



**RIVERDALE CITY PLANNING COMMISSION AGENDA  
CIVIC CENTER - 4600 S. WEBER RIVER DR.  
TUESDAY – MARCH 10, 2020**

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**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. 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 Meeting Minutes from:**

February 25, 2020 Work Session  
February 25, 2020 Regular Meeting

**2. Consideration to set a Public Hearing for March 24, 2020 to receive and consider comments regarding the Final Site Plan and Plat approval of Panunzio Farms PRUD Subdivision, property located approximately 825 West 4400 South, Riverdale, Utah 84405, as requested by the Panunzio Family and Forest Creek Construction.**

*Presented by: Mike Eggett, Community Development*

**E. Open and Public Meetings Act Training**

*Presented by: Steve Brooks, City Attorney*

**F. Discretionary Items**

**G. Adjournment**

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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 5<sup>th</sup> day of March, 2020 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.

Shalee Evans

Riverdale City Recorder

Minutes of the **Work Session** of the Riverdale City **Planning Commission** held Tuesday, February 25, 2020 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  
Amy Ann Spiers, Commissioner  
Rikard Hermann, Commissioner  
Wanda Ney, Commissioner  
Suzette DeMar, **Commissioner**

City Employees: Mike Eggett, Community Development  
Shalee Evans, City Recorder

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.

**Presentations and Reports:**

Chairman Wingfield turned the time over to Mike Eggett, the Community Development Director who reported the following:

- The corner building is going up on 300 West and Riverdale Road.
- Quick Quack Car Wash is going up rapidly and should be done by end of March, early April.
- Mike Eggett welcomed Suzette DeMar, who is the new Planning Commissioner.
- UDOT sound wall project is going up soon.

Chairman Wingfield asked if Kathy Eskelsen will be present during the regular meeting. Mr. Eggett confirmed that she would be present for the Commission meeting tonight.

**Consent Items:**

Chairman Wingfield asked for any changes or corrections to the minutes for January 28, 2020 Regular and Work Session Planning Commission meeting. There were no requested changes.

**Action Items:**

Chairman Wingfield invited discussion regarding the first action item. Consideration of Preliminary Subdivision Site Plan and Plat approval of Panunzio Farms PRUD Subdivision, property located approximately 825 West 4400 South, Riverdale, Utah 84405, as requested by the Panunzio Family and Forest Creek Construction.

Mike Eggett went over the executive summary which explained, The Panunzio Family and Forest Creek Construction have applied for a Planned Residential Unit Development Subdivision Site Plan and Plat review and approval for the Panunzio Acres PRUD proposed development located at approximately 825 West 4400 South in a Single-Family Residential R-1-6 zone. The proposed subdivision site plan is before the Planning Commission currently for preliminary review and approval of the plan and plat. At a future date, to be scheduled, a public hearing will be required to consider the Planned Residential Unit Development portion of this proposed subdivision. On January 28, 2020, this matter previously came before the Planning Commission for consideration. At the conclusion of the discussion regarding this request, the Planning Commission tabled the matter to allow the applicants time to review the engineering concerns in more detail with the City Engineer and City staff to consider making changes that would resolve major concerns with the preliminary site plan concepts. These discussions have occurred with the City Engineer and City staff and updated changes are now reflected with the new site plan submission documents. Following the presentation and discussion of the preliminary site plan and plat proposal, the Planning Commission may make a motion to provide preliminary approval of the site plan and plat, preliminary approval with additional requirements and criteria, or no support for the preliminary approval of the proposed Panunzio Acres PRUD 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 public hearing calendaring, a public hearing review, and Final Site Plan and Plat recommendation consideration.

Chairman Wingfield invited discussion regarding the second action item, Commission voting consideration to select Planning Commission Chair Member and Vice Chair Member.

Mike Eggett went over the executive summary which explained, 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

## Planning Commission Work Session Meeting, February 25, 2020

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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.

**Discretionary Items:**

Mike Eggett noted that there will be a new subdivision application coming in the Mid-March meeting.

**Adjourn:**

Having no further business to discuss the Planning Commission adjourned at 6:15 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, February 25, 2020, at 6:30 p.m., at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

**Present:** Commissioners: Robert Wingfield, Chairman  
Blair Jones, Commissioner  
Amy Ann Spiers, Commissioner  
Rikard Hermann, Commissioner  
Wanda Ney, Commissioner  
Suzette DeMar, Commissioner

City Employees: Mike Eggett, Community Development  
Shalee Evans, City Recorder

Visitors: Lorri Thurgood Kathy Eskelsen Lamar Eskelsen

**A. Welcome & Roll Call**

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

**B. Public Comment**

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

**C. Presentations and Reports**

Chairman Wingfield turned the time over to Mr. Eggett who reported the following:

- The corner building is going up on 300 West and Riverdale Road.
- Quick Quack Car Wash is going up rapidly and should be done by end of March, early April.
- Mike Eggett welcomed Suzette DeMar, who is the new Planning Commissioner.
- UDOT sound wall project is going up soon.

Recognition of Kathy Eskelsen for her time serving as a Planning Commissioner, Mike Eggett awarded her with a token of gratitude and said a few words. Kathy then said a few words and noted that she is thankful she had this experience.

**D. Consent Items**

**1. Consideration to approve meeting minutes from the Planning Commission Meeting held on January 28, 2020**

Chairman Wingfield asked for changes or corrections to the Planning Commission meeting minutes for the January 28, 2020 Work Session and Regular Meeting. There were no changes requested.

**MOTION:** Commissioner Hermann moved to approve the meeting minutes. Commissioner Ney seconded the motion.

There was no discussion regarding this motion.

**E. Action Items**

**MOTION:** Commissioner Jones moved to un-table the first action item, consideration of Preliminary Subdivision Site Plan and Plat approval of Panunzio Farms PRUD Subdivision, property located approximately 825 West 4400 South, Riverdale, Utah 84405, as requested by the Panunzio Family and Forest Creek Construction. Commissioner Spiers seconded the motion. All voted in favor.

**1. Consideration of Preliminary Subdivision Site Plan and Plat approval of Panunzio Farms PRUD Subdivision, property located approximately 825 West 4400 South, Riverdale, Utah 84405, as requested by the Panunzio Family and Forest Creek Construction.**

Mike Eggett went over the executive summary which explained, The Panunzio Family and Forest Creek Construction have applied for a Planned Residential Unit Development Subdivision Site Plan and Plat review and approval for the Panunzio Acres PRUD proposed development located at approximately 825 West 4400 South in a Single-Family

**Planning Commission Regular Meeting, February 25, 2020**

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Residential R-1-6 zone. The proposed subdivision site plan is before the Planning Commission at this time for preliminary review and approval of the plan and plat. At a future date, to be scheduled, a public hearing will be required to consider the Planned Residential Unit Development portion of this proposed subdivision. On January 28, 2020, this matter previously came before the Planning Commission for consideration. At the conclusion of the discussion regarding this request, the Planning Commission tabled the matter to allow the applicants time to review the engineering concerns in more detail with the City Engineer and City staff to consider making changes that would resolve major concerns with the preliminary site plan concepts. These discussions have occurred with the City Engineer and City staff and updated changes are now reflected with the new site plan submission documents. Following the presentation and discussion of the preliminary site plan and plat proposal, the Planning Commission may make a motion to provide preliminary approval of the site plan and plat, preliminary approval with additional requirements and criteria, or no support for the preliminary approval of the proposed Panunzio Acres PRUD 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 public hearing calendaring, a public hearing review, and Final Site Plan and Plat recommendation consideration.

Lorri Thurgood, with Panunzio Farms, stated that she feels like the issues with this project could be address rather easily, but her engineer did not address the issues as well as she had hoped.

**MOTION:** Commissioner Hermann moved to table the action item until the city engineer has a chance to look over the site plan. Commissioner Jones seconded the motion

**ROLL CALL VOTE:** All voted in favor.

**2. Commission voting consideration to select Planning Commission Chair Member and Vice Chair Member.**

Mike Eggett went over the executive summary which explained, 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.

Commissioner Jones nominated Commissioner Spiers for the Chair position; Commissioner Wingfield seconded the nomination. All voted in favor.

Commissioner Spiers nominated Commissioner Wingfield for the Vice Chair position; Commissioner Jones seconded the nomination. All voted in favor.

**F. Discretionary Items**

There were no discretionary items.

**G. Adjournment**

**MOTION:** There being no further business to discuss, Commissioner Spiers moved to adjourn the meeting. Commissioner Hermann seconded the motion; all voted in favor.

The meeting adjourned at 6:51 p.m..

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Amy Spiers  
Planning Commission Chair

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Shalee Evans  
City Recorder

Date Approved: \_\_\_\_\_