

# PLANNING COMMISSION AGENDA

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**PUBLIC NOTICE** is hereby given that the Planning Commission of SOUTH WEBER CITY, Utah, will meet in a regular public meeting commencing at 6:00 p.m. on Thursday, June 11, 2026, in the Council Chambers at 1600 E. South Weber Dr.

**OPEN** (Agenda items may be moved to meet the needs of the Commission.)

1. Pledge of Allegiance: Julie Losee
2. Public Comment: Please respectfully follow these guidelines.
  - a. Individuals may speak once for 3 minutes or less: Do not remark from the audience.
  - b. State your name & city and direct comments to the entire Commission (They will not respond).

## **ACTION ITEMS**

3. Consent Agenda
  - a. March 12, 2026, Minutes
4. **Public Hearing, Archuleta Rezone**
5. Archuleta Rezone request, property located at approximately 515 E 6650 South, South Weber. The purpose is to review an application to change the zoning on 1 acre from A (Agricultural) to R-M (Residential Moderate Density). Applicant/Owner: Gary Archuleta

## **DISCUSSION ITEMS**

6. General plan discussion of potential amendments

## **REPORTS**

7. Commission
8. Adjourn

*In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the City Recorder, 1600 East South Weber Drive, South Weber, Utah 84405 (801-479-3177) at least two days prior to the meeting.*

The undersigned Deputy Recorder for the municipality of South Weber City hereby certifies that a copy of the foregoing notice was mailed/emailed/posted to: City Office building; Mayor, Council, and others on the agenda; City Website [southwebercity.com/](https://southwebercity.com/); and Utah Public Notice website [www.utah.gov/pmn/index.html](https://www.utah.gov/pmn/index.html).

**DATE: 5/29/2026**

**DEPUTY RECORDER: Raelyn Boman**

*Raelyn Boman*

# SOUTH WEBER CITY PLANNING COMMISSION MEETING

**DATE OF MEETING:** 12 March 2026

**TIME COMMENCED:** 6:00 p.m.

**LOCATION:** South Weber City Office at 1600 East South Weber Drive, South Weber, UT  
Meeting streamed on YouTube on 12 March 2026 at 6:00 p.m.

**PRESENT:**

**COMMISSIONERS:**

Brad Dopp  
Julie Losee (excused)  
Marty McFadden  
Chris Roberts  
Chad Skola (excused)

**DEPUTY RECORDER:**

Raelyn Boman

**COMMUNITY DEVELOPMENT  
MANAGER:**

Lance Evans

**Minutes:** Michelle Clark

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**ATTENDEES:** John Pobanz, Paul Sturm, Michael Grant, Jeremy Davis, Thomas Love, and Skyler Gurr.

Commissioner McFadden called the meeting to order, welcomed those in attendance, and excused Commissioner Losee and Skola from tonight's meeting.

**1. Pledge of Allegiance:** Commissioner Roberts

**2. Public Comment:** Commissioner McFadden opened the floor for public comment and reminded those in attendance of the following guidelines:

- Each speaker must go to the podium to comment.
- State your name and city of residence.
- Please address your comments to the entire Planning Commission.
- Each speaker will have 3 minutes or less to speak.
- Note the Planning Commission will not be entering into a dialogue during this portion of the meeting.
- Individuals not at the podium should refrain from speaking.

Commissioner McFadden closed the floor for public comments.

**ACTION ITEMS**

**3. Approval of Consent Agenda**

- **12 February 2025 Minutes**

Commissioner Davis moved to approve the minutes of 12 February 2026 minutes.  
Commissioner Dopp seconded the motion. Commissioner McFadden called for the vote.  
Commissioners Dopp, McFadden, and Roberts voted aye. The motion carried.

**Commissioner Roberts moved to open the public hearing for Pobanz rezone. Commissioner McFadden seconded the motion. Commissioner McFadden called for the vote. Commissioners Dopp, McFadden, and Roberts voted aye. The motion carried.**

----- **PUBLIC HEARING** -----

**4. Public Hearing for Pobanz Rezone**

Community Development Manager, Lance Evans reported this is a rezone request to change from A (Agricultural Zone) to R-L (Residential Low Moderate Density) on 1.45 acres located at approximately 1121 E. Lester Street for applicant John Pobanz. The prior use for the two parcels was agriculture and a mechanic shop. With the rezone the property is proposed to be developed into two residential lots. The South Weber General Plan Projected Land Use Map identifies the property as R-M density which allows for 1.86 to 2.8 dwelling units per gross acre. The rezone request is for R-L Zone which will allow for a maximum of 1.45 building lots per acre. The requested rezone complies with the uses and is lower than the dwelling density as outlined in the general plan.

Commissioner McFadden asked if there was any public comment. There was none.

**Commissioner Roberts moved to close the public hearing for Pobanz rezone. Commissioner McFadden seconded the motion. Commissioner Skola called for the vote. Commissioners Dopp, McFadden, and Roberts voted aye. The motion carried.**

----- **PUBLIC HEARING CLOSED** -----

**5. Pobanz rezone request at approximately 1121 E. Lester Street. A zone change from A (Agricultural Zone) to R-L (Residential Moderate Density Zone) on 1.45 acres. Applicant: John Pobanz**

John Pobanz of Washing Terrace City and applicant explained he will be using the existing shop on the east parcel, which will be improved esthetically over time. It will be used for storage of vintage vehicles, indoor basketball, and hobbies. He has no intention of demolishing it or turning the existing acreage into multiple lots and homes. The west parcel will be a building lot for a single home.

**Commissioner Roberts moved to recommend to the City Council the approval of the Pobanz rezone request at approximately 1121 E. Lester Street. A zone change from A (Agricultural Zone) to R-L (Residential Moderate Density Zone) on 1.45 acres for applicant: John Pobanz. Commissioner McFadden seconded the motion. Commissioner McFadden called for the vote. Commissioners Dopp, McFadden, and Roberts voted aye. The motion carried.**

**DISCUSSION ITEMS**

**6. Annual Training**

**a. Open and Public Meetings Act**

Community Development Manager Lance Evans explained the rules of parliamentary rules, (1) The meeting is governed by agenda, and the agenda constitutes the agreed-upon roadmap for the meeting., (2) Any matter that requires a decision (must be on agenda) shall be brought by motion., (3) One question at a time and one speaker at a time., (4) The chairperson may use 3 of 16

General Consent with all motions except those where the votes are used for purposes of the meeting minutes and require a roll call of the Planning Commission., (5) There are only three basic forms of motions allowed; initial motions, motions to amend, and substitute motions., (6) There should be no more than three motions on the floor at the same time., (7) The debate/discussion can continue as long as members wish to discuss an item, subject to the chairperson determining it is time to move on and take action by using General Consent to limit debate or by a proper motion by a commissioner to limit the debate., and (8) Three yes votes are required to pass any item, with certain items requiring more than three votes., (9) A motion to reconsider any item requires a majority vote to pass., and (10) The chairperson and members shall adhere to bylaws and code of conduct.

### **Types of motions:**

- Main motion – Introduce a new item.
- Subsidiary Motion (motions to amend or substitute motions) – Change or affect how to handle a main motion (vote on this before main motion).
- Incidental Motion – Questions procedure of other motions (must consider before the main motion).
- Motion to Table – Kills a motion.
- Motion to Continue/Postpone– Delays a vote (can reopen debate on the main motion).

### **Every motion has (at least) six steps:**

1. Motion–A member rises or raises a hand to signal the chairperson.
2. Second–Another member seconds the motion.
3. Restate motion–the chairperson restates the motion.
4. Debate/Discussion– the members debate/discuss the motion.
5. Vote–the chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. Announce the vote–The chairperson announces the result of the vote and any instructions.

### **Public Hearings:**

- Residents of the city have a right to be heard.
- Members of the public body are not required to respond to questions or comments.
- Public hearings are opened by motion and vote.
- On land use decisions, the applicant has a right to respond to public comment with information and argument.
- Public comment may be limited to a reasonable amount of time (e.g., a few minutes per person/topic).
- Public hearings are closed by motion and vote.

Discussion took place regarding a statement being read at the beginning of a meeting concerning the rules of the Planning Commission. Deputy Recorder Raelyn will check with the City Attorney to make sure statement is acceptable.

### **b. Ethics**

Community Development Manager Lance Evans conveyed the Municipal Officers & Employees Ethics Act establishes the minimum standards, sets up a disclosure system for conflicts of interest, and describes the crimes you can now commit as a public officer or employee. A written disclosure is required when it is a regulated business, doing business with city, personal interest, or investment, and assist/advise on city transaction. Oral disclosure takes place on any of the previously mentioned items, in an open meeting, or before discussion on a topic.

Mr. Evans then reviewed the Land Use Training Objectives which included: • Understand the legal framework for making land use decisions in the City • Identify the powers and duties of the City Council, Planning Commission, and Staff for making land use decisions • Know how to avoid illegal, arbitrary, or capricious decisions by establishing a thorough record for each and every land use decision • Consider the best framework for making, applying, and enforcing land use decisions. He explained the Land use Development Management Act (LUDMA) in which the city is a political subdivision of the State of Utah. All lands use decisions in the city must comply with LUDMA. The city may adopt its own land use standards so long as they are consistent with federal and state law. LUDMA mandates the creation of a Planning Commission, establishment of a Land Use & Appeal Authorities, and adoption of a General Plan and a process for considering land use applications. The City Council is the (Legislative Body) and the Land Use Authority is the (City Council, Planning Commission, or Staff).

The following is a helpful chart to keep in mind:

| <b>MUNICIPAL LAND USE ACTIONS</b> |   |  |  |
|-----------------------------------|---|--|--|
|                                   | <b>LEGISLATIVE</b>  | <b>ADMINISTRATIVE</b>  | <b>QUASI-JUDICIAL</b>  |
| <b>CHARACTERISTICS</b>            | <ul style="list-style-type: none"> <li>- Promulgation of laws of general applicability</li> <li>- Based on the weighing of broad, competing policy considerations</li> <li>- Subject to voter referendum</li> </ul> | <ul style="list-style-type: none"> <li>- Applying the law to particular individuals or groups based on individual facts and circumstances</li> <li>- Decision is bound by the law and cannot be based on public opinion</li> </ul> | <ul style="list-style-type: none"> <li>- Defers to established law and Legislative/Land Use Authority</li> <li>- Review limited to error, illegality, or abuse of authority</li> </ul> |
| <b>RESPONSIBLE BODY</b>           | <b>City Council or General Electorate</b>   | <b>City Council, Planning Commission, or Staff</b>   | <b>Appeal Authority or Court</b>   |
| <b>EXAMPLES</b>                   | <ul style="list-style-type: none"> <li>- Zoning Ordinances (including a site-specific zoning ordinance)</li> <li>- General Plan</li> <li>- Rezones</li> <li>- Annexation</li> </ul>                                 | <ul style="list-style-type: none"> <li>- Conditional Uses</li> <li>- Site Plans</li> <li>- Development Agreements</li> <li>- Subdivisions</li> </ul>   | <ul style="list-style-type: none"> <li>- Variance</li> <li>- Appeal</li> <li>- Judicial Review</li> </ul>  |

Only a legislative body may amend the number, shape, boundaries, area, or general uses of any zoning district; any regulation of or within the zoning district; or any other provision of a land use regulation. A legislative body may not make any amendments to a zoning district unless it first submits the amendment to the planning commission for the planning commission’s recommendation.

**Land Use Actions for an Appeal include:** (1) The city establishes the standard of review (“de novo” or “on the record”), (2) The applicant has the burden of proving that the Land Use Authority erred., and (3) To be overturned, the decision must have been illegal, or arbitrary and capricious. Land Use Actions for a Variance include: (1) Any person or entity with an interest in a parcel of property may apply to the Appeal Authority for a variance., and (2) The Appeal Authority may grant a variance only if all five of the statutory criteria are met.

A party may not appeal for judicial review unless it has exhausted all administrative remedies. Petition for review may come from a land use applicant or an adversely affected party.

**Best practices include:**

- Understand the nature of the decision (administrative/legislative/quasi-judicial).
- Know your role and responsibility (legislative body/land use authority/appeal authority).
- Follow procedural requirements exactly.
- Document your decision in writing.
- State the reasons for your choices.
- For legislative decisions, consider public hearings as opportunities to learn.
- For administrative decisions, know the law and apply it exactly.
- Delegate whenever reasonable.
- If you are delegating authority, give clear directions.

**REPORTS**

7. **Commission** (None)

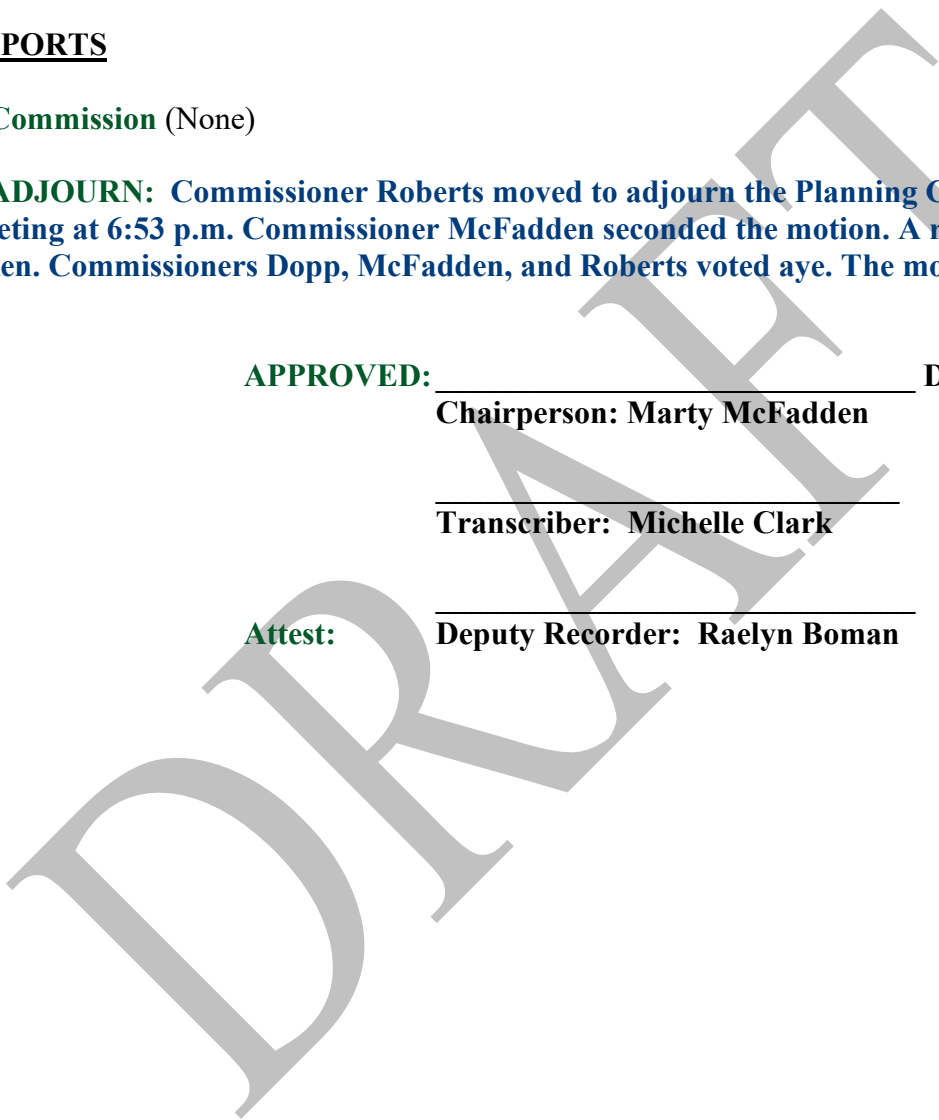
8. **ADJOURN:** Commissioner Roberts moved to adjourn the Planning Commission meeting at 6:53 p.m. Commissioner McFadden seconded the motion. A roll call vote was taken. Commissioners Dopp, McFadden, and Roberts voted aye. The motion carried.

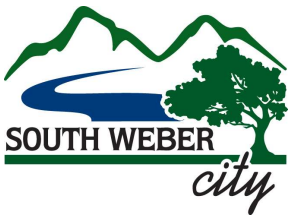
**APPROVED:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Chairperson: Marty McFadden**

\_\_\_\_\_  
**Transcriber: Michelle Clark**

**Attest:** \_\_\_\_\_  
**Deputy Recorder: Raelyn Boman**





5. Rezone Request  
**PLANNING COMMISSION  
 STAFF REPORT**

MEETING DATE

June 11, 2026

PREPARED BY

Lance Evans, AICP  
 Community Development  
 Manager

ITEM TYPE

Zone Change

ATTACHMENTS

Rezone Application

AGENDA ITEM

Public Hearing

Proposed Zone change  
 Applicant/ Owner: Gary Archuleta  
 Location: 515 East 6650 South  
 Acreage: approximately 1.45 acres

REQUEST

A zone change from A (Agricultural Zone) to R-L (Residential Low Density Zone) on 1.06 acres.

| Property Information           |  |
|--------------------------------|--|
| <b>Site Location</b>           | Approximately 515 E. 6650 South              |
| <b>Tax ID Numbers</b>          | 130180101                                    |
| <b>Applicant</b>               | Gary Archuleta                               |
| <b>Owner</b>                   | Gary Archuleta                               |
| <b>Proposed Actions</b>        | Recommend approval or denial to City Council |
| <b>Current Zoning</b>          | A (Agricultural)                             |
| <b>Proposed Zone Districts</b> | R-M (Residential Moderate Density Zone)      |
| <b>Acreage</b>                 | 1.06   |

PROCESS

This is a request to amend the South Weber City Zoning Map. South Weber City Code Section 10-3-5 allows for the Zoning Map to be amended. The Planning Commission is required to hold a public hearing to receive public comments on the proposed amendment, then make a recommendation to the City Council for the approval or denial of the proposed amendment. The City Council will then hold a meeting to review the Planning Commission’s recommendation and the application for final determination.

## BACKGROUND

A single-family home was constructed on the property in 1980. With the rezone the property is proposed to be developed into two residential lots. A subdivision will be required to develop the two lots to city standards.

## ANALYSIS

### Consistence with General Plan

The South Weber General Plan Projected Land Use Map identifies the property as R-M density which allows for 1.86 to 2.8 dwelling units per gross acre. The rezone request is for the R-M zone which will allow for a maximum of 2.8 building lots per acre. The requested zone will comply with the uses and is consistent with the dwelling density as outlined in the General Plan. (Two lots on 1.06 acres is a density of 1.8 which is below the maximum allowed density in the R-M zone.)

### Surrounding uses

The area has developed with single-family homes on to the east and west, directly south is a detention pond. To the north is General RV.

### Compatibility with Surrounding Uses

The proposed rezone is consistent with the surrounding lot sizes and densities in the Projected Land Use Map and zoning. The densities and uses are consistent and should not create significant levels of noise, light or other adverse impacts on the adjacent properties.

### Environmental and Infrastructure Considerations

The proposed zone change would create the potential for two lots. These land use densities were factored into the infrastructure (such as roads, utilities, and public services) and the natural environment (including water resources, wildlife habitats, and air quality) and will not adversely affect the city.

### Traffic Impacts

The traffic impacts of the potential development will be analyzed in detail during the subdivision process. However, the potential addition of two lots will have minimal impact on the existing roads.

### Conclusion

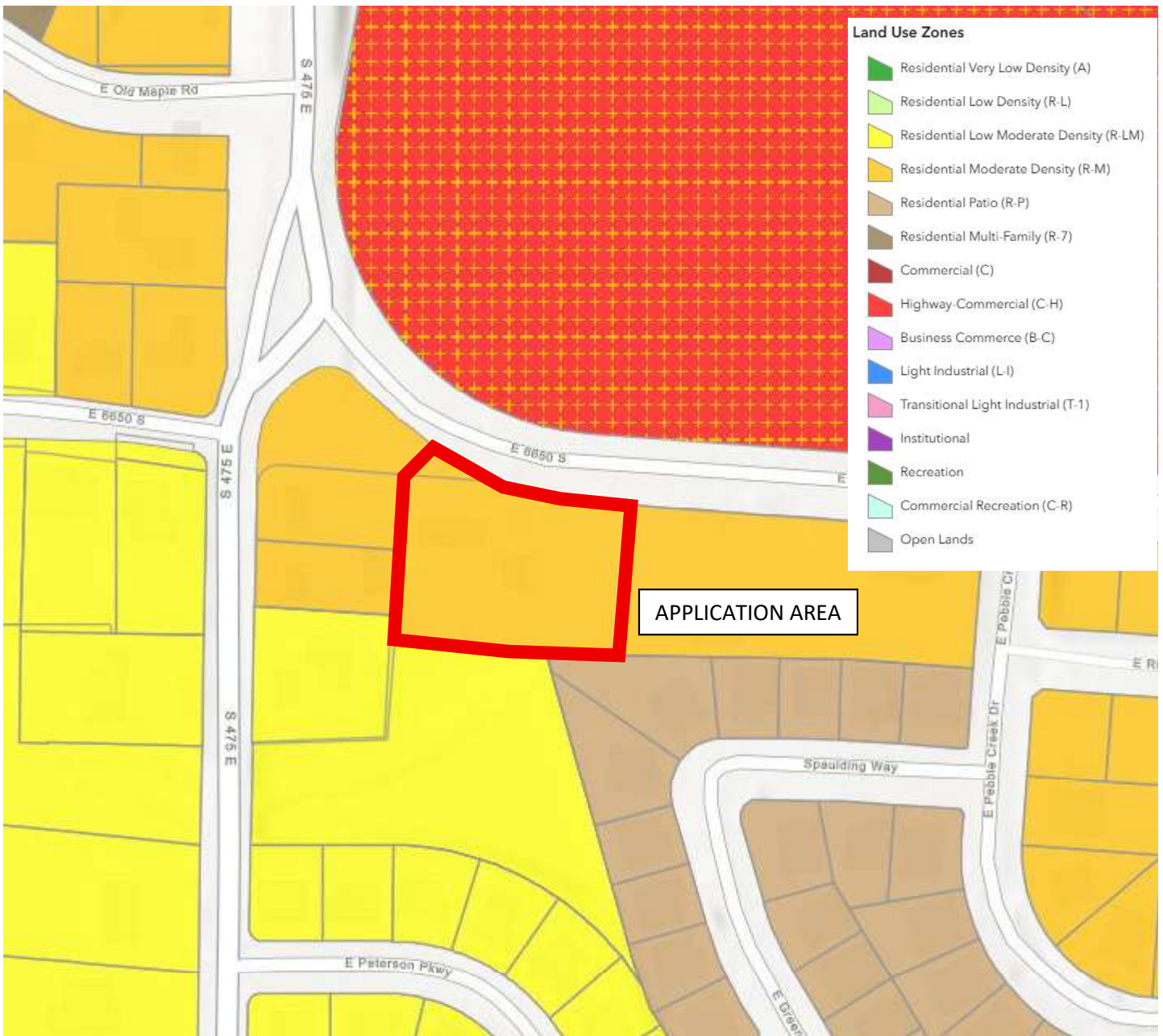
The proposed zone change is consistent with the goals and objectives of the General Plan for continued development of large single-family homes in this area. Staff recommends approval of the zone change for the 1.06 acres from A – Agricultural to R-M (Residential Moderate Density Zone).



[Vicinity Map](#)

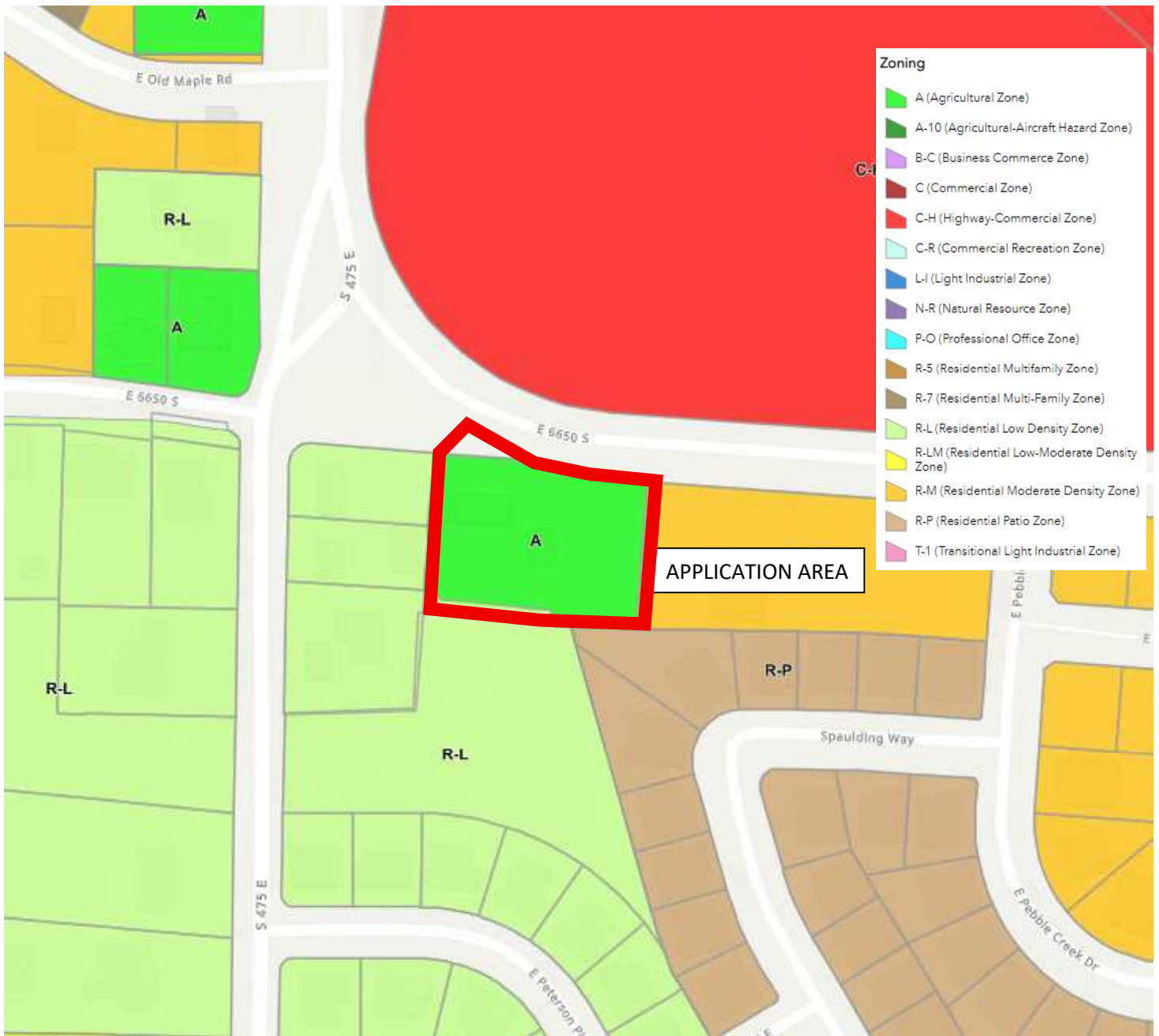


[Property Map](#)



[Projected Land Use Map](#)

## 5. Rezone Request



[Zoning Map](#)

## APPLICABLE CITY CODE

### **SECTION 10-2-7 C. REZONING APPLICATIONS AND CONCEPT DEVELOPMENT PLANS**

#### **A. PURPOSE**

The purpose of this section is to ensure that rezoning decisions are made with a clear understanding of the intended development, to protect the community from speculative zoning changes, and to ensure consistency with the South Weber City General Plan and the orderly development of the city.

#### **B. APPLICABILITY**

This section shall apply to all applications seeking a zoning map amendment (rezoning) within the corporate limits of South Weber City.

#### **C. CONCEPT PLAN REQUIREMENTS**

1. **Application Timing:** All applications for zoning map amendments shall be accompanied by a concept development plan. Applications submitted without a concept plan shall be deemed incomplete and shall not be processed until such time as the required concept plan is submitted.
2. Application Requirements:
  - a. Proposed land uses and zoning districts.
  - b. A written narrative explaining how the proposal aligns with the South Weber General Plan.
3. **Concept Plan Content:** The concept plan shall include the following, as applicable. Items H-K will be required at the zoning administrator's discretion based on the estimated cost:
  - a. Lot layout and dimensions, including minimum lot sizes.
  - b. Location and configuration of streets, access points, and circulation systems.
  - c. Proposed residential densities and building square footage estimates.
  - d. Pedestrian and bicycle pathways.
  - f. Proposed open spaces, parks, and recreational amenities.
  - g. Phasing plans.
  - h. Conceptual utility layout, including water, sewer, and stormwater systems.
  - i. General landscape buffers, screening, and berming.
  - j. Parking layout and ratio estimates.
  - k. Building scale and massing diagrams.

This section shall not be interpreted to require engineering or architectural drawings.

4. **Plan Review:** The concept plan shall be reviewed by city staff and forwarded to the Planning Commission and City Council as part of the rezone application.

#### **D. BINDING NATURE OF CONCEPT PLAN**

1. Upon approval of the zoning map amendment, the concept plan shall be deemed binding. Any future development on the rezoned property shall substantially conform to the approved concept plan.
2. **Significant Deviations.** Any significant deviation from the approved concept plan shall require an amendment to the zoning map amendment and shall be subject to the same review and approval procedures as the original rezone application, including public notice and hearings. Significant deviations include, but are not limited to:
  - a. **Land Use Alterations:** Introducing new land uses not identified in the approved concept plan.
  - b. **Density Modifications:** An increase or decrease in residential units or floor area by more than ten percent (10%).
  - c. **Layout Adjustments:** A reconfiguration of the site affecting more than twenty percent (20%) of the building placements, street alignments, or open space distribution.
  - d. **Changes in the phasing schedule** that materially impact infrastructure or amenity delivery.
3. **Review Process.** Amendments required under this section shall follow the same Planning Commission recommendation and City Council approval process as a new zoning map amendment.

#### **E. ZONING REVERSION**

1. **Conditions for Reversion.** The zoning of the property shall revert to its prior classification under the following conditions, unless the landowner requests and receives an extension of the zoning approval following the process outlined in subsection 2:
  - a. Failure to obtain preliminary subdivision or site plan approval within twenty-four (24) months of rezoning approval.
  - b. Abandonment of development activity for a period exceeding twelve (12) consecutive months.
  - c. Initiation of development is inconsistent with the approved concept plan without approval under Section D.

2. **Reversion Process.** The landowner shall notify the City, in writing, of its request to extend the zoning approval. Such notice shall occur at least 60 days prior to the date on which the zoning would otherwise revert to its prior classification. The request to extend it shall follow the procedures for a zoning map amendment, including Planning Commission recommendation and City Council decision following a public hearing pursuant to Utah Code §10-9a-205.

## **F. MINOR MODIFICATIONS**

Minor modifications to an approved concept plan that do not meet the thresholds for significant deviation may be approved administratively by the Zoning Administrator. Such modifications may include minor adjustments in building placement (up to ten feet), utility realignment, or similar changes that do not materially affect the layout, density, or public infrastructure commitments of the plan.

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### **10-3-5: POWERS AND DUTIES:**

A. Entrance Upon Land: The Planning Commission, its members and employees, in the performance of its functions, may enter upon any land at reasonable times to make examinations and surveys, and place and maintain necessary monuments and marks thereon. The Planning Commission shall have such powers as may be necessary to enable it to perform its functions and promote Municipal planning.

#### **B. Administrative Duties: The Planning Commission shall:**

**2. Recommend Land Use Ordinances and maps, and amendments to Land Use Ordinances and maps, to the City Council;**

C. Public Hearings; Reports and Recommendations: For purposes of holding public hearings, the Planning Commission is recognized as the Land Use Authority for South Weber City, as defined by Utah Code Annotated 10-9a-103; 10-9a-404, 10-9a-502, 10-9a-503, 10-9a-602, and 10-9a-608, or as otherwise required. The Planning Commission may hold public hearings and shall do so as required by law. It may make reports and recommendations relating to the plan and development of the City to public officials and agencies, other organizations and citizens. It may recommend to executive or legislative officials, programs for public improvements. The City Council shall not hold any public hearing for any Land Use Ordinances, applications, or amendments unless specifically required by State law or a procedural motion approved by the City Council. (Ord. 19-08, 3-12-2019; amd. Ord. 2021-01, 2-23-2021)

