.

WHEREAS, the City of Riverdale has authority under Utah Code Annotated §§ 10-8-84 and 10-20-101 et seq. to enact ordinances and regulations to promote the public health, safety, and welfare of its residents; and

WHEREAS, the City Council finds it necessary and appropriate to review and update provisions of the City Code to ensure consistency with state law and to address changes in community needs and land use patterns; and

WHEREAS, the City Council previously adopted amendments to Title 10, Chapter 22 establishing a Planned Development (PD) framework intended to modernize development standards and processes; and

WHEREAS, the adopted PD ordinance emphasizes early coordination, integrated design review, administrative efficiency, and alignment with Utah law and current development practices; and

WHEREAS, the City Council finds that amendments to Title 2 and Title 9 are necessary to ensure internal consistency within the Riverdale City Code and to properly implement the updated development review framework; and

WHEREAS, the proposed amendments restructure and repurpose the existing Design Review Committee into a Development Review Committee (DRC) to provide coordinated, early-stage review of development proposals; and

WHEREAS, the City Council has reviewed the proposed amendments, considered public input, and finds that the amendments promote predictability, efficiency, and high-quality development consistent with the Riverdale City General Plan, while maintaining compliance with Utah law.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF RIVERDALE CITY, UTAH:

Section 1: Amendment of Title 2, Chapter 6

Title 2, Chapter 6 of the Riverdale City Code, previously titled "Design Review Committee," is hereby amended and reenacted as "Development Review Committee" and shall read as set forth in the attached and incorporated Exhibit A.

Said amendment establishes:

- The Development Review Committee as a multi-departmental and intergovernmental advisory body;
- A required concept plan review process for certain development applications;
- The Committee's role in providing coordinated feedback on site design, architecture, and infrastructure; and
- That all Development Review Committee actions are advisory only and do not constitute land use approval.

Section 2: Amendment of Title 9, Chapter 6, Section 1

Title 9, Chapter 6, Section 1 (Architectural Configuration) is hereby amended to incorporate references to the Development Review Committee and to align architectural review procedures with the updated development review process and shall read as set forth in the attached and incorporated Exhibit B.

Said amendment:

- Requires review of architectural elements through the Development Review Committee; and
- Ensures consistency between architectural standards and the City's development review procedures.

Section 3: Purpose and Intent

The purpose of these amendments is to:

- Improve coordination between City departments and reviewing bodies;
- Provide applicants with early, clear, and coordinated feedback;
- Increase predictability and transparency in the development process; and
- Support high-quality design consistent with adopted plans and standards.

Section 4: Severability

If any section, subsection, sentence, clause, or phrase of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 5: Conflicts

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 6: Effective Date

This Ordinance shall take effect immediately upon publication or posting as required by Utah law.

PASSED, ADOPTED AND ORDERED POSTED this 21st day of April, 2026.

Braden D. Mitchell, Mayor

Attest:

Michelle Marigoni, City Recorder

Alan Arnold	_____	Yes	_____	No	_____	Absent
Bart Stevens	_____	Yes	_____	No	_____	Absent
Anne Hansen	_____	Yes	_____	No	_____	Absent
Michael Richter	_____	Yes	_____	No	_____	Absent
Kent Anderson	_____	Yes	_____	No	_____	Absent

Exhibit A

RCC 2-6: Development Review Committee

A. Purpose and Intent

The purpose of the Development Review Committee (“DRC”) is to provide early, collaborative review of proposed developments to promote high-quality site design, architecture, and compatibility with surrounding land uses. The DRC is intended to:

1. Encourage thoughtful and well-integrated development design;
2. Provide applicants with timely, coordinated feedback prior to formal land use application;
3. Improve efficiency in the development review process; and
4. Ensure consistency with the Riverdale City General Plan, adopted development standards, and applicable ordinances.

The DRC is advisory in nature and does not have authority to approve or deny applications.

B. Applicability

1. A concept development plan shall be reviewed by the DRC prior to formal submittal of:
 - Site Plan applications;
 - Subdivision applications involving multi-family, mixed-use, or commercial development;
 - Planned Developments (PDs); or
 - Any project as required by the Community Development Director.
2. Single-family residential subdivisions consisting solely of standard lots may be exempt unless otherwise required by the Director.

C. Composition

The Development Review Committee shall consist of the following members:

1. Mayor, or his/her designee (Chair);
2. City Administrator
3. Planning Commission Chair
4. A member of the City Council
5. Community Development Director;
6. Public Works Director
7. City Engineer;
8. Building Official;
9. Fire Marshall
10. Other staff or consultants as deemed necessary by the Director.

D. Duties and Responsibilities

In accordance with Riverdale City Municipal Code, the DRC shall:

1. Review Concept Development Plans for:
 - Site layout and circulation;
 - Building orientation and massing;
 - Architectural character, colors, and materials;

- Landscaping, open space, and buffering;
- Parking configuration;
- Pedestrian connectivity;
- Compatibility with surrounding uses; and
- Consistency with adopted plans and development standards.

2. Provide written or verbal feedback to the applicant identifying: Strengths of the proposal;

- Areas for improvement; and
- Potential compliance issues with City standards.

3. Coordinate interdepartmental review to identify major infrastructure or development concerns early in the process.

E. Review Process

1. Applicants shall submit a concept development plan in a form established by the Community Development Department.
2. The DRC shall review the proposal at a scheduled meeting or through an administrative review process.
3. Following review, staff shall provide a summary of comments to the applicant.
4. DRC review is intended to be completed within a reasonable timeframe to avoid unnecessary delay.

F. Effect of Review

1. DRC comments are non-binding and advisory only.
2. Feedback provided does not constitute approval, denial, or vested rights.
3. Applicants may proceed with a formal application regardless of DRC feedback; however, addressing DRC comments is strongly encouraged.
4. Subsequent applications shall be reviewed for compliance with all applicable City ordinances and standards.

G. Reporting to Planning Commission and City Council

To ensure coordination and communication between advisory and decision-making bodies:

1. The Planning Commission representative shall periodically report to the Planning Commission regarding 1) projects reviewed by the DRC; 2) key design issues identified; 3) general direction or guidance provided to applicants; and 4) any emerging trends or policy considerations relevant to land use decisions.
2. The City Council representative shall periodically report to the City Council regarding 1) significant development proposals reviewed by the DRC; 2) notable design considerations or community impacts; policy-level issues or recurring concerns; and 4) projects of community interest or importance.

Reports may be provided in written or verbal form during regularly scheduled meetings and are intended to:

- Promote transparency in the development review process;
- Ensure alignment between advisory input and legislative policy direction; and

- Keep elected and appointed officials informed of development activity within the City.

Reporting under this section is informational only and shall not constitute formal action, direction, or pre-approval by the Planning Commission or City Council.

H. Optional Public Participation

The City may, at its discretion, allow public observation or participation in DRC meetings; however, the DRC is not a public hearing body.

I. Administrative Authority

The Community Development Director may:

1. Establish application requirements and submittal checklists;
2. Modify review procedures for efficiency;
3. Determine whether a project requires DRC review; except as otherwise required in this title; and
4. Waive DRC review when deemed unnecessary.

Exhibit B

Title 9 Chapter 6 Section 1– Architectural Configuration

9-6-1: ARCHITECTURAL CONFIGURATION:

- ~~A. **Development Review Committee Required:** Any new building proposed to be constructed in Riverdale City shall be submitted to the city's **Development Review Committee (DRC), as established in title 2 chapter 6, design review committee** for review and approval of, exterior architectural configuration, **including elevations, (elevations) and materials, and color palette, along with samples of proposed materials when requested, with sample of actual material.** All existing buildings, prior to changing the color of building (if exterior painting is allowed), shall submit a color elevation drawing for ~~DRC design review committee~~ review and approval.~~
- ~~B. **Upon the adoption of this section, if the colors of existing buildings are deemed unsightly or inappropriate by a majority of the design review committee, said committee may make recommendations to the city council to require the owner of such building or buildings to change the existing color scheme. This section does not apply to single and two family dwellings, residential accessory buildings or agricultural buildings.**~~
- ~~C. **The city's design review committee shall consist of the mayor or his/her designee, the city administrator, the planning commission chair or his/her designee, the public works director, and the community development director.**~~
- ~~D. **In the event the city council requires an owner of an existing building to change the existing color scheme pursuant to the recommendation of the design review committee, said owner may request, and the council may authorize financial assistance for said change.**~~

(Ord. 611, 10-1-2002; Ord. 854, 5-6-2014)

**RIVERDALE CITY
CITY COUNCIL AGENDA
April 21, 2026**

AGENDA ITEM: G5

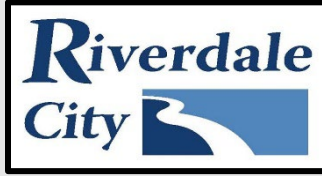
SUBJECT: Consideration of Administrative Order #2026-01 addressing culinary water restrictions due to drought

PRESENTERS: Mayor Mitchell/Steve Brooks

INFORMATION:

- a. [Executive Summary](#)
- b. [Administrative Order 2026-01](#)

[BACK TO AGENDA](#)



City Council Executive Summary

For the Council meeting on:
April 22, 2026

Petitioner:
Mayor Mitchell / Steve Brooks

Summary of Proposed Action

Consideration of Drought restrictions - declaration of the Mayor.

Summary of Supporting Facts & Options

In RCC 8-1-12, the Mayor has the authority to “promulgate such rules as are reasonably necessary” for an emergency situation concerning water restrictions.

Because of the historic statewide drought conditions—marked by Utah’s lowest-ever snowpack levels recorded as of April 1, 2026—and a 20% reduction in water allocation announced by our primary supplier, the Weber Basin Water Conservancy District, the Mayor has issued a formal declaration of mandatory water restrictions for the 2026 irrigation season.

The declaration implements targeted conservation measures to align Riverdale City’s usage with the reduced supply, protect critical water resources, and ensure equitable distribution across the community. It emphasizes immediate actions such as delaying the start of outdoor irrigation, reducing overall outdoor water use by 20%, and adopting efficient watering practices. These steps are essential to avoid service disruptions, support long-term sustainability, and comply with regional drought-response requirements from Weber Basin and the State of Utah.

Full details of the restrictions, enforcement guidelines, and resident resources will be communicated through the City website, utility notifications, and public outreach. Riverdale City residents and businesses are urged to actively participate in conservation efforts, as collective action is critical to successfully navigating this water shortage. The City will continue to monitor conditions and adjust measures as needed throughout the season.

Recommendation for approval.

Legal Comments – City Attorney

Steve Brooks, Attorney

Fiscal Comments – Business Administrator/Budget Officer

Cody Cardon,
Business Administrator

Administrative Comments – City Administrator

Steve Brooks,
City Administrator



ADMINISTRATIVE ORDER NO. 2026-01

ADMINISTRATIVE ORDER ADDRESSING CULINARY WATER RESTRICTIONS DUE TO DROUGHT.

Severe drought conditions exist in the Weber River drainage system this year. Spring run-off flows are already finished, and water conditions are looking extremely bleak. At this time, the reservoirs, which supply a significant amount of water used in Riverdale City during summer months, are at dangerously low levels of capacity.

Based on the limited amount of reservoir storage available in the drainage system, water providers serving Riverdale and other parts of Northern Utah have decided to modify and/or limit the amounts of water available this year.

On April 13, 2026, Weber Basin Water Conservancy District, formally notified Riverdale City of a 20% restriction in our water supply from them and the associated consequences of that.

In order to preserve the supply of water for the current and future needs of the public, it is in Riverdale City's best interest to adopt water use restrictions beginning immediately and continuing through November 1, 2026.

Pursuant to Riverdale Municipal Code section 8-1-12, Braden Mitchell, Mayor of Riverdale City, makes the following administrative order:

1. No exterior watering until May 1, 2026
2. Reduce ALL watering by 20%
3. No watering between 10 AM and 6 PM
4. No exterior watering after October 15, 2026
5. Water rate costs for usage over 10,000 gallons shall be increased by 25%
6. The base rate and first tier remain the same at this point in time
7. Secondary water users from other sources must NOT use Riverdale culinary water outdoors
8. Additional restrictions may be enforced if needed
9. Hosing or washing sidewalks, driveways, patios, other hard surfaces, homes, fences, or landscaping is prohibited

10. When possible, the installation of new landscapes should be delayed until the spring of 2027.
11. Fix leaks & broken sprinkler systems immediately
12. Limit car washing:
 - o Use a bucket + shutoff nozzle
 - o Wash on grass or permeable surfaces
13. Use of culinary water for spot watering of trees, shrubs, and gardens, with a controlled and restricted garden hose is allowed provided that the use is monitored and limited to ensure that there is no excess use or runoff to streets, gutters, or other hard surface areas.
14. Violations of this Order may result in civil penalties; termination of water service or Class B misdemeanor criminal penalties as provided in 1-4-1 of the Riverdale City municipal code.
15. This Order shall take effect immediately as outlined in Riverdale City Code 8-1-12 and will remain in effect through November 1, 2026, unless amended.
16. Additional restrictions may be imposed if needed.

This ORDER has been reviewed and approved by the Riverdale City Council on April _____, 2026.

DATED this ____ day of _____ 2026.

Braden Mitchell, Mayor

ATTEST:

Michelle Marigoni, Recorder

**RIVERDALE CITY
CITY COUNCIL AGENDA
April 21, 2026**

AGENDA ITEM: G6

SUBJECT: Consideration of Ordinance #1008 adopting by reference the most current edition of the International Property Maintenance Code and establishing standards for property maintenance

PRESENTERS: Brandon Cooper, Community Development Director

INFORMATION:

- a. [Executive Summary](#)
- b. [Ordinance #1008](#)
- c. [Amended Code](#)
- d. [Summary of International Property Maintenance Code](#)

[BACK TO AGENDA](#)

Body: City Council
Topic: **Adoption of the Most Current Edition of the International Property Maintenance Code (IPMC)**
Department: Community Development
Director: Brandon Cooper
Staff/Presenter: Brandon Cooper
Contact: bcooper@riverdaleutah.gov

Proposed Timeline:

City Council Meeting: March 17, 2026

Request:

Move to adopt Ordinance No. 2026-____, adopting the **most current edition of the International Property Maintenance Code (IPMC)** by reference and delegating enforcement and administration to the City’s Code Official/Building Official.

Executive Summary

The Community Development Department is transmitting a proposal for the adoption of the **International Property Maintenance Code (IPMC)** - a nationally recognized minimum standard for property upkeep, structural condition, sanitation, and overall exterior and interior maintenance. The IPMC provides clear, consistent maintenance requirements that help protect public health, safety, welfare, and neighborhood livability. It supplements Riverdale City’s current nuisance and property enforcement tools and provides a unified, modern code framework. The IPMC is widely adopted by jurisdictions across the United States and is updated on a regular cycle. Utah cities that use model codes typically adopt them by reference to the “most current edition” rather than embedding full technical text in the municipal code.

Riverdale City’s current enforcement authority - including property maintenance and nuisance abatement - is found in existing City code provisions. However, those provisions do not comprehensively address many elements of property maintenance (e.g., structural, mechanical, and sanitation standards) in a single, modernized code framework.

The IPMC fills this gap with well-established minimum standards for:

- Exterior property and building maintenance
- Structural integrity (walls, roofs, foundations)

- Mechanical systems and plumbing
- Sanitation and pest control
- Light, ventilation, egress
- Yard and premises conditions

Using an adopted model code allows Riverdale to rely on professionally developed, regularly updated standards rather than creating and updating local provisions from scratch.

Applicable Ordinances

Riverdale City Zoning Ordinance Title 9 Chapter 1 – Building Code and Regulations

Analysis

If adopted, the ordinance will:

- Adopt the most current edition of the IPMC by reference, including all future editions and amendments as published and updated by the International Code Council. This provides flexibility to incorporate future revisions without repeated amendment ordinances.
- Delegates administration and enforcement to the City’s designated Code Official/Building Official, or designee.
- Establish enforcement mechanisms consistent with Riverdale’s municipal procedures and appeal processes.

Fiscal Impact

Minimal administrative impact is anticipated initially. Staff time will be required for training on the IPMC and potential increases in complaint-driven inspections. No new positions are proposed at this time.

Legal Considerations

- The ordinance adopts by reference the most current edition of the IPMC, rather than codifying full text.
- The City Attorney has confirmed that the adoption language complies with Utah Code requirements.
- The adoption includes standard enforcement authority and appeal procedures.

Following the presentation and discussion of the proposal, the City Council may make:

- 1) a motion to **ADOPT THE INTERNATIONAL PROPERTY MAINTENANCE CODE** and **APPROVE** the amendments to RCC 9-1-0 as presented
- 2) a motion to **ADOPT THE INTERNATIONAL PROPERTY MAINTENANCE CODE** and **APPROVE WITH MODIFICATIONS** the amendments to RCC 9-1-0
- 3) a motion to **DENY** the proposal to adopt the International Property Maintenance Code
- 4) a motion to **TABLE** the matter to a later date

Staff Recommendation

Staff recommends the City Council adopt the proposed amendments.

Attachments:

Original Code
Redlined Code Amendments
Ordinance
Summary of IPMC



ORDINANCE No. 1008

AN ORDINANCE OF THE RIVERDALE CITY COUNCIL ADOPTING BY REFERENCE THE MOST CURRENT EDITION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE AND ESTABLISHING THE STANDARDS FOR PROPERTY MAINTENANCE WITHIN THE CITY OF RIVERDALE, UTAH

WHEREAS, the City of Riverdale has authority under Utah Code Annotated §§ 10-8-84 and 10-3-701 et seq. to enact ordinances and regulations to promote the public health, safety, and welfare of its residents; and

WHEREAS, the City Council finds it necessary and appropriate to review and update provisions of the City Code to ensure consistency with state law and to address changes in community needs and stay current with national standards, common practices, and safety issues; and

WHEREAS, in the judgment of the City Council of the City of Riverdale, adopting the most current edition of the International Property Maintenance Code would contribute to safety, assist in preserving the health, promoting the prosperity, and improving the peace, order, comfort and convenience of the inhabitants of and visitors to the City of Riverdale and in protecting and preserving their property and well-being

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF RIVERDALE CITY, UTAH:

Section 1: Adoption by Reference

Pursuant to Utah Code § 10-3-701 et seq., the most current edition of the International Property Maintenance Code (IPMC), as published by the International Code Council (ICC) is hereby adopted by reference as the property maintenance code of Riverdale City. The IPMC, and all future editions and amendments, are incorporated herein as fully as if set forth in this ordinance.

Section 2: Administration and Enforcement

The City's Building Official, or designee, is designated as the Administrative Authority responsible for enforcing the IPMC and shall administer, interpret, and enforce its provisions. The City may adopt rules and procedures to implement the IPMC consistent with this ordinance.

Section 3: Conflicts

Where provisions of this ordinance conflict with other provisions in the Riverdale City Code, the provision that imposes the greater restriction or higher standard for health and safety shall apply.

Section 4: Amendment

Title 10, Chapter 22 of the Riverdale City Code is hereby amended and reenacted in its entirety to read as set forth below. The City Recorder is authorized to make non-substantive formatting, numbering, cross-reference, and typographical adjustments as necessary to conform the amended chapter to the City Code's standard organizational and formatting practices, provided such adjustments do not alter the substantive meaning or intent of this Ordinance.

TITLE 9 – BUILDING REGULATIONS

CHAPTER 1 – BUILDING CODE AND REGULATIONS

9-1-0: - ADOPTION OF CURRENT CODES:

Riverdale City hereby adopts the following codes, as currently adopted by the State of Utah, including all amendments and appendices:

- A. The International Building Code (IBC), as amended.
- B. The International Residential Code (IRC), as amended.
- C. The International Fire Code (IFC), as amended.
- D. The International Plumbing Code (IPC), as amended.
- E. The International Mechanical Code (IMC), as amended.
- F. The International Fuel Gas Code (IFGC), as amended.
- G. The National Electrical Code (NEC), as amended.
- H. The International Property Maintenance Code (IPMC), as amended.

9-1-1: - BUILDING CODES ADOPTED:

Those certain documents, two (2) copies of which are on file in the Office of the Community Development Director, being marked and designated as the International Building Code, current edition (including all Appendices); International Residential Code, current edition; current edition of the International Residential Code, International Energy Conservation Code, current edition; International Fuel Gas Code, current edition; International Existing Building Code, current edition (including all Appendices); NFPA 225 Model Manufactured Home Installation Standard, current edition; Uniform Code for the Abatement of Dangerous Buildings, current edition; the International Mechanical Code, current edition; the commercial provisions of the current edition of the International Energy Conservation Code; the HUD code; International Fire Code, current edition; International Property Maintenance code, current addition, are hereby adopted as the Building Codes of the City for regulating the erection, construction, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy, equipment, use, height, area and maintenance of all buildings and structures in the City; providing for issuance of permits and collection of fees therefor; providing penalties for violation of such codes, declaring and establishing fire zones, and each and all of the regulations, provisions, penalties, conditions and terms of said codes published by the International Conference of Building Officials, on file in the Office of the Community Development Director, are hereby referred to, adopted, and made a part of this chapter as if fully set out in this chapter; provided, however, that the penalty for any violation of the above cited codes is a Class B misdemeanor, punishable as is provided in section 1-4-1 of this Code.

Section 5: Severability

If any section, sentence, clause, or phrase of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, the remainder shall remain in full force and effect.

Section 6: Effective Date

This ordinance shall take effect immediately upon publication or posting as required by Utah State law.

PASSED, ADOPTED AND ORDERED POSTED this 17th day of March 2026.

Braden D. Mitchell, Mayor

Attest:

Michelle Marigoni, City Recorder

	Alan Arnold	_____	Yes	_____	No	_____	Absent
VOTE	Bart Stevens	_____	Yes	_____	No	_____	Absent
	Anne Hansen	_____	Yes	_____	No	_____	Absent
	Michael Richter	_____	Yes	_____	No	_____	Absent
	Kent Anderson	_____	Yes	_____	No	_____	Absent

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~~(Ord. 985, 8-6-2024)~~

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Future editions of the codes listed in this Section as adopted and amended by the State of Utah, are hereby automatically adopted by Riverdale City, including any amendments, modifications, and appendices, effective on the date such codes are adopted by the State of Utah, unless the Riverdale City Council adopts a resolution or ordinance stating otherwise.

(Ord. 902, 9-4-2018; amd. Ord. 915, 4-7-2020; amd. Ord. 985, 8-6-2024)

SUMMARY OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC)

OVERVIEW

The **International Property Maintenance Code (IPMC)**, published by the International Code Council (ICC), establishes minimum standards for the maintenance of existing residential and nonresidential buildings and premises.

The IPMC is designed to:

- Protect public health, safety, and welfare
- Preserve structural integrity
- Ensure basic habitability standards
- Maintain neighborhood appearance and property values
- Provide a clear enforcement framework

The IPMC applies primarily to existing structures and properties, not new construction (which is governed by building and residential codes).

MAJOR CODE SECTIONS & TOPICS

1. Administration & Enforcement

- Authority of the Code Official
- Inspection procedures
- Notices of violation
- Timeframes for compliance
- Emergency measures
- Appeals process
- Condemnation procedures for unsafe structures

This section provides a structured and consistent enforcement process.

2. Exterior Property Areas

Establishes minimum standards for:

- Weeds and overgrown vegetation
- Accumulation of rubbish or garbage
- Rodent and pest harborage
- Sidewalks, driveways, and parking areas
- Drainage to prevent standing water
- Accessory structures (sheds, fences, garages)

Purpose: Maintain safe and sanitary site conditions.

3. Exterior Structure

Requires buildings to be maintained in sound condition, including:

- Foundations

- Exterior walls and siding
- Roofs and drainage systems
- Windows and doors
- Stairways, decks, and handrails
- Protective coatings (paint/stain to prevent deterioration)

Purpose: Prevent structural deterioration and safety hazards.

4. Interior Structure & Maintenance

Addresses:

- Structural members (floors, ceilings, walls)
- Safe walking surfaces
- Sanitary conditions
- Infestation control
- Properly maintained interior finishes

Purpose: Maintain safe, sanitary, and structurally sound interior environments.

5. Plumbing Facilities & Fixture Requirements

Requires:

- Functioning plumbing systems
- Safe potable water supply
- Proper sewage disposal
- Required plumbing fixtures
- Hot and cold running water in dwelling units

Purpose: Ensure sanitation and public health.

6. Mechanical & Electrical Systems

Requires:

- Properly maintained heating systems
- Safe electrical systems and fixtures
- Required lighting in common areas
- Adequate ventilation
- Safe fuel-burning appliances

Purpose: Prevent fire hazards, unsafe conditions, and system failures.

7. Fire Safety Requirements

Includes:

- Safe egress (exit doors and escape windows)
- Smoke alarms where required
- Removal of fire hazards

- Safe storage of combustible materials

Purpose: Reduce fire risk and improve occupant safety.

8. Occupancy & Space Standards (Residential)

Establishes minimum standards for:

- Minimum room sizes
- Ceiling heights
- Maximum occupancy limits
- Required facilities (kitchen, bathroom, sleeping areas)

Purpose: Prevent overcrowding and ensure basic livability.

9. Unsafe Structures & Equipment

Provides authority to:

- Declare structures unsafe
- Require repair, vacation, or demolition
- Take emergency action when necessary

Purpose: Protect the public from dangerous buildings.

What the IPMC Does Not Do

- It does **not regulate aesthetic design preferences** beyond minimum maintenance.
- It does **not require upgrades to current building code standards** unless safety hazards exist.
- It does **not replace zoning regulations.**
- It does **not regulate new construction (covered under building codes).**

Benefits of Adoption

Adopting the IPMC provides Riverdale City with:

- A uniform, nationally recognized standard
- Clear expectations for property owners and tenants
- Structured enforcement procedures
- Consistency with widely adopted model codes
- Reduced need to draft and maintain detailed local technical standards
- Improved neighborhood preservation and public safety