



**HOOPER CITY**  
**PLANNING COMMISSION MEETING MINUTES**  
**THURSDAY, NOVEMBER 13, 2025, 7:00PM**  
COUNCIL CHAMBERS  
5580 W. 4600 S.  
Hooper, UT 84315

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The Hooper City Planning Commission held a work meeting at 6:00pm and their regular meeting at 7pm on November 13, 2025, at the Hooper City Civic Center located at 5580 W. 4600 S, Hooper, UT 84315.

PLANNING COMMISSION MEMBERS' PRESENT:

Jase McCormick  
Amanda Prince  
Travis Bates  
Blake Cevering  
Sheldon Greener  
Gene Larsen

COMMISSION MEMBERS EXCUSED:

Bryce Widdison

CITY STAFF & CITY COUNCIL PRESENT:

Jamee Johnston – Deputy City Recorder  
Malcolm Jenkins – City Planner  
Matt Wilson – City Attorney

**6:00PM WORK MEETING**

1. Discussion on Agenda Items

The Planning Commission held a work session where they discussed agenda items and had a discussion on Flag Lots with David Reed, Weber County Deputy Chief/Fire Marshal.

**7:00PM REGULAR MEETING**

1. Meeting Called to Order

At 7:00pm Commissioner McCormick called the meeting to order.

2. Opening Ceremony

a. Pledge of Allegiance

Commissioner Larsen led in the Pledge of Allegiance.

b. Reverence

Commissioner Prince offered reverence.

3. Consent Items

a. Motion – Approval of minutes dated August 14, 2025

Commissioner Prince spoke on a date correction.

Correction was made.

**COMMISSIONER GREENER MOTIONED TO APPROVE THE MINUTES DATED AUGUST 14, 2025, WITH A DATE CHANGE. COMMISSIONER BATES SECONDED THE MOTION. VOTING AS FOLLOWS:**

| <b><u>COMMISSIONER:</u></b> | <b><u>VOTE:</u></b> |
|-----------------------------|---------------------|
| MCCORMICK                   | AYE                 |
| PRINCE                      | AYE                 |
| BATES                       | AYE                 |
| CEVERING                    | AYE                 |
| GREENER                     | AYE                 |
| LARSEN                      | AYE                 |

**MOTION APPROVED.**

b. Motion – Approval of minutes dated October 9, 2025

No corrections.

**COMMISSIONER BATES MOTIONED TO APPROVE THE MINUTES DATED OCTOBER 09, 2025, WITH NO CHANGES. COMMISSIONER PRINCE SECONDED THE MOTION. VOTING AS FOLLOWS:**

| <b><u>COMMISSIONER:</u></b> | <b><u>VOTE:</u></b> |
|-----------------------------|---------------------|
| MCCORMICK                   | AYE                 |
| PRINCE                      | AYE                 |
| BATES                       | AYE                 |
| CEVERING                    | AYE                 |
| GREENER                     | AYE                 |
| LARSEN                      | AYE                 |

**MOTION APPROVED.**

4. Action Items

a. Discussion: Creating TRC Checklist.

Malcolm Jenkins, the City Planner, presented the newly drafted subdivision application checklist noting changes and important steps.

Malcolm and the Planning Commission went through the TRC checklist; with discussions on ordinances and review cycle, concerns regarding the requirement for applicants to provide adjoining property owners information, traffic studies for minor subdivisions, adding a disclosure on the bottom of the checklist, and commissioners also spoke on how they are going to handle the situation of final serve letters commssioners are still working on this.

5. Citizen Comment

*(Resident(s) attending this meeting will be allotted 3 minutes to express a concern about any issue that IS NOT ON THE AGENDA. No action can or will be taken on any issue presented.)*

None

6. Adjournment

**AT APPROXIMATELY 7:28 PM, COMMISSIONER GREENER MOTIONED TO ADJOURN THE MEETING. COMMISSIONER PRINCE SECONDED THE MOTION. VOTING AS FOLLOWS:**

| <b><u>COMMISSIONER:</u></b> | <b><u>VOTE:</u></b> |
|-----------------------------|---------------------|
| <b>MCCORMICK</b>            | <b>AYE</b>          |
| <b>PRINCE</b>               | <b>AYE</b>          |
| <b>BATES</b>                | <b>AYE</b>          |
| <b>CEVERING</b>             | <b>AYE</b>          |
| <b>GREENER</b>              | <b>AYE</b>          |
| <b>LARSEN</b>               | <b>AYE</b>          |
| <b>MOTION PASSED.</b>       |                     |

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

\_\_\_\_\_

Jamee Johnston, Deputy City Recorder

APPROVED