City of WASHINGTON TERRACE Utah

Planning Commission Meeting
Thursday, June 26, 2025
City Hall Council Chambers
5249 S. South Pointe Dr. Washington Terrace City
801-393-8681

1. **ROLL CALL** **6:00 p.m.**

2. **PLEDGE OF ALLEGIANCE**

3. **WELCOME**

4. **RECURRING BUSINESS**
   - **4.1 MOTION: APPROVAL OF AGENDA**
     Any point of order or issue regarding items on the Agenda or the order of the agenda need to be addressed here prior to the approval of the agenda.
   - **4.2 MOTION: APPROVAL OF MINUTES FOR APRIL 24, 2025**

5. **NEW BUSINESS**

   5.1 DISCUSSION/MOTION: CONSIDERATION AND ACTION REGARDING AN ADMINISTRATIVE APPLICATION FOR A SITE PLAN APPROVAL FOR THE OVERLAND WEST OFFICE BUILDING LOCATED AT 343 EAST 5700 SOUTH

6. **UPCOMING BUSINESS**

7. **MOTION TO ADJOURN THE MEETING**

In compliance with the Americans with Disabilities Act, persons who have need of special accommodation should contact the City Recorder at 395-8283

CERTIFICATE OF POSTING
The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted in three public places within the City of Washington Terrace City limits and faxed to the *Standard Examiner* at least 24 hours prior to the meeting.
Amy Rodriguez, Washington Terrace City Recorder

City of Washington Terrace

Minutes of the Planning Commission Meeting held on
Thursday, April 24, 2025
City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of Utah

PLANNING COMMISSION AND STAFF MEMBERS PRESENT
Chairman Steve Jacobson
Vice- Chair Dwight Henderson- Excused
Commissioner Amy Morgan
Commissioner Dan Johnson – Excused
Commissioner Jethro Dee Watson
Commissioner Morgan Wilkins
Commissioner Matthew Roper
General Planner Tyler Seaman
City Attorney Bill Morris
City Recorder Amy Rodriguez

Others Present
Jeremy Krause, Kurt Johnson

1. **ROLL CALL** **6:00 p.m.**

2. **PLEDGE OF ALLEGIANCE**

3. **WELCOME**

4. **OATH OF OFFICE**
Rodriguez administered the oath of office to Commissioner Morgan Wilkins.

5. **RECURRING BUSINESS**
5.1 MOTION: APPROVAL OF AGENDA

5.2 MOTION: APPROVAL OF MINUTES FOR SEPTEMBER 26, 2024

Items 5.1 and 5.2 were approved by general consent.

6. **NEW BUSINESS**

6.1 MOTION: NOMINATION AND ELECTION OF PLANNING COMMISSION CHAIR AND VICE CHAIR

Rodriguez stated that each year the Commission should nominate a Planning Commissioner Chairman and a Vice Chairman. She stated that Commissioner Jacobsen is currently the Chairman of the Commission, and Commissioner Henderson serves as Vice-Chair. Chairman

Jacobson stated that he does not want to nominate anyone for a position that is not present to object if they do not want to hold the position. He asked if anyone wanted to volunteer to be nominated for either office.

Motion by Commissioner Wilkins
Seconded by Commissioner Morgan
To nominate Commissioner Jacobson as Planning Commission Chair
Approved unanimously (5-0)

Motion by Commissioner Jacobson
Seconded by Commissioner Watson
To nominate Commissioner Morgan as Planning Commission Vice-Chair
Approved unanimously (5-0)

6.2 DISCUSSION/MOTION: CONSIDERATION AND ACTION REGARDING AN ADMINISTRATIVE APPLICATION FOR A SITE PLAN APPROVAL FOR THE 5580 ADAM'S AVENUE PROJECT

Morris stated that he had reviewed the plans and that any concerns that he had were addressed. He summarized the staff report by stating that the Commission can give conditional approval based on the following: Utility commitments, civil site and utility plans must be approved by engineering, landscaping escrow to be entered into by developer, dumpster and unattractive areas must be screened from public view, landscape plans to be approved by the Planning Commission, and a lighting plan to be brought before the engineers and must be in accordance with city standards.

Morris stated that the city has sold the property and has reached a preliminary agreement with the development for construction of a commercial building on the site.

Chairman Jacobson asked if the green space on the map, along with part of the property is part of the parcel. Morris stated that there is an agreement with the library that that area will remain as open space as is.

Developer Jeremy Krause asked if the landscape review could be done as a staff level review instead of bringing it before the Planning Commission. Morris stated that he was fine with having staff approve the plans. Krause questioned if they needed an escrow for the landscaping. Morris stated that landscaping is typically escrowed if it is on public property, however, he noted that it is such a small area that he does not see a need for the escrow. Morris stated that the escrow would be deferred for landscaping.

Kurt Johnson introduced himself to the Commission, stating that he is one of the owners of the development. He stated that he will have his financial advisor office housed in the building and that other units will be owner occupied as well. He stated that other occupants include a CPA office, a dentist office, a real estate, and two open units that are available upstairs. Johnson stated that the open units will be inspected and will be available for improvements depending on the occupants.

Chairman Jacobson asked if the interior building is all connected. Krause stated that they are and that any of the parking lots will lead into the building for access to any of the offices.

Seaman stated that the landscaping escrow would be for improvements only. Krause stated that they will do a ten percent warranty on the landscaping.
Seaman stated that there still a few items on the site plan that need more work to be done. He stated that there needs to be work done on the storm water detention aspect of the plan. He stated that there needs to be an agreement with the library for overflow, as the main line runs out of the library detention area. Krause stated that most of their detention is underground, however, they are looking for ways to work in the overflow and tie it into the city storm drain system.

Seaman stated that there has been a DRC meeting, however, the engineer has not seen the official civil drawings yet. Seaman stated that the landscaping needs to be worked out. He stated that he has no concerns with architectural plans. He stated that his biggest concern is that there is a good agreement in place with the library concerning storm water.
Seaman stated that the plans do not include apartments and feels that the office complex is a good use of the site.
Seaman stated that the Public Works Director is holding off on reconstructing 5600 South until the lateral line construction is completed.
Seaman stated that we have policies and engineering standards in place for the items still outstanding.
Seaman stated that he does not have any qualms with recommendation for approval as long as Development Review Committee (DRC) finalizes the project.

Motion by Commissioner Watson
Seconded by Commissioner Wilkins
To approve the plan for
With the adjustments of the landscape plan not coming
To PC and escrow follow 10 percent rule
Approved unanimously (5-0)

7. UPCOMING BUSINESS

Seaman stated that the hospital is discussing adding a building to the right side of the main building. He stated that it may be similar to the four story building built a few years ago.

Seaman stated that the storage units on 5000 South have submitted plans for the building, noting that they have added a second building to the plans. He stated that the project has gone quiet recently.

Seaman recommends everyone visiting the new homes construction on 5700 South to view the development, as he believes that they have turned into a great project that the Commission helped develop and approve.

8. MOTION TO ADJOURN THE MEETING

Motion by Commissioner Roper
Seconded by Commissioner Watson
To adjourn the meeting
Approved unanimously (5-0)
Time: 6:24 p.m.

Date Approved **City Recorder**

Planning Commission Staff Report

Author: Tyler D. Seaman, Community Development Director

Subject: DISCUSSION / MOTION: SITE PLAN APPROVAL FOR OVERLAND WEST OFFICE BUILDING

Location: 343 East 5700 South, Washington Terrace, Utah

Date: 6/17/2025

Type of Item: Site Plan Approval

Summary Recommendation:

Staff recommends **approval** of the site plan for the Overland West Office Building, subject to the conditions listed below and final review by the Development Review Committee.

Conditions of Approval:

1. **Will-serve letters** from all affected utility entities.

2. Payment of all applicable city development and impact **fees**.

3. **Storm water calculations and drainage plan** must be approved by the City Engineer.

4. Submission of an **engineer's estimate** for public improvements and posting of appropriate **escrow or bond**.

5. All work must comply with **Washington Terrace Public Works Standards** and **utility construction requirements**.

6. Lot line Adjustment for combining lots. This will be reviewed and approved through Development Review Commitee.

7. No construction may commence until **final approval is issued** by the Development Review Committee.

Project Description:

Applicant: Overland West Inc.
Engineer/Architect: Gardner Engineering/ Vanzeben Architecture
Site Area: ~1.10 acres
Proposed Use: Professional Office Building
Building Size: Approx. 31,521 sq. ft. total (two levels)

Background and Analysis:

The applicant, Overland West Inc., proposes to develop a new commercial office building at 343 E 5700 S. The site lies in a commercial zone and is adjacent to existing medical and commercial parcels.

Staff has reviewed the submitted plans, including the topographical and utility survey (dated 9/10/2024), architectural site plan (dated 5/19/2025), and plat documentation (Parcel 07-808-0005). Key features include:

- ADA-accessible parking and pedestrian routes.
- Existing utility connections verified on AS101 and C1 sheets.
- Adequate storm drain and sewer access based on surveyed conditions.
- Compliance with city grading and drainage standards.

Parking Analysis:
Based on the submitted AS101 sheet, the site provides **over 65 parking stalls**, including ADA-compliant spaces and a designated drop-off area.

Development Staff Review:

The proposal was reviewed by City Staff, including:

- **City Engineer**
- **Fire Marshal**
- **Public Works Director**

- **Building Official/Community Development Director**
- **City Manager**
- **City Attorney**

All departments provided preliminary feedback, with additional DRC review needed prior to permitting.

Alternatives:

1. **Approve the Site Plan** with conditions outlined above.
2. **Deny the Request** based on identified code deficiencies.
3. **Continue the Item** for further review and modification by applicant or staff.

WASHINGTON TERRACE CITY
PLANNING AND ZONING APPLICATION

Application for the following:

X	Site Development Plan Approval				Preliminary Plat
	Final Plat		Conditional Use Permit		Zoning/Rezone
	Review fee		Annexation/Boundary Adjustment Request		
	Board of Adjustments		Engineering Review		
	Subdivision		Preliminary Plat		Final Plat
	Other	Specify			

Project location/Address: 343 East 5700 South
Exisitng Use: Vacant property
Description/Type of Projexct: Corporate Office building

Name of Applicant (Property Owner): Pinnacle Associates, LLC
Applicant Address: 2805 Washington Blvd., Ogden, Utah 84401 Phone: (801) 337-5245
Name of Agent: Morgan Keyes
Agent Address: same as above Phone: same as above

Project Info: Name of Subdivision/Business/Development:

Development Tyoe:		Residential		Multi-family	X	Commercial	
Number of lots	1	# of Units	NA	Size of lots	NA		

If Development is to take place in phases, please describe:
NA

Engineering/Surveying Firm: VanZeben Architecture
Bond/Surety Provider: NA
Contact Person: Dan J. VanZeben, AIA Phone: (801) 627-2400
Email: dan@vanzebenarchitecture.com

A plat of the survey with legal description and a set of current engineering plans (including sewer, water, roads, grading, and detention) must accompany this application and be submitted on a cd or disk

Approval State:		Conceptual		Preliminary	X Final

Signature of Owner/Agent 5/20/25 Date

Note: If the applicant is not the same as the owner, the owner should sign the application or submit a letter authorizing the applicant to proceed with the application.
Application fees must be paid prior to receiving a hearing date with the City Council or Planning Commission. Plus additional review cost in excess of minimum shall be paid as those costs are incurred, before improvements can be started and/or permits can be issued

OFFICIAL USE ONLY:	Fee paid on:		Hearing Date:	
Application #		Zone:	Received by:	

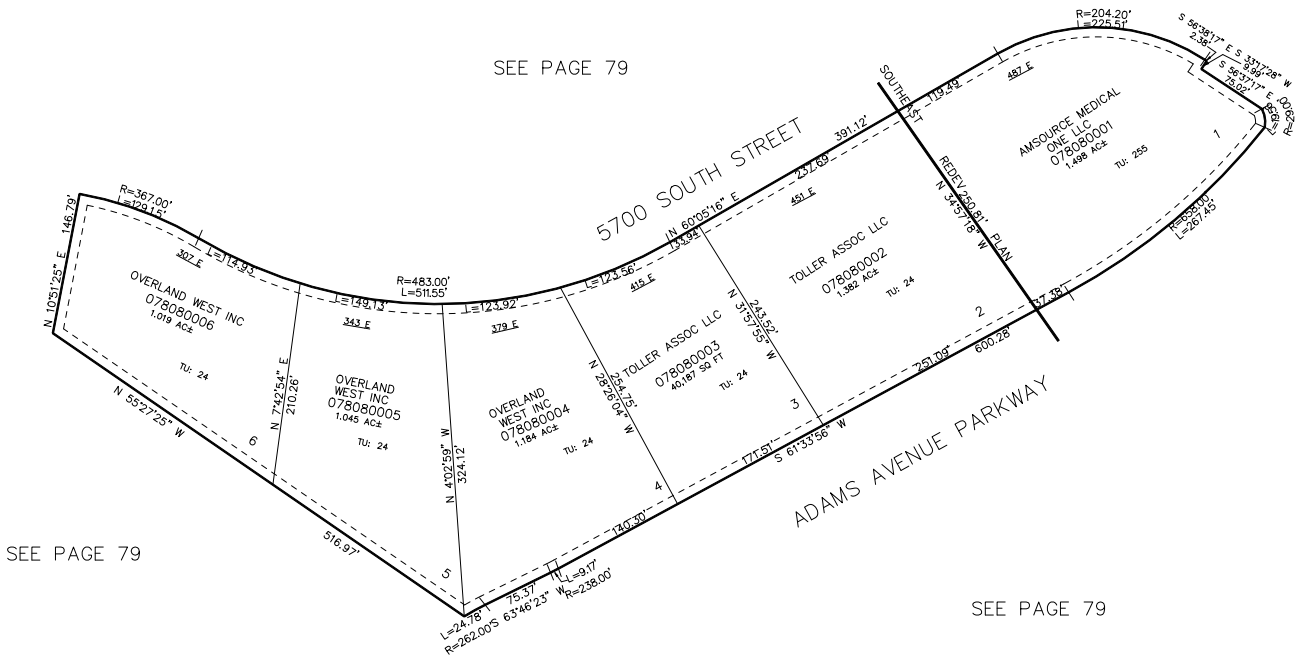
PART OF THE NE. 1/4, OF SECTION 20, T.5N., R.1W., S.L.B. & M.

PLEASANT VALLEY MEDICAL PLAZA

IN WASHINGTON CITY

TAXING UNIT: 24, 255

SCALE 1" = 100'



10' UTILITY & DRAINAGE EASEMENTS EACH SIDE OF PROPERTY LINES AS INDICATED BY DASHED LINES EXCEPT AS OTHERWISE SHOWN.

FOR COMPLETE ENG DATA SEE ORIGINAL DEDICATION PLAT IN BOOK 88, PAGE 92 OF RECORDS.

OVERLAND WEST INC
307E 5700S
WASHINGTON TERRACE
07-808-0006

OVERLAND WEST INC
343E 5700S
WASHINGTON TERRACE
07-808-0005

OVERLAND WEST INC
379E 5700S
WASHINGTON TERRACE
07-808-0004

DEVELOPER:

DEVELOPER COMPANY
DEVELOPER
DEVELOPER ADDRESS
DEVELOPER CITY
DEVELOPER TELEPHONE

0’ 25’ 50’ 100’

Scale in Feet
1” = 50’

Date: DATE
Scale: 1” = 50’
Designed: DESIGN
Drafted: DRAWN
Checked: CHECKED

Revisions

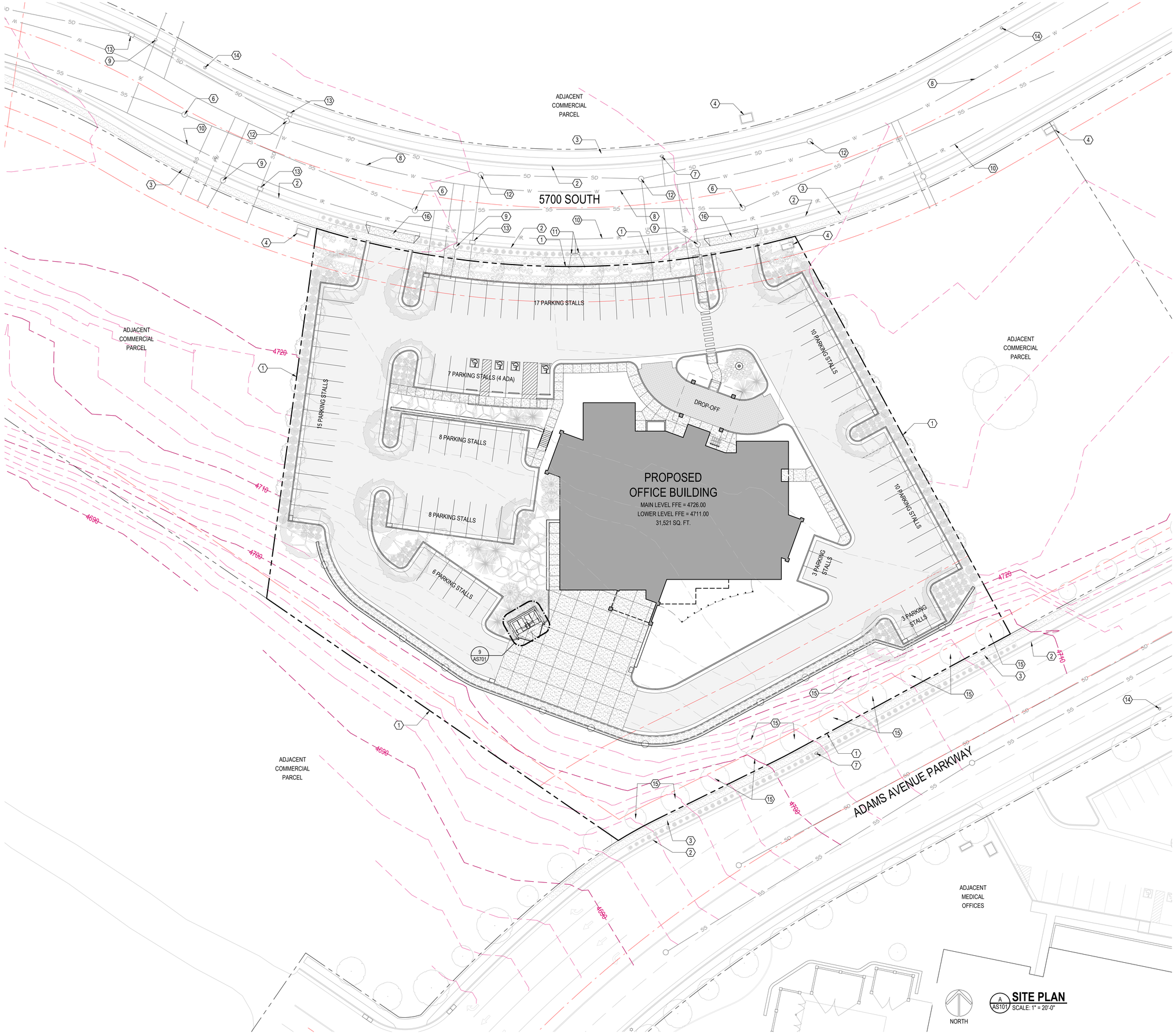
Date	Description

Overland West Inc.
Pleasant Valley Medical
Site Topographical and Utility
Washington Terrace, Utah

GARDNER ENGINEERING
CIVIL ■ LAND PLANNING
MUNICIPAL ■ LAND SURVEYING
1580 W 2100 S, WEST HAVEN, UT 84401
P: 801.476.0202 F: 801.476.0066

C1

T:\ACTIVE PROJECTS\24007\DRAWN\SURVEY\OVERLANDWESTDESIGNBASE-SHARE (2024-09-10).DWG



SITE PLAN KEYNOTES:

1. PROPERTY LINE.
2. EXISTING CURB & GUTTER. REPLACE ANY SECTIONS DAMAGED BY WORK.
3. EXISTING CONCRETE WALK. REPLACE ANY SECTIONS DAMAGED BY WORK.
4. EXISTING ELECTRICAL SECTIONALIZER.
5. EXISTING TELEPHONE PEDISTAL.
6. EXISTING SEWER MANHOLE.
7. EXISTING FIRE HYDRANT.
8. EXISTING CULINARY WATER MAIN.
9. EXISTING CULINARY WATER METER.
10. EXISTING SECONDARY WATER LINE.
11. EXISTING IRRIGATION METER.
12. EXISTING STORM DRAIN MANHOLE.
13. EXISTING STORM DRAIN INLET.
14. EXISTING STREET LIGHT.
15. PROTECT EXISTING TREE TO REMAIN, REFER TO L101.
16. NEW 26' WIDE CONCRETE CURB-CUT, COMPLY W/ WASHINGTON TERRACE CITY ENGINEERING STANDARDS.
17.

SITE PLAN GENERAL NOTES:

A. ALL WORK SHALL CONFORM TO WASHINGTON TERRACE REQUIREMENTS.
B. VERIFY EXISTING CONDITIONS BEFORE COMMENCING WITH WORK.
C. SLABS ON GRADE SHALL BE SCORED (1/4 DEPTH OF SECTION) AT INTERVALS NOT TO EXCEED THEIR WIDTH OR 12 TIMES THEIR DEPTH. PLACE TO PREVENT RANDOM CRACKING.
D. EXPANSION JOINTS SHALL BE PLACED AGAINST OBJECTS AND AT FIXED CHANGES IN DIRECTION BUT NOT TO EXCEED 50 FT.
E. CONCRETE WATERWAYS, CURBS, GUTTERS AND WALKS SHALL BE SCORED AT INTERVALS NOT EXCEEDING 10 FT. AND EXPANSION JOINTS SHALL NOT EXCEED 50 FT.
F. UNLESS NOTED OTHERWISE, SLABS ON GRADE SHALL BE PLACED ON 4" THICK GRAVEL BASE, COMPACTED TO 95%.
G. SEAL ALL JOINTS WITH CAULKING. REFER TO SPECIFICATIONS.
H. REMOVE AND REPLACE SOFT, YIELDING, AND/OR UNSUITABLE MATERIALS AND REPLACE WITH SUITABLE MATERIALS. COMPACT IN 8" LIFTS TO 95% MAX. DENSITY.
I. EXISTING UTILITIES SHOWN ARE APPROXIMATE. VERIFY ACTUAL LOCATIONS PRIOR TO COMMENCING THE WORK.
J. ALL EXISTING VALVES, MANHOLES, CLEAN OUTS, ETC., SHALL BE RAISED OR LOWERED TO ACCOMMODATE NEW GRADES.
K. WATER SYSTEM CONSTRUCTION SHALL COMPLY WITH WASHINGTON TERRACE PUBLIC WORKS REQUIREMENTS.
L. SEWER SYSTEM CONSTRUCTION SHALL COMPLY WITH WASHINGTON TERRACE PUBLIC WORKS REQUIREMENTS.
M. COMPLY WITH ROCKY MOUNTAIN POWER REQUIREMENTS FOR ELECTRICAL SERVICE.
N. COMPLY WITH ENBRIDGE GAS INC. REQUIREMENTS FOR NATURAL GAS SERVICE.
O. COTG = CLEAN OUT TO GRADE.
P. CONTOURS ARE TO BE CONSIDERED NO MORE ACCURATE THAN 1/2 THE INTERVAL DISTANCE.

VANZEBEN ARCHITECTURE
2032 Lincoln Avenue
Ogden, Utah 84401
801-627-2400

This drawing was produced on a 30"x 42" sheet. If it has been printed on any other size sheet, it is likely a reduced copy. Scale accordingly.

PROJECT NO:	24007
DRAWN BY:	MJV
CHECKED BY:	---

REVISIONS:

OWNER: OVERLAND WEST INC.

PROJECT: OVERLAND WEST OFFICE BUILDING

LOCATION: 343 EAST 5700 SOUTH, WASHINGTON TERRACE, UTAH 84405

© vanZeben Architecture. This drawing shall not be reproduced without consent of vanZeben Architecture, nor shall it be used for any project other than the originally intended project.

SITE PLAN

SHEET NUMBER: AS101

DATE: MM/DD/YYYY

PLOT DATE: 5/19/2025