

ORDINANCE NO. 0-2026-0017

AN ORDINANCE BY THE OREM CITY COUNCIL
AMENDING THE TEXT OF ARTICLES 22-1-5(G) AND 22-14-
20(I) OF THE OREM CITY CODE RELATING TO THE
REQUIREMENT OF NEIGHBORHOOD MEETINGS FOR
LAND USE APPLICATIONS

WHEREAS on January 13th, 2025, Jared Hall, on behalf of the Community Development Department filed an application with the City of Orem requesting the City amend the text of Articles 22-1-5(G) and 22-14-20(I) of Orem City code relating to the requirement of neighborhood meetings for land use applications in the Orem City Code; and

WHEREAS public hearings considering the subject application were held by the Planning Commission on February 19th, March 19th, and April 16th, 2025; and

WHEREAS the Planning Commission forwarded a recommendation of approval to the City Council with five (5) votes in favor and none opposed; and

WHEREAS a public meeting to consider the subject application was held by the City Council on June 23rd, 2026; and

WHEREAS notices of the public hearing and meetings for this text amendment application were posted in all required locations and within the timeline mandated by the State of Utah and by Orem City Code; and

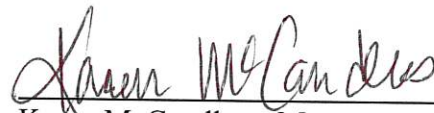
WHEREAS the matter having been submitted and the City Council having fully considered the request as it relates to the health, safety, and general welfare of the City; the orderly development of land in the City; the effect upon surrounding neighborhoods; and the special conditions applicable to the request.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OREM, UTAH, as follows:

1. The City Council finds this request to be in the best interest and general welfare of the City in that it will promote public involvement and civic engagement in the amending of the City's Zoning Ordinances and thereby will promote the objectives and purposes of the City's Zoning Ordinances.

2. The City Council hereby amends Articles 22-1-5(G) and 22-14-20(I) of the Orem City Code relating to the requirement of neighborhood meetings for land use applications, attached as "Exhibit A".
3. If any part of this ordinance shall be declared invalid, such decision shall not affect the validity of the remainder of this ordinance.
4. This ordinance shall take effect immediately upon passage and after a summary of this ordinance has been published or posted as required by law.
5. All other ordinances and policies in conflict herewith, either in whole or part, are hereby repealed.

PASSED, APPROVED and ORDERED PUBLISHED this 23rd day of June 2026.


 Karen McCandless, Mayor

ATTEST:


 Teresa McKittrick, City Recorder



COUNCILMEMBER	AYE	NAY	ABSTAIN
Mayor Karen McCandless	☒	☐	☐
Jeff Lambson	☒	☐	☐
Jenn Gale	☐	☒	☐
Quinn Mecham	☐	☒	☐
LaNae Millett	☒	☐	☐
Chris Killpack	☒	☐	☐
Crystal Muhlestein	☒	☐	☐

EXHIBIT A:

Orem City Code, Article 22-1-5(G): Proposed Amendments

- G. A neighborhood meeting must be held prior to the submission of an application to rezone any property. The neighborhood meeting shall be held on any weeknight after 6:00 p.m. or Saturday after 9:00 a.m. to provide the best opportunity for the neighbors to attend. The meeting shall not be held on a holiday or the day before or after a holiday, including the Saturday before a Monday holiday. The meeting shall not be held on the same night as a meeting of the Orem City Council or Planning Commission. The applicant shall send a written notice of the neighborhood meeting to the owners of all property, as listed in the records of the Utah County Recorder, located within ~~one-two~~ thousand feet (~~1000'~~2000') of the ~~site-subject~~ property. Notices shall be postmarked at least twenty-one (21) calendar days prior to the date of the meeting. if attached residential units will be allowed under the proposed rezone and within five hundred feet (500') if attached residential units will not be allowed under the proposed rezone. The notice shall be made using the template provided by Orem City and shall written on letterhead which includes the contact information of the applicant, including ~~but not limited to~~ a name, address, phone number, and an e-mail address. The notice must include the place, date, and time of the neighborhood meeting, the existing zoning classification of the subject property and the zoning classification that the applicant is requesting for the property. The notice must also include the following language:

"Pursuant to Orem City Code Section 22-1-5(G), this meeting is being held to discuss the project with you. This is an opportunity for you to review the plans and provide input and recommendations regarding the project. This application has not yet been reviewed by the city and is subject to change during the review process."

~~All required notices shall be provided at least one week prior to the date of the meeting.~~ The neighborhood meeting must be conducted at a location within the city boundaries. ~~The neighborhood meeting shall be held on any weeknight after 6:00 p.m. or Saturday after 9:00 a.m. to provide the best opportunity for the neighbors to attend. The meeting shall not be held on a holiday or the day before or after a holiday.~~ Phone calls or informal door-to-door contacts are not considered neighborhood meetings. The applicant must provide a brief explanation of the request at the meeting. The applicant shall keep detailed minutes of the content of the neighborhood meeting and a roster of those attending using the templates provided by the city. The application for rezone shall include a list of all individuals who were notified ~~of the meeting, a the~~ roster of attendees ~~at the meeting~~, and a copy of the minutes from the neighborhood meeting. A second neighborhood meeting will be required if the first meeting is held as an information gathering meeting to obtain input from surrounding property owners and/or a proposed concept plan is not provided for review or the concept plan changes after the meeting is held.

Orem City Code, Article 22-14-20(I): Proposed Amendments

- I. **Neighborhood Meeting.** The applicant for a site plan within or adjacent to a residential zone shall hold a neighborhood meeting prior to submitting an application for site plan approval. The neighborhood meeting shall be held on any weeknight after 6:00 p.m. or Saturday after 9:00 a.m. to provide the best opportunity for the neighbors to attend. The meeting shall not be held on a holiday or the day before or after a holiday, including the Saturday before a Monday holiday. The meeting shall not be held on the same night as a meeting of the Orem City Council or Planning Commission. The applicant shall send written notice of the place, date, and time of the neighborhood meeting to all property owners, as listed in the records of the Utah County Recorder, located within one-thousand feet (1000') of the subject property. Notices shall be postmarked at least twenty-one (21) calendar days prior to the date of the meeting. ~~site if attached residential units are included in the site plan or within five hundred (500') feet if attached residential units are not included in the site plan.~~ The notice shall be written on letterhead made using the template provided by Orem City and shall ~~which~~ includes the contact information of the applicant including ~~but not limited to~~ a name, address, phone number, and an e-mail address. ~~The notice must include the existing zoning classification of the subject property and the zoning classification that the applicant is requesting for the property.~~ The notice must also include the place, date, and time of the meeting, and the following language:

"Pursuant to Orem City Code Section 22-14-20(I), this meeting is being held to discuss the project with you. This is an opportunity for you to review the plans and provide input and recommendations regarding the project. This application has not yet been reviewed by the city and is subject to change during the review process."

~~All required notices shall be provided at least one week prior to the date of the meeting.~~ The neighborhood meeting must be conducted at a location within the city boundaries. ~~The neighborhood meeting shall be held on any weeknight after 6:00 p.m. or Saturday after 9:00 a.m. to provide the best opportunity for the neighbors to attend. The meeting shall not be held on a holiday or the day before or after a holiday.~~ Phone calls or informal door-to-door contacts are not considered neighborhood meetings. The applicant must provide a brief explanation of the request or proposed project at the meeting. The applicant shall keep detailed minutes of the content of the neighborhood meeting and a roster of those attending using the templates provided by the City. The application for site plan approval shall include a list of all individuals who were notified, ~~a~~ the roster of attendees, and a copy of the minutes from the neighborhood meeting. A second neighborhood meeting will be required if the first meeting is held as an information gathering meeting to obtain input from surrounding property owners and/or a proposed concept plan is not provided for review or the concept plan changes after the meeting is held. -This requirement shall not apply to minor amendments to existing sites as provided under Section 22-14-20 (C)(3) of this chapter.