



State of Utah  
Department of Workforce Services  
Housing & Community Development

**ANNUAL MODERATE-INCOME HOUSING REPORTING FORM**

Under the Utah Code, Municipal legislative bodies must annually:

- Update 5-year estimates of moderate-income housing needs UCA 10-9a-408 and 17-27a-408.
- Conduct a review of the moderate-income housing element and its implementation; and
- Report the findings for updated planning to the Housing and Community Development Division (HCDD) of the Utah Department of Workforce Services and their Association of Government or Metropolitan Planning Organization no later than December 1 of each year.
- Post the report on their municipality's website.

In accordance with UCA 10-9a-401 and 17-27a-401 municipalities that must report regularly are:

- Cities of the first, second, third, and fourth class (or have 10,000 or more residents).
- Cities of the fifth class:
  - Having an estimated population greater than or equal to 5,000 residents; **AND**
  - That are located in a county with a population greater than or equal to 31,000 residents.
- Metro Townships:
  - Having an estimated population greater than or equal to 5,000 residents;
  - Having an estimated population less than 5,000 **BUT** is located in a county with a population greater than or equal to 31,000 residents.
- Not a town with fewer than 1,000 residents.

**To find out if your municipality must report annually, please visit:**

<https://jobs.utah.gov/housing/affordable/moderate/reporting/>

**For additional moderate-income housing planning resources:**

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**MUNICIPAL GOVERNMENT INFORMATION:**

Municipal Government: West Bountiful City

Reporting Date: November 23, 2021

**MUNICIPAL GOVERNMENT CONTACT INFORMATION:**

Duane Huffman, City Administrator

Mayor's First and Last Name: Ken Romney

Mayor's Email Address: kenr@gramoll.com

**PREPARER CONTACT INFORMATION:**

Preparer's First and Last Name: Duane Huffman

Preparer's Title: City Administrator

Preparer's Email Address: DHuffman@wbcity.org

Preparer's Telephone: 801-292-4486 Extension: 117

When did the municipality last adopt moderate-income housing element of their general plan?

2020

Link to moderate-income housing element on municipality website:

[https://media.rainpos.com/2706/2020\\_wb\\_mih.pdf](https://media.rainpos.com/2706/2020_wb_mih.pdf)

**UCA 10-9a-403 (2)(b)(iii)** and **17-27a-403 (2)(b)(ii)** requires municipalities to include three or more strategies in their moderate-income housing element of their general plan. In addition to the recommendations required under **10-9a-403 (2)(b)(iii)** and **17-27a-403 (2)(b)(ii)**, for a municipality that has a fixed guideway public transit station, shall include a recommendation to implement the strategies described in **10-9a-403 (2)(b)(iii)(G) or (H)** and **17-27a-403 (2)(b)(ii)(G) or (H)**. Municipalities shall annually progress on implementing these recommendations.

## STRATEGIES

**\*\*\* Repeat questions 1-5 for each strategy listed in the moderate-income housing element of the general plan. Include additional strategies on a separate document. \*\*\***

1. State strategy municipality included in the moderate-income housing element of its general plan below.

Create more flexibility for internal ADUs.

2. Please state the municipality's goal(s) associated with the strategy

Review and update the ordinance

3. What are the specific outcomes that the strategy intends to accomplish?

The past ADU ordinance was very restrictive. The update included eliminating renter restrictions, changed ADUs from conditional to permitted uses, added timeframes for owner absences, and reduced processing hurdles.

4. Please describe how the municipality has monitored its annual progress toward achieving the goal(s).

Through consistent placement of the item on planning commission and city council agendas until adoption.

5. In the boxes below, outline the following objectives associated with the goal(s) stated in item 2.  
a. Please identify the key tasks of each stage needed to accomplish the goal(s) stated in item 2.

The update included creating a draft, holding a public hearing and several workshop discussions, a recommendation by the Planning Commission, and adoption by the City Council

- b. Please identify the primary parties that are responsible for completing the key tasks of each stage identified in item 5a.

Planning Commission and City Council

- c. Please describe the resources that the municipality must allocate to complete the key task of each stage identified in item 5a.

The ordinance update was adopted on July 20, 2021

- d. Please state specific deadlines for completing the key tasks of each stage identified in item 5a.

The ordinance update was adopted on July 20, 2021

- e. Which of the tasks stated in item 5a have been completed so far, and what have been their results?

Ordinance is complete and all steps were completed.

- f. How is the municipality addressing results described in 5e that deviate from the desired outcomes specified in item 3? What barriers has the municipality encountered during the course of implementation of said goals?

The original goal was accomplished. Understanding new state laws related to ADUs required additional time for the process.

- g. (Optional) Have you considered efforts to use a moderate-income housing set aside from a community reinvestment agency, redevelopment agency, or community development and renewal agency within your community.

Not for this goal.

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Municipal legislative bodies are also required to review and submit the following:

**UCA 10-9a-408(2)(i):** *(data should be from validated sources, like US Census, with verified methodologies)*

- A current estimate of the city's rental housing needs for the following income limits:
  - 80% of the county's adjusted median family income -10
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**UCA 10-9a-103(41)(b):** (data should be from validated sources, like US Census, with verified methodologies)

- An updated projection of 5-year affordable housing needs, which includes:
  - Projected growth of households (housing demand)
  - Projected housing stock (housing supply)
  - Projected median housing costs
  - Projected median household income

To complete the annual reporting requirements above, please download the state's FIVE YEAR HOUSING PROJECTION CALCULATOR: <https://jobs.utah.gov/housing/affordable/moderate/>

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## STRATEGIES

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1. State strategy municipality included in the moderate-income housing element of its general plan below.

Employee Down Payment Assistance

2. Please state the municipality's goal(s) associated with the strategy

Explore financial options to provide assistance to employees for housing down payments

3. What are the specific outcomes that the strategy intends to accomplish?

Understand the viability of assisting employees in finding and affording housing

4. Please describe how the municipality has monitored its annual progress toward achieving the goal(s).

City has had discussions during 2021

5. In the boxes below, outline the following objectives associated with the goal(s) stated in item 2.  
a. Please identify the key tasks of each stage needed to accomplish the goal(s) stated in item 2.

1. Find model that could work for our situation
2. Conduct a financial analysis of impacts on City budget
3. Understand implications of final policy.

- b. Please identify the primary parties that are responsible for completing the key tasks of each stage identified in item 5a.

City staff, planning commission, and city council.

- c. Please describe the resources that the municipality must allocate to complete the key task of each stage identified in item 5a.

The city is currently reviewing whether it will continue with this goal or set a new goal for 2022. This decision is targeted for February 28, 2022.

- d. Please state specific deadlines for completing the key tasks of each stage identified in item 5a.

The city is currently reviewing whether it will continue with this goal or set a new goal for 2022. This decision is targeted for February 28, 2022.

- e. Which of the tasks stated in item 5a have been completed so far, and what have been their results?

Work has been delayed due to staffing changes and the pandemic.

- f. How is the municipality addressing results described in 5e that deviate from the desired outcomes specified in item 3? What barriers has the municipality encountered during the course of implementation of said goals?

Staffing changes and the pandemic have limited the city's ability to move forward with this goal. The city will discuss whether it is reasonable to continue with this goal or shift to a different goal that could reasonably be accomplished and have positive impact.

- g. (Optional) Have you considered efforts to use a moderate-income housing set aside from a community reinvestment agency, redevelopment agency, or community development and renewal agency within your community.

If the city moves forward with this goal, this funding source will be a primary option.

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## STRATEGIES

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Reduce Impact Fees for affordable housing

2. Please state the municipality's goal(s) associated with the strategy

Remove any impact fees for ADUs

3. What are the specific outcomes that the strategy intends to accomplish?

ADUs generally reflect a more affordable housing option. In addition to updating the city ordinance on ADUs, the city ensured that impact fees are not being charged for ADUs.

4. Please describe how the municipality has monitored its annual progress toward achieving the goal(s).

The goal is complete - no impact fees are charged for ADUs

5. In the boxes below, outline the following objectives associated with the goal(s) stated in item 2.
  - a. Please identify the key tasks of each stage needed to accomplish the goal(s) stated in item 2.

Review of impact fee codes and practices related to assessments on ADUs.

- b. Please identify the primary parties that are responsible for completing the key tasks of each stage identified in item 5a.

City staff and city council.

- c. Please describe the resources that the municipality must allocate to complete the key task of each stage identified in item 5a.

Task complete.

- d. Please state specific deadlines for completing the key tasks of each stage identified in item 5a.

Task complete.

- e. Which of the tasks stated in item 5a have been completed so far, and what have been their results?

The completed goal has helped make the possibility of ADUs a more affordable housing option.

- f. How is the municipality addressing results described in 5e that deviate from the desired outcomes specified in item 3? What barriers has the municipality encountered during the course of implementation of said goals?

No deviations

- g. (Optional) Have you considered efforts to use a moderate-income housing set aside from a community reinvestment agency, redevelopment agency, or community development and renewal agency within your community.

No

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Preserve moderate income housing

2. Please state the municipality's goal(s) associated with the strategy

Assist a mobile home park with expansion and introduce housing options to commercial areas

3. What are the specific outcomes that the strategy intends to accomplish?

Assure continued operation/viability for the mobile home park in a UDOT controlled corridor near a freeway interchange.  
Create a new ordinance to allow possibility of housing within commercial areas.

4. Please describe how the municipality has monitored its annual progress toward achieving the goal(s).

The mobile home park is still in operation after City coordination and collaboration.  
The draft ordinance is in the adoption process.

5. In the boxes below, outline the following objectives associated with the goal(s) stated in item 2.  
a. Please identify the key tasks of each stage needed to accomplish the goal(s) stated in item 2.

A series of meetings to review access solutions for mobile home park.  
Consultants developed a draft, Planning Commission reviewed and modified the draft, a public hearing was held, and the City Council has reviewed the draft in a work session.

- b. Please identify the primary parties that are responsible for completing the key tasks of each stage identified in item 5a.

Consultants, City staff, Planning Commission, and City Council

- c. Please describe the resources that the municipality must allocate to complete the key task of each stage identified in item 5a.

Expanded access for the mobile home park were not possible, but the city continues to look for options and protect current access.  
It is anticipated that the draft ordinance will be completed over the next few months

- d. Please state specific deadlines for completing the key tasks of each stage identified in item 5a.

Expanded access for the mobile home park were not possible, but the city continues to look for options and protect current access.  
It is anticipated that the draft ordinance will be completed over the next few months

- e. Which of the tasks stated in item 5a have been completed so far, and what have been their results?

Effort is complete for the mobile home park, preserving affordable housing.  
New draft overlay for housing in commercial zones should be adopted before the end of the year.

- f. How is the municipality addressing results described in 5e that deviate from the desired outcomes specified in item 3? What barriers has the municipality encountered during the course of implementation of said goals?

Fire code regulations, neighboring property owner, and geographic features stand in the way of expanding mobile home park, but the city was able to maintain current status.  
No barriers have been encountered for draft ordinance

- g. (Optional) Have you considered efforts to use a moderate-income housing set aside from a community reinvestment agency, redevelopment agency, or community development and renewal agency within your community.

Not at this time

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○ 50% of the county's adjusted median family income	-20
○ 30% of the county's adjusted median family income	-10

**UCA 10-9a-103(41)(b):** (data should be from validated sources, like US Census, with verified methodologies)

- An updated projection of 5-year affordable housing needs, which includes:
  - Projected growth of households (housing demand)
  - Projected housing stock (housing supply)
  - Projected median housing costs
  - Projected median household income

To complete the annual reporting requirements above, please download the state's FIVE YEAR HOUSING PROJECTION CALCULATOR: <https://jobs.utah.gov/housing/affordable/moderate/>

#### Submission Guidelines:

1. Moderate-income housing review reports are due on December 1 of each year.
2. Emails must include the following items as separate attachments:
  - An updated estimate of the municipality's 5-year moderate-income housing needs
  - A findings report of the annual moderate-income housing element review
  - The most current version of the moderate-income housing element of the municipality's general plan
    - Submitted moderate-income housing elements must include their adoption date on a cover page.
3. Acceptable electronic document formats include:
  - (a) DOC or PDF
4. Emails MUST be addressed to: [dfields@utah.gov](mailto:dfields@utah.gov).

#### AOG Contact Information:

<b>Bear River AOG</b> 170 N Main Logan, Utah 84321 Phone (435) 752-7242	<b>Six County AOG</b> 250 North Main Street, Richfield, Utah Phone: (435) 893-0712	<b>Uintah Basin AOG</b> 330 East 100 South Roosevelt, UT 84066 Phone: (435) 722-4518
<b>Five County AOG</b> 1070 W 1600 S Saint George, Ut 84770 Phone: (435) 673-3548	<b>Southeastern Utah AOG</b> 375 South Carbon Avenue Price, UT 84501 Phone: (435) 637-5444	<b>Wasatch Front Regional Council</b> 41 N. Rio Grande Street, Suite 103 Salt Lake City, UT 84101 Phone: (801) 363-4250
<b>Mountainland AOG</b> 586 E 800 N Orem, UT 84097 Phone: 801-229-3800		

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