

Minutes of the Regular Meeting of the Riverdale City Planning Commission held Tuesday, July 25, 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  
David Gailey, Commissioner  
Kathy Eskelsen, Commissioner  
Robert Wingfield, Commissioner

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

Excused: Blair Jones, Commissioner  
Lori Fleming, Commissioner  
Gary Boatright, Commissioner

Visitors: Michael Sessions

**A. Welcome & Roll Call**

The Planning Commission Meeting began at 6:30 p.m. 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 Boatright, Commissioner Fleming and Commissioner Jones, who are excused.

**B. Open Communications**

Chairman Hilton asked for any open communications and there were not any.

**C. Presentations and Reports**

Chairman Hilton turned the time over to Mike Eggett, in Community Development, who reported the following:

- Hobby Lobby grand opening will be July 31, 2017 at 9:00 a.m.
- Chipotle and Wing Stop should be opening soon
- Jersey Mike Subs has begun construction
- There is a new building construction occurring next to Hobby Lobby
- El Pollo Loco may be coming to Riverdale, a separate site plan will need to be approved
- Wood Creations will be opening soon in the Flex Building behind Wal-Mart
- Salon Services will be opening soon
- Coleman Farm Subdivision is moving forward
- The Riverdale City Council decided not to surplus the City property along Ritter Drive, and instead will be working with Coleman Farm Subdivision developers to determine the best solution for Ritter Drive. This will arrangement will have the potential of a property swap
- There was a property swap between Riverdale City and Greenhill Apartments, as such a rezone and site plan is forthcoming
- ARS building looking to fill a recent vacancy in their building

**D. Consent Items**

**1. Consideration of meeting minutes from the Planning Commission Meeting held on July 11, 2017.**

Chairman Hilton asked for changes or corrections to the Planning Commission meeting minutes for the July 11, 2017 Work Session and Regular Meeting. There were no changes requested.

**MOTION:** Commissioner Wingfield moved to approve consent items meeting minutes as written.  
Commissioner Eskelsen 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 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.**

Mr. Eggett summarized an executive summary which explained:

The petitioners W. Michael and Bonnie R. Sessions applied for a conditional use permit to establish a single-family rental unit in their proposed owner occupied dwelling 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.

**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. Existing 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)

The applicant has distributed an updated site plan, which is retained for public record.

Michael Sessions, the applicant, stated his intention is to rent to a family member. They have a contractor working on bids and they are hoping to close the property on August 20, 2017. The upper portion of the house will be owner occupied with the bottom portion being for renters.

Chairman Hilton asked Mr. Sessions if he could meet the requirements and concerns of City Staff. Mr. Sessions confirmed he could meet the standards.

Commissioner Gailey inquired about the detached building on the site plan. Mr. Sessions explain it was a travel trailer, which will remain off-street.

**MOTION:** Commissioner Wingfield moved to approve the conditional use permit for a single rental unit located within an owner occupied home, to be constructed at 4587 South 1150 West Riverdale, Utah 84405; Single-Family and Single-Family with Rental Unit Residential (R-2) zone, requested by Michael & Bonnie Sessions.  
Commissioner Gailey seconded the motion.

There was no discussion regarding this motion.

**ROLL CALL VOTE:** Commissioners Eskelsen, Wingfield, Hilton and Gailey all voted in favor. The motion passed unanimously in favor.

F. Discretionary Items

There were no discretionary items.

G. Adjournment

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

The meeting adjourned at 6:43 p.m.

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Steve Hilton  
Planning Commission Chair

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Jackie Manning  
City Recorder

Date Approved: **August 8, 2017**