

City of WASHINGTON TERRACE
Utah

Planning Commission Meeting

Thursday, July 31, 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

5.2 VIDEO TRAINING: LOW IMPACT DEVELOPMENT TRAINING.

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

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4 **City of Washington Terrace**

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

9
10 **PLANNING COMMISSION AND STAFF MEMBERS PRESENT**

11 Chairman Steve Jacobson
12 Vice- Chair Dwight Henderson- Excused
13 Commissioner Amy Morgan
14 Commissioner Dan Johnson – Excused
15 Commissioner Jethro Dee Watson
16 Commissioner Morgan Wilkins
17 Commissioner Matthew Roper
18 General Planner Tyler Seaman
19 City Attorney Bill Morris
20 City Recorder Amy Rodriguez

21
22 **Others Present**

23 Jeremy Krause, Kurt Johnson

24
25 **1. ROLL CALL** **6:00 p.m.**

26
27 **2. PLEDGE OF ALLEGIANCE**

28
29 **3. WELCOME**

30
31 **4. OATH OF OFFICE**

32 Rodriguez administered the oath of office to Commissioner Morgan Wilkins.

33
34 **5. RECURRING BUSINESS**

35 **5.1 MOTION: APPROVAL OF AGENDA**

36
37 **5.2 MOTION: APPROVAL OF MINUTES FOR SEPTEMBER 26, 2024**

38
39 Items 5.1 and 5.2 were approved by general consent.

40
41 **6. NEW BUSINESS**

42
43 **6.1 MOTION: NOMINATION AND ELECTION OF PLANNING COMMISSION
44 CHAIR AND VICE CHAIR**

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

48 Jacobson stated that he does not want to nominate anyone for a position that is not present to
49 object if they do not want to hold the position. He asked if anyone wanted to volunteer to be
50 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.

95 Chairman Jacobson asked if the interior building is all connected. Krause stated that they are
96 and that any of the parking lots will lead into the building for access to any of the offices.
97

98 Seaman stated that the landscaping escrow would be for improvements only. Krause stated that
99 they will do a ten percent warranty on the landscaping.
100

101 Seaman stated that there still a few items on the site plan that need more work to be done. He
102 stated that there needs to be work done on the storm water detention aspect of the plan. He
103 stated that there needs to be an agreement with the library for overflow, as the main line runs out
104 of the library detention area. Krause stated that most of their detention is underground, however,
105 they are looking for ways to work in the overflow and tie it into the city storm drain system.
106

107 Seaman stated that there has been a DRC meeting, however, the engineer has not seen the
108 official civil drawings yet. Seaman stated that the landscaping needs to be worked out. He stated
109 that he has no concerns with architectural plans. He stated that his biggest concern is that there is
110 a good agreement in place with the library concerning storm water.
111

112 Seaman stated that the plans do not include apartments and feels that the office complex is a
113 good use of the site.
114

115 Seaman stated that the Public Works Director is holding off on reconstructing 5600 South until
116 the lateral line construction is completed.
117

118 Seaman stated that we have policies and engineering standards in place for the items still
119 outstanding.
120

121 Seaman stated that he does not have any qualms with recommendation for approval as long as
122 Development Review Committee (DRC) finalizes the project.
123

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

130 **7. UPCOMING BUSINESS**

131 Seaman stated that the hospital is discussing adding a building to the right side of the main
132 building. He stated that it may be similar to the four story building built a few years ago.
133

134 Seaman stated that the storage units on 5000 South have submitted plans for the building, noting
135 that they have added a second building to the plans. He stated that the project has gone quiet
136 recently.
137

138 Seaman recommends everyone visiting the new homes construction on 5700 South to view the
139 development, as he believes that they have turned into a great project that the Commission
140 helped develop and approve.
141

8. MOTION TO ADJOURN THE MEETING

142 **Motion by Commissioner Roper**
143 **Seconded by Commissioner Watson**
144 **To adjourn the meeting**
145 **Approved unanimously (5-0)**
146 **Time: 6:24 p.m.**
147
148

149 **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 Committee.

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:

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

Existitng Use: Vacant property

Description/Type of Projext: 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 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 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.

808

PLEASANT VALLEY MEDICAL PLAZA

IN WASHINGTON CITY

SCALE 1" = 100'

TAXING UNIT: 24, 255

SEE PAGE 79

SEE PAGE 79

5700 SOUTH STREET

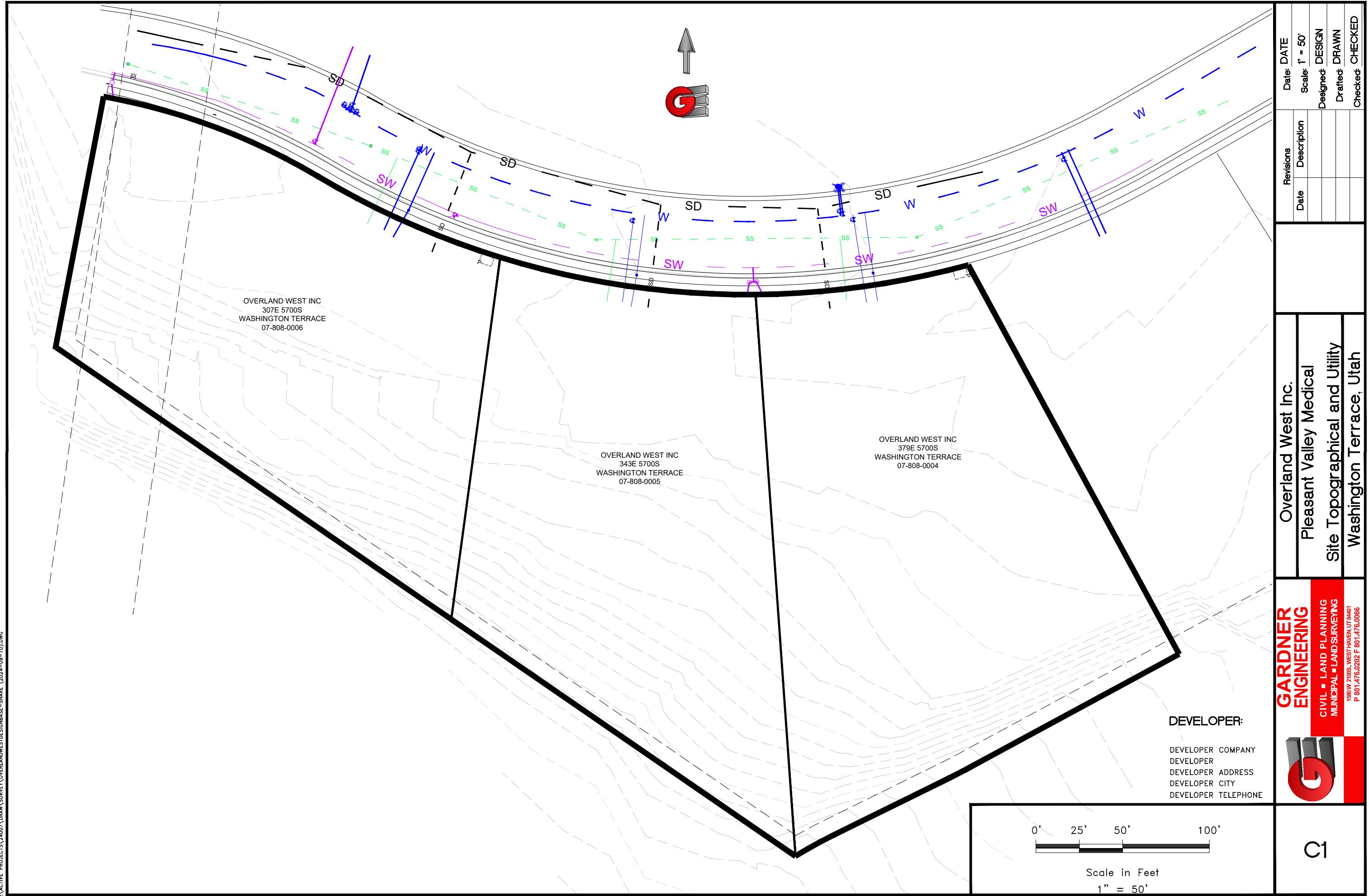
ADAMS AVENUE PARKWAY

SEE PAGE 79

SEE PAGE 79

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.



Planning Commission Staff Report



Author: Tanon Mathews

Subject: Low Impact Development Training

Date: 7-31-25

Type of Item: Informational.

Summary Recommendation: Mandatory Training for Planning Commission Officials.

Description:

A. Topic:

- a. Per the State of Utah DWQ's Guide to LID: [Low Impact Development (LID)] refers to engineered systems, either structural or natural, that use or mimic natural processes to promote infiltration, evapotranspiration, and/or reuse of storm water as close to its source as possible to protect water quality and aquatic habitat. LID practices at the regional and site specific level preserve, restore, and create green space using soils, vegetation, and rainwater harvesting techniques. These systems and practices are referred to as BMPs... City leaders, engineers, developers, and other stakeholders are encouraged to incorporate LID practices into project planning to maximize the effectiveness of their LID strategy and minimize negative impacts on water quality.

B. Background:

- a. The City of Washington Terrace is allowed to discharge stormwater into the Weber River and Burch Creek through compliance with the General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) administered by the Utah State Division of Water Quality and overseen by the Federal Environmental Protection Agency (EPA).
- b. Part 4.2.1.6. of the above mentioned permit says:

Provide and document education and training to MS4 engineers, development and plan review staff, land use planners, and other pertinent parties about Low Impact Development (LID) practices, green infrastructure practices, and the specific requirements for post-construction control and the associated Best Management Practices (BMPs) chosen within the SWMP.

- c. The video being shown at this meeting is in response to the requirements of permit part 4.2.1.6