6:00 p.m. – Planning Commission Work Session Meeting (City Offices)
The purpose of the work session is to review maps, plans, paperwork, etc. No motions or decisions will be considered during this session, which is open to the public.

Planning Commission Work Session Items - Planning Commission Training to be determined

6:30 p.m. – Planning Commission Meeting (Council Chambers)

A. Welcome & Roll Call

B. Open Communications
   (This is an opportunity to address the Planning Commission regarding your concerns or ideas. Please try to limit your comments to three minutes.)

C. Presentations and Reports

D. Consent Items
   1. Consideration of Meeting Minutes from:
      July 11, 2017 Work Session
      July 11, 2017 Regular Meeting

E. Action Items
   1. Consideration of Conditional Use Permit regarding a Single Rental Unit located within an Owner Occupied Home, to be constructed at 4587 South 1150 West, Riverdale, Utah 84405; Property located in the Single-Family and Single-Family with Rental Unit Residential (R-2) Zone; requested by Michael & Bonnie Sessions.

   Presented by: Mike Eggett, Community Development

F. Discretionary Items

G. 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 21st day of July, 2017 at the following locations: 1) Riverdale City Hall Noticing Board 2) the City website at http://www.riverdalecit.com/ 3) the Public Notice Website: http://www.utah.gov/pmn/index.html and 4) A copy was also provided to the Standard-Examiner.

Jackie Manning
Riverdale City Recorder
RIVERDALE CITY
PLANNING COMMISSION AGENDA
July 25, 2017

AGENDA ITEM: D

SUBJECT: Consideration of meeting minutes for the prior Planning Commission Meeting held on July 11, 2017

PRESENTER: Jackie Manning, City Recorder

ACTION REQUESTED: Consideration of approval.

INFORMATION: a. Work Session Meeting Planning Commission Minutes 07/11/17
b. Regular Meeting Planning Commission Minutes 07/11/17

BACK TO AGENDA
Present: Commissioners: Steve Hilton, Chairman
Blair Jones, Vice-Chair
Kathy Eskelsen, Commissioner
Robert Wingfield, Commissioner
Gary Boatright, Commissioner

Excused: Lori Fleming, Commissioner
David Gailey

City Employees: Mike Eggett, Community Development
Jackie Manning, City Recorder

Others Present: Ryan Anderson Jane Hall

Chairman Hilton welcomed the Planning Commission members to the Work Session and stated for the record that all were in attendance, with the exception of Commissioner Fleming and Commissioner Gailey who are excused.

Presentations and Reports: Chairman Hilton turned the time over to Mike Eggett, the Community Development Director who reported the following:

- Conditional Use Application will be on the next agenda for a two family dwelling.
- Target Grand Re-opening
- Habit Burger is now open
- Hobby Lobby will open end of July
- Wood Creations will open in August

Consent Items:
Chairman Hilton asked for any changes or corrections to the Planning Commission minutes for Regular and Work Session meetings which were held on June 27, 2017 meeting. There were no corrections/requested.

Action Items:
Chairman Hilton invited discussion regarding the first action item, consideration of Preliminary Site Plan Approval for Coleman Farms Subdivision and Plat, 1378 West Ritter Drive, Riverdale, Utah 84405. Mr. Eggett summarized the executive session, reviewed all the staff comments while noting all the outstanding staff concerns.

Chairman Hilton asked Ryan Anderson, the developer/applicant, if he would be able to meet all the outstanding items and Mr. Andersen confirmed he could. Mr. Anderson stated he is addressing the concerns of the intersection of 1500 West through his traffic engineer.

Jane Hall, a Riverdale City resident, had various questions for the applicants pertaining to the retention basin. Mr. Anderson explained the retention basin will have grass. There was a discussion regarding the various maintenance methods for retention basins.

There was a brief discussion regarding the grade change with an emphasis on design. Mr. Anderson stated the mass grading plan should be available at the next Planning Commission meeting.

Ms. Hall asked about the housing designs. Mr. Anderson explained it would be at the buyer's discretion whether it be single-level or a multi-level home. Mr. Eggett discussed the zoning requirements for that area.

Chairman Hilton thanked Ms. Hall for her participation in attending the Planning Commission meetings. He explained the purpose of the open communication portion of the regular Planning Commission meeting allows residents to make comments and ask questions.

Discretionary Items:
There were no discretionary items discussed.

Adjourn:
Having no further business to discuss the Planning Commission adjourned at 6:28 p.m.to convene into their regular Planning Commission Meeting located in the Council Chambers.
Minutes of the Regular Meeting of the Riverdale City Planning Commission held Tuesday, July 11, 2017, at 6:30 p.m., at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

Present: Commissioners: Steve Hilton, Chairman
Blair Jones, Vice-Chair
Kathy Eskelsen, Commissioner
Robert Wingfield, Commissioner
Gary Boatright, Commissioner

City Employees: Mike Eggett, Community Development
Jackie Manning, City Recorder

Excused: Lori Fleming, Commissioner
David Gailey, Commissioner

Visitors: Jane Hall
Ryan Andersen
Joe Garlington
Keaton Morton
Brent Coleman
Richard Hall

A. Welcome & Roll Call

Chairman Hilton welcomed everyone to the meeting and stated for the record that all members of the Planning Commission were present with the exception of Commissioner Gailey and Commissioner Fleming who were excused.

B. Open Communications

Chairman Hilton asked for any open communications.

Jane Hall, 1265 West 5175 South, Riverdale, Utah expressed her concern regarding the detention pond located on the site plan; specifically who would maintain it. She wanted to ensure there was enough water to accommodate the additional residents as a result of this subdivision. She expressed concern regarding the grade transitioning between Coleman Lane and 1500 West. She noted that the Public Works Director, Shawn Douglas, included in his staff comments a recommendation for a traffic study. Ms. Hall discussed the existing businesses, which resulted in an increase in traffic in the residential areas. For this reason she wanted to see the traffic study when it is available. She asked that the re-opening of Ritter Drive be considered to help with traffic flow.

C. Presentations and Reports

Chairman Hilton turned the time over to Mr. Eggett who reported the following:
- Conditional Use Application will be on the next agenda for a two family dwelling.
- Target Grand Re-opening
- Habit Burger is now open
- Hobby Lobby will open end of July
- Wood Creations will open in August

D. Consent Items

1. Consideration of meeting minutes from the Planning Commission Meeting held on June 27, 2017.

Chairman Hilton asked for changes or corrections to the Planning Commission meeting minutes for the June 27, 2017 Work Session and Regular Meeting. There were no changes requested.

MOTION: Commissioner Wingfield moved to approve consent items meeting minutes as written. Commissioner Boatright seconded the motion.

There was no discussion regarding this motion.

CALL THE QUESTION: The motion passed unanimously in favor.

E. Action Items

1. Consideration of Preliminary Site Plan Approval for Coleman Farms Subdivision and Plat, 1378 West Ritter Drive, Riverdale, Utah 84405.

Mr. Eggett summarized an executive summary which explained:
RD Development Group, LLC has applied for a Residential Subdivision Site Plan and Plat review and approval for the Coleman Farms proposed development located at approximately 1378 West Ritter Drive in a Single-Family Residential R-1-8 zone. The proposed subdivision site plan is before the Planning Commission at this time for preliminary review and approval of the plan and plat. A public hearing will not be required to consider this proposed subdivision. Following the presentation and discussion of the preliminary site plan and plat proposal, the Planning Commission may make a motion for preliminary approval if the site plan and plat, preliminary approval with additional requirements, or no support for preliminary approval of the proposed Coleman Farms subdivision site plan and plat with the appropriate findings of fact.

Should this proposal receive preliminary approval, the site plan and plat would be updated and brought back to the Planning Commission for Final Site Plan and Plat recommendation consideration.

Title 10 Ordinance Guidelines (Code Reference)
This PRUD Development/Residential Subdivision Site Plan review is regulated under City Code 10-21 “Subdivisions” and is affected by City Codes 10-9B “Single-Family Residential Zone (R-1-8)”, 10-14 “Regulations Applicable to All Zones”, and 10-15 “Parking, Loading Space; Vehicle Traffic and Access”.

The petitioner’s properties are currently listed in the County Records under the ownership of the Howard C Coleman Family Trust and Howards Land, LLC. These properties are undeveloped and have been maintained as a single-family residence, stable site, and agricultural properties or otherwise unused land for many years. Recently, the City approved the rezoning of these properties from Agricultural (A-1) to the Single-Family Residential (R-1-8) zoning. At this time, the Coleman Family is planning to finalize the selling of their property to RD Development Group, LLC if the proposed development becomes approved by City leadership in the future.

Attached with this executive summary is a supplementary document addressing items on the Preliminary Site Plan application and as directed by 10-21 of the City Code. Also attached, following this executive summary, are comments from the contracted City Engineer, Public Works Department, Fire Department, Police Department, and City Administrator. The Planning Commission should discuss these summaries and any noted Planning Commission and/or staff concerns.

General Plan Guidance (Section Reference)
The General Plan use for this area is currently set as “Residential – Low Density” and this proposed project complies with this proposed land use.

Chairman Hilton invited the applicant to comment.

Ryan Anderson, with RD Development, explained his company works with builders in drafting the entitlements, such as the types of buildings allowed per City Code, at which point they sell the lots to the builder and the builder then constructs the house based on these standards.

Mr. Anderson explained all of the city staff concerns can be addressed through engineering. Mr. Anderson is working with an engineer to best mitigate the traffic flow and the information is anticipated to be presented at the next Planning Commission Meeting.

Mr. Eggett asked the applicant if he would explore the option of a median turn lane along 1500 West to help with traffic flow. Mr. Anderson stated that was one of the methods his traffic engineer discussed as an option.

MOTION: Commissioner Eskelsen moved to approve the Preliminary Site Plan Approval for the Coleman Farms Subdivision and Plat, 1378 West Ritter Drive, Riverdale, Utah 84405, with the condition that the applicant, RD Development, address all staff concerns before the final plat review be submitted to the Planning Commission. Commissioner Boatright seconded the motion.

There was no discussion regarding this motion.

ROLL CALL VOTE: Commissioner Eskelsen, Wingfield, Hilton, Boatright, and Jones all voted in favor of the motion.

F. Discretionary Items

Chairman Hilton asked if there were any discretionary items. Commissioner Boatright thanked Mr. Anderson for being good neighbors by addressing concerns with the neighborhood. He hopes the good communication will continue.

G. Adjournment

MOTION: There being no further business to discuss, Commissioner Boatright moved to adjourn the meeting. Commissioner Wingfield seconded the motion; all voted in favor.
The meeting adjourned at 6:44 p.m.

__________________________________  ______________________________________
Steve Hilton                        Jackie Manning
Planning Commission Chair          City Recorder

Date Approved: July 25, 2017
AGENDA ITEM: E1

SUBJECT: Consideration of Conditional Use Permit regarding a Single Rental Unit located within an Owner Occupied Home, to be constructed at 4587 South 1150 West, Riverdale, Utah 84405; Property located in the Single-Family and Single-Family with Rental Unit Residential (R-2) Zone; requested by Michael & Bonnie Sessions.

PRESENTER: Mike Eggett, Community Development

ACTION REQUESTED: Consideration of approval

INFORMATION:

a. Executive Summary
b. Application
c. Map
d. Department Reports

BACK TO AGENDA
The petitioners W. Michael and Bonnie R. Sessions have filed for a conditional use permit to establish a single-family rental unit in their proposed owner occupied dwelling planned to be constructed at 4587 South 1150 West, as required by 10-9C-3 of the Riverdale City Code. This property development proposal is located within a Single-Family and Single-Family with Rental Unity Residential (R-2) Zone. Per City Code, there are four standards (as further outlined below) that need to be met in order to qualify for a conditional use permit approval of a single-family unit rental request.

Following the presentation and discussion of the proposal, the Planning Commission may make a motion to approve, approve with amendments, or not approve the Conditional Use permit for the requested single-family rental unit in the proposed owner occupied dwelling planned to be constructed at 4587 South 1150 West, subject to the appropriate findings of fact.

Title 10 Ordinance Guidelines (Code Reference)

This Conditional Use Permit request is regulated under City Code 10-9C "Single-Family and Single-Family with Rental Unit Residential Zone (R-2)" and 10-19 "Conditional Uses".

Community Development staff has discussed this property use proposal and the conditional use standards for this request with Mr. Michael Sessions. Currently, the property has an existing residence on the property that has unsafe foundation and flooring concerns within the building. The property is currently listed with Weber County as being owned by Kaleb Culbertson. The plan would be for the existing residence to be demolished and a new home constructed on this property, which would include the proposed single-family rental unit.

For discussion purposes, there has been provided supplementary documents regarding this request which includes the application, proposed site plan, building drawings, building elevations, and approximate property site. Additionally, comments have been provided by City staff outlining concerns and discussion points that may be discussed with the petitioners associated with this request.

All R-2 zoning single-family rental unit requests within the City are subject to City Code 10-9C-3, which states:

10-9C-3: CONDITIONAL USES:

The following uses shall be permitted only when authorized by a conditional use permit as provided in chapter 19 of this title:

Single rental unit created only by owner occupied homes, located within, underneath or above the primary
single-family dwelling unit. Any conditionally permitted rental unit shall be incidental to the primary residential use and shall meet the following minimum standards:

The square footage of the rental unit shall not exceed fifty percent (50%) of the overall square footage of the dwelling structure;

The rental unit shall be designed with a secondary entrance in a manner that the primary dwelling appears visually and functionally as if it were a single-family dwelling without a rental unit;

The rental unit shall have its own off street parking provided on the primary dwelling premises. Exiting units will be grandfathered until the property is sold and the new owner must be a residence of one of the units. (Ord. 655, 4-4-2006)

Staff would encourage the Planning Commission to review this matter, including concerns noted herein, and then discuss these matters with the petitioner. Staff would then recommend that the Planning Commission act accordingly to make a motion to approve, approve with amendments, or not approve the Conditional Use permit for the requested single-family rental unit in the proposed owner occupied dwelling planned to be constructed at 4587 South 1150 West, subject to the appropriate findings of fact.

General Plan Guidance (Section Reference)

The General Plan land use for this site is Residential – Low Density.

Legal Comments - City Attorney

| Steve Brooks |
|______________|
|             |
|             |

Administrative Comments - City Administrator

| Rodger Worthen |
|_______________|
|               |
|               |

Signatures were added electronically. There were no comments regarding this item.
CONDITIONAL USE PERMIT
APPLICATION

DATE  7-10-17
ADDRESS OF SITE  4587 South 1150 West Riverdale 84405
APPLICANT'S NAME  W. Michael and Bonnie R. Sessions
ADDRESS  On File
PHONE NUMBER  On File

NOTE:  Plans: Detailed location, site and building plans shall accompany the completed application forms provided by the city. For structures in existence, only a location plan need be provided.

✓ SITE PLAN RECEIVED  ✓ BUILDING PLANS RECEIVED

Present Zoning of the Property:  R-2  Present Use of the Property:  R-2
Acreage of the Property:  10,405 SF  Width of Property on the Street:  32 ft
Proposed Conditional Use of Property:  2-family dwelling

SIGNED:  [Signature]  DATE:  7-10-17

I authorize  Bonnie R. Sessions  to act as my representative in all matters relating to this application.

OWNER  [Signature]  AGENT AS AUTHORIZED BY OWNER  [Signature]

PLANNING COMMISSION SCHEDULED TO HEAR THIS APPLICATION FOR CONDITIONAL USE ON:
DATE:  7/25/2017  DECISION OF COMMISSION:  
SIGNATURE OF CHAIRPERSON:  

SIGNATURE OF CHAIRPERSON:  

PLANNING COMMISSION PUBLIC HEARING:
DATE:  N/A  DECISION OF COMMISSION:  N/A  
SIGNATURE OF CHAIRPERSON:  

Fee $50.00  Date Paid:  7/10/2017  Receipt No.  15.512745
RIVERDALE CITY CORPORATION
4600 SOUTH WEBER RIVER DRIVE
RIVERDALE UT 84405 394-5541

Receipt No: 15.512745 Jul 10, 2017

BONNIE SESSIONS

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Duplicate Copy

07/10/2017 03:44PM
From: Shawn Douglas  
Sent: Tue 7/18/2017 11:40 AM  
To: Mike Eggett  
Subject: RE: Conditional Use Permit request for R-2 redevelopment to Two-Family dwelling - Sessions Family  

Mike,

Could they show the water and sewer utilities. Are they going to be upsizing the existing utility services? They should also show the sidewalk and they may need to adjust the property line on the corner to allow the sidewalk and ramp to be in the right of way and not on private property. The other concern I have would be the location for the driveway of the rear garage. Where they are showing it connecting is in the corner and could have visibility problems and may also be a problem during the winter. Thanks

Shawn Douglas  
Public Works Direct  
801/394/5541 ext.1217  
Sdouglas@Riverdalecity.com

From: Scott Brenkman  
Sent: Tue 7/18/2017 10:56 AM  
To: Mike Eggett  
Subject: RE: Conditional Use Permit request for R-2 redevelopment to Two-Family dwelling - Sessions Family  

I do not have any concerns.

Chief Scott Brenkman  
Riverdale Police Department  
4580 S. Weber River Dr.  
Riverdale, UT 84405  
(801)394-6616  
sbrenkman@riverdalecity.com

From: Rodger Worthen  
Sent: Tue 7/18/2017 10:24 AM  
To: Mike Eggett  
Subject: RE: Conditional Use Permit request for R-2 redevelopment to Two-Family dwelling - Sessions Family  

Mike,

Soil retaining wall perhaps needed on the west and south boundary lines. If so needed, should be shown on the drawing. Landscape should be minimal in maintenance needs or support by future tenants. I am
not a big fan of the patio decks on this structure as they tend to require a lot of future maintenance and quickly show degrading symptoms from weather regardless of construction material. My opinion here only...I support moving this forward. I guess in a nutshell....if this private rental structure is approved I believe we as a city should take steps to simplify maintenance needs.

Thank you-

Rodger W.

From: Jared Sholly  
Sent:  
To: Mike Eggett  
Subject:  

No comments provided.

Jared Sholly  
Fire Chief  
Riverdale City Fire Department  
Cell: 801-628-6562  
Office: 801-394-7481

From: Jeff Woody (Building Official)  
Sent: Tue 7/18/2017 5:19 PM  
To: Mike Eggett  
Subject: RE: Conditional Use Permit request for R-2 redevelopment to Two-Family dwelling - Sessions Family  

Mike, I don’t have any issues with the plan it looks like they’re going to use the foundation as the retaining wall. The deck off of the front of the home would have to meet the front yard setback and that might be a problem.

Jeff Woody  
Riverdale City  
Building Official  
Ph: 801-394-5541 ext. 1216  
Email: jwoody@riverdalecity.com

From: Randy Koger (Fire Inspector)  
Sent: Thu 7/20/2017 10:00 AM  
To: Mike Eggett (shared verbally)  
Subject: RE: Conditional Use Permit request for R-2 redevelopment to Two-Family dwelling - Sessions Family  


“I don’t see any problems with this request.”

- Randy Koger

Mike Egget Comments – Community Development Review of Zoning

- Conditional standards:
  o Home is planned to be owner occupied by petitioners and rental unit will be incidental to primary residential use
  o Square footage of the rental unit does not appear to exceed fifty percent (50%) of the overall square footage of the structure, if renters use lower floor that is 1700 sf—should verify with petitioners
  o Structure appears to have a secondary entrance on upper west side of structure and dwelling appears as a single-family dwelling without rental unit
  o Rental unit has its own off street parking with garage on west side of lot on the primary dwelling premises or garages attached to main floor of dwelling
- Lot size requirement of 10,000 square feet is met for this request
- Frontage requirement of 80 feet is met for this request
- Setbacks for main structure:
  o 25 foot front is met
  o 8 foot side with total of 18 for side is met, south side yard is proposed to be 12 feet and north is 20 feet which meets corner lot standard in zone
  o 25 foot rear is met for main structure
- Setbacks for accessory garage:
  o 6 foot between main structure and garage is met at 6’8”
  o 2 foot between property line and garage (over 200 sf) is not met—shown at 1 foot
- Height maximum for main structure is 2½ stories or 35 feet; proposed residence appears to be lower than this as shown in home design drawings; maximum height for structure has not been identified
- Height maximum for accessory structure is 20 feet; proposed garage appears to be lower than this as shown in drawings; maximum height for garage has not been identified
- Accessory buildings will be also subject to requirements as found in Regulations Applicable to All Zones (10-14).
- Development of lot will be subject to all residential landscaping standards of the City Code and Riverdale City