

Minutes of the **Regular Meeting** of the Riverdale City **Planning Commission** held Tuesday, September 8, 2015, at 6:30 PM, at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

**Present:**

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| Commissioners:  | Blair Jones, Chairman<br>Steve Hilton, Commissioner<br>Kathy Eskelsen, Commissioner<br>David Gailey, Commissioner<br>Cody Hansen, Commissioner<br>Lori Fleming, Commissioner |
| City Employees: | Mike Eggett, Community Development Director<br>Jackie Manning, City Recorder   |
| Excused:        | Michael Roubinet, Commissioner   |
| Visitors:       | John Reeve   |

**A. Welcome & Roll Call**

Chairman Jones welcomed everyone to the meeting and stated for the record that all members of the Planning Commission were present with the exception of Commissioner Roubinet, who is excused. The applicant John Reeve, with Reeve and Associates, was present. No members of the public were present.

**B. Open Communications**

Chairman Jones asked for any open communications and there were not any.

**C. Presentations and Reports**

Chairman Jones turned the time over to Mr. Eggett. Mr. Eggett summarized the upcoming projects and events, as discussed in the Work Session:

- New office building for Reeve and Associates
- Riverdale Business Park, phase 2, continues. Parking and grading is finished. The parking lot will soon be finished. There is a change in elevation, which will require a retaining wall, so the side walk will end at the railing. The retaining wall has started construction.
- Bravo Arts Academy grand opening September 19th.
- Horrocks Engineering is open; located in the Brooke Haven Building
- Planning Commission training will resume next meeting after Utah Leagues of Cities and Towns Conference
- Fallen Hero's Ride, Harley Davidson, this Saturday [September 12, 2015] 11:30 AM to 2:00 PM. This may increase traffic.
- McDonalds Remodel, kitchen area. McDonalds is changing their kitchen layout to include a create-your-own sandwich station.
- Building plans for a new church.

**D. Consent Items**

Chairman Jones asked for changes or corrections to the meeting minutes from August 25, 2015 Work Session and Regular Meeting. There were not any corrections requested.

**MOTION:** Commissioner Fleming made a motion to approve the Work Session and Regular Meeting minutes for the August 25, 2015 Planning Commission Meeting as written. The motion was seconded by Commissioner Gailey.

There was no discussion regarding this motion.

**CALL THE QUESTION:** The motion passed unanimously.

**E. Action Items**

**1. Consideration of Preliminary Site Plan approval for proposed Reeve Office Building, Lot 2 Hayward Business Park Subdivision, 5175 S 1500 W Riverdale, UT, 84405**

Mr. Eggett summarized an executive summary that explained:

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Reeve and Associates, Inc., as represented by John Reeve, have applied for a Preliminary Site Plan review of the Reeve Office Building as a proposed professional office building development located at approximately 5175 South 1500 West in a Planned Regional Commercial (CP-3) zone. This site plan is being proposed for development on Lot 2 of the previously approved Hayward Subdivision. A public hearing is not required to consider this Site Plan proposal. Following the presentation and discussion of the proposal, the Planning Commission may make a motion giving preliminary approval of the Reeve Office Building site plan proposal, approval of the proposed site plan with any requested modifications, or not giving preliminary approval of the Reeve Office Building site plan. If preliminary approval was provided, then this matter could move forward to a future Final Site Plan review process with the Planning Commission. Title 10 Ordinance Guidelines (Code Reference)

This Preliminary Site Plan review is regulated under City Code 10-21 "Subdivisions" and 10-25 "Development in All Zones", and is affected by City Codes 10-10B "Planned Commercial Zones (CP-1, CP-2, CP-3)", 10-13F "Special Use Districts – Hillside", 10-14 "Regulations Applicable to All Zones", 10-15 "Parking, Loading Space; Vehicle Traffic and Access", 10-16 "Sign Regulations", and uses listed in 10-10A-4 "Commercial Zones (C-1, C-2, C-3)", which are all deemed conditional uses in Planned Commercial Zones (the conditional uses may be granted following City Council review and potential approval of the Development Agreement).

The proposed development parcel was previously established and subdivided in 2007-08 as Hayward Business Park, Lot 2. Since that time, the original applicant was not able to complete the original project intended for this site. Mike Ford has since purchased this property and Reeve and Associates, Inc. has interest in developing Lot 2 for professional office use. The property is in a CP-3 zone which requires the developer of the site to participate in a development plan discussion with the City. Under City Code 10-10B-2, it states that the development plan should include an outline of uses indicated to be allowed in the CP-3 zone as part of the development plan approval. The developer has provided a draft development agreement that does list the intended uses for the proposed building spaces.

Attached with this executive summary is a document entitled "Preliminary Site Plan Review – Reeve Office Building (Hayward Subdivision Lot #2)"; this is a supplementary document addressing items on the Preliminary Site Plan application document. Also attached, following this executive summary, are comments from the Public Works Director, the Fire Chief, the Police Lieutenant, and contracted City Engineer. The Planning Commission should discuss any concerns raised by these summaries.

The Planning Commission and the applicant need to be sensitive to the fact that this is a CP-3 zone and per 10-10B-6 of the City Code, this development needs to have an acceptable relationship to, and further the purposes of, the overall plan for this area of the City (i.e. aesthetic relationship to already existing buildings, maintenance of facilities, etc).

Building elevation has not been provided at this time, however many details regarding this structure have been provided in the attached "Preliminary Site Plan Review" document and on the project drawings cover sheet. The applicant has indicated that a building elevation drawing (showing in more detail the height, building materials, and overall aesthetic nature of the proposed structure) will be forthcoming. A building elevation drawing is key in determining architectural and aesthetic compatibility to other buildings and uses within this CP-3 zone area.

The Planning Commission is encouraged to briefly discuss signage plans with the petitioner to better understand how signage will work in this area; signage is regulated per City Code 10-16 (specifically section 8.(b.) for Commercial Districts); the applicant should be directed to adhere to this Code when contemplating signage.

Staff would encourage the Planning Commission to review this matter and then discuss with the petitioner concerns raised by staff and/or the Planning Commission. Staff would then recommend that the Planning Commission may make a motion giving preliminary approval of the Reeve Office Building site plan proposal, approval of the proposed site plan with any requested modifications, or not giving preliminary approval of the Reeve Office Building site plan. If preliminary approval was provided, then this matter could move forward to a future Final Site Plan review process with the Planning Commission.

Mr. Eggett stated elevation information has not been received as of yet. The City Engineer, Public Works Director, and the applicant have worked together in addressing the outstanding concerns. The applicant is in full agreement to the outstanding items and will address them prior to Final approval. The draft development agreement will be shortly reviewed by the City Attorney this next week, with a full report on the next Planning Commission Meeting.

Chairman Jones invited the applicant to comment. John Reeve, who lives in the Uintah Highlands, welcomed any questions from the Commissioners. Mr. Reeve confirmed the elevations are currently being drafted. Mike, from Bravo Academy, was in attendance as of 6:35 PM. Commissioner Hilton welcomed John Reeve and asked about the anticipated design of the building. Mr. Reeve described the architecture of the building to include slopes and consist of brick and rock. He explained the building will be 2 levels; totaling 13 thousand square feet. Reeve and Associates will occupy both levels. There will be lighting on the sidewalk and parking lot. The main goal is to be findable, but nothing too flashy.

Commissioner Gailey asked the nature of traffic they expect. Mr. Reeve stated regular vehicle traffic, no semi's anticipated. He noted it may be rare for a dump truck to be parked at the business. Chairman Jones echoed prior

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concerns expressed by Commissioner Roubinet regarding trucks adding to the dumpsters. The homeowners in the surrounding areas complain about third parties dumping the trash in the morning.

Commissioner Hilton asked if they had any concerns regarding the outstanding items. Mr. Reeves stated he had no concerns with the outstanding items the City has requested and agreed to full compliance.

**MOTION:** Commissioner Hilton moved to approve the Preliminary Site Plan approval for proposed Reeve Office Building, Lot 2 Hayward Business Park Subdivision, 5175 S 1500 W Riverdale, UT, 84405. Commissioner Fleming seconded the motion.

Chairman Jones invited discussion regarding the motion. There was not a discussion.

**CALL THE QUESTION:** There was a roll call vote: Commissioners Jones, Hilton, Gailey, Eskelsen, Fleming, and Hansen all voted in favor; the motion passed unanimously

**F. Discretionary Items**

Chairman Jones invited discussion for any discretionary Items. Commissioner Gailey noted there did not appear to be a traffic impact from Bravo Arts Academy as was originally anticipated.

**G. Adjournment**

**MOTION:** There being no further business to come before the Planning Commission, Commissioner Fleming moved to adjourn the meeting. Commissioner Hilton seconded the motion; all voted in favor.

The meeting adjourned at 6:47 PM.

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Blair Jones  
Planning Commission Chair

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Jackie Manning  
City Recorder

Date Approved: **September 22, 2015**