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

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

A. Welcome & Roll Call

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

C. Presentations and Reports

D. Consent Items
1. Consideration of approving meeting minutes from:
   a. November 13, 2018 Work Session
   b. November 13, 2018 Regular Meeting
2. Consideration of setting a public hearing on December 11th, 2018 for consideration of a recommendation to City Council regarding an update to the General Plan housing policies section.

E. Action Items
1. Consideration of a Conditional Use Permit for an Infill Lot Development at approximately 4286 South 1000 West, Riverdale, Utah as requested by Falk Construction and Brian Sauve.
   Presented by: Mike Eggett, Community Development
2. Consideration of recommendation to City Council for approval of the Garff-Lesley Small Subdivision request at approximately 671 West 4400 South, Riverdale, Utah as requested by Matt Garff.
   Presented by: Mike Eggett, Community Development
3. Consideration of amending Planning Commission Bylaws Title II., Chapter A.
   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 November, 2018 at the following locations: 1) Riverdale City Hall Noticing Board 2) the City website at 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
AGENDA ITEM: D

SUBJECT: Consideration to approve meeting minutes.

PRESENTER: Jackie Manning, City Recorder

INFORMATION:

a. November 13, 2018 Planning Commission Work Session

b. November 13, 2018 Planning Commission Regular Meeting

BACK TO AGENDA
Minutes of the Work Session of the Riverdale City Planning Commission held Tuesday, November 13, 2018 at 6:00 p.m., at the Civic Center in the Administrative Offices, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

Present: Commissioners:
Robert Wingfield, Chairman
Blair Jones, Commissioner
David Gailey, Commissioner
Kathy Eskelsen, Commissioner
Amy Ann Spiers, Commissioner

Excused:
Steve Hilton, Commissioner
Mike Eggett, Community Development

City Employees:
Rodger Worthen, City Administrator
Jackie Manning, City Recorder

Others Present:
Joseph Earnest – arrived towards the end of the meeting

The Planning Commission Work Session meeting began at 6:00 p.m. Chairman Wingfield welcomed the Planning Commissioners to the Work Session and stated for the record that all were in attendance with the exception of Steve Hilton, Commissioner, and Mike Eggett, the Community Development Director, who were both excused.

Presentations and Reports:
Chairman Wingfield turned the time over to Rodger Worthen, the City Administrator who reported the following:

- Hill Air Force Base and surrounding communities, will be conducting a joint land use study
- 700 West CDA has continued meetings with taxing entities, with some possible reduction to the overall CDA area.

Mr. Worthen thanked the Planning Commissioners for their attendance to the recently held joint strategic planning meeting and summarized the key points made at that meeting.

Mr. Worthen discussed the current Planning Commission Bylaws and invited discussion regarding the possible proposed amendment. The amendment would slightly change the process of voting for motions. Under the amendment the majority of the planning commission present, no less than a quorum, would be enough to pass a motion. Under the current voting system, it requires a majority of the total planning commissioners regardless of the number present.

Consent Items:
Chairman Wingfield asked for any changes or corrections to the minutes for the October 23, 2018 Regular and Work Session Planning Commission meeting. There were no corrections requested.

Action Items:
Chairman Wingfield invited discussion regarding the first action item. Consideration to forward recommendation to the City Council regarding the Final Site Plan Approval for Quick Quack Car Wash, located approximately 697 West Riverdale Road, Riverdale, Utah 84405; requested by QQ Utah 3, LLC. Mr. Worthen summarized the executive summary and invited questions. There was a discussion regarding the prior submittal with regard to the numerous outstanding items. Mr. Worthen stated the majority of the items had been addressed and he felt comfortable forwarding this project to the city council, but ultimately the planning commission held that decision.

Joseph Earnest, the applicant, arrived toward the end of the work session meeting. He stated the compaction study was complete and the results indicated the area was safe to build. He discussed all the newly addressed staff concerns with regard to the formerly outstanding items. He felt confident the project was ready to forward to the city council.

Discretionary Items:
There were no discretionary items.

Adjourn:
Having no further business to discuss the Planning Commission adjourned at 6:21 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, November 13, 2018, at 6:30 p.m., at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

Present: Commissioners: Robert Wingfield, Chairman
David Gailey, Commissioner
Blair Jones, Commissioner
Kathy Eskelsen, Commissioner
Amy Ann Spiers, Commissioner

City Employees: Rodger Worthen, City Administrator
Jackie Manning, City Recorder

Excused: Steve Hilton, Commissioner
Mike Eggett, Community Development

Visitors: Joseph Earnest

A. Welcome & Roll Call

The Planning Commission Meeting began at 6:30 p.m. Chairman Wingfield welcomed everyone to the meeting and stated for the record that all members of the Planning Commission were present except for Commissioner Hilton who is excused.

B. Public Comment

Chairman Wingfield asked for any public comments and there were not any.

C. Presentations and Reports

1. Discussion regarding potential language amendment(s) to the Planning Commission Bylaws.

Mr. Worthen stated this amendment would slightly change the process of voting for motions. Under the amendment the majority of the planning commission present, no less than a quorum, would be enough to pass a motion. Under the current voting system, it requires a majority of the total planning commissioners regardless of the number present.

There was a discussion regarding the total number of members that constitutes a quorum under a 7 member planning commission. The amendment didn't change the amount required to have a meeting, which would be a minimum of 4 members. The planning commission asked for the proposed language amendments to be brought back as an action item to review, discuss, and potentially adjust the proposed amendments.

D. Consent Items

1. Consideration of meeting minutes from the Planning Commission Meeting held on October 23, 2018.

Chairman Wingfield asked for changes or corrections to the Planning Commission meeting minutes for the October 23, 2018 Work Session and Regular Meeting. There were no changes requested.

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

There was no discussion regarding this motion.

CALL THE QUESTION: Commissioners Wingfield, Gailey, Jones, Eskelsen, and Spiers all voted in favor. The motion passed unanimously.

E. Action Items

1. Consideration to forward recommendation to the City Council regarding the Final Site Plan Approval for Quick Quack Car Wash, located approximately 697 West Riverdale Road, Riverdale, Utah 84405; requested by QQ Utah 3, LLC.

Mr. Worthen summarized an executive summary which explained:
QQ Utah 3 LLC., as represented by Joseph Earnest and/or Larvin Pollack, has continued application for a Final Site Plan review of a new car wash site and facilities located at approximately 697 West Riverdale Road in a cross-zoned parcel within the Regional Commercial (C-3) zone and the Light Manufacturing Use (M-1) zone.

This matter is back before the Planning Commission due to the fact that, per Commission bylaws, “… any matter considered by the Planning Commission must be passed by four (4) votes in favor of the motion.” In the case of Quick Quack, on October 23, 2018, the proposed final site plan review was considered by the Planning Commission for recommendation to City Council. There were five members of the Commission at the meeting to consider this request. At the conclusion of the discussion, a motion was made to advance the final site plan proposal to the City Council with a favorable recommendation with the understanding that the outstanding engineering and staff concerns be addressed before being presented to the City Council on the Council agenda. The voting was held and the results were 3 in favor of this motion and 2 opposed. Following the voting, the belief was that the motion passed and the matter advanced. However, upon review of the bylaws the next morning, staff realized that the motion did not pass and thus would need to be reconsidered by the Planning Commission during this meeting.

This site plan is being proposed for development on property that is adjacent to a tire repair store, a music store, and across from an automotive sales facility. The property is currently owned by River Corner, LLC. A public hearing is not required to consider this Site Plan proposal. Following the presentation and discussion of the proposal, the Planning Commission may consider making a motion to recommend to the City Council final approval of the Riverdale Quick Quack site plan proposal, recommend approval of the proposed site plan with any requested modifications, table the matter to allow for further discussion and review, or not recommend final approval of the Riverdale Quick Quack site plan. If a recommendation for final approval is provided, then this matter could move forward to a future Final Site Plan approval consideration process with the City Council.

Title 10 Ordinance Guidelines (Code Reference)

This Final Site Plan review is regulated under City Code 10-25 “Development in All Zones”, and is affected by City Codes 10-10A “Regional Commercial Zones (C-3)”, 10-11A “Light Manufacturing Use Zone (M-1)”, 10-14 “Regulations Applicable to All Zones”, 10-15 “Parking, Loading Space; Vehicle Traffic and Access”, and 10-16 “Sign Regulations”.

The proposed development parcel is located on property south of Riverdale Road and east of 700 West on property currently owned by River Corner, LLC. The property is located in a mixed C-3 and M-1 zoned area and the requested use of car wash is a permitted use in these zones.

Attached with this executive summary is a document entitled “Final Site Plan Review – Quick Quack Car Wash”; this is a supplementary document addressing items on the Preliminary Site Plan application document. Also attached, following this executive summary, are comments from the Public Works Director, the Fire Chief, the Police Chief, the City Administrator, the Fire Inspector, and contracted City Engineer. The Planning Commission should discuss any concerns raised by these summaries.

The Planning Commission is encouraged to briefly discuss site plan proposals with the petitioner to better understand how site lighting and signage will work in this area; signage is regulated per City Code 10-16 (specifically section 8.(b.) for Commercial Districts); the applicant should be directed to adhere to this Code when contemplating signage. Signage information for this site has been provided in your packet.

If a recommendation for final approval is provided, then this matter could move forward to a future Final Site Plan approval consideration process with the City Council.

General Plan Guidance (Section Reference)
The General Plan use for this area is currently set as “Planned Commercial - High” and this proposed project would comply with this land use.

Chairman Wingfield invited the applicant to address planning commission concerns. Joseph Earnest, the applicant, expressed excitement to be coming to Riverdale City. He discussed his diligence in addressing all former staff concerns and requirements and stated he will continue working hard to meet all city ordinances. Mr. Earnest discussed the Quick Quack expansions throughout Utah.

Mr. Earnest discussed the grand opening process for Quick Quack Car Wash which included 10 days of free car washes as well as a community service project to help a family in need.

Commissioner Spiers asked if Mr. Earnest was concerned about the close proximity of this Quick Quack Car Wash to the Roy City location. Mr. Earnest stated he was confident both locations would do well.

There was a brief discussion regarding the car wash experience and process.
MOTION: Commissioner Eskelsen moved to forward a favorable recommendation to the City Council regarding the Final Site Plan Approval for Quick Quack Car Wash, located approximately 697 West Riverdale Road, Riverdale, Utah 84405; requested by QQ Utah 3, LLC, subject to all staff concerns, and all applicable laws. The motion was seconded by Commissioner Gailey.

There was no discussion regarding this motion.

ROLL CALL VOTE: Commissioners Wingfield, Jones, Gailey, Spiers and Eskelsen all voted in favor of the motion.

F. Discretionary Items

There was no discretionary items for this meeting. 6:47 PM Jones. Gailey.

G. Adjournment

MOTION: There being no further business to discuss, Commissioner Gailey moved to adjourn the meeting. Commissioner Gailey seconded the motion; Commissioners Wingfield, Jones, Gailey, Eskelsen and Spiers all voted in favor of the motion.

The meeting adjourned at 6:47 p.m.

Robert Wingfield  
Planning Commission Chair

Jackie Manning  
City Recorder

Date Approved: November 27, 2018
AGENDA ITEM: E1

SUBJECT: Consideration of a Conditional Use Permit for an Infill Lot Development at approximately 4286 South 1000 West, Riverdale, Utah as requested by Falk Construction and Brian Sauve.

PRESENTER: Mike Eggett, Community Development Director

ACTION REQUESTED: Consideration to approve.

INFORMATION:

a. Executive Summary
b. Department Reports
c. Application
d. 4286 S. 1000 W. Lot Location
e. Site Plan

BACK TO AGENDA
Planning Commission
Executive Summary

For the Commission meeting on: 11-27-2018

Petitioner: Brian Sauve/Falk Construction, as represented by Taylor Falk

Summary of Proposed Action

Petitioner Falk Construction, on behalf of the new property owner Brian Sauve, has requested development of an infill lot (like a flag lot) in a Single-Family and Single-Family with Rental Unit Residential R-2 zone located at approximately 4286 South 1000 West (parcel id #06-004-0024). The property contains approximately 0.58 acres of land and has approximately 60 feet along 1000 West which could accommodate the driveway to access the entirety of the lot (see the attached proposal documentation for more information).

This property was previously owned by Jared and Brittany Olson and had received two infill lot development conditional use approvals by the Planning Commission for two alternative development plans. The new applicants are not pursuing these old plans and the new plan has been included for your review.

A public hearing is not required for this request and the Planning Commission, subject to Title 10, Chapter 12 “Infill Lots”, are the land use authority for this request. Following discussion of the request, the Planning Commission may make act accordingly to approve the request as submitted, approve the request with the imposition of additional conditions and requirements to grant the request, or deny the infill lot development request with sufficient findings of fact to support the action.

Title 10 Ordinance Guidelines (Code Reference)

This rezone request is regulated under City Code 10-9C “Single-Family and Single-Family with Rental Unit Residential Zone (R-2)”, 10-12 “Infill Lots”, and 10-14 “Regulations Applicable to All Zones” in addition to Fire Codes noted in the attached Departmental Staff report document by the Fire Department.

The infill lot development is currently still showing as owned by Jared S Olson and w Brittany, however the property is either planned to be owned or currently owned by the Sauve Family. Historically, this property has sat vacant off of 1000 West due to lack of appropriate frontage to meet zone requirements for a legal building lot. Therefore, this infill lot development request is before the Planning Commission for review and consideration.

The appropriate supporting documentation has been submitted and provided to the Planning Commission for your review (please see attached proposal documentation and reports for more). The infill lot development consideration does require that specific requirements and conditions may be imposed upon the property “development as outlined by the Planning Commission, Department of Community Development, Fire Department, Department of Public Works, City Attorney, and City Administration” (Riv City Code 10-12-3(A.)9.). Comments reflecting departmental concerns, requested conditions, and other comments are attached on the document entitled “Departmental Staff Reports”.
Staff recommends that the Planning Commission review this matter, including concerns outlined herein, and then discuss with the petitioners any concerns that may exist. Staff would then recommend that the Planning Commission act accordingly to approve the request as submitted, approve the request with the imposition of additional conditions and requirements to grant the request, or deny the infill lot development request with sufficient findings of fact to support the action.

### General Plan Guidance (Section Reference)

- Listed as Residential-Low Density use.

### Legal Comments - City Attorney

- Comments are located in Department Reports.

Steve Brooks, Attorney

### Administrative Comments - City Administrator

- Comments are located in Department Reports

Rodger Worthen, City Administrator

Signatures were added electronically.
From: Shawn Douglas  
Sent: Fri 11/16/2018 10:25 AM  
To: Mike Eggett  
Subject: RE: Infill Lot Development Conditional Use Request - PC Approval of Falk Home Site Plan

Mike,

I have no concerns with the infill lot as submitted. Thanks

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

From: Randy Koger (Fire Marshal)  
Sent: Tue 11/20/2018 9:44 AM  
To: Mike Eggett; Jared Sholly (Commented – “I agree with Randy.”)  
Subject: RE: Infill Lot Development Conditional Use Request - PC Approval of Falk Home Site Plan

Mike

I do not see any issues.

Randy S. Koger

Fire Marshal/Code Enforcement Officer  
Riverdale City  
801-436-1241

From: Steve Brooks (City Attorney)  
Sent: Mon 11/19/2018 2:12 PM  
To: Mike Eggett  
Subject: RE: Infill Lot Development Conditional Use Request - PC Approval of Falk Home Site Plan

Initial look at this looks fine. My biggest concerns are those things outlined in 10-12-3 that fall upon the PC shoulders for review (neighborhood compatibility, parking, height, improves/enhances, etc.) and Department concerns..... Just make sure they follow Title 10 and make some findings as to how exactly it complies with the intent and purpose of statutes.........
From: Scott Brenkman
Sent: Thu 11/15/2018 3:52 PM
To: Mike Eggett
Subject: RE: Infill Lot Development Conditional Use Request - PC Approval of Falk Home Site Plan

No concerns for me.

Scott

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

From: Rodger Worthen
Sent: Fri 11/16/2018 2:52 PM
To: Mike Eggett
Subject: RE: Infill Lot Development Conditional Use Request - PC Approval of Falk Home Site Plan

Mike-

There is a lot of space behind the proposed new house but not a concern that would infer attention from any code or requirement. I support the plan moving forward.

Thank you,

Rodger W.

Mike Eggett Comments – Community Development Review of Zoning

- Lot size requirement of 8,000 square feet is met
- Frontage requirement of 70 feet cannot be met on this lot, hence this request; 60 foot frontage established along 1000 West
- Setbacks for main structure:
  - 25 foot front is met
  - 8 foot side with total of 18 or more for total sides is met
  - 25 foot rear appears to easily be met but distance number not shown
- Height maximum for main structure has not been identified; assumption is proposed residence would be at or below 2 ½ stories or 35 feet
- Any future home building or structure addition to existing building will need to connected to the proposed home structure for this lot
- Any future proposed accessory building will be subject to typical City Code requirements as found in R-2 Zoning Code (10-9C) and accessory building requirements as found in Regulations Applicable to All Zones (10-14).
- Development of lot will be subject to landscaping standards of the City Code and Riverdale City
CONDITIONAL USE PERMIT
APPLICATION

DATE 11-5-18

ADDRESS OF SITE 4286 S. WCR W.

APPLICANT’S NAME Falk Construction

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: RZ

Acreage of the Property: .58

Width of Property on the Street: 59'

Present Use of the Property: Vacant lot

Proposed Conditional Use of Property: Home to be built.

SIGNED: __________________________ DATE: 11-5-18

I authorize Falk Construction to act as my representative in all matters relating to this application.

OWNER

AGENT AS AUTHORIZED BY OWNER

PLANNING COMMISSION SCHEDULED TO HEAR THIS APPLICATION FOR CONDITIONAL USE ON:

DATE: 11/27/2018 DECISION OF COMMISSION: __________________

SIGNATURE OF CHAIRPERSON: __________________ DATE: ______________

PLANNING COMMISSION PUBLIC HEARING:

DATE: N/A DECISION OF COMMISSION: N/A

SIGNATURE OF CHAIRPERSON: N/A DATE: N/A

Fee $50.00 Date Paid: ______________ Receipt No. ______________
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<td>10-38-9000 Sundry Revenue</td>
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11/07/2018 2:35 PM
AGENDA ITEM: E2

SUBJECT: Consideration of recommendation to City Council for approval of the Garff-Lesley Small Subdivision request at approximately 671 West 4400 South, Riverdale, Utah as requested by Matt Garff.

PRESENTER: Mike Eggett, Community Development Director

ACTION REQUESTED: Consideration to approve.

INFORMATION:

a. Executive Summary
b. Site Plan Review
c. Engineer Review
d. Department Staff Reports
e. Application
f. Subdivision Plat
g. Utility Plan

BACK TO AGENDA
Planning Commission
Executive Summary

For the Commission meeting on: 11-27-2018

Petitioner: Matt Garff
represented by Brad Brown

Summary of Proposed Action

Matt Garff, as represented by Brad Brown and/or Mr. Garff, has provided an application for a Residential Small Subdivision Site Plan review for a two-lot subdivision proposal located at approximately 671 West 4400 South within the Mobile Home Park-Recreational Vehicle Park (Rmh-1) Zone. The proposed subdivision comprises 5.25 acres of land within the proposal.

This site plan is being proposed for the two-lot subdivision and subsequent development of a large parking area on the easternmost lot (Lot 2) in this subdivision. A small portion of Lot 2 will include an off premises large advertising sign (billboard). The western lot (Lot 1) will continue to exist as a mobile home park. All properties affected by this proposal are currently owned by Garff Properties Riverdale, LLC.

A public hearing is not required to consider this Site Plan proposal. Following the presentation and discussion of the proposal, the Planning Commission may consider making a motion to recommend to the City Council final approval of the Garff-Lesley Small Subdivision site plan proposal, recommend approval of the proposed site plan with any requested modifications, table the matter to allow for further discussion and review, or not recommend final approval of the Garff-Lesley Small Subdivision site plan. If a recommendation for final approval is provided, then this matter could move forward to a future Final Small Subdivision and Site Plan approval consideration process with the City Council.

Title 10 Ordinance Guidelines (Code Reference)

This Small Subdivision Site Plan review is regulated under City Code 10-21 “Subdivisions”, specifically 10-21-12 “Small Subdivisions: Special Provisions”, and is affected by City Codes 10-96 “Mobile Home Park-Recreational Vehicle Park Zone (Rmh-1)”, 10-14 “Regulations Applicable to All Zones”, 10-15 “Parking, Loading Space; Vehicle Traffic and Access”, and 10-16 “Sign Regulations”.

The proposed development parcel is located on property on the western end of 4400 South, currently operated as the Leslie’s Mobile Home Park on property currently owned by Garff Properties Riverdale, LLC. The property is located in a Rhm-1 zone and the requested use of an ancillary parking lot is a permitted use in this zone as noted in 10-96-14 of the City Code.

Attached with this executive summary is a document entitled “Small Subdivision Site Plan Review - Garff-Lesley Small Subdivision”; this is a supplementary document addressing items on the Residential Subdivision Site Plan application document. Also attached, following this executive summary, are comments from the Public Works Director, the Fire Chief, the Police Chief, the Fire Inspector, and contracted City Engineer. The Planning Commission should discuss any concerns raised by these summaries.

Staff would encourage the Planning Commission to review this matter and then discuss with the petitioner.
concerns raised by staff and/or the Planning Commission. Staff would then recommend that the Planning Commission make a motion to recommend to the City Council final approval of the Garff-Lesley Small Subdivision site plan proposal, recommend approval of the proposed site plan with any requested modifications, table the matter to allow for further discussion and review, or not recommend final approval of the Garff-Lesley Small Subdivision site plan. If a recommendation for final approval is provided, then this matter could move forward to a future Final Small Subdivision and Site Plan approval consideration process with the City Council.

**General Plan Guidance (Section Reference)**

The General Plan use for this area is currently set as "Residential - Medium Density" and this proposed project would be allowed with this land use as a result of the Rmh-1 language regarding hard-surfaced area establishment.

**Legal Comments - City Attorney**

See Department Reports for comments.

See Department Reports for comments.

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**Administrative Comments - City Administrator**

See Department Reports for comments.

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Signatures added electronically.
Small Subdivision Site Plan Review – Garff-Lesley Small Subdivision, 671 West 4400 South

Completed by Mike Eggett, Community Dev. Director on 11/20/2018

**Recommendation:** City staff recommends that the Planning Commission examine and review items associated with this proposed residential small subdivision site plan review. Items of consideration or note have been highlighted in yellow for potential discussion purposes. City staff recommends that the Planning Commission act accordingly to provide a recommendation to City Council for small subdivision site plan approval or not recommend approval for the proposed Garff-Lesley small subdivision site plan with any additional comments or concerns to be addressed by the developer.

| Date Plan Submitted to City: (Must be at least two weeks prior to Planning Commission meeting) | November 14, 2018 |
| Date Application Submitted to City: | November 14, 2018 |
| Date Fee Paid: | Paid on November 14, 2018 (see receipts for detail) |

**Site Plan – Preliminary Requirements**

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<th>Departmental Review Comments</th>
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<td><strong>COVER SHEET</strong></td>
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<td>Project name and address</td>
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<td>Developer’s name, address, and phone number</td>
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<td>Approving agency’s name and address: Utility companies if applicable</td>
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<td>Consulting Engineer’s name, address, and phone number</td>
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<td>Licensed Land Surveyor’s name, address, phone number, signature, and seal</td>
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<td><strong>General</strong></td>
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<td>Street names</td>
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<td>Layouts of lots with lot numbers</td>
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<td>Adjacent tract ownership and tax identification numbers</td>
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<td>Scale (minimum 1”=50’ to 1”=10’)</td>
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<td>Existing easements, structures, and utility lines: Approval to cross, use, or relocate</td>
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<td>Space for notes</td>
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<td><strong>Vicinity Map</strong></td>
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<tr>
<td>Consulting Engineer’s name, address, and phone number</td>
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<td>Names of approving agents with titles, stamps, signatures, and license expiration dates</td>
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<td>Names of approving departments (Attorney, Planning Commission, Mayor, Recorder)</td>
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<td>Consulting Engineer’s/Surveyor’s stamp, signature, and license expiration date</td>
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<td>Layout</td>
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<td>Street Names</td>
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<td>Bearings and distances for all property lines and section ties</td>
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<td>Owner’s dedication certificate for subdivision (Notary Acknowledgement)</td>
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<td>Landscaping (location and type with area calculations)</td>
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<td>Location of exterior lighting devices, signs, and outdoor advertising</td>
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<td>Location of underground tanks, dumpsters, etc</td>
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<td>Additional Information</td>
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<tr>
<td>Benchmark</td>
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<tr>
<td>Basis of bearings</td>
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<td>Legend</td>
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<td>PLAN AND PROFILE SHEETS</td>
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<tr>
<td>Project name and address</td>
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<tr>
<td>Approving Agency’s name and address</td>
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<td>Consulting Engineer’s name, address, and phone number</td>
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<tr>
<td>Date</td>
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<tr>
<td>Scale</td>
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<td>Sheet number and total sheets</td>
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<td>General</td>
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<td>North arrow</td>
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<td>Street names</td>
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<tr>
<td>Lot numbers</td>
</tr>
<tr>
<td>Reference to sheets showing adjacent areas</td>
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<tr>
<td>Center line stationing</td>
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<tr>
<td>Existing natural ground</td>
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<tr>
<td>New and Existing Buildings</td>
</tr>
<tr>
<td>Height and Size</td>
</tr>
<tr>
<td>Location, setbacks, and all dimensions</td>
</tr>
<tr>
<td>Type of construction</td>
</tr>
<tr>
<td>Type of occupancy and proposed uses</td>
</tr>
<tr>
<td>Show handicapped access</td>
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<tr>
<td>New and Existing Landscaping &amp; Percentage</td>
</tr>
<tr>
<td>New and Existing Walls and Fences</td>
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<tr>
<td>Location, design, and height</td>
</tr>
<tr>
<td>Materials proposed for construction</td>
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<tr>
<td>New and Existing Parking</td>
</tr>
<tr>
<td>Category</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Location, area, and layout of off-street parking (size of stalls, regular and handicapped)</td>
</tr>
<tr>
<td>Location of employees’ parking, customer parking, and handicapped parking</td>
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<tr>
<td>Internal circulation pattern</td>
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<tr>
<td>New and Existing Ingress and Egress</td>
</tr>
<tr>
<td>Location and size of points of ingress and egress for motor vehicles and internal use</td>
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<tr>
<td>Circulation pattern</td>
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<tr>
<td>New and Existing Streets</td>
</tr>
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<td>All access points</td>
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<td>Center lines</td>
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<tr>
<td>Right-of-way lines</td>
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<tr>
<td>Face of curb lines</td>
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<tr>
<td>Centerline slope</td>
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<tr>
<td>Signing and striping</td>
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<td>Light poles</td>
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<td>Street lights</td>
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<tr>
<td>Street name signs</td>
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<tr>
<td>Stop signs</td>
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<tr>
<td>UDOT approval (if required for project)</td>
</tr>
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<td>Sidewalk (4’ side with 4” of road base or 6’ side with 6” of road base through the approach)</td>
</tr>
<tr>
<td>Planting Strip</td>
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<tr>
<td>New and Existing Storm Drainage</td>
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<tr>
<td>Top of curb elevations</td>
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<td>Slope of gutter</td>
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<td>Manholes</td>
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<td>Topic</td>
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<td>----------------------------------------------------------------------</td>
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<tr>
<td>Invert elevations</td>
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<tr>
<td>Length, size, slope, and type of mains and laterals</td>
</tr>
<tr>
<td>Location of catch basins</td>
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<tr>
<td>Ditches, location and ownership</td>
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<tr>
<td>Approval to pipe, reroute or use</td>
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<tr>
<td>Calculations for retention system</td>
</tr>
<tr>
<td>Method of storm water clean-up</td>
</tr>
<tr>
<td>New and Existing Sanitary Sewers</td>
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<td>Manholes</td>
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<tr>
<td>New and Existing Water Lines</td>
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<td>Length, size, type, and slope of mains and laterals</td>
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<tr>
<td>Location, size, and type of water meters, valves, and fire hydrants</td>
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<tr>
<td>New and Existing Gas Lines</td>
</tr>
<tr>
<td>Size and type</td>
</tr>
<tr>
<td>New and Existing Electrical Lines</td>
</tr>
<tr>
<td>Size, location, and type</td>
</tr>
<tr>
<td>Location of power poles</td>
</tr>
<tr>
<td>New and Existing Telephone Lines</td>
</tr>
<tr>
<td>Location of poles, junction boxes, and manholes</td>
</tr>
<tr>
<td>New and Existing Cable TV Lines</td>
</tr>
<tr>
<td>Location of lines (if applicable)</td>
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**DETAILED DRAWINGS**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross section of roadway (minimum 8” road base and 3” asphalt)</td>
<td>Existing roads, defer to City Engineer</td>
</tr>
<tr>
<td>Cross section of curb and gutter (standard 30” high back)</td>
<td>Existing, defer to City Engineer</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Gutter inlet box with bicycle safe grate</td>
<td>Existing, defer to City Engineer</td>
</tr>
<tr>
<td>Cleanout box</td>
<td>Existing, defer to City Engineer</td>
</tr>
<tr>
<td>Thrust blocking</td>
<td>Existing, defer to City Engineer</td>
</tr>
<tr>
<td>Special energy dissipating or drop manholes</td>
<td>None showing and may not be applicable; defer to City Engineer</td>
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</table>

**ADDITIONAL INFORMATION**

<table>
<thead>
<tr>
<th>Soils report</th>
<th>No geotechnical required but pavement design report required and not provided; per City Engineer direction may need refinement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drainage and runoff calculations</td>
<td>Not shown, defer to City Engineer</td>
</tr>
<tr>
<td>Water right transfer documentation</td>
<td>Review with Public Works if needed</td>
</tr>
<tr>
<td>Copy of protective covenants, codes, and regulations for development</td>
<td>Not applicable to this project</td>
</tr>
<tr>
<td>Three (3) total 24” X 36” full sets of plan drawings, one (1) small full set of plan drawings (11”x17”), and one digital full set copy of plan drawings</td>
<td>Yes, provided as requested</td>
</tr>
<tr>
<td>Building elevation renderings</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Corp of Engineers approval (if required)</td>
<td>Not applicable or required for this project as a result of only parking</td>
</tr>
<tr>
<td>Zoning compliance</td>
<td>Yes, Mobile Home Park-Recreational Vehicle Park (Rmh-1) Zone allows for hard-surfaced spaces as an ancillary use, as noted in 10-9G-14</td>
</tr>
<tr>
<td>RDA compliance (if applicable)</td>
<td>Not applicable in this matter</td>
</tr>
<tr>
<td>Use compliance</td>
<td>Yes, Mobile Home Park-Recreational Vehicle Park (Rmh-1) Zone allows for hard-surfaced spaces as an ancillary use, as noted in 10-9G-14</td>
</tr>
<tr>
<td>Engineering comments and letter of approval recommendation</td>
<td>Engineering comments, along with Public Works, Police Department, and Fire Department comments have been provided</td>
</tr>
<tr>
<td>Traffic study</td>
<td>Not currently required</td>
</tr>
<tr>
<td>All Planning Commission and City Staff conditions for approval have been met</td>
<td>Currently Final Small Subdivision Site Plan proposal being reviewed by Planning Commission for a potential recommendation to City Council</td>
</tr>
</tbody>
</table>
15 November 2018

Riverdale City
4600 South Weber River Drive
Riverdale, Utah  84405

Attn: Mike Eggett, Community Development Director/RDA Deputy Executive Director
Proj: Garff – Lesley Subdivision
Subj: Preliminary Plat & Improvement Drawings Review #1

Dear Mike,

Attached is my review of the above referenced subdivision drawings for your consideration. It is my opinion that this concept can work if all zoning issues can be solved. The developer will need to have his Civil Engineer and other Professional Engineer’s prepared the following drawings:

**General Notes:**

*Please request the Developer or his Engineer, submit a response letter with their re-submittal of drawings answering all Engineering review comments contained herein.*

1. An **electronic copy** of the Plat & Improvement drawings and all details must be submitted to the Public Work Department via our office for record keeping upon design completion and prior to approval of the final drawings from our office.

**Plat review:**

1. The perimeter boundary of the Plat does not close per Riverdale City Standards. The surveyor will need to check the Plat and resolve the closure.

2. The Engineers approval signature block needs to be modified and read as follows:

   *I hereby certify that the “Office of the City Engineer” has examined the foregoing Plat and in our opinion the information conveyed herewith, complies with the Public Works Standards and Specifications of Riverdale City.*
3. The “Questar Gas Company”, the “Rocky Mountain Power Company” and the “Telephone Company” approval signature boxes will not be needed on this Plat.

4. Easements:
   - The outdoor sign easement dimensions with ties to property corners for the outdoor sign should be shown on the Plat with the appropriate recorders “Entry Number”.
   - The “Ingress/Egress” easement, per note #2 needs to be shown on the drawing portion of the Plat.
   - The Trail Easement needs to be properly shown on the Plat.
   - The storm drain easement along Riverdale Road needs to be shown on the Plat complete with bearings and distances and ties to property corners. The width of the storm drainage easement should be 10’ both sides of the storm water pipe centerline.

5. All corners of the subdivision perimeter need to be marked per the drawing “Legend”.

6. Addresses are required for all lots and need to be shown on the Plat.

7. The westerly property line for lot #2 needs to be better shown – highlighted property lines and bearing and distances.

8. With the final Plat all the miscellaneous fence lines and edges of asphalt need to be removed and replaced with proper notation of easements (add bearing and distances on the easement lines and distances to property corners).

9. The “Owners Dedication” is for a Home Owner Association and should be re-written to represent what is taking place. There are no streets being dedicated thus the owner’s dedication must represent what is taking place.

10. In the “Acknowledgement” the name of the person or persons signing the “Owner’s Dedication” will need to have their name shown (typed) under the appropriate signature line.

**Improvement Drawings - Engineering Items:**

The following basic items (may not be inclusive) that are listed and must be contained on and in the various drawing submittals.

- **Geotechnical Study** – A Pavement design is required. A standard geotechnical study is required if any structures are planned for the site.

- **Demolition Plan** – Show which utilities are being removed and capped, show the limits of removal of asphalt and concrete surfacing. Notes need to be placed on the drawings requiring disconnection of the laterals at the main line and a note placed on the drawings stating that photos will need to be taken and submitted of the disconnection work. Note which fences are being removed and all facilities that are being removed. Note all demolition items.

- **Site Plan** - The plan submitted was very general and needs to be finished. Details need to include and show the improvements between the property line and the back of the curb &
gutter along 4400 South Street. A street cross-section of 4400 South Street and Riverdale Road needs to be submitted. Show limits of Construction.

- **Grading Plan** – Show the existing contours and the future new elevation contours. Show all pavement depths and materials, slope of the new pavement, drainage flow directions, etc. Spot grades and slopes are required on the existing pavement. If the existing pavement is in poor condition, I would recommend the replacement of it (review by the geotechnical engineer is also recommended). I would recommend that a 5’ wide waterway be utilized rather than the 3’ wide waterway.

- **Drainage Plan & Storm Water Plans and Calculation** – This drainage document must be prepared by a licensed Engineer. All calculations for the 100-year storm event – 24-hour period, the orifice sizing is required. Show in detail the orifice structure, overflow structure and details, riprap quantity and sizing, basin materials (cross-section of the detention basin. A written “Note” needs to be placed on the drawings to require the design Engineer to certify the storm water available capacity in the detention basin upon construction completion. Correct the references to Antelope Road in the drawings. A storm water “Management Plan” will need to be developed and submitted for review.

- **Utility Plan** – Show all new utilities stating the utility type (water, sewer, storm drain, gas communication, etc.). Show the piping materials, pipe slopes, diameters, locations, bury depths.

- **SWPPP Plan** – This needs to be prepared and submitted for review.

- **Improvement Details** – All facility details and construction specification are required to be placed on the drawings.

We would be happy to meet with the Developer and his Engineer to review the above items should they have any questions.

Sincerely,

CEC, Civil Engineering Consultants, PLLC.

N. Scott Nelson, PE.
*City Engineer*

Cc. Shawn Douglas, Public Works Director
Brad,

I quickly reviewed the submitted plans for the Garff Subdivision. I have attached my review comments. There may be more with further review. It would be nice if some of these items could be resolved before it went to planning commission. Let me know if I can help in any way. Thanks

Storm Water

1-Drainage system operation and maintenance plan BMPS approved and recorded with plat.

2-Orifice size, location and plan detail, free board on pond, and emergency overflow.

3-Number parking stalls need to be shown on plan. Depending on the number of stalls a hydrodynamic separator or BMPs to clean up storm water will need to be installed.

4-The current location for the storm water tie in is in a UDOT storm drain system. A letter of approval from UDOT will be required.

5-Provide proposed storm water flows gpm/gpd.

6-Grading/drainage plan.

7-Storm prevention plan for construction site with bmps.

8-Notice of intent filed with state.

9-Note to certify retention pond size and elevation after construction.

10-Detention basin design and materials will need to be shown.

Water

1-Existing water utilities shown on plans. The existing utilities for Lot#1 need to be shown.

2-Existing water services that are not in use will need to be capped at main line.

Sewer

1-Show existing sewer mains and laterals. Show lines for lot #1.
2-Abandoned sewer lines will need to be capped at the property line.

Other

1-Note requiring all construction and materials shall meet Riverdale City standards and specifications.

2-Note requiring all missing, nonfunctioning, or damage surface improvements shall be replaced. (sidewalk, curb and gutter, fencing etc.)

3-Dimensions and square footage of each lot.

4-Square footage of impervious surface for each lot.

5-Show existing electrical, phone, gas, cable tv and any other existing utilities on plan.

6-Finished grade elevations.

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

From: Rodger Worthen
Sent: Mike Eggett
Subject: No comments were provided from the City Administrator.

From: Scott Brenkman
Sent: Thu 11/15/2018 3:59 PM
To: Mike Eggett
Subject: RE: Garff-Lesley Small Subdivision proposal review with PC

No concerns for me.

Chief Scott Brenkman
Riverdale Police Department
4580 S. Weber River Dr.
Riverdale, UT 84405
(801)394-6616
sbrenkman@riverdalecity.com
I don’t have any issues. I would love to get an additional hydrant in this area, but I see nothing here that would require they do that.

Jared Sholly
Fire Chief
Riverdale City Fire Department
Cell: 801-628-6562
Office: 801-394-7481
RIVERDALE CITY PLANNING COMMISSION
APPLICATION FOR RESIDENTIAL SUBDIVISION
SITE PLAN APPROVAL

CASE NO: 2018-05 DATE SUBMITTED: 11/14/2018

APPLICANT’S NAME: Matt Garff
ADDRESS: On File
PHONE: On File
ADDRESS OF SITE: 671 W 4400 S, Riverdale Utah 84405
APPLICANT’S INTEREST: Mobile Home Park and Parking Area

Application is hereby made to the Riverdale City Planning Commission requesting that a residential subdivision consisting of Two lots be approved on 5.25 Acres of (number of lots) (sq. ft./acreage) property in the RMH-1 zone in accordance with the attached site plan.

Signature of Applicant

Signature of Property Owner

I authorize Brad Brown to act as my representative in all matters relating to this application.

NOTE: A fee will be charged at the time the site plan is submitted for review - $100 per lot/unit
Fee: $200.00 Date paid: 11/14/2018

Planning Commission sets public hearing: Yes ☐ No ☑ Date of Public Hearing: N/A
Planning Commission scheduled to hear this application for site plan approval on:
Date: 11/27/2018 Decision of Commission:

City Council sets public hearing: Yes ☐ No ☐ Date of Public Hearing:
City Council scheduled to hear this application for site plan approval on:
Date: Decision of Council:
XBP Confirmation Number: 52331844

<table>
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<tr>
<th>Account #</th>
<th>Item</th>
<th>Quantity</th>
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</thead>
<tbody>
<tr>
<td>MATT GARFF</td>
<td>Swap Meet Bus. License</td>
<td>1</td>
<td>$200.00</td>
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</tbody>
</table>

Subdivision Fees

TOTAL: $200.00

Billing Information

MATT GARFF
84405

Transaction taken by: cjacobse
GARFF-LESLEY SUBDIVISION

PART OF THE SE 1/4 OF SECTION 7, TOWNSHIP 5 NORTH, RANGE 1 WEST, SALT LAKE BASE & MERIDIAN
RIVERDALE CITY, WEBER COUNTY, UTAH - NOVEMBER 2010

NORTH

A part of the Southeast Quarter of Section 7, Township 5 North, Range 1 West, Salt Lake Base and Meridian; Beginning at a point being South 1°52'06" West 544.52 feet to the South line of 4400 South Street, South 86°22'27" East 540.50 feet along the South line of 4400 South Street from the Center of said Section 7; and running thence South 86°22'27" East 606.68 feet along the South line of said 4400 South Street to the West line of Utah Department of Transportation Parcel; thence the following three (3) courses along said UDOT Property the following: (1) 156.44 feet to the Left along the arc of a 270.60 foot radius curve (Long Chord bears South 14°39'05" West 154.27 feet), (2) South 1°54'24" East 54.26 feet and (3) 673.17 feet to the Right along the arc of a 6482.93 foot radius curve (Long Chord bears South 60°30'17" West 672.87 feet) thence North 1°44'22" East 573.40 feet to the point of beginning.

Contains 228,830 s.f. or 5.25 acres
AGENDA ITEM: E3

SUBJECT: Consideration of amending Planning Commission Bylaws Title II., Chapter A.

PRESENTER: Mike Eggett, Community Development Director

ACTION REQUESTED: Consideration to approve.

INFORMATION:

a. Executive Summary

b. Bylaws - Meetings

c. Proposed Bylaw Amendment(s)

BACK TO AGENDA
Planning Commission  
Executive Summary  

For the Commission meeting on: 11-27-2018  
Petitioner: Planning Commission membership  

Summary of Proposed Action  

Recently, City Staff has run into an issue relative to the passing of action items on the Planning Commission as a result of quorum membership and existing current bylaws as found in Title II. (A.) "Quorum" of the Commission's current bylaws. As a result there are difficulties at times passing action items when the quorum membership is set at four-five members present.

The issue namely derives from the existing language which states the following:

"Quorum. Four (4) members shall constitute a quorum for the transaction of business and the taking of official action; any matter considered by the Planning Commission must be passed by four (4) votes in favor of the motion."

This language creates scenarios wherein the membership has to either vote unanimously or be allowed to have one dissenting vote in order for an action item to still pass the Commission when the present quorum membership is only 4-5 members present.

The proposed alternative option and potential solution for this issue is to amend the bylaws with language that would allow a majority of the quorum present to approve an action item. Therefore in the event that the minimum number of members were present, which is four members, a motion of 3-1 would still allow an action item to be approved or proceed to the City Council for their review.

Therefore, the suggested bylaws change is reflective on the attached documentation. Clearly, this language could be modified before any motion was made to consider approving the updated language to the bylaws.

Following discussion in this matter, the Planning Commission should discuss the proposed bylaws language amendments and determine how to proceed. The Planning Commission may then decide whether to approve the proposed Planning Commission bylaws changes, approve with suggested amendments or changes to the proposed language, or not approve the proposed changes.

Title 10 Ordinance Guidelines (Code Reference)  

The establishment of Planning Commission bylaws are regulated under City Code 2-3-6 "Rules of Procedure and Conduct".

Following discussion in this matter, the Planning Commission should discuss the proposed bylaws language amendments and determine how to proceed. The Planning Commission may then decide whether to approve the proposed Planning Commission bylaws changes, approve with suggested amendments or changes to the proposed language, or not approve the proposed changes.
amendments or changes to the proposed language, or not approve the proposed changes.

**General Plan Guidance (Section Reference)**

Not applicable in this matter.

<table>
<thead>
<tr>
<th>Legal Comments - City Attorney</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Brooks</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Steve Brooks, Attorney</td>
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</table>

<table>
<thead>
<tr>
<th>Administrative Comments - City Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rodger Worthen</td>
</tr>
<tr>
<td>Rodger Worthen, City Administrator</td>
</tr>
</tbody>
</table>

Signatures were added electronically.
Riverdale City Planning Commission shall be governed by the provisions of all applicable State Statutes, City Ordinances, and these Bylaws and Rules of Conduct.

I. MEMBERS.

A. Chair and Vice Chair. Every two years the Planning Commission shall elect a Chair and Vice Chair who may be elected to succeed themselves during the first regularly scheduled meeting in January. The Chair and the Vice Chair shall be elected from the voting members of the Planning Commission by a majority of the total membership. The Chair, or in his/her absence or incapacity, the Vice Chair, shall preside over all meetings and hearings of the Planning Commission and shall execute all official documents and letters of the Planning Commission. In the event that both the Chair and Vice Chair are absent from the meeting, and a quorum is present, the senior remaining member of the Commission shall act as the Interim Chair.

B. Secretary. The City Council may appoint the Secretary of the Planning Commission upon recommendation of the Planning Commission.

C. Staff. The Planning Commission may recommend to the City Council the appointment of a Director of Planning and other staff as may become necessary from time to time.

D. Voting.

1. The Chair, or Vice Chair in the absence of the Chair, shall vote on all questions before the Commission.

2. An affirmative vote of not less than (4) voting members present at the meeting shall decide all matters under consideration by the Planning Commission, unless otherwise provided for in these rules. Voting shall be by voice vote and shall be recorded by "yeas" and "nays". The number of abstentions and the names of members voting either "yea" or "nay" or abstaining shall be recorded on the request of any member.

E. Parliamentary Procedure. Parliamentary procedure in Commission meetings shall be governed by Robert's Rules of Order, as revised.

F. Record of Meetings. The Secretary of the Commission shall keep an accurate record of the proceedings and perform other duties as the Commission may determine.
G. Membership on Board of Adjustment. One member, but not more than one, of the Planning Commission shall be a member of the Board of Adjustment.

II. MEETINGS

A. Quorum. Four (4) members shall constitute a quorum for the transaction of business and the taking of official action; any matter considered by the Planning Commission must be passed by four (4) votes in favor of the motion.

B. Time of Meeting.

1. Regular meeting shall be held on the second and fourth Tuesday of each month at 6:30 p.m. in the Riverdale City Hall. Workshop meeting shall begin at 6:00 p.m. on those days. The date of a regular meeting may be changed by a majority of the total membership of the Planning Commission provided at least one week's notice is given each member of the new date for a regular meeting.

2. Special meetings may be ordered by the Chair or a majority of the members of the Planning Commission. The order shall be entered in the minutes of the Planning Commission. The order shall provide at least five (5) hours notice of the special meetings, and shall be served upon each Planning Commission member.

C. Meetings Open to the Public. All regular, special, or workshop meetings of the Planning Commission shall be open to the public.

D. Executive Sessions. Closed meetings may be held upon the affirmative vote of two-thirds of the members of the Planning Commission present at a public meeting for which adequate notice has been given provided a quorum is present. The reason for the closed meeting and vote to hold such closed meeting shall be entered in the minutes of the public meeting. The reasons for such closed meeting shall be limited to those reasons as set forth in the Utah Open Meetings Act, Utah Code Annotated §52-4-5.

E. Meeting Agenda. The Chair and staff shall review items proposed for the Planning Commission meeting agenda to determine whether all requirements necessary for Planning Commission consideration have been complied with.

1. Items for Planning Commission consideration for the agenda shall be received no later than Monday at 5:00 p.m. one week prior to the regularly scheduled Planning Commission meeting.

2. The agenda for regularly scheduled Planning Commission meetings should be posted, circumstances permitting, no later than Friday at 10:00 a.m.
Proposed Bylaws language revision

- Current Language:
  
  o **Quorum.** Four (4) members shall constitute a quorum for the transaction of business and the taking of official action; any matter considered by the Planning Commission must be passed by four (4) votes in favor of the motion.

- Proposed Language change:
  
  o “Quorum. Four (4) members shall constitute a quorum for the transaction of business and the taking of official action; **any matter considered by the Planning Commission must be passed by a majority vote of the available quorum members present at a Planning Commission meeting.**”