RIVERDALE CITY COUNCIL AGENDA
CIVIC CENTER - 4600 S. WEBER RIVER DR.
TUESDAY – APRIL 4, 2023

5:30 p.m. – Work Session
No motions or decisions will be considered during this session, which is open to the public.

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

A. Welcome & Roll Call
B. Pledge of Allegiance – Karina Merrill, Councilmember
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. Utah Jazz Presentation
3. City Council Assignment Reports

F. Consent Items

1. Consideration to approve meeting minutes from:
   March 21, 2023 Council Work Session
   March 21, 2023 Council Meeting
2. Advice and consent regarding the appointment of Randy Poulsen to the Planning Commission to fill a vacant position.

G. Action Items

1. Consideration of Resolution #2023-15 approving the 2023 Annual Wastewater Report.
   Presenter: Shawn Douglas, Public Works Director
2. Consideration of Ordinance #963 amending Title 10, Chapter 15 "Parking Loading Space; Vehicle Traffic and Access" of the Riverdale Municipal Code, regarding residential parking calculations and restaurant drive-through standards.
   Presenter: Mike Eggett, Community Development Director
3. Discussion, direction, and action concerning deadlines on building permits and water rights on new and grandfathered developments.
   Presenter: Steve Brooks, City Administrator

H. Comments
1. City Council
2. City Staff
3. Mayor

I. Training: Strategic Planning

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 30th day of March, 2023 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 and 4) A copy was also provided to the Standard-Examiner.

Michelle Marigoni
Riverdale City Recorder

**The City Council meeting on April 4, 2023 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 with recommended social distancing followed. The Agenda for the meeting is also attached above. **

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

Minutes of the **Work Session** of the **Riverdale City Council** held Tuesday March 21, 2023, at 5:30 p.m., at the Civic Center in the Council Chambers, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

Present: City Council: Braden Mitchell, Mayor
Alan Arnold, Councilmember
Bart Stevens, Councilmember
Steve Hilton, Councilmember
Anne Hansen, Councilmember
Karina Merrill, Councilmember

City Employees: Steve Brooks, City Administrator/Attorney
Mike Eggett, Community Development Director
Stacey Comeau, Human Resources
Scott Brenkman, Police Chief
Jared Sholly, Fire Chief
Michelle Marigoni, City Recorder

Excused:

The City Council Work Session meeting began at 5:30 p.m. Mayor Mitchell welcomed all in attendance and noted for the record that all Councilmembers were present. Members of city staff were also present.

Public Comment:

Michelle Marigoni, City Recorder, said there may be a gentleman speaking about dog licenses.

Presentations and Reports:

Mayor's Report

City Administration Report
a. Department Reports February
b. March Anniversaries Employee Recognition
c. Staffing Authorization Plans
d. Community Development Report

Councilmember Stevens suggested having a matrix to show legislative representatives regarding sales tax. Mr. Brooks said he has spoken to Mr. Cardon about creating this.

Swearing in of new police officers

Flood update/report

Consent Items

1. Consideration to approve meeting minutes from:
February 21, 2023 Council Work Session
February 21, 2023 Council Meeting

No changes to minutes.

Action Items

1. **Consideration of Resolution #2023-13 amending personnel policies 8-2 Travel and Training Expenses, 12-3 Testing Policy, and 9-16 Workers Compensation**

Stacey Comeau said these are basically housekeeping changes on the testing and worker's compensation policies. The per-diem rates have not changed since 2013 and has been updated to the federal per diem rate.

DRAFT

Mayor Mitchell asked if there was an incident causing the change on the testing policy. Staff have been reviewing policies weekly and found updates that need to be made.

2. **Consideration of Resolution #2023-11 approving an interlocal agreement between Riverdale City and Weber County Clerk's Office, Elections Division for services assisting the City in conducting 2023 and 2025 primary and general municipal elections.**

   Mrs. Marigoni explained this is the contract for Weber County to run Riverdale municipal elections.

3. **Consideration of Resolution #2023-14 approving a Surplus Water Sales Agreement with Roy City.**

   Mr. Brooks said Roy City has already approved this contract and Mr. Douglas is on board with the contract.

4. **Consideration of Small Subdivision proposal for Crossroads at Riverdale Subdivision located at approximately 4844 South 1500 West, as requested by Riverdale Commercial Holdings, LLC and AWA Engineering.**

   Mr. Eggett said Alex Knorr would be present to answer questions.

Comments

1. City Council:
   Ms. Hansen asked if Council could get a copy of the account balances monthly.

2. City Staff:

3. Mayor:
   Blair Jones has asked to be removed from the Planning Commission and asked for recommendations. Mr. Eggett explained this would be a shorter term to finish Mr. Jones' term.

Adjournment

Having no further business to discuss, the Work Session was adjourned at 5:51 p.m.

Training Session

SWOT Analysis
Vision Statement

Date Approved:

DRAFT

Minutes of the Regular Meeting of the Riverdale City Council held Tuesday, February 21, 2023, 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 Steve Hilton, Councilmember Anne Hansen, Councilmember Karina Merrill, Councilmember
	City Employees:	Steve Brooks, City Administrator/Attorney Scott Brenkman, Police Chief Jared Sholly, Fire Chief Mike Eggett Stacey Comeau, Human Resources Michelle Marigoni, City Recorder
	Excused:	
	Visitors:	Alex Knorr

DRAFT

Welcome & Roll Call

The City Council meeting began at 6:00 p.m. Mayor Mitchell called the meeting to order and welcomed all in attendance, including all Council Members, City Staff, and members of the public.

Pledge of Allegiance – Alan Arnold, Councilmember
Invocation – Alan Arnold

Public Comment
Mayor Mitchell invited members of the public to speak.

Cami Ellis, Riverdale spoke about the new 1500 West road having the name Cozy Dale removed. She gave a brief history of the area and suggested there should be a new name of Ellis Drive due to the historical significance of the family in that area. She also suggested Orchard Drive. She asked that 1500 West keep a name that is significant to the city.

Mayor Mitchell said he felt like it would be a good idea to apply for a RAMP grant for some way to help Ms. Ellis with the historian duties she takes on.

Presentations and Reports

Mayor's Report

Thanked those who showed up to the Sierra grand opening.
Gave feedback on the door-to-door air quality testing, and sad there was one resident that found an issue and evacuated the home to fix the problem.

Met with Ogden Weber Chamber of Commerce. They explained all of the benefits of the Chamber and communicated about the grand openings. They have strong relationships with the city officials in the area. Mr. Brooks said it was helpful to talk about the City's side of things.

City Administration Report

a. Department Reports January
Sales tax report shows sales tax has dropped again. The current report shows last December, which is not a good indication for future sales.

b. February Anniversaries Employee Recognition
Miranda Rizzi 9 years
Ty Dalton 5 years – award presented by Mayor Mitchell; Chief Brenkman spoke about his dedication and value to the city.

c. Staffing Authorization Plans

d. Community Development Report
Mr. Brooks spoke about grand openings in the area and businesses opening soon.

Swearing in of new police officers
Chief Brenkman announced Sgt. Pippin would be retiring soon. He spoke about what an incredible officer Sgt. Pippin has been and expressed his appreciation for him. He said he was an exceptional employee throughout his entire career.

Officers Noah Shears and Nate Zaugg were introduced by Chief Brenkman and given the oath by Michelle Marigoni, City Recorder.

Flood update/report

Mr. Brooks asked Chief Sholly to give an update.

Chief Sholly:
Have taken a preemptive approach to the potential flood situation.

- Inventoried emergency radios/tested
- Sand stored at trailhead
- Volunteers signed up
- Sandbag fill with volunteers – designated as "lead volunteers"
- Volunteer processes established
- Purchased enclosed trailer for emergency volunteer supplies
- Headgates cleaned out, berms assessed, sandbag areas identified/will be mapped
- Home Depot donated gloves and shovels
- Sam's helped with food, water, and storage materials
- Submitted reimbursement to Weber County for sand, trailer, sandbags, etc. $29,000.
- America First, local churches contacted
- Weber County has pumps if needed

Mr. Arnold asked if there was a way to get the water to the other side of the bridge. Chief Sholly said a main issue was downstream at the 12th street bridge. Weber County is surveying the river with drones to identify problem areas.

Mayor Mitchell suggested heavy equipment be staged near the bridge as a precaution and asked to make sure debris was cleared as much as possible.

The last storm surged the river about one foot, but it is not yet at flood levels.

Mr. Stevens said he was briefed at the Mosquito Abatement meeting. that East Canyon and Echo are full. Pineview and Causey are not full. There is a lagging indicator of the aquifer, which takes a few months to fill up.

Mr. Hilton thanked Chief Sholly for all of the advanced work. Mr. Arnold suggested putting information about cleaning out gutters and drains before there is a problem into the newsletter.

Mr. Brooks gave an update on the hillside where the landslide happened. Randy Koger, fire marshal, has been taking photos and there has been no movement as of yet, but there is a house that is three feet away from having a problem. The City will reach out to the state department that monitors the hillside to check on it. A resident further from the slide has reported hearing noises below her home and the cracks in her driveway have been widening.

Consent Items

1. **Consideration to approve meeting minutes from:**
   February 21, 2023 Council Work Session
   February 21, 2023 Council Meeting

Mayor Mitchell asked if there were any changes to the minutes from February 21. There were no changes.

Councilmember Arnold made a motion to approve the minutes. Councilmember Hilton seconded the motion. All were in favor and the minutes were approved.

Action Items

1. **Consideration of Resolution #2023-13 amending personnel policies 8-2 Travel and Training Expenses, 12-3 Testing Policy, and 9-16 Workers Compensation**

   Stacey Comeau explained the testing and workers compensation policy changes were housekeeping items. The Travel and Training policy is being updated to reflect current federal government per diem rates, as the rates have not been addressed since 2013. The Testing policy update defines what a DOT reportable accident is.

DRAFT

Motion: Councilmember Arnold made a motion to approve Resolution 2023-13 amending personnel policies 8-2 Travel and Training Expenses, 12-3 Testing Policy, and 9-16 Workers Compensation.
Second: Councilmember Hilton

Councilor Merrill:	Yes
Councilor Arnold:	Yes
Councilor Hilton:	Yes
Councilor Hansen:	Yes
Councilor Stevens:	Yes

Motion passes unanimously.

2. **Consideration of Resolution #2023-11 approving an interlocal agreement between Riverdale City and Weber County Clerk's Office, Elections Division for services assisting the City in conducting 2023 and 2025 primary and general municipal elections.**

Motion: Councilmember Arnold made a motion to approve Resolution #2023-11 approving an interlocal agreement between Riverdale City and Weber County Clerk's Office, Elections Division for services assisting the City in conducting 2023 and 2025 primary and general municipal elections.
Second: Councilmember Merrill

Councilor Stevens:	Yes
Councilor Merrill:	Yes
Councilor Arnold:	Yes
Councilor Hilton:	Yes
Councilor Hansen:	Yes

Motion passes unanimously.

3. **Consideration of Resolution #2023-14 approving a Surplus Water Sales Agreement with Roy City.**

Mr. Brooks noted this has already been approved by Roy City Council and Public Works is on board. The agreement is to provide culinary water to several Riverdale residents. He went over some details of the agreement. Mr. Stevens asked if the purchased water was being metered. Mr. Brooks said Riverdale is only paying for the water used with a maximum amount of water to be provided.

Motion: Councilmember Arnold made a motion to approve Resolution 2023-14 approving a Surplus Water Sales Agreement with Roy City.
Second: Councilmember Hansen

Councilor Hansen:	Yes
Councilor Stevens:	Yes
Councilor Merrill:	Yes
Councilor Arnold:	Yes
Councilor Hilton:	Yes

Motion passes unanimously.

4. **Consideration of Small Subdivision proposal for Crossroads at Riverdale Subdivision located at approximately 4844 South 1500 West, as requested by Riverdale Commercial Holdings, LLC and AWA Engineering.**

Mr. Eggett briefly went over the items in the packet and said Alex Knorr was present to represent Riverdale Commercial Holdings. The plat was favorably recommended by the Planning Commission.

Motion: Councilmember Arnold made a motion to approve the Crossroads at Riverdale Subdivision located at approximately 4844 South 1500 West, as requested by Riverdale Commercial Holdings, LLC and AWA Engineering.
Second: Councilmember Merrill

Councilor Hilton:	Yes
Councilor Stevens:	Yes
Councilor Hansen:	Yes
Councilor Arnold:	Yes
Councilor Merrill:	Yes

DRAFT

Motion passes unanimously.

Comments

1. **City Council:**

2. **City Staff:**

Rich Taylor reported he was informed at a conference that Riverdale was selected by the Utah Jazz as the youth program of the year, which included a $2500 check and a presentation at an awards banquet. Bailey C at the Community Center applied for the award. The Utah Jazz may send players to a council meeting. Mr. Arnold and Mayor Mitchell recognized Bailey's excellent performance in dealing with coaches and parents.

Riverdale also applied for the Healthy Utah designation.

Mr. Brooks: The crosswalk under I-84 should be built this year. The 1050 west roundabout was put on hold because UDOT did not have record of a public hearing happening. The documentation was found and sent to the engineer, so the roundabout should be able to move forward.

Mr. Brooks said the Riverdale City Facebook page is the official social media, and not the Riverdale City Citizens page. Comments need to be made on the official page and then can be possibly linked to the citizens page.

Mr. Stevens said there was an email sent from reporter about the trailer park. He felt the questions were biased, so he called the reporter and said he would speak to her if she only acknowledged he was speaking as a resident, and not a councilmember. The reporter was agreeable. Mr. Brooks said he understood that they need to respond to citizens, but cautioned against

3. **Mayor:**
Bailey will oversee the parade this year. Mayor Mitchell is hoping to have a better parade than previous years. He said he would like to pursue the Ellis Drive designation.

Adjournment

Having no further business to discuss, Councilmember Arnold moved to adjourn the meeting. Councilmember Merrill seconded. The meeting was adjourned at 7:04 p.m.

Training Session

SWOT Analysis

Vision Statement

Date Approved:

DRAFT

RIVERDALE CITY
CITY COUNCIL AGENDA
April 4, 2023

AGENDA ITEM: G1

SUBJECT: **Consideration of Resolution #2023-15 approving the 2023 Annual Wastewater Report.**

PRESENTER: Shawn Douglas, Public Works Director

INFORMATION:

a. Executive Summary
b. Resolution 2023-15
c. 2023 Annual Wastewater Report

BACK TO AGENDA

City Council Executive Summary

For the Council meeting on:	Petitioner:
April 4, 2023	Shawn Douglas, Public Works Dir.

Summary of Proposed Action

Consideration of Resolution No. 2023-15 accepting the Annual Municipal Wastewater Report.

Summary of Supporting Facts & Options

The Municipal Wastewater Planning Program is required by the State Division of Water Quality. We have completed the report as required by the Division of Water Quality. Our system is in good condition and the maintenance program that we have in place keeps it functioning well. During the last year we did not have any wastewater backups or overflows. I would recommend approval of the resolution.

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. 2023-15

A RESOLUTION ADOPTING THE ANNUAL MUNICIPAL WASTEWATER REPORT COVERING ALL AREAS WITHIN THE INCORPORATED BOUNDARIES OF RIVERDALE CITY.

WHEREAS, the City Council of Riverdale recognizes the importance of a waste water program to cover the areas of Riverdale City; and

WHEREAS, the City finds that in order to meet the requirements of the state of Utah's Sanitary Sewer Management Program and other entities, that certain items need to be performed and recorded; and

WHEREAS, the Council finds that it is in the best interest of the City and will promote the health, safety and general welfare of the community to review and accept the annual municipal waste water report as prepared by the Public Works Department for 2023, and directs them to take all appropriate actions and complete the necessary documentation in order to remain complaint with any state and federal requirements under the Waste Water Management Plan for the Riverdale City.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Riverdale that the annual municipal waste water report has been prepared, reviewed accepted and deemed accurate as set forth in Attachment "A" and is hereby accepted and adopted as the official position of Riverdale City and that the City take all appropriate actions and complete the necessary documentation in order to remain compliant with any state and federal requirements under the Waste Water Management Plan for the city of Riverdale.

Passed the _____ day of April, 2023.

RIVERDALE CITY

By: _____
Braden Mitchell, Mayor

Attest:

_____
Michelle Marigoni, City Recorder

VOTE:

Alan Arnold	___Yes	___ No	___Absent
Bart Stevens	___ Yes	___ No	___ Absent
Steve Hilton	___ Yes	___ No	___ Absent
Anne Hansen	___ Yes	___ No	___ Absent
Karina Merrill	___ Yes	___ No	___ Absent

Attachment A

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
WATER QUALITY

Municipal Wastewater Planning Program (MWPP) Annual Report for the year ending 2022 RIVERDALE CITY

SUBMIT BY APRIL 15, 2023

Are you the person responsible for completing this report for your organization?

- ○ **Yes**
- ○ No

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NOTE: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. Completion of the collection section meets the annual reporting requirement for the USMP. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of that assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance, please send an email to wqinfodata@utah.gov and we will contact you as soon as possible. You may also visit our Frequently Asked Questions page.

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UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
WATER QUALITY

Municipal Wastewater Planning Program (MWPP)
Annual Report
for the year ending 2022
RIVERDALE CITY

Financial Evaluation Section

Form completed by:

Shawn Douglas

Part I: GENERAL QUESTIONS

	Yes	No
Are sewer revenues maintained in a dedicated purpose enterprise/district account?	○	○

	Yes	No
Are you collecting 95% or more of your anticipated sewer revenue?	○	○
Are Debt Service Reserve Fund[6] requirements being met?	○	○

What was the annual average User Charge[16] for 2022?

26.50

Do you have a water and/or sewer customer assistance program* (CAP)?

○ Yes

○ **No**

Part II: OPERATING REVENUES AND RESERVES

	Yes	No
Are property taxes or other assessments applied to the sewer systems[15]?	○	○

	Yes	No
Are sewer revenues[14] sufficient to cover operations & maintenance costs[9], and repair & replacement costs[12] (OM&R) at this time?	○	○
Are projected sewer revenues sufficient to cover OM&R costs for the ***next five years***?	○	○
Does the sewer system have sufficient staff to provide proper OM&R?	○	○
Has a repair and replacement sinking fund[13] been established for the sewer system?	○	○
Is the repair & replacement sinking fund sufficient to meet anticipated needs?	○	○

Part III: CAPITAL IMPROVEMENTS REVENUES AND RESERVES

	Yes	No
Are sewer revenues sufficient to cover all costs of current capital improvements[3] projects?	○	○
Has a Capital Improvements Reserve Fund[4] been established to provide for anticipated capital improvement projects?	○	○
Are projected Capital Improvements Reserve Funds sufficient for the ***next five years***?	○	○
Are projected Capital Improvements Reserve Funds sufficient for the ***next ten years***?	○	○
Are projected Capital Improvements Reserve Funds sufficient for the ***next twenty years***?	○	○

Part IV: FISCAL SUSTAINABILITY REVIEW

	Yes	No
Have you completed a Rate Study[11] within the last five years?	○	○
Do you charge Impact fees[8]?	○	○

	Yes	No
Have you completed an Impact Fee Study in accordance with UCA 11-36a-3 within the last five years?	○	○
Do you maintain a Plan of Operations[10]?	○	○
Have you updated your Capital Facility Plan[2] within the last five years?	○	○

	Yes	No
Do you use an Asset Management[1] system for your sewer systems?	○	○

Describe the Asset Management System (check all that apply)

- ☐ Spreadsheet
- ☐ GIS
- ☐ Accounting Software
- ☐ **Specialized Software**

☐ Other

	Yes	No
Do you know the total replacement cost of your sewer system capital assets?	○	○

	Yes	No
Do you fund sewer system capital improvements annually with sewer revenues at 2% or more of the total replacement cost?	○	○
What is the sewer/treatment system annual asset renewal* cost as a percentage of its total replacement cost?	○	○

What is the sewer/treatment system annual asset renewal* cost as a percentage of its total replacement cost?

3

Part V: PROJECTED CAPITAL INVESTMENT COSTS

Cost of projected capital improvements

	Cost	Purpose of Improvements		
	Please enter a valid numerical value	Replace/Restore	New Technology	Incre Cap
2023	350,000	☐	☐	☐
2023 thru 2027	350,000	☐	☐	☐
2028 thru 2032	400,000	☐	☐	☐
2033 thru 2037	450,000	☐	☐	☐
2038 thru 2042	600,000	☐	☐	☐

This is the end of the Financial questions

To the best of my knowledge, the Financial section is completed and accurate.

☐ **Yes**

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UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
WATER QUALITY

Municipal Wastewater Planning Program (MWPP)
Annual Report
for the year ending 2022
RIVERDALE CITY

Collections System Section

Form completed by:

May Receive Continuing Education /units (CEUs)

Shawn Douglas

Part I: SYSTEM DESCRIPTION

What is the largest diameter pipe in the collection system (diameter in inches)?

18

What is the average depth of the collection system (in feet)?

7

What is the total length of sewer pipe in the system (length in miles)?

34

How many lift/pump stations are in the collection system?

0

What is the largest capacity lift/pump station in the collection system (design capacity in gallons per minute)?

0

Do seasonal daily peak flows exceed the average peak daily flow by 100 percent or more?

- ○ Yes
- ○ **No**

What year was your collection system first constructed (approximately)?

1958

In what year was the largest diameter sewer pipe in the collection system constructed, replaced or renewed? (If more than one, cite the oldest)

1958

PART II: DISCHARGES

How many days last year was there a sewage bypass, overflow or basement flooding in the system due to rain or snowmelt?

0

Below include the number of SSOs that occurred in year: 2022

	Number
Number of Class 1 SSOs in Calendar year	0
Number of Class 2 SSOs in Calendar year	0

Please indicate what caused the SSO(s) in the previous question.

0

Please specify whether the SSOs were caused by contract or tributary community, etc.

0

Part III: NEW DEVELOPMENT

Did an industry or other development enter the community or expand production in the past two years, such that flow or wastewater loadings to the sewerage system increased by 10% or more?

- ○ Yes
- ○ **No**

Are new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years that will increase flow or BOD5 loadings to the sewerage system by 25% or more?

- ○ Yes
- ○ **No**

Number of new commercial/industrial connections in the last year

2

Number of new residential sewer connections added in the last year

16

Equivalent residential connections[7] served

2183

Part IV: OPERATOR CERTIFICATION

How many collection system operators do you employ?

5

Approximate population served

9000

State of Utah Administrative Rules requires all public system operators considered to be in Direct Responsible Charge (DRC) to be appropriately certified at least at the Facility's Grade.

List the designated Chief Operator/DRC for the Collection System below:

	Name First and Last Name	Grade	Email Please enter full email address
Chief Operator/DRC	Shawn Douglas	II	sdouglas@riverdc

List all other Collection System operators with DRC responsibilities in the field, by certification grade, separate names by commas:

	Name separate by comma
SLS[17] Grade I:	
Collection Grade I:	
Collection Grade II:	Bart Poll, Abe Torres, Norm Farrell

	Name separate by comma
Collection Grade III:	
Collection Grade IV:	Travis Dahle

List all other Collection System operators by certification grade, separate names by commas:

	Name separate by comma
SLS[17] Grade I:	
Collection Grade I:	
Collection Grade II:	
Collection Grade III:	

	Name separate by comma
Collection Grade IV:	Dallas Nalder
No Current Collection Certification:	

Is/are your collection DRC operator(s) currently certified at the appropriate grade for this facility?

- ○ **Yes**
- ○ No

Part V: FACILITY MAINTENANCE

	Yes	No
Have you implemented a preventative maintenance program for your collection system?	○	○
Have you updated the collection system operations and maintenance manual within the past 5 years?	○	○

	Yes	No
Do you have a written emergency response plan for sewer systems?	○	○
Do you have a written safety plan for sewer systems?	○	○
Is the entire collections system TV inspected at least every 5 years?	○	○
Is at least 85% of the collections system mapped in GIS?	○	○

Part VI: SSMP EVALUATION

	Yes	No
Has your system completed a Sewer System Management Plan (SSMP)?	○	○
Has the SSMP been adopted by the permittee's governing body at a public meeting?	○	○
Has the completed SSMP been public noticed?	○	○
During the annual assessment of the SSMP, were any adjustments needed based on the performance of the plan?	○	○

Date of Public Notice

08/08/2015

During 2022, was any part of the SSMP audited as part of the five year audit?

- ○ **Yes**
- ○ No

If yes, what part of the SSMP was audited and were changes made to the SSMP as a result of the audit?

No Changes

Have you completed a System Evaluation and Capacity Assurance Plan (SECAP) as defined by the Utah Sewer Management Program?

- ○ **Yes**
- ○ No

Part VII: NARRATIVE EVALUATION

This section should be completed with the system operators.

Describe the physical condition of the sewerage system: (lift stations, etc. included)

Good condition. Aging and deteriorating pipes will need to be replaced.

What sewerage system capital improvements[3] does the utility need to implement in the next 10 years?

Repair and replace

What sewerage system problems, other than plugging, have you had over the last year?

None

Is your utility currently preparing or updating its capital facilities plan[2]?

- ○ **Yes**
- ○ No

Does the municipality/district pay for the continuing education expenses of operators?

- ○ **100% Covered**
- ○ Partially cover
- ○ Does not pay

Is there a written policy regarding continuing education and training for wastewater operators?

- ○ **Yes**
- ○ No

Any additional comments?

None

This is the end of the Collections System questions

To the best of my knowledge, the Collections System section is completed and accurate.

☐ **Yes**

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RIVERDALE CITY
CITY COUNCIL AGENDA
April 4, 2023

AGENDA ITEM: G2

SUBJECT: **Consideration of Ordinance #963 amending Title 10, Chapter 15 "Parking Loading Space; Vehicle Traffic and Access" of the Riverdale Municipal Code, regarding residential parking calculations and restaurant drive-through standards.**

PRESENTER: Mike Eggett, Community Development Director

INFORMATION:

a. Executive Summary
b. Ordinance #963
c. Park Update Multi-Fam and Drive-Thru DRAFT
d. Prop Park Update Multi-Fam and Drive-Thru CLEAN
e. PC Meeting draft minutes from March 14, 2023
f. Saratoga Springs – Chapter 19.09.05 Shared Parking
g. Notice of Public Hearing 3/14/23
h. Standard Examiner Ad proof 3-4-2023

BACK TO AGENDA

City Council
Executive Summary

For the Council meeting on: 4-4-2023	Petitioner: Community Development Department and City Administrator

Summary of Proposed Action

Over the last month or two, the Community Development Director and City Administrator completed a few discussions and a review of parking standards for multi-family dwellings. At the conclusion of the discussions and review, it was determined than an update to the multi-family dwelling parking standards would be a benefit to consider amending and updating to better reflect the uses and needs of household units in multi-family settings. Therefore, the Community Development Department carried out a survey of cities to look at parking concepts for multi-family dwelling uses and identified a city code from the city of Saratoga Springs that is reflective of a distance relationship concept for parking access to household units. Further, the City Administrator and staff have determined that increasing the minimum parking requirement for each multi-family unit would be advantageous to better accommodate the parking needs of each unit in a multi-family project. There was also determined to be a need to update the parking ordinances regarding fast food drive-through queuing and, as such, additional language was proposed to be amended to better clarify these queuing requirements. As a result, the provided proposed parking amendments (as found in the packet) reflect these ideas for consideration by the Council.

On March 14, 2023, the Planning Commission held a public hearing to consider potential public comments regarding these proposed Municipal Code amendments to various sections of Title 10, Chapter 15. This public hearing, regarding the proposed code amendments, was posted and advertised in accordance with State Code. No public comments were provided prior to this public hearing or during the public hearing.

At the conclusion of the public hearing, the Planning Commission ended the hearing and discussed the proposed land use codes amendments. Following the discussion of the proposed code amendments, the Planning Commission provided a favorable recommendation to the City Council to approve the proposed code amendments as found in the packet.

Following discussion of the matter, the City Council may take action to approve the proposed City Code changes to Title 10 ordinances (as found in Title 10, Chapter 15), approve the proposed code changes with recommended modifications, table the matter to allow more time to gather additional information, or not approve the proposed City Code change to the above noted Title 10 ordinances, subject to outlining the appropriate findings of facts to support the conclusion. If the Council were to approve these changes, then the proposed code amendments would be updated as new changes to the City Code.

Title 10 Ordinance Guidelines (Code Reference)

Suggested Code revisions are regulated under City Code Title 10, Chapter 15. Documentation outlining the existing language and the proposed amendments to this chapter has been provided in your packet for review and commentary.

The City Attorney has also reviewed the proposed City Code amendments as found in the packet.

Staff would encourage the City Council to discuss this matter and then recommends that the Council take action to approve the proposed City Code changes to Title 10 ordinances (as found in Title 10, Chapter 15), approve the proposed code changes with recommended modifications, table the matter to allow more time to gather additional information, or not approve the proposed City Code change to the above noted Title 10 ordinances, subject to outlining the appropriate findings of facts to support the conclusion.	
General Plan Guidance (Section Reference)	
There is no General Plan Guidance for this request.	
Legal Comments – City Attorney	
	_____ Steve Brooks, Attorney
Administrative Comments – City Administrator	
	_____ Steve Brooks, City Administrator

ORDINANCE NO. 963

AN ORDINANCE AMENDING THE RIVERDALE MUNICIPAL ORDINANCE CODE, TITLE 10, CHAPTER 15, TO AMEND PROVISIONS CONCERNING REQUIRED PARKING ALLOTMENTS AND TO BETTER CLARIFY, EXPLAIN AND CODIFY REQUIREMENTS, ACTS OR PROHIBITIONS CONCERNING PARKING REQUIREMNTS WITHIN RIVERDALE CITY AND TO PROVIDE FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Riverdale City (hereafter "City") is a municipal corporation, duly organized and existing under the laws of the State of Utah; and;

WHEREAS, Utah Code Annotated §10-9-102 empowers municipalities of the state to enact all ordinances and rules that they consider necessary for the use and development of land located within the municipality; and

WHEREAS, the City finds it is in the best interest of the community and its citizens to address issues concerning development parking requirements to better serve the residents, visitors, and community; and

WHEREAS, it appearing that the proposed code addition(s) is in accord with the City's goals, desires and needs and will promote health, safety, and the general welfare of the community at large and the City Council of the City of Riverdale finds it to be in the best interests of the City;

NOW, THEREFORE, BE IT HEREBY ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF RIVERDALE:

Section 1. The Riverdale Municipal Ordinance, TITLE 10, ZONING AND SUBDIVISION REGULATIONS , CHAPTER 15, PARKING, LOADING SPACE; VEHICLE TRAFFIC AND ACCESS is hereby amended and incorporated as outlined in Attachment 1, attached hereto, and incorporated hereby.

Section 2. All other titles, chapters and sections not otherwise amended hereby shall remain unchanged, in full force and effect.

Section 3. Repeal. Any provision of the Riverdale Municipal Ordinance Code found to be in conflict with this ordinance is hereby repealed.

Section 4. Severability. If any provision of this ordinance is declared invalid by a court of competent jurisdiction, the remainder shall not be affected thereby.

Section 5. Effective date. This ordinance shall take effect immediately upon its adoption and posting or as allowed by law.

PASSED, ADOPTED AND ORDERED POSTED this _____ day of April, 2023.

_____
Braden Mitchell, Mayor

Attest:

_____
Michelle Marigoni, City Recorder

VOTE:

Alan Arnold	___Yes	___ Nay	___Absent
Bart Stevens	___ Yes	___ Nay	___ Absent
Steve Hilton	___ Yes	___ Nay	___ Absent
Anne Hansen	___ Yes	___ Nay	___ Absent
Karina Merrill	___ Yes	___ Nay	___ Absent

Attachment A

CHAPTER 15 PARKING, LOADING SPACE; VEHICLE TRAFFIC AND ACCESS

SECTION:

10-15-1: Purpose And Intent

10-15-2: Parking Space For Dwellings

10-15-3: Parking Space For Nondwelling Buildings

10-15-4: Computation Of Parking Requirements

10-15-5: Parking Lot Design And Maintenance

10-15-6: Off Street Truck Loading Space

10-15-7: Businesses Requiring Motor Vehicle Access

10-15-8: Vehicular Traffic To Commercial Or Manufacturing Zones

10-15-1: PURPOSE AND INTENT:

The purpose of this chapter is to regulate parking and loading spaces, vehicle traffic and access in order to provide orderly and adequate development of these needed amenities, and in so doing, promote the safety and well-being of the citizens of the city. Consequently, there shall be provided at the time of the erection of any main building or at the time any main building is enlarged or increased, minimum off street parking space with adequate provisions for ingress and egress by standard sized automobiles. (1985 Code § 19-4-1)

10-15-2: PARKING SPACE FOR DWELLINGS:

In all zones there shall be provided the following number of parking spaces:

A. For a single-family dwelling, two (2) parking spaces.

B. For a two-family dwelling, four (4) spaces.

C. For a three-family dwelling, six (6) parking spaces.

D. For a four-family dwelling, eight (8) parking spaces.

E. For other multiple-family dwellings:

1. Standard multiple-family dwelling, ~~one and three fourths~~ two and one-fourth (~~1¾~~ $2^1/_4$) parking spaces per dwelling unit;

2. Multiple-family dwelling designed to accommodate exclusively bachelor and/or bachelorette (presence of resident manager does not make this type a standard multiple-family dwelling), one parking space for each person in each unit. Building permit will stipulate maximum number of persons per unit and number and type of unit;

3. Housing exclusively for elderly and/or handicapped, one parking space per unit.

F. If any dwelling unit is increased by occupant use after the original building permit is issued, the parking requirements shall reflect that increase.

G. In addition to the above parking space requirements, one parking space shall be provided for every two (2) paying guests residing in such dwelling units. Such paying guests refers to the rental of sleeping rooms within the dwelling unit.

H. For two-family, three-family, four-family, and multiple-family dwellings, visitor/guest parking shall be required to be located within one-hundred and fifty feet (150') of measured

linear distance from the nearest accessible entranceway of each dwelling unit. (Ord. 819, 10-2-2012, Amd.Ord. 963, 4-2023)

10-15-3: PARKING SPACE FOR NONDWELLING BUILDINGS:

For new buildings or for any enlargement or increase in seating capacity, floor area or guestrooms of any existing building, there shall be provided:

Apartment hotel	1 space per 2 sleeping units.
Auditor's office	1 space per staff member, plus 3 spaces for clients.
Auto repair shop	1 space per employee, plus 5 spaces for client use.
Bank	1 space per 300 square feet of gross floor space in building.
Barber	2 spaces per staff member.
Beautician shop	3 spaces per staff member.
Boarding house	3 spaces per 4 persons to whom rooms will be rented.
Business office	1 space per employee on highest shift.
Café	1 space per eating booth and table, plus 1 space per 3 stools.
Cafeteria	1 space per eating booth and table, plus 1 space per 3 stools.
Car wash	4 spaces per professional staff, plus 1 space per subordinate staff.
Chiropractor office	4 spaces per professional staff, plus 1 space per subordinate staff.
Church	1 space per 5 fixed seats.
Clinic	4 spaces per professional staff, plus 1 space per subordinate staff.
Club, private	At least 20 client spaces.
Dance hall	1 space per 200 square feet of floor space.
Daycare/preschool center	1 space per employee, plus 4 spaces for client use.
Dental office	4 spaces per professional staff, plus 1 per subordinate staff.
Drive-in food/fast food establishment with drive-through window	1 space per 100 square feet of floor space, but not less than 10 spaces, plus stacking capacity of 5 cars per delivery window on the property.
Dry cleaner	1 space per employee, plus 5 spaces for client use.
Educational institution, public and private	Elementary and junior high schools (K - 9 grades): 2 spaces per classroom and other teaching stations; high schools and trade schools: 4 spaces per classroom and other teaching stations; colleges and universities: 2 spaces per 3 student capacity, plus 1 space per staff member.
Employment office	1 space per employee, plus 6 spaces for client use.
Finance office	1 space per staff member, plus 3 spaces for client use.
Fraternity	2 spaces per 4 persons whom the building is designed to accommodate.
Furniture store	1 space per 300 square feet of sales floor space in building.
Hospital	1 space per 2 bed capacity.
Hotel	1 space per 2 sleeping units.
Insurance office	1 space per staff member, plus 4 spaces for client use.
Laboratory	1 space per employee on highest shift.
Laundromat	1 space per 3 coin operated machines.
Legal office	1 space per professional staff, plus 4 spaces for client use.
Library	At least 30 spaces.

Liquor store	At least 20 spaces.
Lodging house	3 spaces per 4 persons to whom rooms will be rented.
Lounge	At least 20 client spaces.
Medical office	4 spaces per professional staff, plus 1 space per subordinate staff.
Mortuary	At least 30 spaces.
Motel	1 space per sleeping or living unit.
Museum	At least 30 spaces.
Nightclub	At least 20 client spaces.
Nursing home	1 space per 2 bed capacity.
Optometrist office	4 spaces per professional staff, plus 1 space per subordinate staff.
Photo studio	At least 6 spaces.
Post office	At least 20 client spaces.
Psychiatric office	4 spaces per professional staff, plus 1 space per subordinate staff.
Real estate office	1 space per employee, plus 4 spaces for client use.
Reception center	At least 30 spaces.
Recreation center	1 space per 200 square feet of recreation area.
Rental establishment	At least 4 client spaces.
Restaurant	1 space per eating booth or table.
Retail store	1 space per 300 square feet of gross floor space in building.
Retail store with drive-~~in~~ through window	1 space per 300 square feet of gross floor space in building, plus ~~storage~~ stacking capacity of 4 cars per delivery window on the property.
Sanatorium	1 space per 2 bed capacity.
Service repair shop, general	At least 4 client spaces.
Sorority	2 spaces per 4 persons whom the building is designed to accommodate.
Stadium	1 space per 5 fixed seats.
Tavern	At least 15 spaces.
Terminal, transportation	At least 30 spaces.
Theater	1 space per 5 fixed seats.
Travel agency	1 space per employee, plus 4 spaces for client use.
Upholstery shop	1 space per employee, plus 3 spaces for client use.
Used car lot	1 space per employee, plus 4 spaces for client use.
Warehouse	2 spaces per 3 employees.
Wedding chapel	At least 30 spaces.
Wholesale business	2 spaces per 3 employees, plus 3 spaces for client use.
For other uses not listed above	Where use is not listed above, the parking requirements shall be established by the planning commission based on a reasonable number of spaces for staff and customers and similar requirements of like businesses.

When a property or properties are part of a business/retail center development that has a reciprocal agreement that pertains to parking and cross access, the city may consider the entire development's parking availability rather than calculating the parking requirement for individual business uses. Parking/land that is not part of the individual businesses' property may be

included as meeting the parking requirement if there is a reciprocal agreement for parking within the business center. (Ord. 881, 7-20-2016, Amd. Ord. 963, 4-2023)

10-15-4: COMPUTATION OF PARKING REQUIREMENTS:

When measurements determining number of required parking spaces result in a fractional space, any fraction up to one-half ($^1/_2$) shall be disregarded, and fractions including one-half ($^1/_2$) and over shall require one parking space. (1985 Code § 19-4-4)

10-15-5: PARKING LOT DESIGN AND MAINTENANCE:

A. Location: Parking space as required in sections 10-15-2 and 10-15-3 of this chapter shall be on the same lot with the main building or in the case of buildings other than dwellings, may be located no further than five hundred feet (500') therefrom.

B. Surface; Drainage: Every parcel of land hereafter used as a public parking area shall be paved with an asphalt or concrete surface and shall have appropriate bumper guards or curbs where needed, as determined by the building inspector, to protect adjacent property owners or persons using a sidewalk. Catch basins and drains shall be provided to collect surface drainage of all paved areas at a minimum rate of one inch (1") an hour rainfall. Surface drainage is not allowable across pedestrian walkways.

C. Access: Access across and over the required front yard is allowed to the side yard or rear yards. In the case of multiple- family dwellings, not more than fifty percent (50%) of the required side and rear yards shall be used for parking or vehicular access lanes. In such cases where it is deemed necessary to utilize more than fifty percent (50%) of the required side and rear yards, any said yard area used in excess of said limits shall be provided in an equivalent amount of land area elsewhere on the same lot as the building as open green space, patios, play areas or courts.

D. Design, Maintenance: The design and maintenance of off-street parking facilities shall be subject to the following provisions:

1. Each parking space shall encompass not less than one hundred eighty (180) square feet, with a minimum width of nine feet (9'), the width being measured at a right angle to the side lines of the parking space.

2. Adequate automobile access to and from parking areas for interior block developments shall be provided. Minimum size of the access strip shall be as follows based on the number of units to be served:

a. Up to and including four (4) dwelling units, sixteen feet (16');

b. From five (5) to eleven (11) dwelling units, one 24-foot two- way access strip or two (2) 16-foot one-way access rights of way;

c. Twelve (12) or more dwelling units, one 36-foot two-way access strip, or two (2) 18-foot one-way access strips;

d. A greater size of access right of way may be required as deemed necessary by the planning commission, especially in cases where access right of way will create corner lots from otherwise interior lots.

3. All off street parking spaces and associated access lanes shall be effectively screened on any side adjoining any property in a residential zone by a masonry wall or fences not less than four feet (4') nor more than seven feet (7') high, except that some type of hedgerow shrubs may be used in place of a wall or fence, provided the hedge is continuous along adjoining property and at maturity is not less than five feet (5') nor more than seven feet (7') high. Hedgerow shrubs shall be maintained and replaced where necessary in order that the hedge may become an effective screen from bordering property within a maximum five (5) Year period. Front yard and corner lot fences or hedgerow plantings shall maintain height requirements of

their respective zones and shall be compatible with the requirements of section 10-14-7 of this title.

4. Lighting and signs shall conform to the requirements set forth in this title.

5. Parking spaces for dwellings will be located on the same lot with the dwelling. (1985 Code § 19-4-5)

10-15-6: OFF STREET TRUCK LOADING SPACE:

On the same premises with every building or use involved in the receipt of distribution by vehicles of materials or merchandise, there shall be provided and maintained on the lot adequate space for standing, loading and unloading services in order to avoid undue interference with public use of streets or alleys. Such space, unless otherwise adequately provided, shall include a ten foot by twenty five foot (10' x 25') loading space with fourteen foot (14') height clearance, for every twenty thousand (20,000) square feet or fraction thereof in excess of three thousand (3,000) square feet of land use for the above mentioned purposes. (1985 Code § 19-4-6)

10-15-7: BUSINESSES REQUIRING MOTOR VEHICLE ACCESS:

Service stations, roadside stands, public parking lots and all other business needing motor vehicle access shall meet the following requirements:

A. Access to the station or other structure or parking lot shall be by not more than two (2) roadways for each one hundred feet (100') or fraction thereof of frontage on any street; no two (2) said approaches shall be closer to each other than twelve feet (12'); each of said approaches shall be not more than fifty feet (50') in width. Location of approaches shall be as approved by the planning commission as part of the site plan; and a curb, hedge or fence of not more than two feet (2') in height shall be provided by the owner to limit access to the permitted roadway.

B. Gasoline pumps shall be set back at least twenty feet (20') from any property line bordering a street; provided, that a pump island parallel to an adjoining street may be located not less than fifteen feet (15') from the property line bordering said street. (1985 Code § 19-4-7)

10-15-8: VEHICULAR TRAFFIC TO COMMERCIAL OR MANUFACTURING ZONES:

Privately owned land within an area zoned for residential purposes shall not be used as a regular means of vehicular passage to and from property in commercial or manufacturing zones. (1985 Code § 19-4-8)

CHAPTER 15
PARKING, LOADING SPACE; VEHICLE TRAFFIC AND ACCESS

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E. For other multiple-family dwellings:

1. Standard multiple-family dwelling, two and one-fourths ($2^1/_4$) parking spaces per dwelling unit;

2. Multiple-family dwelling designed to accommodate exclusively bachelor and/or bachelorette (presence of resident manager does not make this type a standard multiple-family dwelling), one parking space for each person in each unit. Building permit will stipulate maximum number of persons per unit and number and type of unit;

3. Housing exclusively for elderly and/or handicapped, one parking space per unit.

F. If any dwelling unit is increased by occupant use after the original building permit is issued, the parking requirements shall reflect that increase.

G. In addition to the above parking space requirements, one parking space shall be provided for every two (2) paying guests residing in such dwelling units. Such paying guests refers to the rental of sleeping rooms within the dwelling unit.

H. For two-family, three-family, four-family, and multiple-family dwellings, visitor/guest parking shall be required to be located within one-hundred and fifty feet (150') of measured linear distance from the nearest accessible entranceway of each dwelling unit. (Ord. (# here), 3-21-2023)

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Barber	2 spaces per staff member.
Beautician shop	3 spaces per staff member.
Boarding house	3 spaces per 4 persons to whom rooms will be rented.
Business office	1 space per employee on highest shift.
Cafe	1 space per eating booth and table, plus 1 space per 3 stools.
Cafeteria	1 space per eating booth and table, plus 1 space per 3 stools.
Car wash	4 spaces per professional staff, plus 1 space per subordinate staff.
Chiropractor office	4 spaces per professional staff, plus 1 space per subordinate staff.
Church	1 space per 5 fixed seats.
Clinic	4 spaces per professional staff, plus 1 space per subordinate staff.
Club, private	At least 20 client spaces.
Dance hall	1 space per 200 square feet of floor space.
Daycare/preschool center	1 space per employee, plus 4 spaces for client use.
Dental office	4 spaces per professional staff, plus 1 per subordinate staff.
Drive-in food/fast food establishment with drive-through window	1 space per 100 square feet of floor space, but not less than 10 spaces, plus stacking capacity

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	of 5 cars per delivery window on the property.
Dry cleaner	1 space per employee, plus 5 spaces for client use.
Educational institution, public and private	Elementary and junior high schools (K - 9 grades): 2 spaces per classroom and other teaching stations; high schools and trade schools: 4 spaces per classroom and other teaching stations; colleges and universities: 2 spaces per 3 student capacity, plus 1 space per staff member.
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c. Twelve (12) or more dwelling units, one 36-foot two-way access strip, or two (2) 18-foot one-way access strips;

d. A greater size of access right of way may be required as deemed necessary by the planning commission, especially in cases where access right of way will create corner lots from otherwise interior lots.

3. All off street parking spaces and associated access lanes shall be effectively screened on any side adjoining any property in a residential zone by a masonry wall or fences not less than four feet (4') nor more than seven feet (7') high, except that some type of hedgerow shrubs may be used in place of a wall or fence, provided the hedge is continuous along adjoining property and at maturity is not less than five feet (5') nor more than seven feet (7') high. Hedgerow shrubs shall be maintained and replaced where necessary in order that the hedge may become an effective screen from bordering property within a maximum five (5) year period. Front yard and corner lot fences or hedgerow plantings shall maintain height requirements of their respective zones and shall be compatible with the requirements of section 10-14-7 of this title.

4. Lighting and signs shall conform to the requirements set forth in this title.

5. Parking spaces for dwellings will be located on the same lot with the dwelling. (1985 Code § 19-4-5)

10-15-6: OFF STREET TRUCK LOADING SPACE:

On the same premises with every building or use involved in the receipt of distribution by vehicles of materials or merchandise, there shall be provided and maintained on the lot adequate space for standing, loading and unloading services in order to avoid undue interference with public use of streets or alleys. Such space, unless otherwise adequately provided, shall include a ten foot by twenty five foot (10' x 25') loading space with fourteen foot (14') height clearance, for every twenty thousand (20,000) square feet or fraction thereof in excess of three thousand (3,000) square feet of land use for the above mentioned purposes. (1985 Code § 19-4-6)

10-15-7: BUSINESSES REQUIRING MOTOR VEHICLE ACCESS:

Service stations, roadside stands, public parking lots and all other business needing motor vehicle access shall meet the following requirements:

A. Access to the station or other structure or parking lot shall be by not more than two (2) roadways for each one hundred feet (100') or fraction thereof of frontage on any street; no two (2) said approaches shall be closer to each other than twelve feet (12'); each of said approaches shall be not more than fifty feet (50') in width. Location of approaches shall be as approved by the planning commission as part of the site plan; and a curb, hedge or fence of not more than two feet (2') in height shall be provided by the owner to limit access to the permitted roadway.

B. Gasoline pumps shall be set back at least twenty feet (20') from any property line bordering a street; provided, that a pump island parallel to an adjoining street may be located not less than fifteen feet (15') from the property line bordering said street. (1985 Code § 19-4-7)

10-15-8: VEHICULAR TRAFFIC TO COMMERCIAL OR MANUFACTURING ZONES:

Privately owned land within an area zoned for residential purposes shall not be used as a regular means of vehicular passage to and from property in commercial or manufacturing zones. (1985 Code § 19-4-8)

Minutes of the **Regular Session** of the Riverdale City **Planning Commission** held Tuesday, March 14, 2023, at 6:30 p.m., at the Civic Center, 4600 S Weber River Drive., Riverdale City, Weber County, Utah.

Present: Commissioners:

Kent Anderson, Vice Chair
Blair Jones, Commissioner
Amy Ann Spiers, Commissioner
Rikard Hermann, Commissioner
Celeste Noland, Commissioner

City Employees: Mike Eggett, Community Development
Michelle Marigoni, City Recorder

Excused: Kathy Eskelsen, Chairman
Wanda Ney, Commissioner

Visitors:

A. Welcome & Roll Call

The Planning Commission Meeting began at 6:30 p.m. Vice Chair Anderson welcomed everyone to the meeting and stated for the record that all members of the Planning Commission were present except for Commissioners Ney and Eskelsen, who were excused.

B. Public Comment

Chairman Eskelsen asked if any public were present with comments. There was no public comment.

C. Presentations and Reports

Commissioner Eskelsen turned the time over to Mr. Eggett, who reported the following:

- The Shopko building should have an application soon.
- Cheddar's is a little bit delayed, possibly to the end of April.
- Sierra Trading Post is opening on March 18th.
- Shake Shack has begun construction. The road connector behind the building has been discussed with engineers.
- The old John Paras building site should have a new site plan coming forward soon.
- Twisted Sugar is in final review and will be opening soon.
- Crossroads at 700 West will have two new boutiques under the 5th Avenue Salon Suites.

D. Consent Items

1. Consideration of Meeting Minutes from February 28, 2023 Work Session, and February 28, 2023 Regular Meeting

Motion: Commissioner Spiers moved to approve the minutes from February 28, 2023.
Second: Commissioner Jones.

All in favor, minutes approved.

E. Action Items

1. a. Public hearing to receive and consider comments regarding proposed ordinance amendments to Title 10, Chapter 15 "Parking Loading Space; Vehicle Traffic and Access" of the Riverdale Municipal Code.

Mr. Eggett remarked that this had been discussed in the previous two meetings. It was determined that some changes needed to be made to both the parking for multi-family developments and other parts of the code. The language found in the packet has been approved by the city administrator and attorney.

Motion: Commissioner Hermann moved to open the Public Hearing.
Second: Commissioner Noland

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Public Hearing open.

There was no one present to make comments regarding this item.

Motion: Commissioner Spiers moved to close the Public Hearing.
Second: Commissioner Hermann
Public Hearing closed.

b. Consideration to forward a recommendation to City Council regarding proposed ordinance amendments to Title 10, Chapter 15 "Parking Loading Space; Vehicle Traffic and Access' of the Riverdale Municipal Code.

Motion: Commissioner Spiers moved to forward a favorable recommendation to City Council regarding the proposed ordinance amendments to Title 10, Chapter 15.
Second: Commissioner Noland

Commissioners Polled:

Commissioner Jones:	Yes
Commissioner Noland:	Yes
Commissioner Hermann:	Yes
Commissioner Spiers:	Yes
Commissioner Anderson:	Yes
Commissioner Ney:	Absent
Commissioner Eskelsen:	Absent

Motion passes unanimously.

2. Consideration of recommendation to City Council regarding Final Subdivision and Site Plan request for Coleman Vu Heights PRUD Subdivision and Site Plan located at approximately 5368 South 1050 West, as requested by Goldcrest Homes/RD Development Group.

Mr. Eggett introduced Goldcrest Homes as the petitioner, represented at the meeting by Thaddeum Falls and Adam Anderson The preliminary subdivision was approved in August 2022. The PRUD application was recommended by PC in September 2022. There was no public comment at that time. He noted there were allowances for some smaller lots and setbacks, which was proposed as part of the PRUD. He continued to go over the executive summary and highlighted comments in the site plan review as well as comments from the city engineer and staff.

Commissioner Anderson invited Thaddeum Falls with Goldcrest Homes to address commissioners. Mr. Falls thanked the commissioners for being able to speak and gave a brief history of Goldcrest Homes. He asked that commissioners were able to look at the comments last night and have been working hard to address them.

Mr. Jones asked about the lot size, as the zoning requires 8000 square feet and some are smaller. He asked why they need to be smaller. Mr. Falls said they wanted to utilize the space in the best way possible, and that the average is just under 8000 feet. They do not want to have "cookie-cutter' homes, but nicer homes for long-term residence. Mr. Eggett noted the PRUD gives the allowance for smaller lots as long as there are benefits to the HOA.

Mr. Anderson asked when they envision beginning and for a timeline. Mr. falls said they would like to begin improvements immediately, with groundbreaking within three months of approval. Phase one is anticipated to last about one year or less, phase two and three would come after. The entire project should be done in 2-3 years.

Commissioner Anderson asked about the fence, as it was not identified between lots 302 and 303 by the picnic park. Mr. Eggett noted it is on the site plan, put perhaps not the drawing Commissioner Anderson was looking at. Commissioner Anderson asked about a large parcel at the entrance from South Weber Drive. Mr. Anderson clarified that the large lot would be retained by the Colemans.

Commissioner Anderson noted the amenities in the plan, and referred to city code requiring the amenities to be done in phase one, where they are currently in phase three. Mr. Eggett said there may be a way to address this in the development agreement as long as it follows the state guidelines.

Mr. Falls said they are willing to make any changes needed to the schedule if the amenities need to be done first.

Commissioner Anderson asked if the homes all have basements. Mr. Anderson said they will have as many basements as possible, though the landscape may require some to not have them. All basements will be finished and very nice. Commissioner Spiers asked if the basements would have walk-outs. Some of the plans will have them, but not all.

Motion: Commissioner Spiers moved to forward a favorable recommendation to City Council regarding the Final Subdivision and Site Plan request for Coleman Vu Heights PRUD Subdivision and Site Plan located at approximately

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5368 South 1050 West, as requested by Goldcrest Homes/RD Development Group, provided staff and engineering concerns are addressed before going before Council.
Second: Commissioner Noland

Commissioners Polled:
Commissioner Spiers: Yes
Commissioner Anderson: Yes
Commissioner Ney: Absent
Commissioner Eskelsen: Absent
Commissioner Jones: Yes
Commissioner Noland: Yes
Commissioner Hermann: Yes

Motion passes unanimously.

3. Consideration of recommendation to City Council regarding Final Site Plan request for Crossroads Center at Riverdale Site Plan located at approximately 4850 South 1500 West, as requested by Riverdale Commercial Holdings, LLC.

Mr. Eggett noted Jake Tate with AWA Engineering was representing Riverdale Commercial Holdings. The project was last addressed November 9, 2021, but had many delays with participation agreements and development agreements. The properties are owned by Riverdale Commercial Holdings LLC. The general plan guidance is planned commercial – high, which this meets. He went over the site plan comments, noting there needs to be more trees and the building materials need to be approved by the Design Review Committee. He continued going over staff and engineering comments as shown in the packet. There is a comment that a traffic study needs to be completed, but Mr. Eggett believed a study was previously completed.

Mr. Eggett noted there was an engineer's cost estimation received, which showed an estimate of $826,102.90 and was not included in the packet.

Jake Tate from AWA said they had reviewed all comments and did not see anything that they couldn't achieve. The water vaults are being replaced and they are very large, which is the reason there are so many technical comments.

Commissioner Spiers asked if there were any tenants secured. There is an active brokerage team working on it, but there are no signed tenants at this point. Commissioner Anderson asked when they anticipate the project to be finished. Mr. Tate said it would depend largely on Rocky Mountain Power and Weber Basin Water, which have caused many delays. They are looking at options to work around these and are ready to go. Commissioner Hermann asked which building would be finished first. Mr. Tate said buildings A and B would be completed first.

Commissioner Anderson asked how many tenants could be in one building. Mr. Tate said it is designed for four main tenants. Mr. Anderson asked for details about the power line relocations, which Mr. Tate provided. Mr. Anderson asked how deep a certain detention basin would be as it is near the slope. This would be a shallow two-to-three-foot pond at most, which was not a concern for the engineers or public works.

Mr. Eggett mentioned a shared advertising structure is being considered which would be large enough to be visible from I-84. The RDA is also discussing another property that could be shared for advertising the businesses in this area, as well as a third advertising space. The signage will need to be larger than code allows, which may need to be addressed through development agreement or other means.

Motion: Commissioner Hermann moved to forward a favorable recommendation to City Council regarding Final Site Plan request for Crossroads Center at Riverdale Site Plan located at approximately 4850 South 1500 West, as requested by Riverdale Commercial Holdings, LLC., provided staff and engineering comments are addressed.
Second: Commissioner Jones

Commissioners Polled:
Commissioner Spiers: Yes
Commissioner Anderson: Yes
Commissioner Noland: Yes
Commissioner Hermann: Yes
Commissioner Ney: Absent
Commissioner Eskelsen: Absent
Commissioner Jones: Yes

Motion passes unanimously.

F. <u>Comments</u>

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Mrs. Spiers expressed how thankful she is for the snowplow drivers and the wonderful job they have been doing. Commissioner Spiers agreed.

Mr. Eggett mentioned some new proposals will be coming forward within the next month and said he will provide a legislative update if the next meeting is light. He will provide the materials for this update prior to the meeting so commissioners can look over them and have questions ready if needed. He said it is becoming clear that states are determined to take land use control from cities. The budget session was on March 7.

G. Adjournment

As there was no further business to discuss, Commissioner Jones moved to adjourn. This was seconded by Commissioner Hermann All were in favor and the Planning Commission meeting adjourned at 7:41 p.m.

Date Approved: _____

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19.09.05. Parking Requirements and Shared Parking

This Section describes criteria to be used in assessing required parking. The following criteria shall be used in conjunction with the table found in Section 19.09.10, Required Minimum Parking, when determining required parking for any project:

1. Available on-street parking shall not be counted towards meeting the required parking stalls.

2. When a parking requirement is based upon square footage, the assessed parking shall be based upon gross square footage of the building or use unless otherwise specified in the requirement.

3. When parking requirements are based upon the number of employees, parking calculations shall use the largest number of employees who work at any one shift. Where shift changes may cause substantial overcrowding of parking facilities, additional stalls may be required.

4. When a development contains multiple uses, more than one parking requirement may be applied.

5. Tandem parking spaces will not be counted as parking spaces for non-residential uses except for stacking spaces where identified.

6. Any fraction obtained when calculating the parking requirement shall be rounded up to the next whole number to determine the required number of parking stalls.

7. Where no comparative land use standard for parking is found in Section 19.09.10, Required Minimum Parking, the Land Use Authority for the related development shall determine an appropriate requirement using the following criteria:
    a. the intensity of the proposed use;
    b. times of operation and use;
    c. whether the hours or days of operation are staggered thereby reducing the need for the full amount of required parking;
    d. whether there is shared parking agreement in accordance with Section 19.09.05.10 below—if there is a shared parking agreement, a reduction may not be granted;
    e. the number of employees;
    f. the number of customers and patrons;
    g. trip generation; and
    h. peak demands.

8. Any information provided by the developer relative to trip generation, hours of operation, shared parking, peak demands, or other information relative to parking shall be considered when evaluating parking needs.

9. Parking Deviations. Parking requirements may deviate from the standards contained in Section 19.09.10, Required Minimum Parking, when the Land Use Authority determines that the deviation meets the intent of this Chapter. Reductions may not exceed 25% of the parking requirements and shall be based on the following criteria:
    a. the intensity of the proposed use;

b. times of operation and use;
c. whether the hours or days of operation are staggered thereby reducing the need for the full amount of required parking;
d. whether there is shared parking agreement in accordance with Section 19.09.05.10 below;
e. trip generation; and
f. peak demands.

10. Shared Parking. Up to twenty-five percent of the required parking may be shared with an adjacent use upon approval by the Land Use Authority. The developer must provide:
    a. an agreement granting shared parking or mutual access to the entire parking lot; and
    b. peak demand data by a professional traffic engineer showing that shared parking will accommodate the uses.

11. Guest Parking. Two-Family dwellings, Three-Family dwellings, Multi-Family dwellings, and dwellings above commercial.
    a. Guest parking shall be provided at a ratio of 0.25 stalls per unit.
        i. When a rear-load product is allowed in a village plan or neighborhood plan, and is accessed with aprons rather than driveways, guest parking shall be provided at a ratio of one stall per unit.
    b. Driveways shall not count towards the guest parking requirement.
    c. Guest parking shall be located within two-hundred feet of the dwelling unit.

(Ord. 22-21, Ord. 22-5, Ord. 17-14, Ord 17-08, Ord. 15-13, Ord. 14-13, Ord. 13-16, Ord. 12-9, Ord. 11-9)

19.09.06. Dimensions for Parking Stalls.

The standards in this Section shall apply to all parking areas unless otherwise noted. The dimensions of parking stalls and aisles contained within the parking areas shall be dependent upon the orientation of stalls.

Dimensions for Parking Stalls and Aisle

Parking Angle	Stall Width	Stall Length	Aisle Width (two-way traffic)	Aisle Width (one-way traffic)
Parallel	9’	20’	N/A	12’
45	9’	18’	25’	14’
60	9’	18’	25’	18’
90	9’	18’	24’	24’

(Ord 16-17, Ord. 14-13, Ord. 13-16, Ord. 12-9, Ord. 11-9)

19.09.07. Accessible Parking.

Accessible parking spaces shall be provided in off-street parking areas and shall count towards fulfilling the minimum requirements for automobile parking. The City of Saratoga Springs

RIVERDALE CITY
PLANNING COMMISSION
PUBLIC HEARING NOTICE

Riverdale City gives notice that on Tuesday, March 14, 2023, at 6:30 p.m., at the Riverdale City Civic Center, 4600 South Weber River Drive, Riverdale, Utah, the Planning Commission will hold a public hearing to receive and consider public comments regarding the following:

Proposed ordinance amendments to Title 10, Chapter 15 "Parking Loading Space; Vehicle Traffic and Access" of the Riverdale Municipal Code.

The public is invited to review and inspect all information available concerning such proposal(s) at the Riverdale City Offices during the regular office hours, 8:00 a.m. to 5:00 p.m. Monday through Friday. The public or any interested parties may present written or oral testimony to the Riverdale City Planning Commission concerning the proposed action at the aforementioned time and place.

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 3rd day of March, 2023 at the following locations: 1) Riverdale City Hall Noticing Board 2) Riverdale City website at http://www.riverdalecity.com/ 3) the Public Notice Website: http://www.utah.gov/pmn/index.html .

This notice is scheduled to be published in the Standard Examiner on Saturday, March 4, 2023.

Michelle Marigoni
Riverdale City Recorder

Column

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