

Minutes of the Regular Meeting of the Riverdale City Planning Commission held Tuesday, June 26, 2018, at 6:30 p.m., at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

**Present:** Commissioners: Robert Wingfield, Interim-Chairman  
Steve Hilton, Commissioner  
Blair Jones, Commissioner  
David Gailey, Commissioner  
Kathy Eskelsen, Commissioner  
Lori Fleming, Commissioner

City Employees: Mike Eggett, Community Development  
Jackie Manning, City Recorder

Visitors: Mayor Searle Shaun Young

#### **A. Welcome & Roll Call**

The Planning Commission Meeting began at 6:30 p.m. Interim-Chair Wingfield welcomed everyone to the meeting and stated for the record that all members of the Planning Commission were present. It was noted that tonight was Commissioner Flemings last meeting. Chairman Boatright moved out of the city in May and as such is no longer a commissioner.

#### **B. Public Comment**

Mayor Searle thanked the planning commissioners for their service. Mayor Searle expressed appreciation for Lori Fleming and her years of service and wished her well. He stated he looked forward to seeing her at future city council meetings.

#### **C. Presentations and Reports**

Interim-Chair Wingfield asked for comments regarding the recognition of out-going Planning Commissioner, Lori Fleming, for her dedication and service. It was noted Gary Boatright will receive his recognition at a future meeting. Mr. Eggett thanked Commissioner Fleming for her years of service, especially in relation to her wealth of knowledge. Interim-Chair Wingfield also thanked Commissioner Fleming for her service.

Interim-Chair Wingfield turned the time over to Mr. Eggett who reported the following:

- El Pollo Loco has a tentative opening date of August 1<sup>st</sup>
- Krispy Kreme has begun construction
- The median along Riverdale Road and 500 West will be removed in the near future
- There are road projects along Riverdale Road and 500 West that are forth coming
- Coleman Farms Subdivision is installing curb, gutter, and sidewalk along 1250 West
- Firework vendors are located within various grocery stores
- The Moderate Income Housing Plan needs to be amended to stay in compliance with state code

#### **D. Consent Items**

##### **1. Consideration of approving the work session and regular meeting minutes from the Planning Commission Meeting(s) held on: March 27, 2018 and April 10, 2018.**

Interim-Chair Wingfield asked for changes or corrections to the Planning Commission meeting minutes for the March 27, 2018 and the April 10, 2018 Work Session and Regular Meetings. There were no changes requested.

**MOTION:** Commissioner Eskelsen moved to approve consent items meeting minutes as written.  
Commissioner Fleming seconded the motion.

There was no discussion regarding this motion.

**CALL THE QUESTION:** The motion passed unanimously in favor of the motion.

#### **E. Action Items**

##### **1. Consideration of Preliminary Site Plan and Amended Plat approval for Brook Haven Office Building, located approximately, 4919 South 1500 West, Riverdale, Utah 84405.**

Mr. Eggett summarized an executive summary which explained:

Rockworks Land Company, as represented by Shaun Young, has applied for a Preliminary Site Plan and Amended Subdivision Plat review of a new three floor office building located at approximately 4919 South 1500 West Riverdale Road in a Regional Commercial (C-3) zone. This site plan is being proposed for development on property that is adjacent to other existing Brook Haven Office Buildings and currently owned by Rockworks Land, LLC. A public hearing is not required to consider this Site Plan and Amended Plat proposal. Following the presentation and discussion of the proposal, the Planning Commission may make a motion giving preliminary approval of the Brook Haven Office Building #3 site plan and amended plat proposal, approval of the proposed site plan and amended plat with any requested modifications, or not giving preliminary approval of the Brook Haven Office Building #3 site plan and amended plat. If preliminary approval is provided, then this matter could move forward to a future Final Site Plan and Final Amended Subdivision Plat recommendation consideration process with the Planning Commission.

**Title 10 Ordinance Guidelines (Code Reference)**

This Preliminary Site Plan and Subdivision Plat review is regulated under City Code 10-21 "Subdivisions", 10-25 "Development in All Zones", and is affected by City Codes 10-10A "Regional Commercial Zones (C-3)", 10-14 "Regulations Applicable to All Zones", 10-15 "Parking, Loading Space; Vehicle Traffic and Access", and 10-16 "Sign Regulations".

The proposed development parcel is located on property located between Interstate 15 and 1500 West (also in the West Bench RDA area of the City) on property currently owned by Rockworks Land, LLC. The property is in a C-3 zone and the requested use of multi-use office space is a permitted use in this zone.

Attached with this executive summary is a document entitled "Preliminary Site Plan and Amended Plat Review – Brook Haven Office Building #3 (Brook Haven – A PUD Subdivision)"; 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 Chief, the City Administrator, the Fire Inspector, and contracted City Engineer. The Planning Commission should discuss any concerns raised by these summaries.

The Planning Commission is encouraged to briefly discuss signage plans with the petitioner to better understand how site lighting and 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. Signage information for this site has been provided in your packet and all digital signage will need to go through a conditional use process for approval.

If preliminary approval is provided, then this matter could move forward to a future Final Site Plan and Final Amended Subdivision Plat recommendation consideration process with the Planning Commission. Mr. Eggett noted the majority of outstanding items has been addressed. Some of the items still needed are labels for the planting strip area, calculations for the retention basin, a drainage plan, utility locations, long term operation maintenance plan, and site plan turning radius for emergency vehicles. Mr. Eggett referred to the contracted City Engineer comments regarding the detention basin being too small for the area.

Shaun Young, representative for the applicant, described the building plans and discussed the potential future tenants for this building.

**MOTION:** Commissioner Fleming moved to approve Preliminary Site Plan and Amended Plat approval for Brook Haven Office Building, located approximately, 4919 South 1500 West, Riverdale, Utah 84405, subject to outstanding items being completed before returning to the Planning Commission for final site plan recommendation to the City Council. Commissioner Hilton seconded the motion.

There was no discussion regarding this motion.

**ROLL CALL VOTE:** Commissioners Eskelsen, Fleming, Wingfield, Jones, Hilton and Gailey all voted in favor. The motion passed unanimously.

**F. Discretionary Items**

Commissioner Gailey asked if there were any replacements for the two vacancies within the planning commission. Mayor Searle explained he has reached out to a few people and welcomed suggestions from the planning commissioners.

**G. Adjournment**

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

**Planning Commission Regular Meeting, June 26, 2018**

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The meeting adjourned at 6:51 p.m.

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Robert Wingfield  
Interim-Planning Commission Chair

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Jackie Manning  
City Recorder

Date Approved: **July 10, 2018**