



RIVERDALE CITY PLANNING COMMISSION AGENDA
CIVIC CENTER - 4600 S. WEBER RIVER DR.
TUESDAY, OCTOBER 13, 2026

5:30 p.m. – Planning Commission Work Session

The purpose of the work session is to review maps, plans, paperwork, conduct training, etc. No motions or decisions will be considered during this session, which is open to the public.

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

A. Welcome & Roll Call

B. Public Comment

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

C. Presentations and Reports

1. Community Development Update

D. Consent Items

1. Consideration of Meeting Minutes from:
[September 22, 2026 Regular Meeting & Work Session](#)

E. Action Items

1. Consideration to set a public hearing to consider a general plan amendment and a rezone request for the Schwab Property located at the corner of 1500 W and Ritter Drive
2. [Consideration to forward a recommendation to City Council for approval of a proposed Bank of America Site Plan located at 1055 West Riverdale Road](#)
3. [Consideration to approve a preliminary subdivision plat for Riverside Flats Planned Development located at 690 West 4400 South](#)
4. [Consideration to forward a recommendation to City Council on a proposed Site Plan for Riverside Flats Planned Development Subdivision located at 690 West 4400 South](#)
5. Consideration to forward a recommendation to City Council on a proposed Development Agreement for Riverside Flats Planned Development Subdivision

F. Comments

1. Planning Commission
2. City Staff

G. Adjournment

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted on this 9th day of October 2026 at the following locations: 1) Riverdale City Hall Noticing Board 2) the City website at <http://www.riverdaleutah.gov/> and 3) the Public Notice Website: <http://www.utah.gov/pmn/index.html>.

Michelle Marigoni
Riverdale City Recorder

Minutes of the **Work Session** of the Riverdale City **Planning Commission** held Tuesday September 22, 2026 at 5:30 p.m., at the Civic Center, 4600 S Weber River Dr, Riverdale City, Weber County, Utah.

Present:

Commissioners:

Colleen Henstra, Vice Chair

Laura Hilton, Commissioner

Melissa Carey, Commissioner

Cody Hansen, Commissioner

City Employees:

Brandon Cooper, Community Development Director

Michelle Marigoni, City Recorder

Excused:

Rikard Hermann, Chair

Jason Francis, Commissioner

Alan Bowthorpe, Commissioner

Visitors:

The Planning Commission Work Session began at 5:35 p.m. Commissioner Henstra welcomed everyone to the meeting. She stated for the record that all members of the Planning Commission were present except for Commissioners Hermann and Francis, who were excused. Councilmember Bowthorpe was absent. Members of the city staff were also present.

Vice Chair Henstra turned the time over to Mr. Cooper, who briefly went over the agenda for the regular meeting and started reviewing the Title 10 updates.

Adjournment

As there was no further business to discuss, the Planning Commission Work Session adjourned at 5:57 p.m.

Date Approved:

Minutes of the **Regular Session** of the Riverdale City **Planning Commission** held Tuesday, September 22, 2026, at 5:30 p.m., at the Civic Center, 4600 S Weber River Drive., Riverdale City, Weber County, Utah.

Present:

Commissioners:	Colleen Henstra, Vice Chair Laura Hilton, Commissioner Melissa Carey, Commissioner Cody Hansen, Commissioner
City Employees:	Brandon Cooper, Community Development Director Michelle Marigoni, City Recorder
Excused:	Rikard Hermann, Chair Jason Francis, Commissioner Alan Bowthorpe, Commissioner
Visitors:	

A. Welcome & Roll Call

The Planning Commission Meeting began at 6:00 p.m. Commissioner Henstra welcomed everyone to the meeting and stated for the record that all members of the Planning Commission were present except for Commissioner Carey. Members of the city staff were also present.

B. Public Comment

Commissioner Henstra opened the floor for public comments. There was no public comment.

C. Presentations and Reports

1. Community Development Update

Mr. Cooper presented the Community Development Update:

The roundabout on 1050 is nearing completion. Officials are exploring funding to install a vertical art piece in the center, potentially themed around aerospace to reflect the city's ties to Hill Air Force Base.

Utility and road improvements are currently underway on 300 West behind Lowe's, with officials advising residents to avoid the area if possible due to construction difficulties.

The River Park retail project on 1050 is progressing with the building already framed. The Ruby River/Cabin project currently has no formal updates, as no submission has been received from the development group.

Consent Items

1. Consideration of Meeting Minutes from:

September 8, 2026 Work Session & Regular Meeting

The Planning Commission reviewed the draft minutes from the September 8, 2026 Work Session and Regular Meeting.

MOTION: Commissioner Hilton moved to approve the consent items with the correction. Commissioner Carey seconded and all voted in favor.

D. Action Items

1. Public hearing on a legislative decision to amend Riverdale City Code Title 10 Chapter 22 – Planned Development: adding R-4 and R-5 residential zones as eligible zones and other minor corrections.

Mr. Cooper explained that Title 10, Chapter 22 was enacted to replace the previous Planned Residential Unit Development (PRUD) ordinance with a more flexible framework for combining residential, commercial, and mixed-use projects. Although multi-family R-4 and R-5 zones were omitted during initial drafting due to expected low usage, recent development inquiries demonstrated the necessity of including all multi-family classifications under the Planned Development ordinance. Adding R-4 and R-5 eligible zones grants the city land use flexibility for unique projects, such as a proposed townhome development on the vacant parcel north of 4400 South and east of 700 West across from CarMax, allowing for-sale ownership models on private streets and utilities rather than restricting developments to rental products.

MOTION: Commissioner Hansen moved to open the public hearing

SECOND: Commissioner Hilton

Commissioner Hermann: Absent
Commissioner Henstra: Yes
Commissioner Bowthorpe: Absent
Commissioner Hilton: Yes
Commissioner Francis: Absent
Commissioner Carey: Yes
Commissioner Hansen: Yes

Public hearing opened at 6:08 p.m.

Public Comment: No public present.

MOTION: Commissioner Hansen moved to close the public hearing

SECOND: Commissioner Hilton

Commissioner Hermann: Absent
Commissioner Henstra: Yes
Commissioner Bowthorpe: Absent
Commissioner Hilton: Yes
Commissioner Francis: Absent
Commissioner Carey: Yes
Commissioner Hansen: Yes

Public hearing closed at 6:09 p.m.

2. Consideration forward a recommendation to City Council regarding amendments to Riverdale City Code Title 10 Chapter 22 – Planned Development: adding R-4 and R-5 residential zones as eligible zones and other minor corrections.

During Commission discussion, Mr. Cooper reconfirmed that extending Planned Development eligibility to R-4 and R-5 zones provides essential standards and discretionary oversight for specialized townhome configurations.

MOTION: Commissioner Hansen moved to forward a favorable recommendation to City Council to amend Riverdale City Code Title 10 Chapter 22 – Planned Development: adding R-4 and R-5 residential zones as eligible zones and other minor corrections based on the proposal aligning with the cities general plan and goals and objectives.

SECOND: Commissioner Carey

Commissioner Hilton: Yes
Commissioner Hansen: Yes
Commissioner Henstra: Yes
Commissioner Carey: Yes
Commissioner Hermann: Absent
Commissioner Francis: Absent
Commissioner Bowthorpe: Absent

Motion passed unanimously.

3. Title 10 update review

The review was able to be completed during the work session. No further review was necessary.

E. Comments

1. Planning Commission
2. City Staff

F. Adjournment

As there was no further business to discuss, Commissioner Hansen moved to adjourn. Commissioner Hilton seconded the motion. All were in favor and the Planning Commission meeting adjourned at 6:13 p.m.

Date Approved:



Body: Planning Commission
Topic: **Bank of America Site Plan Application**
1055 W Riverdale Road

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

ITEM TYPE

- ☒ Action Item
- ☐ Public Hearing
- ☐ Discussion Item
- ☐ Information Item
- ☐ Other _____

REQUESTED ACTION

Consider forwarding a recommendation to the City Council for approval of the proposed Bank of America branch site plan, subject to the conditions below. This recommendation does not represent final technical clearance or authorization to begin construction.

EXECUTIVE SUMMARY

Bank of America, represented by Spencer Hymas of Galloway, proposes redevelopment of the property at the southwest corner of Riverdale Road and 1050 West for a new bank branch. The project includes a proposed 3,869-square-foot building, surface parking, a covered drive-up ATM, internal circulation, pedestrian improvements, landscaping, and drainage improvements. Access is shown from Riverdale Road and 1050 West – both UDOT owned roads, with the Riverdale Road driveway identified for right-turn-only exiting.

This application is subject to applicable provisions of **Chapter 10 Commercial Zones, Chapter 25 Development in All Zones, Chapter 14 Regulations Applicable to All Zones, Chapter 15 Parking and Access**, and the underlying zone of C-3.

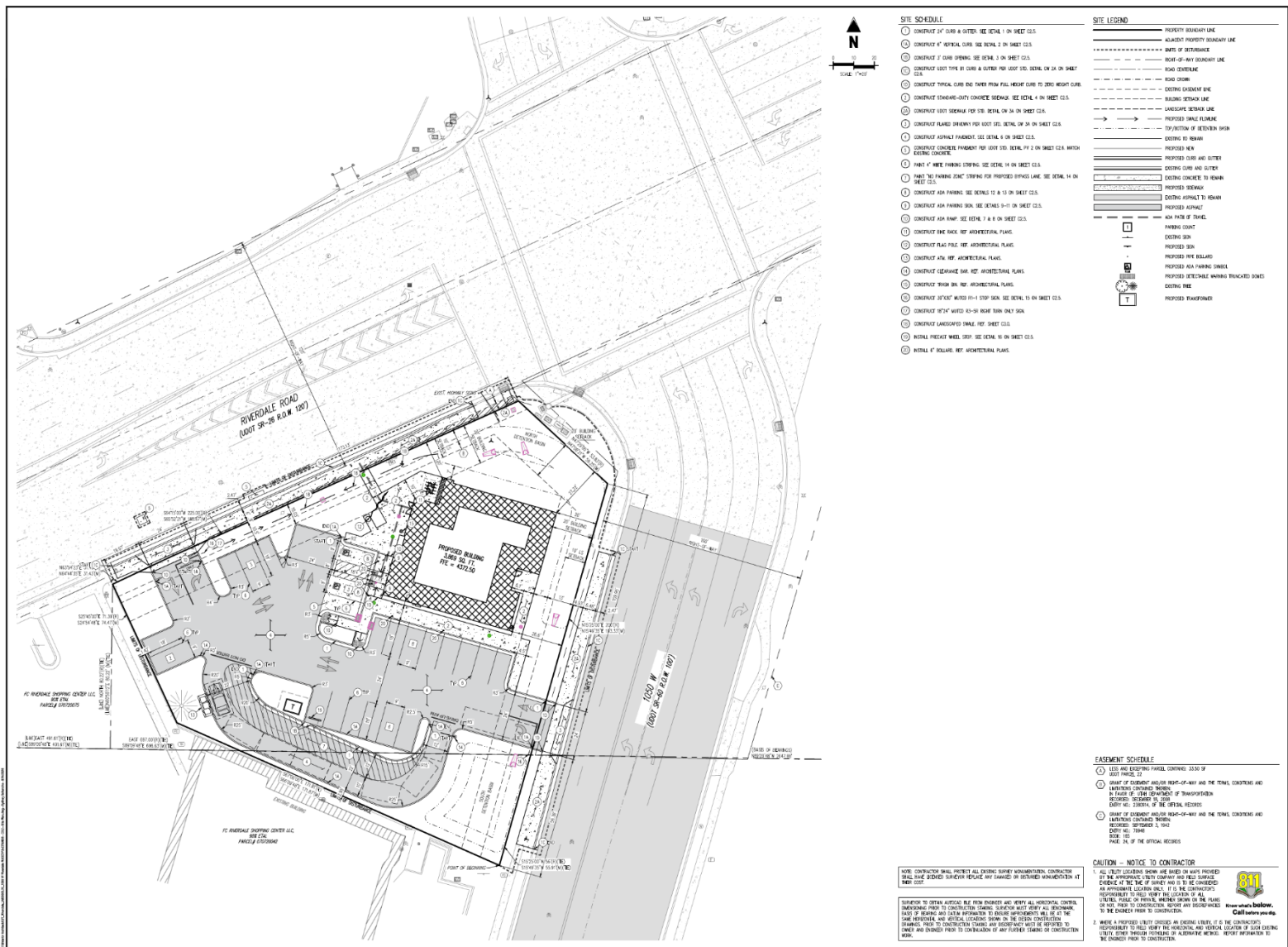
REQUESTED TIMELINE

Planning Commission Meeting – October 13, 2026
City Council Meeting – October 20, 2026



TRANSMITTAL

PROPOSED SITE PLAN





Riverdale
UTAH

TRANSMITTAL

PROPOSED ELEVATIONS



③ EAST - RENDER



③ WEST - RENDER

Planning Commission



PLAN REVIEW

Fire, Police, and Community Development have had all department comments resolved. A few Public Works and Engineering comments remain unresolved at the time of this transmittal, including minor technical issues related to long-term maintenance, water/sewer, and UDOT access. The Financial Guarantee for public improvements and the Public Water Agreement have been finalized and await signature. The Development Review Committee approved the exterior elevations on October 7, 2026.

POTENTIAL ACTIONS

Following discussion and review, the Planning Commission shall:

- Recommend **APPROVAL** of the proposed Site Plan subject to the conditions found in the Staff Report ; or
- Recommend **APPROVAL WITH MODIFICATIONS** of the proposed Site Plan; or
- Recommend **DENIAL**, supported by findings fact.

STAFF CONCLUSION

Staff recommends conditional approval and forwarding the proposal to the City Council, provided the applicant resolves any outstanding site plan review comments and obtains the required departmental clearances before final Council consideration. If the remaining revisions materially alter the building placement, access, parking, or overall site layout, the revised proposal should return to the Planning Commission.

Attachments

Staff Report
Final Site Plan
Architectural Renderings



Body: Planning Commission
Topic: **Riverside Flats Planned Development Subdivision Plat (preliminary) & Site Plan**

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

ITEM TYPE

- ☒ Action Item
- ☐ Public Hearing
- ☐ Discussion Item
- ☐ Information Item
- ☐ Other _____

EXECUTIVE SUMMARY

FZD Riverside Flats, LLC, represented by Brent Malili of Forza Commercial, proposes a 26-unit townhome subdivision and site plan at approximately 690 West 4400 South, east of 700 West and north of 4400 South. The proposal includes six (6) three-story buildings, individual townhome lots, shared private access, landscaped common areas, and a roadway dedication along 4400 South. It is zoned R-5 – Multiple Family Residential.

The submitted plat, titled Riverside Flats Townhomes P.D., contains 55,092 square feet, or 1.26 acres, including 26 lots, common area, and road dedication. The civil plans identify four (4) four-unit buildings and two (2) five-unit buildings, comprising seventeen (17) two-bedroom units and nine (9) three-bedroom units. Each unit is shown with a two-car garage.

This application falls under Riverdale City Code Title 10, Chapter 22, Planned Development. The development will be governed by a development agreement approved by the City Council establishing the approved development plan, project-specific standards, conditions, and obligations.

REQUESTED TIMELINE

Planning Commission Meeting – October 13, 2026
City Council Meeting – October 20, 2026

PLAN REVIEW

The application is being processed under **Riverdale City Code Title 10, Chapter 22**, Planned Development. A development agreement approved by the City Council will govern implementation of the approved site plan, including project-specific standards, conditions of



approval, required improvements, and ongoing obligations. The proposal is also subject to applicable provisions of **Chapter 21 Subdivisions, Chapter 25 Development in All Zones, Chapter 14 Regulations Applicable to All Zones, Chapter 15 Parking and Access, Chapter 28 Residential Landscaping**, and the underlying zone of R-5, except as lawfully modified through the Planned Development approval.

Planned Development/Zoning Considerations. Although the approximately 1.26-acre site is smaller than the three-acre minimum for residential Planned Developments under Section 10-22(2)(c)1, subsection (2)(c)3 expressly authorizes the Planning Commission, acting as the Administrative Land Use Authority, to waive the minimum acreage requirement for sites demonstrating exceptional urban design, connectivity, or redevelopment merit. Staff recommends this waiver based on:

- The project's conversion of a vacant lot into housing within an established developed area;
- Its reduction from the previously approved 45 apartments to 26 townhomes, representing 19 fewer units and an approximately 42 percent reduction in unit count;
- And its coordinated site design incorporating individual garages, shared internal circulation, pedestrian connections, landscaped common areas, recreational amenities, and perimeter screening.

These features support a finding of exceptional redevelopment merit by providing a productive use of an underutilized property, expanding housing options, and improving compatibility with surrounding development. The approved site plan, project-specific standards, and ongoing maintenance obligations will be secured through a development agreement approved by the City Council. The acreage waiver addresses minimum site area only; the project must also be located within an eligible underlying zone under subsection (2)(b).

Access and circulation. The civil site plan shows primary access from 4400 S and a gated emergency connection to 700 W, a fire-truck hammerhead turnaround, and no-parking areas along 4400 S.

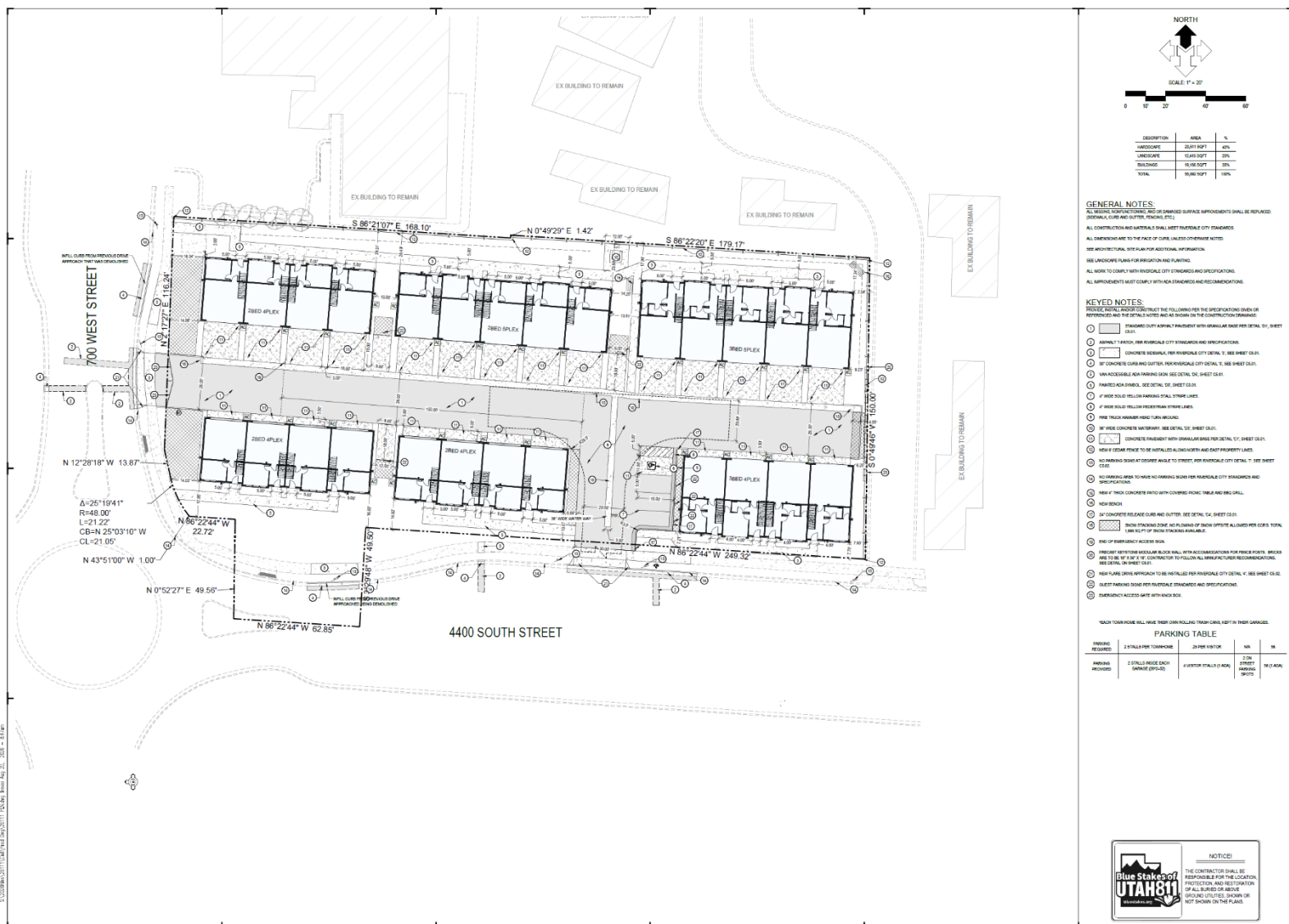
Parking. Sheet *C1.01* lists fifty-two (52) garage spaces, seven (7) visitor spaces including one accessible space, for fifty-nine (59) spaces overall. Riverdale City code 10-15-2(A) requires two (2) parking spaces per dwelling. The proposed project exceeds that requirement by adding 7 visitor stalls and providing 18'x18' driveways on fourteen (14) of the twenty-six (26) units.



Landscaping and amenities. The plans show perimeter planting, lawn, shrubs, ornamental grasses, trees, irrigation, a gazebo or covered picnic area, barbecue facilities, benches, and cedar fencing along the north and east boundaries. The landscape plan lists 6,512 square feet of lawn and 4,742 square feet of hardscape within its stated open-space area.

Drainage and utilities. The civil plans show underground stormwater chambers, water-quality treatment, an outlet-control structure, individual water services, and sanitary sewer improvements. The chamber system lists a design volume of 4,756 cubic feet. Final engineering review is required to resolve minor outstanding storm drain comments.

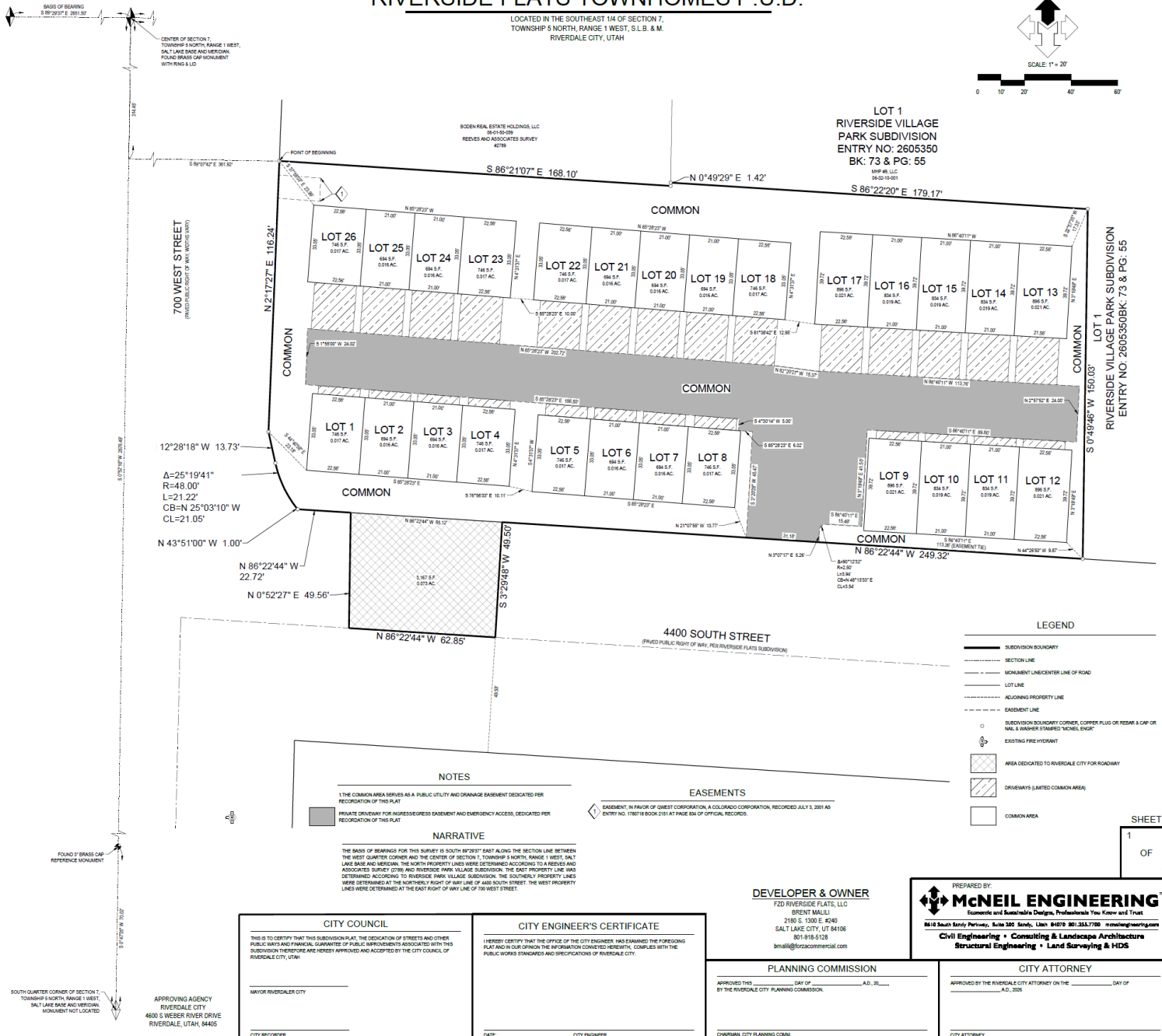
PROPOSED SITE PLAN





SCALE: 1" = 20'

0 10' 20' 40' 60'





POTENTIAL ACTIONS

Pursuant to *Utah Code Title 10, Chapter 20*, the Planning Commission serves in an advisory capacity for the site plan and acts as the land use authority with final approval authority for the preliminary subdivision plat. For the townhome subdivision, the Planning Commission may take the administrative action authorized by Riverdale City Code 10-21-7 by taking one of the following actions:

- **APPROVE** the proposed preliminary subdivision plat, subject to the conditions found in the Staff Report;
- **APPROVE WITH MODIFICATIONS** the proposed preliminary subdivision plat;
- **DENY** the proposed preliminary subdivision plat, supported by findings fact; or
- **TABLE** the proposal to a future date with a request for more information.

For the Planned Development site plan and development agreement, the Planning Commission may take the administrative action authorized by Riverdale City Code 10-22 by taking one of the following actions:

- Recommend **APPROVAL** of the proposed Site Plan and development agreement, subject to the conditions found in the Staff Report;
- Recommend **APPROVAL WITH MODIFICATIONS** of the proposed Site Plan and development agreement;
- Recommend **DENIAL**, supported by findings fact; or
- **TABLE** the proposal to a future date with a request for more information.

STAFF CONCLUSION

Based on the findings and subject to the conditions described in the attached Staff Report, Staff recommends approval of the preliminary townhome subdivision and a favorable recommendation to the City Council on the Planned Development site plan and development agreement.

Attachments

Staff Report
Final Site Plan
Preliminary Subdivision
Draft Development Agreement