

**PLANNING COMMISSION
MEETING MINUTES**

June 17, 2026

The North Ogden Planning Commission convened on June 17, 2026, at 6:00 p.m. at the North Ogden City Public Safety Building at 515 East 2600 North.

Notice of time, place, and agenda of the meeting was posted on the bulletin board at the municipal office and posted to the Utah State Public Notice Website on June 12, 2026.

Notice of the annual meeting schedule was posted on the bulletin board at the municipal office and posted to the Utah State Public Notice Website on December 10, 2025.

Note: The time stamps indicated in blue correspond with the recording of this meeting, which can be located on YouTube: <https://www.youtube.com/channel/UCriqbePBxTucXEzRr6fclhQ/videos> or by requesting a copy of the audio file from the North Ogden City Recorder.

COMMISSIONERS:

Cody Watson	Chair	
Nissa Green	Vice Chair	
Chad Bailey	Commissioner	
Lorin Gardner	Commissioner	Excused
Phil Swanson	Commissioner	
Cass Settlemeyre	Commissioner	
Craig Jorgensen	Commissioner	Excused

STAFF:

Jon Call	City Manager/Attorney
Scott Hess	Community and Economic Development Director
Ryan Nunn	Planner II
Timm Dixon	City Engineer

VISITORS:

Susan Kilborn	Derek Terry	Alexis Riggs
Kevin Burns	Cole Rowser	John Telle
Cheryl Blanchette	Mindy Albee	Kate Przybycien
Steven Lord	Xavier Gavin	

0:00:00 Chair Watson called the meeting to order and Commissioner Swanson shared a reflective quote from Welsh poet William Henry Davies, "A poor life this if, full of care, we have no time to stand and stare." Commissioner Swanson noted that while the quote wasn't directly related to the Commission's business, it resonated with him and he encouraged everyone to take time to appreciate their surroundings despite busy schedules, emphasizing that North Ogden is a beautiful community with much to enjoy and observe. Vice Chair Green then led the Pledge of Allegiance.

CONSENT AGENDA

1. ROLL CALL

0:02:00 Chair Watson excused Commissioner Gardner and Commissioner Jorgensen and noted that all other Planning Commission members were in attendance.

2. EX PARTE COMMUNICATIONS OR CONFLICTS OF INTEREST TO DISCLOSE

0:02:16 Commissioner Settlemyre noted that the Arrowleaf Meadows Subdivision is directly behind his home and noted that he had participated in some discussions about the project before joining the Planning Commission. Chair Watson acknowledged the disclosure and indicated that it would not recuse him from voting on the item.

ADMINISTRATIVE ITEMS

3. PUBLIC COMMENTS

0:04:23 Mindy Albee, a North Ogden resident, stated that she wanted the City to keep the existing low-density areas on the land use map unchanged and opposed increasing density or introducing mixed-use development that combined commercial and residential uses, saying it would disrupt neighborhood character. She also argued that zoning decisions had been overly favorable to developers and urged the City to prioritize conservation and recreation. Mindy further requested clearer public communication about the General Plan update timeline, including approximate hearing dates, and asked that written updates be provided so residents could more easily follow and participate in the process.

4. **PRELIMINARY PLAT APPROVAL – KATE’S CORNER 2-LOT SUBDIVISION**
CONSIDERATION AND ACTION FOR PRELIMINARY PLAT APPROVAL OF
THE KATE’S CORNER 2-LOT SUBDIVISION, LOCATED AT
APPROXIMATELY 320 EAST 2600 NORTH

0:07:04 Ryan Nunn, Planner II, explained that the item was a preliminary plat for a two-lot subdivision that would normally be handled as a minor subdivision, but it was brought before the Planning Commission due to a required road dedication along 300 East. He noted the property is a vacant corner lot at 300 East and 2600 North, zoned commercial downtown, and that the subdivision would support future commercial uses on the site. The road dedication was required to help better align the intersection with the nearby roadway configuration at the O’Reilly’s location to the south. He stated that the proposal precedes a site plan for a future commercial development, that it had been reviewed through the Technical Review Committee and by the City Engineer, and that staff recommended approval of the preliminary plat with conditions outlined in the TRC memo, engineer letter, and staff report. He added that the applicant was present to answer questions.

0:09:23 Alexis Riggs, applicant, stated that the proposal was straightforward, involving road dedication and alignment of two existing lots into three reconfigured lots. She indicated she had no additional comments.

Scott Hess, Community and Economic Development Director, explained that while the subdivision itself is simple, creating two commercial lots west of Domino’s, the broader significance relates to future transportation and access planning in the area. He noted the City has agreements with UDOT and local stakeholders to eventually install a future signalized intersection at 2600 North and 300 East, which will become increasingly important as UDOT restricts certain left-turn movements nearby. He emphasized that the road dedication helps realign the intersection and support safer, more functional access, including crosswalks and a shared access easement that preserves entry to the Lee’s Marketplace parking area. He also explained that the City has RDA funding tied to ensuring this key access is maintained, since changes to traffic patterns could otherwise limit entry points and negatively impact one of the City’s major sales tax-generating commercial areas. While the subdivision is straightforward, he stressed that it fits into a larger economic development and roadway access strategy for the area.

0:13:30 **Commissioner Settlemyre made a motion to recommend Preliminary Plat approval of Kate’s Corner 2-Lot Subdivision, subject to the conditions listed in the Staff report. Commissioner Bailey seconded the motion.**

Voting on the motion:

Chair Watson	aye
Vice Chair Green	aye
Commissioner Bailey	aye
Commissioner Gardner	excused
Commissioner Swanson	aye
Commissioner Settlemyre	aye
Commissioner Jorgensen	excused

The motion carried.

5. SITE PLAN REVIEW – PANDA EXPRESS RESTAURANT & DRIVE-THRU CONSIDERATION AND ACTION FOR A SITE PLAN APPROVAL FOR THE PANDA EXPRESS RESTAURANT & DRIVE-THRU BUILDING AND SITE IMPROVEMENTS, LOCATED AT APPROXIMATELY 320 EAST 2600 NORTH

0:14:51 Ryan Nunn, Planner II, presented the site plan review for a Panda Express located on the second lot of the previously approved subdivision, noting it includes a dual drive-thru restaurant layout. He explained that staff had moved conditions to the top of the report for clarity and identified several code compliance issues that needed to be addressed before approval. He stated the building's street-facing elevation did not fully meet code requirements for transparency and exterior design, which require an exterior door and 50% window coverage; staff recommended allowing the previously approved "spandrel glass" solution in lieu of true see-through windows. Ryan also noted that architectural features should be added at required intervals on the drive-thru-facing elevations to meet design standards. Additional conditions included ensuring building and parking lot lighting and trash enclosure design are included in the building permit, and requiring a shared parking agreement between the two lots since parking is split between them. He also highlighted the need to extend pedestrian connectivity beyond the current sidewalk connection along 2600 North through the site and into adjacent properties, ideally linking to 300 East along the internal access easement. With these conditions in place, staff recommended approval of the site plan and indicated the applicant was available for questions.

0:20:35 The Planning Commission and staff discussed how to structure the motion for approval of the Panda Express site plan and whether the five staff conditions needed to be explicitly listed in the motion. Staff clarified that the conditions should be formally called out, not just referenced generally. The applicant confirmed there were no objections to the conditions, including cross-access and shared parking agreements, architectural requirements such as glazing and façade treatments, and pedestrian connectivity improvements. She also noted related agreements were already being drafted and that architectural concerns had been reviewed by their design team.

Commissioners then raised concerns about the building's "back-of-house" orientation toward 2700 North, particularly the visibility of service doors, blank wall areas, and trash enclosure placement, with several members expressing that the design lacked an inviting street-facing presence. While acknowledging similar patterns in nearby commercial developments, some Commissioners emphasized consistency with prior projects that had been required to include enhanced glazing and architectural features. Discussion also addressed safety and functionality concerns related to trash enclosure access, truck circulation, and pedestrian pathways. The applicant clarified operational details, including side access doors for service areas to reduce pedestrian-vehicle conflicts.

Commissioners debated whether existing staff conditions were sufficient or whether additional requirements should be imposed to improve façade quality and street presence. Some members supported strengthening the façade requirements, referencing prior projects such as Ben Lomond Fitness as examples where glazing and architectural conditions improved outcomes. Staff and Commissioners also discussed broader planning realities along 2600 North and Washington Boulevard, noting that auto-oriented development patterns make pedestrian-oriented design more challenging but still subject to code-based improvements.

Ultimately, there was general agreement that the project could proceed with staff conditions, with an emphasis that architectural façade and glazing requirements be clearly stated as enforceable conditions of approval to ensure compliance and improve the street-facing appearance.

0:38:54 Vice Chair Green motioned to approve the Panda Express site plan and drive-thru restaurant at approximately 320 East and 2600 North, subject to the conditions in the Staff report, with particular emphasis on ensuring glazing and architectural features are provided on the street-facing façade, specifically the south elevation. Commissioner Swanson seconded the motion.

Voting on the motion:

Chair Watson	aye
Vice Chair Green	aye
Commissioner Bailey	aye
Commissioner Gardner	excused
Commissioner Swanson	aye
Commissioner Settlemyre	aye
Commissioner Jorgensen	excused

The motion carried.

6. **SITE PLAN REVIEW – WHITEWOOD COTTAGE TOWNHOMES**
CONSIDERATION AND ACTION FOR A SITE PLAN APPROVAL FOR THE
WHITEWOOD COTTAGE TOWNHOMES, 6 UNITS, LOCATED AT
APPROXIMATELY 2679 NORTH 450 EAST

0:40:10 Scott Hess, Community and Economic Development Director, presented the proposed townhome development and explained that staff had revised the format of the staff report to place background information, recommended conditions of approval, and the staff recommendation at the beginning for easier review. He noted that the property had previously been rezoned from Residential City Center to R-4 by the City Council on December 12, 2023, and that zoning approvals remain with the property regardless of project timing. The original site plan was approved by the Planning Commission on June 19, 2024, but later expired after the project stalled due to unresolved stormwater management issues.

Scott explained that the property now has a new project manager and builder, but the proposal before the Commission is effectively identical to the site plan approved in 2024. The project includes a minor subdivision involving six lots on approximately one-half acre, meeting the R-4 zoning density limit of up to 15 units per acre. No roadway dedications are required because sufficient right-of-way already exists, though sidewalk, curb, and gutter improvements will be installed. Because the subdivision contains fewer than ten lots and involves no public improvements to be accepted by the City, it will be handled administratively rather than returning to the Planning Commission. Scott stated that the project complies with the required 50 percent open space standard, though the site layout is very tight. He noted that during the original review, the Planning Commission required a 30-foot rear yard setback where the R-4 zone adjoins a single-family residential zone. Maintaining that setback resulted in a reduced front yard setback of 28.42 feet. The Commission previously determined that the high-quality design, building spacing, materials, two-car garages, and long driveways justified the setback adjustment under the design standards. He reported that the landscape plan appears to comply with City code and will be reviewed again at the time of certificate of occupancy. Scott also noted ongoing discussions regarding landscaping standards, as the original plan relied heavily on xeriscaping and rock landscaping, while current code standards emphasize green open space. A lighting plan has not yet been submitted, and staff is requesting information on the location of light poles. He explained that pole placement and spacing can be reviewed during the building permit process and do not need to delay site plan approval.

Scott concluded that staff views the proposal as a strong infill development due to its location across from a heavily used City park and within walking distance of local schools without requiring students to cross major roads.

He stated that the surrounding Residential City Center area contains a variety of housing and land uses, making the proposed six-unit attached housing project compatible with the neighborhood. Although no affordability requirements were included when the project was originally approved, Scott noted that attached housing is generally more affordable than detached single-family homes. Staff therefore recommended approval of the application subject to the conditions outlined in the staff report. Applicant representative Cole Rowser was present to answer questions.

0:47:18 Cole Rowser, applicant representative, stated that the project remains consistent with the previously approved plans and that the development team intends to follow the original design. In response to questions about site lighting, Cole said the applicant is willing to work with City staff on the placement of any required light poles. Commissioner Swanson expressed support for using dark-sky-friendly lighting to minimize light pollution, although he acknowledged it is not currently required by City code. Jon Call responded that the City's engineering standards already utilize lighting fixtures that are more dark-sky friendly than older streetlights and indicated that the project would use the City's standard lighting design.

0:49:11 **Commissioner Swanson motioned to approve the Whitewood Cottage Townhomes site plan, subject to the five conditions of approval outlined in the Staff report. Vice Chair Green seconded the motion.**

Voting on the motion:

Chair Watson	aye
Vice Chair Green	aye
Commissioner Bailey	aye
Commissioner Gardner	excused
Commissioner Swanson	aye
Commissioner Settlemire	aye
Commissioner Jorgensen	excused

The motion carried.

7. **PRELIMINARY PLAT APPROVAL – ARROWLEAF MEADOWS SUBDIVISION**
CONSIDERATION AND ACTION FOR PRELIMINARY PLAT APPROVAL OF
THE ARROWLEAF MEADOWS SUBDIVISION, 44 LOTS AND BOUND BY A
DEVELOPMENT AGREEMENT, LOCATED AT APPROXIMATELY 1978
NORTH 1150 EAST

0:51:21 Scott Hess, Community and Economic Development Director, presented the preliminary plat application, noting that it followed an annexation, rezoning, and development agreement process that had been reviewed multiple times by both the Planning Commission and City Council. He explained that the project was annexed and zoned R-1-8 with a development agreement in early 2026 and that the developer had since made significant progress on engineering and infrastructure design.

Scott stated that the project is substantially engineered and is closer to a final plat than a traditional preliminary plat. He reviewed compliance with R-1-8 zoning standards, including lot widths, lot sizes, and frontage requirements, and confirmed that all lots meet applicable standards. He also noted that the development agreement allows corner lots to remain at 8,000 square feet rather than the standard 9,000 square feet. The plat includes 925 East as a public street, as required by the development agreement, while the remaining streets are private roads with narrower cross-sections and single-sided sidewalks. Scott explained that the proposal complies with both the development agreement and subdivision requirements. He noted that additional work is needed on the design of the detention pond and associated open space amenities, but staff believes those details can be resolved prior to final plat approval.

Scott stated that the subdivision remains consistent with the concept plan approved by the City Council and represents the next step in a project that generated significant public interest throughout the annexation and rezoning process. Staff recommended preliminary plat approval subject to the requirements of the development agreement, technical review committee recommendations, the engineer's memorandum, and staff conditions.

0:56:19 Applicant Derek Terry stated that the development team is following the approved direction and applying it to the plat as required. He added that they will continue working with City staff on remaining requirements in order to complete the final plat.

0:56:55 John Telle, a North Ogden resident, expressed concern about drainage and flooding impacts related to the proposed development. He noted that part of the site appears to be swampy and questioned how existing and future land drains would connect to the new private development. He stated that his neighborhood recently experienced basement flooding during a storm event and emphasized uncertainty about whether the issue was properly tied to existing drainage and sewer systems. He requested that drainage and stormwater plans be clearly defined and fully engineered before the project is approved, particularly to ensure the swamp area is properly addressed.

1:00:34 Kate Przybycien, a North Ogden resident, thanked the Planning Commission for their time and efforts on the matter and acknowledged the long process for the community.

She expressed a desire for continued collaboration to ensure the area remains a desirable place for both current and future residents. While recognizing that change is inevitable, she asked decision-makers to consider the impacts of development on neighborhood character and beauty, noting that existing residents have invested significant time, emotion, and resources in their homes.

1:01:58 Mindy Albee, a North Ogden resident, identified several apparent errors in the subdivision plat documents prior to approval. She noted a discrepancy between the staff report and plat regarding snow storage easements, stating that the plat should properly dedicate these easements rather than only label them as proposed areas. She also pointed out that the surveyor's certificate incorrectly references Weber County zoning instead of North Ogden. In addition, she raised concern that the plat note on lot size uses "average lot size" rather than the minimum 8,000 square feet required by the development agreement, and requested that the language be corrected to match the agreement. She concluded by emphasizing the importance of ensuring all documents are accurate and consistent with community standards and the development agreement.

1:04:30 John Telle, a North Ogden resident, expressed concern about the elevation difference between their property and the nearby swamp area, noting that the swamp sits lower by a couple of feet. He asked what the developer plans to do regarding grading and retaining the elevation difference between properties, including how any necessary walls or fill would be handled.

1:05:14 Mr. Blanchette, a North Ogden resident, asked whether the development would still prohibit basements or if basements were planned for the homes.

1:05:53 Derek Terry, applicant, stated that he would work with staff to make requested revisions, including snow storage and other final plan details. He explained that stormwater would be managed through land drains or storm drains behind the homes and suggested this system would improve existing drainage conditions and help address flooding concerns on the site. In response to a previous question, Derek clarified that the development agreement prohibits full basements.

1:07:41 Scott Hess, Community and Economic Development Director, thanked Mindy Albee for identifying issues in the plat and explained that minor errors like copied plat language are common and are typically corrected at the final plat stage. He noted that snow storage designations are flexible in practice and depend on actual snow placement during plowing. Regarding drainage, he explained that while a right-of-way and utility easements exist in the area, the underground land drain itself is not owned or maintained by the City, and its ownership and capacity are unclear, making it an engineering issue that must be resolved by the developer.

The developer stated they are working with City staff and engineers to resolve drainage and infrastructure questions as the project moves toward final plat approval. Scott added that preliminary plat approval focuses on basic compliance such as lot sizes and access, while more detailed engineering issues are addressed later through staff review. He emphasized that all required engineering and code standards must still be met before construction can proceed, and that outstanding technical questions will be resolved during the final plat process.

1:11:16 Commissioner Settlemyre raised a concern about the proposed hammerhead turnaround design, questioning whether it meets City requirements for fire access due to its distance from the street. Scott Hess responded that the design has been reviewed in coordination with the Fire Marshal through the technical review process. He explained that the roadway length complies with the 600-foot standard and that fire access requirements, including turnaround capability and hydrant spacing to structures, are evaluated as part of fire review. He noted that final approval of the hammerhead is still subject to Fire Marshal sign-off and further staff review before approval is finalized.

1:13:22 Commissioner Swanson made a motion to recommend Preliminary Plat approval of Arrowleaf Meadows Subdivision, subject to the conditions of approval stated in this meeting. Commissioner Settlemyre seconded the motion.

Voting on the motion:

Chair Watson	aye
Vice Chair Green	aye
Commissioner Bailey	aye
Commissioner Gardner	excused
Commissioner Swanson	aye
Commissioner Settlemyre	aye
Commissioner Jorgensen	excused

The motion carried.

8. PUBLIC COMMENTS

1:13:59 Kate Przybycien, a North Ogden resident, urged the Planning Commission to consider public health impacts when making land use decisions, using a proposed Panda Express as context. She cited local obesity statistics and encouraged the City to prioritize community well-being in future development choices rather than defaulting to existing trends.

She advocated for planning approaches that support healthier lifestyles, including improved walkability, safer biking access, expanded parks and green spaces, and better access to healthy food options such as grocery stores and farmers markets. She also emphasized the benefits of community design that promotes social interaction, mental health, and overall quality of life.

1:16:34 Mindy Albee, a North Ogden resident, commented positively on the structure of the meeting, stating that she appreciated having general public comments at the beginning followed by agenda-specific discussion. She felt this format was fair, improved participation, and helped keep comments relevant during deliberations, and she encouraged continuing this approach in future meetings.

1:17:13 John Telle, a North Ogden resident, raised a final concern about deteriorating and unclear trail signage on the nearby mountain trails east of his home. He noted missing, damaged, or graffiti-covered signs and rotting posts, which make it difficult for users to navigate between local trails. John requested that the responsible entity repair and improve the trail signage for better clarity and usability.

9. **REMARKS - PLANNING COMMISSIONERS**

1:18:22 Commissioner Swanson responded that while he appreciated the public health concerns raised about fast food and obesity, the Planning Commission is legally limited to applying existing zoning codes and cannot deny a permitted commercial use if it complies with those codes. He explained that regulating or restricting certain types of businesses would require changes to the City's ordinances, which would need to be addressed by the City Council rather than the Planning Commission. He encouraged the speaker to raise the issue with council members if they want to pursue policy changes. He also commented positively on the meeting format.

1:20:38 Commissioner Settlemyre discussed trail maintenance responsibility, noting that the Trails Foundation of Northern Utah (TFNU) is a volunteer group that helps maintain nearby National Forest trails. He also asked whether updates to City landscaping requirements could be scheduled for future discussion. Scott Hess responded that updates are necessary due to drought conditions and significantly reduced water allocations from Pineview Reservoir, which will limit allowable landscaping such as turf, trees, and plantings. He explained that these water constraints will likely require changes to City standards and will affect how staff administers future development requirements. Commissioner Settlemyre then requested that the topic be placed on an agenda for further discussion.

1:22:33 Commissioner Bailey commented on upcoming landscaping code considerations, noting that commercial projects already have access to civil engineering and irrigation professionals, making compliance relatively straightforward. He suggested that for residential landscaping, the City (possibly in collaboration with nearby municipalities) could provide clearer guidance by working with an arborist or similar expert to create a recommended plant list suited for Northern Utah and water-wise conditions. He emphasized that even experienced professionals struggle to choose appropriate plants and that better educational resources or examples could help residents make informed, sustainable landscaping choices.

Commissioner Bailey voiced his support of adopting dark sky lighting standards, noting that similar requirements are already common in other jurisdictions and are easy to implement. He explained that compliance typically involves selecting approved outdoor lighting fixtures and ensuring they are dark sky compliant, such as downward-facing soffit lighting and wall sconces. He added that these standards are not burdensome for applicants and could be incorporated into local ordinances without significant difficulty.

10. **REPORT – COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR**

1:26:45 Scott Hess discussed scheduling challenges for upcoming Planning Commission meetings, noting that agendas are becoming very large and the Commission will not be canceling meetings despite conflicts, including a scheduled City event. He emphasized the importance of planning work, particularly on the General Plan, while also acknowledging the time burden of administrative items and the need to respect Commissioners' time. He then shifted to economic development, describing recent commercial projects like new restaurants and retail businesses as incremental but important sources of long-term revenue for the City. Using Panda Express as an example, he explained how sales tax and property tax generated from such developments contribute significantly to the City's general fund and help support essential services like public safety, infrastructure, and maintenance. He noted that while residential growth increases demand on services, balanced commercial growth helps maintain a stable revenue mix and reduces pressure to raise property taxes. He concluded by encouraging Commissioners to view individual development decisions as part of broader, long-term fiscal sustainability for the community.

1:31:59 Ryan Nunn supported the discussion by emphasizing the importance of the General Plan in identifying appropriate infill development areas within the City. He noted that housing growth typically drives later economic development, and that encouraging residential infill can help attract future commercial uses.

11. REMARKS – CITY MANAGER/ATTORNEY

1:32:51 Jon Call made three comments. He first promoted a local Missoula Children's Theatre performance in the City, encouraging community attendance. He then noted that the City Council did not approve a property tax increase for the year and clarified that any tax increases residents see would come from other taxing entities such as the fire district, county, or schools rather than the City. Finally, he suggested the Planning Commission may want to discuss which types of applications should continue coming before them, since many current items are administrative in nature and could potentially be handled at staff level, given the limited discretion the Commission has on some approvals.

1:34:46 A discussion focused on whether Planning Commission agendas could be streamlined by reducing or delegating certain administrative items. Commissioners suggested options like removing non-controversial items, using consent agendas, or shifting more approvals to staff, while noting concerns about fairness and perception toward applicants. Staff explained that many items are already administrative under State law and could be handled differently if the City chose to adjust its process, though final plats must remain staff-level. Overall, the group agreed the issue may be worth further policy discussion due to increasing agenda volume.

12. ADJOURNMENT

Commissioner Bailey motioned to adjourn the meeting.

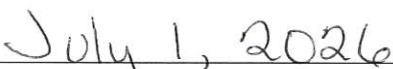
The meeting adjourned at 7:42 p.m.



Nissa Green
Planning Commission Vice Chair



Joyce Pierson
Deputy City Recorder



Date Approved