

# River Heights City

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## River Heights City PLANNING COMMISSION AGENDA

**Tuesday, September 23, 2025**

Notice is hereby given that the River Heights Planning Commission will hold its regular meeting beginning at **6:30 p.m.**, anchored from the River Heights City Office Building at 520 S 500 E.

Pledge of Allegiance

Adoption of Previous Minutes and Agenda

Public Comment on Land Use

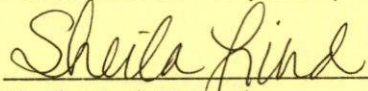
Public Hearing to Discuss a Kennel Conditional Use Permit Application from Brandon and  
Kassandra Ballard to have Three Dogs

Public Hearing to Discuss a Boundary Adjustment Application from Keenan Ryan

Discuss Possible Changes to the Sign Ordinance

Adjourn

Posted this 18<sup>th</sup> day of September 2025

  
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Sheila Lind, Recorder

Attachments for this meeting and previous meeting minutes can be found on the State's Public Notice Website ([pmn.utah.gov](http://pmn.utah.gov)) and at [riverheights.org](http://riverheights.org).

In compliance with the American Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Sheila Lind, (435) 770-2061 at least 24 hours before the meeting.

# River Heights City

## River Heights City Planning Commission Minutes of the Meeting September 23, 2025

**Present:** Commission members: Noel Cooley, Chairman  
Heather Lehnig  
Keenan Ryan  
Troy Wakefield

Recorder: Sheila Lind

**Excused:** Commissioner Susan Rasmussen  
Councilmember Mark Malmstrom

**Others Present:** Missy Ryan and Kassandra Ballard

### Motions Made During the Meeting

#### Motion #1

Commissioner Lehnig moved to “approve the minutes of the August 26, 2025, Commission Meeting, as well as the evening’s agenda.” Commissioner Wakefield seconded the motion, which carried with Cooley, Lehnig, Ryan, and Wakefield in favor. No one opposed. Rasmussen was absent.

#### Motion #2

Commissioner Wakefield moved to “accept the Boundary Adjustment Request from Keenan Ryan, of 706 E 400 S, as long as he got one tax ID number for the two properties combined, and a survey to meet all the requirements of city code.” Commissioner Lehnig seconded the motion, which carried with Cooley, Lehnig, and Wakefield in favor. No one opposed. Ryan abstained and Rasmussen was absent.

#### Motion #3

Commissioner Ryan moved to “accept the Kennel Conditional Use Permit Application of Brandon and Kassandra Ballard, of 390 E 700 S, with the following conditions: 1) Their animals, when unattended, would be kept in an enclosed space, 2) Review of City Code 5-2-4, 3) Upon moving from the property the kennel permit would become void.” Commissioner Cooley added an amendment that “4) A fence would be installed by April 2026.” Commissioner Wakefield seconded with the motion which carried with Cooley, Lehnig, Ryan, and Wakefield in favor. No one opposed. Rasmussen was absent.

Proceedings of the Meeting

The River Heights City Planning Commission met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers on September 23, 2025.

Pledge of Allegiance

Adoption of Prior Minutes and Agenda: Minutes for the August 26, 2025, Planning Commission Meeting were reviewed.

**Commissioner Lehnig moved to “approve the minutes of the August 26, 2025, Commission Meeting, as well as the evening’s agenda.” Commissioner Wakefield seconded the motion, which carried with Cooley, Lehnig, Ryan, and Wakefield in favor. No one opposed. Rasmussen was absent.**

Public Comment on Land Use: There was none.

Public Hearing to Discuss a Boundary Adjustment Application from Keenan Ryan:

Commissioner Ryan explained that his property is a corner lot and had very little yard space. He had wanted to put up a shed, but it couldn’t meet setbacks. He asked the Westons if they would be willing to sell him 30-40 feet adjacent to his lot. They offered him 100 feet, which they thought would work better for a potential future subdivision on their whole parcel. Mr. Ryan said he opted to adjust the boundary to combine the two properties into one and had no intention of building a home on the purchased lot.

Commissioner Cooley asked how it would work if 700 East was ever developed. Commissioner Ryan answered that the 700 East right-of-way would still belong to the Westons and would continue to be preserved.

Commissioner Ryan explained that he looked through the city’s code book to find out what was required of him for a boundary adjustment. In 10-21 he read that all he needed was to fill out an application and pay a fee, after which the city would hold a public hearing. The county recorder had told him he didn’t need to go through the city, just the county. However, he still desired to follow the city’s code.

At the time Commissioner Ryan had turned in his application, Commissioner Cooley reached out to the city engineer and attorney for advice. Engineer Rasmussen suggested that the Applebrook plat may need to be amended since Mr. Ryan’s home was part of that development and he was expanding his property. However, there was nothing in the city’s code that addressed the need for the amendment. The county recorder also said it wouldn’t be necessary. Mr. Ryan said he was working with an engineering company to survey the two properties as one parcel and then he would file the deeds.

Commissioner Cooley opened the meeting for public comment. There was none.

Commissioner Cooley felt if a survey was performed, the corners marked, and a legal description written up, then the city code was being followed.

Commissioner Ryan noted that Cache Title’s research didn’t produce any easements in the properties.

**Commissioner Wakefield moved to “accept the Boundary Adjustment Request from Keenan Ryan, of 706 E 400 S, as long as he got one tax ID number for the two properties combined, and a survey to meet all the requirements of city code.” Commissioner Lehnig seconded the motion, which carried with Cooley, Lehnig, and Wakefield in favor. No one opposed. Ryan abstained and Rasmussen was absent.**

Commissioner Cooley clarified that if the boundary adjustment took place all within the subdivision, the subdivision plat would need to be amended. Because the additional property was coming from outside of the subdivision it wasn't necessary.

Commissioner Ryan pointed out that the city's code stated that boundary adjustments didn't need to be recorded. They all agreed that boundary adjustments should be recorded.

Public Hearing to Discuss a Kennel Conditional Use Permit Application from Brandon and Cassandra Ballard to have Three Dogs: Cassandra Ballard explained that they had three dogs. One was a service dog for her daughter; another was a service dog in training for another daughter and the third was just a pet. They currently had a 15'x5' kennel for the dogs outside. Long term they were planning to fence the yard, after their home construction was finished. They hoped it could be installed in the spring. The two service dogs were with her family 90% of the time.

There was no public to comment at the hearing.

Commissioner Ryan said he spent quite a bit of time on a property adjacent to the Ballard's and didn't have any complaints about their dogs.

Commissioner Wakefield said his main concern was fencing. Ms. Ballard said they had plans for expanding the outside kennel to make do until the fence could be installed. She assured that the dogs were on leashes whenever they were outside.

Commissioner Lehnig asked about the process for cleaning up after the dogs. Ms. Ballard explained their regular schedule of taking care of it.

Commissioner Cooley asked if she had read the city's code (5-2-4) about requirements for dog owners. She hadn't but was willing to. Commissioner Ryan pointed out that she needed to be aware of the reasons kennel licenses could be revoked.

**Commissioner Ryan moved to "accept the Kennel Conditional Use Permit Application of Brandon and Cassandra Ballard, of 390 E 700 S, with the following conditions: 1) Their animals, when unattended, would be kept in an enclosed space, 2) Review of City Code 5-2-4, 3) Upon moving from the property the kennel permit would become void." Commissioner Cooley added an amendment that "4) A fence would be installed by April 2026." Commissioner Wakefield seconded with the motion which carried with Cooley, Lehnig, Ryan, and Wakefield in favor. No one opposed. Rasmussen was absent.**

Discuss Possible Changes to the Sign Ordinance: Recorder Lind explained her reason for revising the city's sign ordinance was to make it more specific and understandable to those who referenced it. She combined the current code requirements with a format from another city.

Commissioner Lehnig brought up the sign at the church, which was placed on their lawn along 600 East, which wouldn't be approved with the ordinance.

Commissioner Ryan brought up a corner property that had two "for sale" signs posted; "Temporary Signs" only allowed one. Commissioner Wakefield felt the purpose of the ordinance was to make sure nuisance signs didn't stay forever. He didn't feel the city should micro-manage signs.

They discussed how to address the large sign at the church, and the kindergarten sign-up sign at the school.

Recorder Lind pointed to 10-16-7, Compliance in Question. If the desired sign didn't fall within the city's code, a person could approach the City Council for special permission.

Commissioner Cooley noted that the code was in place to protect citizens in case a situation became out of control.

132 Recorder Lind pointed out the limitations in the "Home Occupation Signage" section and  
133 asked the Commissioners if they wanted to keep with only allowing signs posted on the  
134 home/building. They affirmed they did.

135 Commissioner Cooley stated that the ordinance draft would be included in the next public  
136 hearing on code changes, which the Commissioners supported.

137 Commissioner Cooley said he hadn't heard comments back from the city engineer or attorney  
138 about the Senior PUD draft. He would reach out to them again and let them know a hearing would be  
139 scheduled for October 14.

140 The meeting adjourned at 7:30 p.m.

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Sheila Lind, Recorder

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Noel Cooley, Commission Chair

Public hearing date: 9/23/25

## River Heights City Kennel Conditional Use Permit Application

The Keeping of Three or More Dogs

Name of Dog Owner: Brandon and Kassandra Ballard Date: 9-4-25

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: 390 E 700 S, River Heights, UT, 84321

Number of dogs requested: 3 Property for animal support (sq ft): \_\_\_\_\_

Description of shelter provided, care of animals, etc: 2 dogs 1 is fully trained service dog, 1 is in training, the last is a retired service dog. We have indoor kennel if needed, currently have a 5 by fifteen ft dog run, with plans to have fully fenced yard. the dog run is under a deck for shelter.

02-027-0052

Application fee is \$100 and is nonrefundable.

Date paid 9/4/25 Check number VISA By Sf

After receipt of the application and fee, the city will schedule a public hearing with the Planning Commission, within one month. Neighbors within 300 feet of your property will be notified of your request, intent and of the hearing.

If granted, the conditional use permit shall be on indefinite duration, non-transferrable but subject to revocation for violation of City Code or regulation, or failure to meet imposed conditions. Revocation will be only by majority vote of the River Heights City Council after written notice to the permit holder has been served and a hearing has been held.

PH 9/23/25

# River Heights City Application for Project Review

## Type of Application

☐ Subdivision\* 
 ☐ Minor Subdivision\* 
 ☐ Flag Lot 
 ☐ Rezone 
 ☒ Boundary Adjustment  
☐ Commercial Development 
 ☐ Commercial Parking 
 ☐ RPUD

## Applicant Information

KEENAN RYAN  
 Applicant Phone Number Email Address

706 E. 400 S. RIVER HEIGHTS, UT 84321  
 Mailing Address, City, State, Zip

TODD G. WESTON FAM. PARTNERSHIP 435-890-3137 HRWESTON@COMCAST.NET  
 Property Owner of Record Phone Number Email Address

283 RED FOX TRACE LOGAN, UT 84321  
 Mailing Address, City, State, Zip

706 E. 400 S. RIVER HEIGHTS UT 84321  
 Project Name and Property Address

02-025-0015 & 02-140-0006  
 County Parcel ID Number Size of Lot Number of Dwellings/Units/Lots

## Describe the proposed project

ADJUST SOUTHERN BOUNDARY ON PARCEL 02-140-0006 100 FEET SOUTH  
ON PARCEL 02-025-0015 FOR AN ADDITIONAL .24 ACRES TO  
PARCEL 02-140-0006.

We certify we are the developer and record owner of this property, and we consent to the submittal of this application.

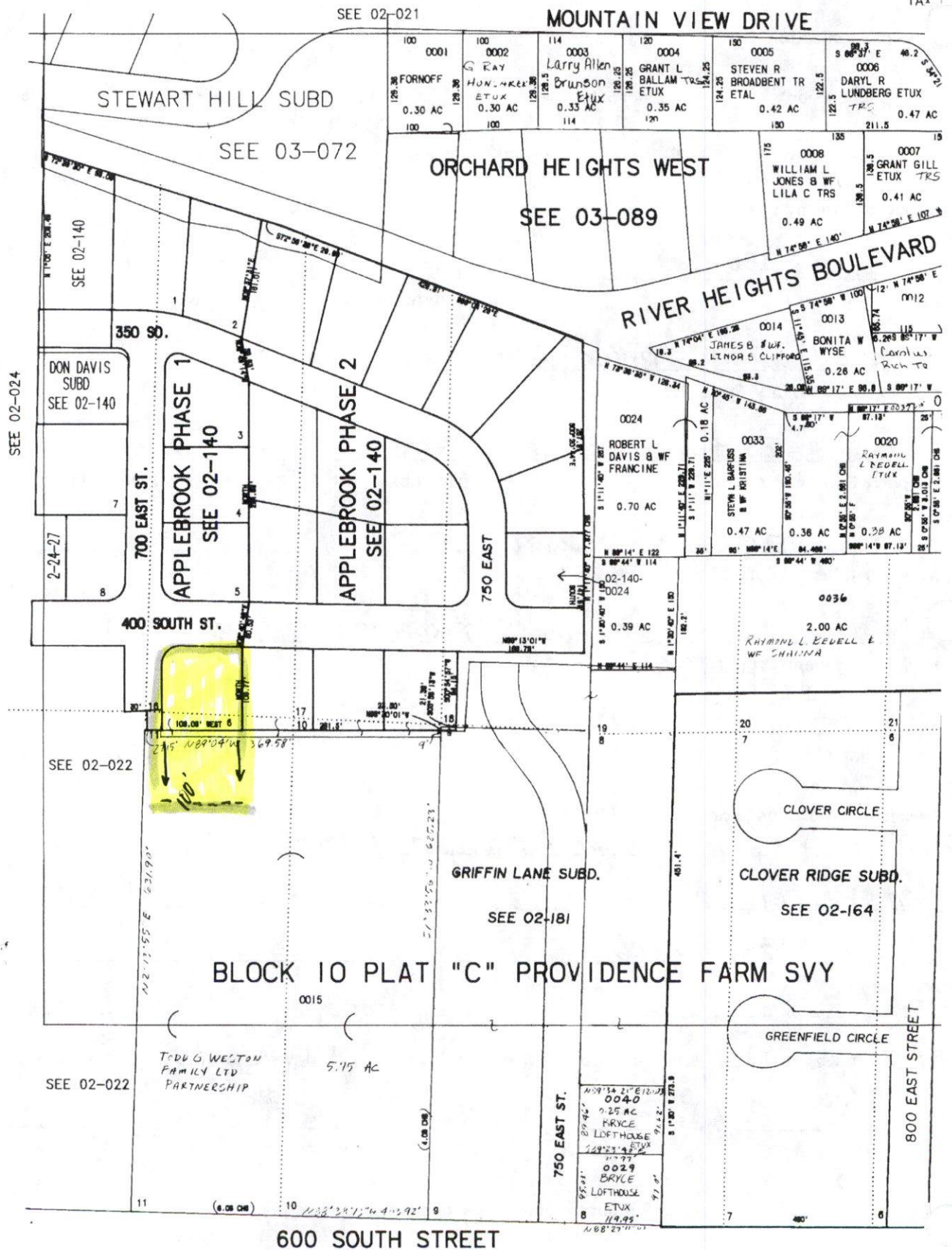
Keenan Ryan 8/21/25 [Signature] 8/21/25  
 Developer Date Property Owner Date

See additional Application and Requirements specific to subdivisions.



# SE/4 NE/4 Sec 3 Twp 11 North, Range 1 East

TAX 1





TITLE 10  
CHAPTER 16  
**SIGNS**

SECTION:

- 10-16-1: Signs Regulated
- 10-16-2: Permitted Signs

**10-16-1: SIGNS REGULATED**

Signs are regulated as stated in this chapter. In each instance the following restrictions apply:

- A. Location: All signs shall maintain a clear view of intersecting streets as provided in 10-13-15.
- B. Height: In every case, signs located in the front or side yards on a corner lot shall not be higher than two feet (3').
- C. Animation and intermittent signs are not allowed.

**10-16-2: TEMPORARY SIGNAGE**

- A. Policy: It is the policy of the city, to restrict the use of temporary signage. Temporary signage has a place in the community for specialized purposes, such as announcing properties for sale or lease, upcoming events, yard sales, construction activities, or making political or ideological statements.
- B. Regulations:
  - 1. Size: Temporary signs shall not exceed three (3) square feet of area on the exposed sign face.
  - 2. Location: Temporary signs are permitted in any zone, provided they are located on private property, except for portable yard signs (10-16-6). On vacant lots, where there is no structure, no part of the sign shall be located outside of the property boundary.
  - 3. Height: No portion of the sign shall extend more than six feet (6') above the existing ground level at the location of the sign. Mounting devices may extend above the sign by not more than six inches (6").
  - 4. Number: Only one temporary sign is permitted on any one parcel of property except during election time (see 10-16-5).

**10-16-3: HOME OCCUPATION SIGNAGE**

- A. Current Home Occupation License Required
- B. Limit of One (1) Sign
- C. Sign Must be Attached to the Dwelling (or accessory building where the home occupation is housed).

- D. Size Restricted to Two by Two Feet (2'x2')

#### **10-16-4: COMMERCIAL SIGNAGE**

- A. Permits Required: Regardless of cost, no sign shall be erected or placed within the city without first making application for and obtaining a building permit. Construction or placement of a sign shall not be commenced until all approvals and permits have been obtained.
- B. Size:
  - 1. 30% of one façade for wall signs. Two wall mounted signs maximum.
  - 2. 300 square feet for all freestanding signs. One freestanding sign per parcel.

#### **10-16-5: POLITICAL SIGNAGE**

- A. Location: May be placed only on private property with permission of the property owner.
- B. Number: For sixty (60) days preceding a primary, general or special election, up to three (3) temporary signs may be placed on any one parcel of property.
- C. Size: There are no size restrictions on political signs if the sign(s) do not obstruct protected sight triangles (10-13-15) or otherwise cause unsafe conditions.

#### **10-16-6: PORTABLE YARD SIGNS**

- A. Location: Yard signs may be located on the property to which the sign pertains, keeping within 10-16-1. Off-site yard signs may be located within the public right of way, but not within the paved area of any street, and not on any sidewalk.
- B. Size: Yard signs shall not exceed three (3) square feet in area on any sign face, but may be double sided, awning or A-frame type construction, for a total sign area of six (6) square feet.
- C. Time Limit: Yard signs shall be displayed only immediately prior to and during the event, yard sale, or open house in progress, and shall be removed at sundown. Yard signs may not be displayed for more than seventy-two (72) hours continuously. Signs not removed after seventy-two (72) hours of display are deemed refuse and the owner or erector of the sign could be subject to a Class B misdemeanor for littering.

#### **10-16-7: COMPLIANCE IN QUESTION**

For any sign(s) where compliance is in question or where the requirements as set forth in this chapter do not address specific criteria, the City Council shall have the authority to approve or deny permission of said sign.