

River Heights City

PLANNING COMMISSION AGENDA

Tuesday, August 25, 2026

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

Pledge of Allegiance

Adoption of Previous Minutes and Agenda

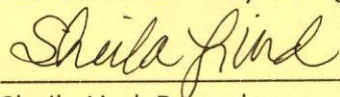
Public Comment on Land Use

Public Hearing to Discuss a Boundary Adjustment Request from Derek Carlsen, of 520 S 600 E

Public Hearing to Discuss a Kennel Conditional Use Permit Request from Lynda Fisher

Adjourn

Posted this 20th day of August 2026



Sheila Lind, Recorder

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

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

August 25, 2026

Present: Commission members: Keenan Ryan, Chairman
Noel Cooley
Anna Lisa Davidson
Morgan McKeown
Troy Wakefield

Recorder Sheila Lind

Excused Councilmember Mark Malmstrom

Others Present: Lynda Fisher, Derek Carlsen, Mackayla Graham

Motions Made During the Meeting

Motion #1

Commissioner Cooley moved to "approve the minutes of the August 11, 2026 Commission Meeting with one correction noted, as well as the evening's agenda." Commissioner McKeown seconded the motion, which carried with Cooley, Davidson, McKeown, Ryan, and Wakefield in favor. No one opposed.

Motion #2

Commissioner Davidson moved to "approve the boundary adjustment request made by Derek Carlsen." Commissioner Wakefield seconded the motion, which carried with Cooley, Davidson, McKeown, Ryan, and Wakefield in favor. No one opposed.

Motion #3

Commissioner Cooley moved to "delay the approval of the Kennel Conditional Use Permit application submitted by Lynda Fisher with the condition that if a refund is declined then they would take up approval at a future meeting." Commissioner Davidson seconded the motion, which carried with Cooley, Davidson, McKeown, Ryan, and Wakefield in favor. No one opposed.

Proceedings of the Meeting

The River Heights City Planning Commission met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers on August 25, 2026.

Pledge of Allegiance

44 Adoption of Prior Minutes and Agenda: Minutes for the August 11, 2026, Planning
45 Commission Meeting were reviewed. One minor change was made.

46 **Commissioner Cooley moved to “approve the minutes of the August 11, 2026 Commission**
47 **Meeting with one correction noted, as well as the evening’s agenda.” Commissioner McKeown**
48 **seconded the motion, which carried with Cooley, Davidson, McKeown, Ryan, and Wakefield in**
49 **favor. No one opposed.**

50 Public Comment on Land Use: There was none.

51 Public Hearing to Discuss a Boundary Adjustment Request from Derek Carson, of 520 S 600 E:

52 Derek Carlsen explained that he owned a long piece of property and would like to sell off two
53 parcels to Grahams and Gardners, who are adjacent property owners. The remaining parcel with the
54 house on it would still meet zone requirements.

55 Commissioner McKeown asked if any utility easements would be disrupted. Commissioner
56 Ryan said he hadn’t seen any problems, looking at the parcel plat. He thought the title company
57 would double check on it.

58 Discussion was held on the zoning administrator taking care of boundary adjustments in the
59 future. Simple adjustments didn’t need to come to the Commission for a hearing. The Commission
60 planned to tweak the code soon.

61 Public Comment. There was none.

62 **Commissioner Davidson moved to “approve the boundary adjustment request made by**
63 **Derek Carlsen.” Commissioner Wakefield seconded the motion, which carried with Cooley,**
64 **Davidson, McKeown, Ryan, and Wakefield in favor. No one opposed.**

65 Public Hearing to Discuss a Kennel Conditional Use Permit Request from Lynda Fisher: Ms.

66 Fisher explained that she only lives in River Heights six months out of the year. She had a second
67 apartment in her home. She owned two dogs and her daughter (who lived in a separate dwelling on
68 the same property) owned one. She was told by the city that she needed to get a kennel license since
69 there were three dogs in the home. She spent \$100 to apply for one. In the meantime, her
70 granddaughter felt so bad about the situation that she decided to give her dog away; therefore, the
71 kennel permit was no longer needed. She hoped that the city would address the allowance of more
72 than three dogs when an ADU was involved.

73 Lynda Fisher said she was irritated that the city didn’t have a place for dogs to run off leash.
74 She used to take them to the old school lawn but was told it was against the city’s code to allow dogs
75 on city park property. After presenting her frustration to the Council, the mayor sent her an email
76 with comments from the city attorney. The attorney advised that to allow off-leash dogs, the city
77 should have a fenced area. Ms. Fisher informed that Logan had a dog park that was not fenced and it
78 worked just fine.

79 Commissioner Ryan asked Ms. Fisher if her home’s two dwellings each had their own kitchen
80 and separate entrances. She responded, “Yes,” they had separate living spaces. Mr. Ryan informed
81 that the attorney’s interpretation of the code was that a “residence” included all those who lived on
82 one parcel. Mr. Ryan assured that they would look into the number of dogs they felt should be
83 allowed when an accessory dwelling was involved.

84 Lynda Fisher asked for a refund of her \$100 kennel license application fee since they no longer
85 had three dogs. She was told the decision didn’t lie with the Commission. Recorder Lind would
86 present the request to the mayor.

Commissioner McKeown agreed with Mr. Fisher that the code wasn't clear. He had done some research and found that other cities allow properties with ADUs to have up to four dogs. He thought the code needed to be clarified. Commissioner Ryan felt the topic should be brought up to the Council at their next meeting when they would review the ADU ordinance.

Commissioner Cooley suggested that the city should have verification that the third dog was no longer on the property. If the Mayor/Council determined that a refund wasn't possible then Mr. Cooley suggested Ms. Fisher could go ahead with her kennel permit request, so she'd have something for her money. He noted that the permit would run with the land, so they could get a third dog later if they decided to do so.

Commissioner McKeown brought up the written complaint they had received from a neighbor. They felt it was a moot point.

Commissioner Cooley moved to "delay the approval of the Kennel Conditional Use Permit application submitted by Lynda Fisher with the condition that if a refund is declined then they would take up approval at a future meeting." Commissioner Davidson seconded the motion, which carried with Cooley, Davidson, McKeown, Ryan, and Wakefield in favor. No one opposed.

Commissioner Ryan explained that he would be presenting the ADU ordinance to the City Council at their next meeting. He had been curious how many lots in River Heights had less than 11,000 sf. He met with the person at Cache County who was over their GIS map. She created an image which showed all the properties 11,000 sf and larger. He was surprised at how many would qualify for an ADU with a minimum requirement of 11,000 sf.

It was noted that Commissioner Davidson had researched the pros and cons of smaller versus larger lot minimums for ADUs which was helpful to review.

Commissioner McKeown had researched and found that 65% of the parcels in an 8,000 sf zone would be eligible for an ADU option at 11,000 sf. In the 10,000 sf zone 43% of lots would qualify and in the 12,000 sf zone 95% of lots would be eligible. It averaged out to 65% of lots in River Heights could potentially qualify for an ADU.

Mr. Ryan said he was glad to find out that the lot sizes didn't favor certain areas but were spread equally throughout the city. He was relieved since he didn't want the ADU code to favor certain areas. They all agreed that an 11,000 sf minimum would be appropriate since they now had data to back up their decision. Mr. Ryan clarified that not all lots large enough to meet the code would be able to fit a DADU on their property, considering setbacks and other structures that might be present on the property.

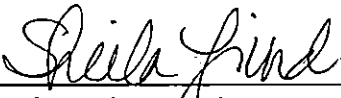
Commissioner McKeown said numerically about ¼ of the parcels with 8,000 sf and above could easily fit a DADU. Half of them could fit one in tight and another ¼ of the parcels it would be impossible. The 11,000 sf lots would be an easy fit. The tight fit group would be the most relevant. Based on his research (knowing there were limited lots that would qualify for an ADUD, he suggested not having a size limitation at all.

Commissioner Cooley argued for 11,000 sf to see how much of a demand there was. In the past, the city had tried to allow smaller condensed units and there was a big push back from residents. He didn't like that the state doesn't allow a resident to object to their neighbor installing a rental unit because they would not allow conditional use permits. He wanted to start with 11,000 sf minimums. If the city wanted to change it later, it would be easier to give more allowance than it would to become more restrictive. Due to parking requirements and having to connect to the sewer, he didn't foresee very many ADUs in the city.

131 Commissioner Wakefield asked if it was an income issue. He suggested it could be
132 discriminatory to require 11,000 sf if those with smaller lots are of a lower income. Commissioner
133 Ryan said they were concerned about this and discussed it at length at their last meeting. This was
134 the reason they did extra homework and were driven for more data. They noted there were several
135 larger lots in the older parts of town as well as small lots in newer neighborhoods. Commissioner
136 Cooley felt they had done their due diligence. Commissioner McKeown pointed out that they didn't
137 want to discriminate based on income, but they do want to on over-crowding residences.

138 The meeting adjourned at 7:15 p.m.

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Keenan Ryan, Commission Chair



Sheila Lind, Recorder

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

Derek Carlson

Applicant	Phone Number	Email Address
520 S 600 E River Heights, Utah 84321		

Mailing Address, City, State, Zip

Same as above		
Property Owner of Record	Phone Number	Email Address
Same as above		
Mailing Address, City, State, Zip		

Project Name and Property Address

County Parcel ID Number	Size of Lot	Number of Dwellings/Units/Lots
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Describe the proposed project

Sell 2 lots of property, one to The Graham family and one to the Gardner family. See map attached.

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

Developer	Date	Property Owner	Date
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*See additional Application and Requirements specific to subdivisions.

Administrative Land Use Authority (ALUA): The local authority designated to review and approve applications to subdivide land. The River Heights Planning Commission shall serve this role for preliminary plat applications; and the Development Review Committee (DRC) shall serve the role for final plat and minor subdivision applications.

Application Fee Schedule

Flag Lot	150.00
Minor Subdivision	
Pre-Application Meeting, optional	400.00 (applied to DRC fees)
DRC Review (professional fees not included*)	1,500.00
Subdivision	
Pre-Application Meeting, optional	400.00 (applied to ALUA fees)
10 lots and under	
ALUA Review	500.00
DRC Review (professional fees not included*)	1,500.00
11 lots and over	
ALUA Review	500.00
DRC Review (professional fees not included*)	3,000.00
Commercial/Commercial Parking Lot Development	
Preliminary Layout and Design Review	200.00
Final Layout Submittal	400.00
Petition for Zone Change	300.00
Boundary Line Adjustment	150.00

*River Heights City shall have the following professionals review the preliminary and final applications for all proposed subdivisions: city engineer, city attorney, and citizen planner. The cost for all professional reviews shall be billed to and paid by the City. The City will then bill the developer for 100% of the actual cost incurred by the City for the professional review of applications. Payment is required within thirty (30) days of the time the bill is sent by the City. The applicant/developer shall be responsible for all legal expenses and costs by the City for collection of any fees required herein. The final plat shall not be recorded until all final application (plat and construction drawings) review fees incurred by the City are paid in full.

Applicant/Developer Signature _____ Date _____

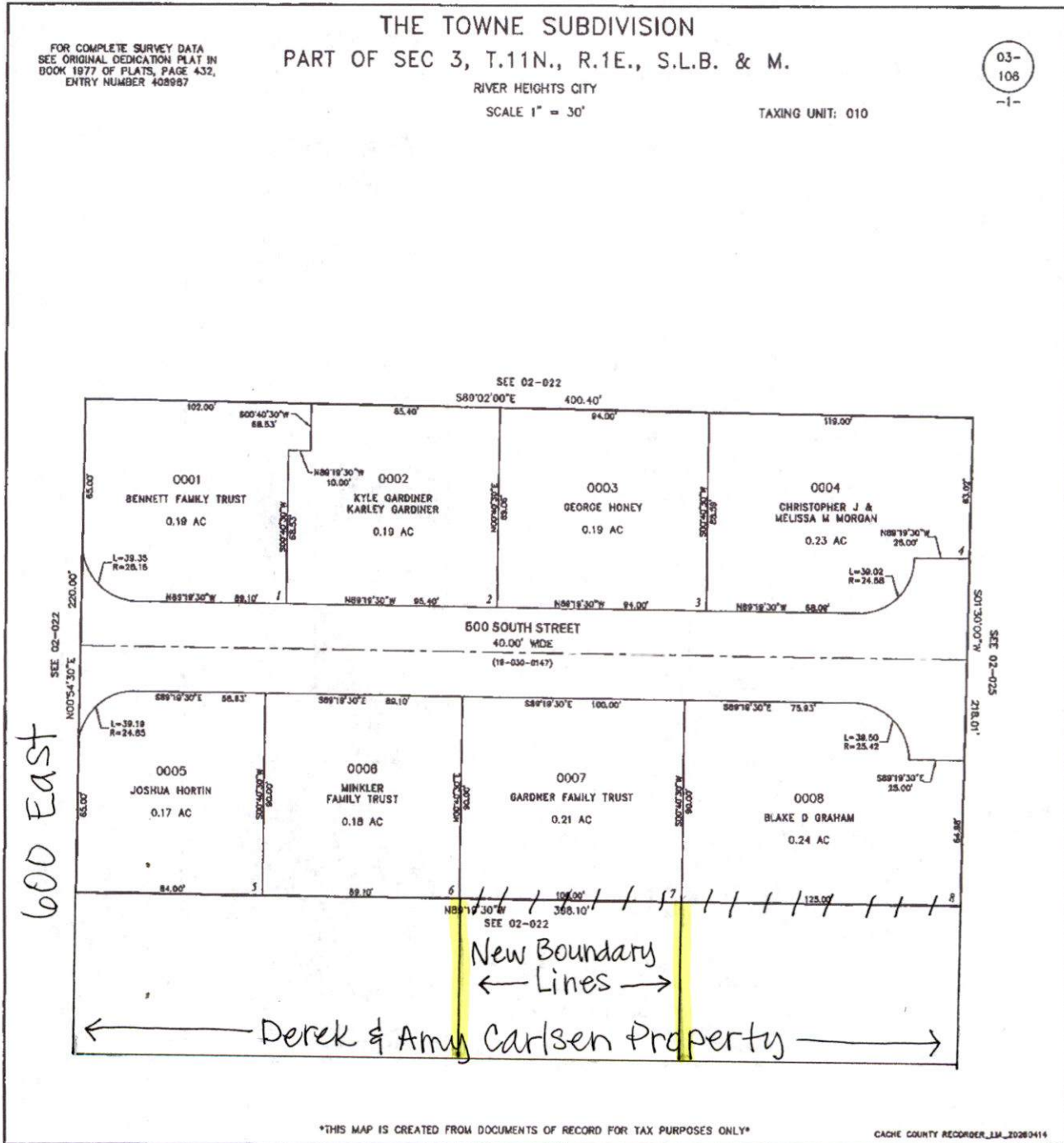
Checklist of needed items

- ✓ Application
- ✓ Fee
- ✓ Current Cache County Recorders Plat map showing applicants' property and adjacent properties.**
- ✓ Plat map with all information required.**

**Not required for subdivisions or minor subdivisions.

City Use Only: Amt Paid 150.00 Date Received 8/12/22 Check # VISA By SJ
 Amt Paid _____ Date Received _____ Check # _____ By _____
 Amt Paid _____ Date Received _____ Check # _____ By _____

Exhibit A



Section 3 Township 11 North Range 1 East

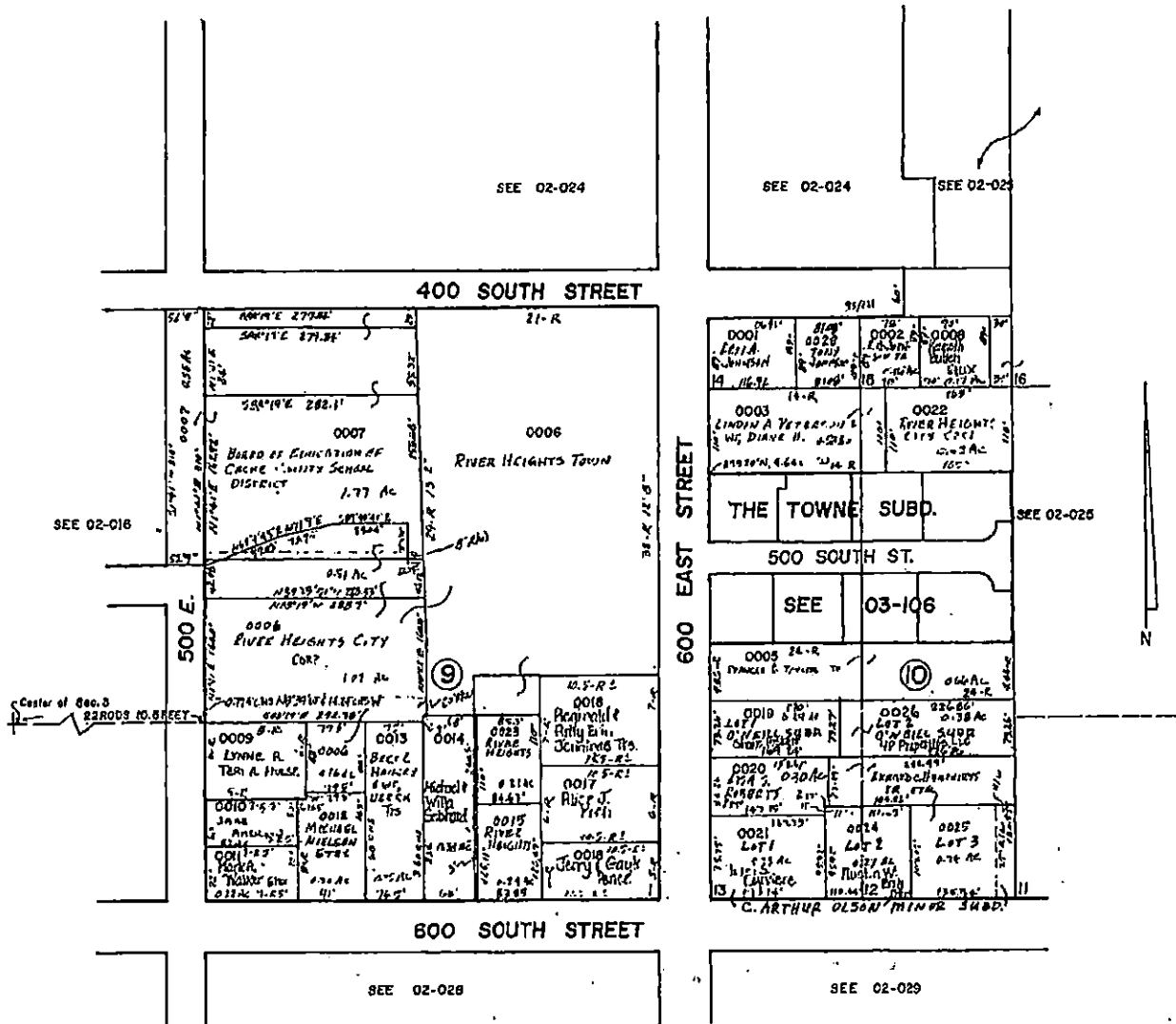
02-022

pt. SW⁴NE⁴
pt. NW⁴SE⁴

Scale 1 Inch = 100 FEET

TAX UNIT 10

PT. BLOCKS 9, 10 PLAT "C" PROVIDENCE FARM SURVEY



M. GLEED
MARCH 1985

Public hearing date: 8/25/26

River Heights City
Kennel Conditional Use Permit Application
The Keeping of Three or More Dogs

Name of Dog Owner: LYNDA FISHER Date: 8-13-26

Phone #: _____ Email: lynda.fisher@riverheights.org

Address: 494 River Heights Blvd

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

Description of shelter provided, care of animals, etc: I live in the down stairs apartment. I have 2 dogs. My daughter lives in the upstairs apartment (temporarily) with 1 dog. We have a fenced in yard for all the dogs!

02-016-0066

Application fee is \$100 and is nonrefundable.

Date paid 8/13/26 Check number 363 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.



Fwd: Kennel conditional permit

From Keenan Ryan <keenanryan12@gmail.com>

Date Mon 8/24/2026 11:22 AM

To Sheila Lind <office@riverheights.gov>

----- Forwarded message -----

From: **Julie Young** <jky96@hotmail.com>

Date: Sat, Aug 22, 2026, 8:22 AM

Subject: Kennel conditional permit

To: keenanryan12@gmail.com <keenanryan12@gmail.com>

Hello,

We received a letter about the public hearing on Aug 25, but I will be out of town for a work trip. I hope it's ok that I send my comment via email.

I am hopeful this request will be rejected. The dogs at this house bark at everyone walking on the street. The third dog has been there a lot this summer, and often escapes the house and is roaming freely, unsupervised in their yard, our yard, other neighbor's yards, and in the middle of the street. While the two smaller dogs are taken on walks and appear to be well looked after, despite their incessant barking, the third dog is not properly cared for. At least that's how it appears when I see it outside unattended, roaming the area for hours alone. And never have I seen it get taken on walks. I walk my dog a lot and am very familiar with which dogs in our community are walked well-taken care of, and the sad cases of ones not getting enough or any attention.

These rules are written to keep the community safe and liveable (i.e., peaceful). Please don't give this exception as it will violate keeping our neighborhood liveable.

Thanks,
Julie