

Mayor
Kenneth Romney

WEST BOUNTIFUL CITY

City Administrator
Duane Huffman

City Council
James Ahlstrom
Dell Butterfield
Kelly Enquist
Jenn Nielsen
Mark Preece

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City Recorder
Remington Whiting

City Engineer
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Public Works Director
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THE WEST BOUNTIFUL CITY COUNCIL WILL HOLD A REGULAR MEETING AT 7:30 PM ON TUESDAY, JANUARY 16, 2024, AT THE CITY OFFICES

Invocation/Thought –Mark Preece; Pledge of Allegiance – Jenn Nielsen

1. Approve Agenda.
2. Public Comment - Two minutes per person; five minutes if on behalf of a group.
3. Legislative Report – Representative Raymond P. Ward and Senator Todd Weiler.
4. Resolution 549-24 – Resolution appointing Laura Mitchell, Robert Merrick, and Tyler Payne (Alternate) to the West Bountiful City Planning Commission.
5. Report on 750 W School Traffic.
6. Ordinance 479-24 – Ordinance Amending Title 16 of West Bountiful Municipal Code Updating Subdivision Process Regulations.
7. Consider Award of City Park – Lights and Outlets Electrical Project.
8. Consider Purchase Approval of Public Works Service Truck for \$52,299.33.
9. Resolution 550-24 – Resolution appointing Mark Preece as Mayor Pro-Tempore.
10. Meeting Minutes from January 2, 2024.
11. Staff Reports–Police, Public Works, Engineering, Community Development, Administration.
12. Mayor/Council Reports.
13. Closed Session, if necessary, for the Purpose of Discussing Items Allowed Pursuant to UCA § 52-4-205.
14. Adjourn.

The above agenda was posted on the State Public Notice website (Utah.gov/pmn), the city website (WBCity.org), posted at city hall, and emailed to the Mayor and City Council on January 12, 2024, by Remington Whiting, City Recorder.

WEST BOUNTIFUL CITY

RESOLUTION #549-24

A RESOLUTION APPOINTING LAURA MITCHELL, ROBERT MERRICK, AND TYLER PAYNE (ALTERNATE) TO THE WEST BOUNTIFUL CITY PLANNING COMMISSION

WHEREAS, the West Bountiful Municipal Code (“WBMC”) Chapter 2.36 created a planning commission and requires that members be appointed by the Mayor, with the advice and consent of the City Council; and

WHEREAS, vacancies now exist on the planning commission for commissioners.

NOW THEREFORE, BE IT RESOLVED by the City Council of West Bountiful that it consents to the mayor’s appointment of the following:

Member	Term
Laura Mitchell	December 31, 2025
Robert Merrick	December 31, 2025
Tyler Payne (Alternate)	December 31, 2025

EFFECTIVE DATE. This Resolution shall take effect immediately upon passing.

Passed and approved by the City Council of West Bountiful City this 16th day of January 2024.

By:

Ken Romney, Mayor

Voting by the City Council: AYE NAY
Councilmember Ahlstrom _____
Councilmember Butterfield _____
Councilmember Enquist _____
Councilmember Nielsen _____
Councilmember Preece _____

ATTEST:

Remington Whiting, City Recorder



MEMORANDUM

TO: Mayor and City Council

DATE: 1/11/2024

FROM: Chief Brandon Erikson

RE: 750 W – School Drop-off/ Pick-up

This memo is intended to update the council on the city's response to recent traffic concerns from an increase in vehicles using the 750 W cul-de-sac as a drop-off and pick-up location.

Background

In 2004, the Moss Farms subdivision included a pedestrian walkway from 750 W to West Bountiful Elementary, and for the past 20 years this walkway has provided an excellent option for students and community members to access the school. While 750 W has likely always had some use as a drop-off/pick-up location, there has recently been a significant increase in the number of vehicles, leading to safety concerns and complaints from residents.

Additionally, West Bountiful Elementary was re-constructed in the last few years, with significant changes in how vehicles access the school.

Objectives

In seeking to address the current problem, city staff used the following priorities:

1. Safety of students: Any solution at 750 W and the school should ensure the safety of students, including those on foot, using bicycles, and being transported by vehicle.
2. Any action taken should work towards a long-term solution and not merely shift the problem to another location.
3. Any action taken should be consistent with what the city would or could do on any other public street with similar issues. For example, 550 N and 400 N have traditionally also had significant traffic related to school drop-off/pick-up.
4. The school grounds (drop-off loop, the parking-lot) should be the first and best options for drop-off/pick-ups.

Solutions

With the above background and objectives, the Police Department has taken the lead on working with the school and parents on solutions. The below points outline what has been done so far and what is currently planned:

A. To this point, the PD has:

- 1) Actively observed the traffic issues on 750 W and spoken to parents about why they use 750 W as a drop-off/pick-up location.

- 2) Met with residents on 750 W to learn about their experiences, concerns, and ideas for solutions.
- 3) Observed the drop-off/pick-up process on school grounds, identifying potential improvements and opportunities.
- 4) Discussed options with the local principal.
- 5) Met and discussed options for school-ground changes with transportation and risk management officials from the school district.

B. Moving forward, the PD recommends the following actions:

- a. Increase Options at the School: Drop-off/pick-ups will be conducted both in the loop and now also in the south parking lot. Vehicle traffic in the south parking lot will have two exit options, south to 400 N or east to 660 W.
 - i. The PD has observed that there is significant capacity in the south parking lot – enough that it could easily handle all the traffic using 750 W.
- b. Streamline Bus and Van Access: The school bus will enter from the east and exit south to 400 North. This will make it easier for parents to use the south parking lot. Daycare vans will also use this bus lane.
- c. Educate Parents on Options at the School: To help parents understand that there are better drop-off/pick-up options at the school, the following will be done:
 - i. The school/principal will send out information to parents about options, asking them to no longer use 750 W for vehicle drop-off/pick-ups. The first notice went out on 1/12/2024.
 - ii. The PD will distribute flyers to vehicles using 750 W, providing information about improved options at the school and asking them not to use 750 W.
- d. Enforce Parking and Traffic Violations: In conjunction with educating parents, officers will also warn and/or cite drivers that are blocking driveways, fire hydrants, or are otherwise illegally parked on 750 W.
- e. The Police Department will be assisting school staff at the loop to help move traffic through and address fire lane violations.
- f. Future options: If the above items are not sufficient in solving the problem, the city could also consider the following options; however, staff recommends first focusing on education.
 - i. Closing the 845 N / 700 N loop that leads to 750 W during the drop-off/pick-up hours for a couple of weeks.
 - ii. Explore options for posting signs in 750 W prohibiting drop-off/pick-ups.



Vehicles Blocking Driveway



Congestion



Pedestrian Traffic

MEMORANDUM



TO: City Council

DATE: January 12, 2024

FROM: Duane Huffman, City Administrator

RE: Land Use Code Text Amendment to the Subdivision Code (Title 16)

This memo introduces Ordinance 479-24, which updates the West Bountiful Municipal Code Title 16 – Subdivisions to comply with state code.

Background

Utah State Senate Bill 174 (2023) requires municipalities to update their subdivision codes by February 1, 2024, to comply with a new review and approval process. The city's subdivision application review must meet the following requirement:

- A. For developments consisting of single-family dwellings, duplexes, and townhouses, neither the city council nor planning commission may approve final subdivision plats, though the planning commission may be designated to approve preliminary subdivision applications.

Additionally, the new state code requires the following:

Preliminary Subdivision Application Review

1. The administrative land use authority (staff or commission) must review the preliminary subdivision application within fifteen (15) business days of receiving a complete application.
2. The administrative land use authority may receive public comment and conduct one (1) public hearing.
3. If the application complies with applicable local regulations, it shall be approved and proceed to the next step (Final Subdivision Plat Review).

Final Subdivision Plat Application Review

1. Municipalities must complete reviews in 20 days. If additional information or changes are needed, the city must respond by citing ordinances and approved standards and specifications. Once the developer responds with the required information or changes, that is considered one review cycle.
2. Up to four total review cycles are allowed, each review cycle limited to 20 days or fewer.
3. Municipalities may only add new corrections (redlines) after the first review cycle in response to changes made by the applicant or if a correction is necessary to protect public health or safety, or to enforce state or federal law.

Recommendation to the City Council

To comply with this new law, the city worked with consultants contracted by the State of Utah to review the existing West Bountiful Municipal Code for subdivisions. The planning commission reviewed a draft and made a recommendation for changes that includes the following:

- A. Designate the planning commission as the administrative land use authority for review/approval of preliminary plat applications.
- B. Have the new review/approval requirements apply to all developments for single-family dwellings, duplexes, and townhouses, with no separate process for subdivisions with fewer than 10 lots.
- C. Maintain the existing review/approval process for all subdivisions outside the scope of the new state law (commercial subdivisions, multi-family, etc.). Under this process, the city council acts as the final land use authority.
- D. Do not include an optional requirement for a public hearing for preliminary plats.
- E. The city engineer will act as the land use authority for residential subdivision final plats.

A draft with these recommendations was reviewed by the city council at the January 2, 2024 meeting.

The included ordinance updates “Section 16 – Subdivisions” of the West Bountiful Municipal Code to make these changes. The full section was reviewed and updated by legal counsel to make the necessary technical changes; however, the bulk of the new process changes are found in the new portion “16.18 Subdivision Applications For 1–2 Family Residential” (pages 27-28 of the exhibit).

WEST BOUNTIFUL CITY

ORDINANCE #479-24

AN ORDINANCE AMENDING TITLE 16 OF WEST BOUNTIFUL MUNICIPAL CODE UPDATING SUBDIVISION PROCESS REGULATIONS

WHEREAS, West Bountiful City is empowered to adopt and amend general laws and land use ordinances pursuant to Utah State law (§10-9a-101 et seq.) and under corresponding sections of the West Bountiful City Municipal Code; and

WHEREAS, after review and a public hearing of the proposed Land Use Code Text Amendment on December 12, 2023, the West Bountiful City Planning Commission forwarded a positive recommendation to the City Council; and

WHEREAS, the City Council of West Bountiful finds that these amendments are necessary and are in harmony with the objectives and purposes of the West Bountiful City Land Use Code and the General Plan.

NOW THEREFORE BE IT ORDAINED by the city council of West Bountiful City that the West Bountiful Municipal Code be modified as shown in exhibit A.

This ordinance will become effective upon signing and posting.

Adopted this 16th day of January, 2024.

By:

Ken Romney, Mayor

Voting by the City Council:	<u>AYE</u>	<u>NAY</u>
Councilmember Ahlstrom	_____	_____
Councilmember Butterfield	_____	_____
Councilmember Enquist	_____	_____
Councilmember Nielsen	_____	_____
Councilmember Preece	_____	_____

ATTEST:

Remington Whiting, City Recorder

16 Subdivisions

16.04 Introductory Provisions

16.08 Administration And Enforcement

16.12 Design Requirements

16.16 Maps Or Plans

16.18 Subdivision Applications For 1–2 Family Residential

16.20 Improvements

16.24 Variances And Appeals

16.28 Drainage And Subsurface Water Control

16.04 Introductory Provisions

16.04.010 Purpose

16.04.020 Definitions

16.04.010 Purpose

The purpose of this title, including any rules, regulations, standards and specifications is:

- A. To promote and protect the public health, safety and general welfare;
- B. To regulate future growth and development within the city in accordance with the general plan and to promote the efficient and orderly growth of the city;
- C. To provide procedures and standards for the physical development of subdivisions of land and construction of buildings and improvements within the city;
- D. To provide for adequate light, air, and privacy; to secure safety from fire, flood and other dangers; and to prevent overcrowding of land and undue congestion of population; and
- E. To provide for harmonious and coordinated development of the city and to assure sites suitable for building purposes and human habitation.

16.04.020 Definitions

The following words and phrases, as used in this title, shall have the respective meanings set forth hereafter, unless a different meaning clearly appears from the context. Whenever any words or phrases used herein are not defined, but are defined in related sections of the Utah Code or in the zoning ordinances of the city, such definitions are incorporated herein and shall apply as though set forth herein in full.

“**Advisory body**” means a body of selected members that:

- A. Provides advice and makes recommendations to another person or entity who makes policy for the benefit of the general public;
- B. Is created by and whose duties are provided by statute or by executive order; and

- C. Performs its duties only under the supervision of another person or entity as provided by statute. (Definition derived from Utah Code Ann. § 68-3-12.)

“Affected entity” means a county, municipality, independent special district, local district, school district, interlocal cooperation entity, specified public utility, a property owner, a property owner’s association, or the Utah Department of Transportation, if:

- A. The entity’s services or facilities are likely to require expansion or significant modification because of an intended use of land;
- B. The entity has filed with the municipality a copy of the entity’s general or long-range plan; or
- C. The entity has filed with the municipality a request for notice during the same calendar year and before the municipality provides notice to an affected entity in compliance with a requirement imposed under this chapter.

"Alley" means a public way which is not intended for general traffic circulation and which generally affords a secondary means of vehicular access to abutting properties.

“Appeal authority” means the person, board, commission, agency, or other body designated by ordinance to decide an appeal of a decision on a land use application or a variance.

"Block" means an area of land within a subdivision entirely bounded by streets (other than alleys), freeways, railroad rights-of-way, natural barriers, or the exterior boundaries of the subdivision, or designated as a block on any recorded subdivision plat.

“Chief executive officer” means the:

- A. Mayor in municipalities operating under all forms of municipal government except the council-manager form; or
- B. City manager in municipalities operating under the council-manager form of municipal government.

"City engineer" means any civil engineer duly registered in the state of Utah, appointed by the city council to accomplish the objectives of this title.

"Collector street" means a street, existing or proposed, of considerable continuity which serves or is intended to serve as the principal traffic way between large and separated areas or districts and which is the main means of access to the major street system.

“Constitutional taking” means a governmental action that results in a taking of private property so that compensation to the owner of the property is required by the:

- A. Fifth or Fourteenth Amendment of the Constitution of the United States; or
- B. Utah Constitution Article I, Section 22.

"Cul-de-sac" means a street which is designed to remain permanently closed at one end, with the closed end terminated by a vehicular turnaround.

"Culinary water authority" means the department, agency, or public entity with responsibility to review and approve the feasibility of the culinary water system and sources for the subject property.

"Dead end street" means a street with only one way in or out. It may or may not have a turnaround for vehicles at the closed end.

"General plan" means a document that a municipality adopts that sets forth general guidelines for proposed future development of the land within the municipality.

"Land use application" means an application required by the city's land use ordinance.

"Land use authority" means a person, board, commission, agency, or other body designated by the city council to act upon a land use application.

"Land use ordinance" means a planning, zoning, development, or subdivision ordinance of the city, but does not include the general plan.

"Land use permit" means a permit issued by a land use authority.

"Legislative body" means the city council.

"Lot" means a tract of land, regardless of any label, that is created by and shown on a subdivision plat that has been recorded in the office of the county recorder.

"Lot line adjustment" means a relocation of a lot line boundary between adjoining lots or between a lot and adjoining parcels in accordance with UCA Section 10-9a-608 whether or not the lots are located in the same subdivision, and with the consent of the owners of record. "Lot line adjustment" does not mean a new boundary line that creates an additional lot or constitutes a subdivision.

"Minor street" means a street, existing or proposed, of limited continuity which serves or is intended to serve the needs of a local area.

"Minor arterial street" means a street, existing or proposed, which serves or is intended to serve as a major traffic way and is designated on the master plan as a controlled-access highway, major street, parkway or other equivalent term.

"Minor collector street" means a street, existing or proposed, which is supplementary to a collector street and of limited continuity which serves or is intended to serve the local needs of a neighborhood.

"Minor" or **"small subdivision"** means any real property, including condominiums, planned-unit developments, or re-subdivisions, improved or unimproved, divided into three or fewer lots, all having frontage on an existing dedicated street, either by establishing new lot lines or changing existing lot lines, for the purpose of sale, lease, transfer of title, division of interest, financing, or separate use. The minor subdivision shall not require the dedication of any streets or public rights-of-way. Any such division made solely for street widening purposes shall not be considered a minor subdivision.

"Official map" means a map drawn by municipal authorities and recorded in a county recorder's office that:

- A. Shows actual and proposed rights-of-way, centerline alignments, and setbacks for highways and other transportation facilities;
- B. Provides a basis for restricting development in designated rights-of-way or between designated setbacks to allow the government authorities time to purchase or otherwise reserve the land; and
- C. Has been adopted as an element of the municipality's general plan.

"Parcel" means any real property that is not a lot.

"Parcel boundary adjustment" means a recorded agreement between owners of adjoining parcels adjusting the mutual boundary, either by deed or by a boundary line agreement in accordance with UCA Section 10-9a-524, if no additional parcel is created and:

- A. none of the property identified in the agreement is a lot; or
- B. the adjustment is to the boundaries of a single person's parcels.

"Parcel boundary adjustment" does not mean an adjustment of a parcel boundary line that creates an additional parcel or constitutes a subdivision.

"Person" means an individual, corporation, partnership, organization, association, trust, governmental agency, or any other legal entity.

"Planning commission" means the West Bountiful planning commission, unless another planning commission is specifically named.

"Planning director" means the director of or consultant to the city planning commission, or any city official or other person appointed by the city council to accomplish the objectives of this title.

"Plat" means a map or other geographical representation of lands being laid out and prepared in accordance with Utah Code Ann. § 10-9a-603.

"Preliminary design map" or "concept plan" means a map to be submitted to the zoning administrator prior to the filing of a preliminary plat to show the general characteristics of the proposed subdivision.

"Preliminary plat" means a plat showing the design of a proposed subdivision and the existing conditions in and around the subdivision. The plat need not be based upon a detailed final survey of the property, except as provided herein. However, the plat shall be graphically accurate to a reasonable tolerance.

"Property" means any tract, lot, parcel, or several of the same collected together for purposes of subdividing.

"Public hearing" means a hearing at which members of the public are provided a reasonable opportunity to comment on the subject of the hearing.

"Public improvement" means street work, utilities and other facilities proposed or required to be installed within the subdivision for the general use of the subdivision lot owners and for local neighborhood or community needs.

"Public meeting" means a meeting that is required to be open to the public under Utah Code Annotated, Title 52, Chapter 4, Open and Public Meetings Act.

"Public works department" means the city's public works department, acting through its authorized representatives.

"Record of survey map" means a map of a survey of land prepared in accordance with Utah Code Ann. § 17-23-17.

"Sanitary sewer authority" means the department, agency, or public entity with responsibility

to review and approve the feasibility of sanitary sewer services or onsite wastewater systems.

“Special district” means an entity established under the authority of Utah Code Annotated, Title 17A, Special Districts, and any other governmental or quasi-governmental entity that is not a county, municipality, school district, or unit of the state.

“Specified public utility” means an electrical corporation, gas corporation, or telephone corporation, as those terms are defined by Utah Code Ann. § 54-2-1.

"Standards and specifications" means all the standard specifications and standard detailed drawings prepared by the responsible city departments and the city engineer that have been approved by resolution of the city council.

"Street" means a public right-of-way, including a highway, avenue, boulevard, parkway, road, lane, walk, alley, viaduct, subway, tunnel, bridge, public easement, or other way as located within the city.

"Subdivider" means any person owning any tract, lot or parcel of land to be subdivided; a group of two or more persons owning any tract, lot or parcel of land to be subdivided who have given their power of attorney to one of their group or to another person to act on their behalf in planning, negotiating for, in representing or executing the purposes of the subdivision; anyone who causes land to be divided into a subdivision.

"Subdivision" means any land that is divided, re-subdivided, or proposed to be divided into two or more lots, or other division of land for the purpose, whether immediate or future, for offer, sale, lease, or development either on the installment plan or upon any and all other plans, terms, and conditions.

A. "Subdivision" includes:

1. the division or development of land whether by deed, metes and bounds description, devise and testacy, map, plat, or other recorded instrument, regardless of whether the division includes all or a portion of a parcel or lot; and
2. except as provided in subsection 2., divisions of land for residential and nonresidential uses, including land used or to be used for commercial, agricultural, and industrial purposes.

B. "Subdivision" does not include:

1. a bona fide division or partition of agricultural land for the purpose of joining one of the resulting separate parcels to a contiguous parcel of unsubdivided agricultural land, if neither the resulting combined parcel nor the parcel remaining from the division or partition violates an applicable zoning ordinance;

2. a boundary line agreement recorded with the county recorder's office between owners of adjoining parcels adjusting the mutual boundary in accordance with UCA Section 10-9a-524 if no new parcel is created;
3. a recorded document, executed by the owner of record revising the legal descriptions of multiple parcels into one legal description encompassing all such parcels; or joining a lot to a parcel;
4. a boundary line agreement between owners of adjoining subdivided properties adjusting their mutual boundary in accordance with UCA Sections 10-9a-524 and 10-9a-608 if no new dwelling lot or housing unit will result from the adjustment; and the adjustment will not violate any applicable land use ordinance;
5. a bona fide division of land by deed or other instrument if the deed or other instrument states in writing that the division is in anticipation of future land use approvals on the parcel or parcels; does not confer any land use approvals; and has not been approved by the land use authority;
6. a parcel boundary adjustment;
7. a lot line adjustment;
8. a road, street, or highway dedication plat;
9. a joining of one or more lots to a parcel;
10. a deed or easement for a road, street, or highway purpose; or
11. any other division of land authorized by law.

“Unincorporated” means the area outside of the incorporated area of a city or town.

"Zoning administrator" means the person designated by the city council to enforce the regulations of this title.

“Zoning map” means a map, adopted as part of a land use ordinance that depicts land use zones, overlays, or districts.

16.08 Administration And Enforcement

16.08.010 Scope Of Compliance Required

16.08.020 Interpretation

16.08.030 Administrative Body

16.08.040 Violations; Penalties

16.08.050 Fees

16.08.060 File Of Recorded Subdivisions

16.08.010 Scope Of Compliance Required

- A. It is unlawful for any person to subdivide any tract or parcel of land which is located wholly or in part in the city except in compliance with this title. No plat of any subdivision shall be recorded until it has been submitted and approved. A plat shall not be approved if such plat is in conflict with any provision or portion of the general plan, master street plan, zoning ordinance, this title, or any other state law or city ordinance.
- B. A Lot shall not be transferred, sold, or offered for sale, nor shall a building permit be issued for a structure until a final plat of a subdivision shall have been recorded in accordance with this title and any applicable provisions of state law, and until the improvements required in connection with the subdivision have been guaranteed as provided herein. Building permits shall not be issued without written approval of all public agencies involved. No building depending on public water, sewer, energy facilities, or fire protection shall be permitted to be occupied until such facilities are fully provided and operational.
- C. All lots, plots or tracts of land located within a subdivision shall be subject to this title whether the tract is owned by the subdivider or a subsequent purchaser, transferee, devisee or contract purchaser of the land or any other person.
- D. It is unlawful for any person to receive a building permit on a parcel or tract of land in a subdivision until water and sewer utilities and all underground utilities located under the street surface are installed and all streets in the subdivision are rough graded. It shall be the responsibility of the subdivider to allow no human occupancy until all necessary utilities are installed and basic improvements are adequate to render the subdivision habitable, which improvements shall include paved streets. It is unlawful for any subdivider to sell any portion of an approved subdivision until the prospective buyer or builder has been advised that occupancy will not be permitted until all required improvements are completed.

16.08.020 Interpretation

In their interpretation and application, the provisions of this title shall be considered as minimum requirements for the purposes set forth. When the provisions of this title impose greater restrictions than any statute, other regulation, ordinance or covenant, the provisions of this title shall prevail. When the provisions of any statute, other regulation, ordinance, or covenant impose greater restrictions than the provisions of this title, the provisions of such statute, other regulation, ordinance, or covenant shall prevail.

16.08.030 Administrative Body

The city planning commission shall review and make recommendations to the land use authority concerning applications under this title. Except as provided in chapter 16.18, the city council shall be the land use authority for applications under this title.

16.08.040 Violations; Penalties

It shall be a Class C misdemeanor for any person to fail to comply with the provisions of this title. In addition to any criminal prosecution, the city may pursue any other legal remedy to ensure compliance with this title including, but not limited to, injunctive relief.

16.08.050 Fees

- A. Subdivision Application Fee. All persons desiring to develop a subdivision within the city shall file an application with the city recorder and pay a fee for a permit to file the application with the planning commission. This fee shall be in an amount established periodically by resolution of the city council. Payment of the surface and subsurface drainage fees described in Section 16.32.150 shall also be made at this time. If the planning commission determines, after consultation with the city engineer, that additional or extraordinary engineering services will be required in checking the preliminary plat and/or in performing necessary field work, the planning commission may require the subdivider to pay, at the time of the submission of such application or at any time prior to final examination and review of the preliminary plat and subdivision plans, an additional fee sufficient to cover the additional engineering costs anticipated.

No subdivision plans may be considered by the planning commission until a subdivision application fee has been paid.

- B. Plat Filing and Filing Fee. Subdividers shall file with the city recorder at the time of payment of the filing fee, a certified or cashier's check made payable to "The Davis County Recorder" in sufficient amount to cover the recording fees of the final plat. This payment shall be made upon presentation of the preliminary plat for review by the planning commission. No plat shall be recorded unless the subdivider's check is sufficient to cover the cost of recording.
- C. Review and Design Fees. Review and design fees required by the city engineer in the performance of his or her duties shall be determined in an amount necessary to cover the actual cost of checking the final plat including field work. These fees shall be approved by the city council and shall be properly receipted and deposited with the city treasurer, at the time of the submission of the final plat by the subdivider to the planning commission.
- D. Public Improvement Inspection Fee. The subdivider shall remit to the city a public improvement inspection fee equal to an amount which will be established periodically by city council and published in the West Bountiful Consolidated Fee Schedule.
- E. Water Right Allocation Fee. For the protection of future water rights of the city and to alleviate the necessity of the perpetual conveyance of irrigation water in favor of long-

term provision for drainage facilities, any water rights adequate to meet the proposed demand, surface and subsurface water rights and necessary use easements for access will, at the city's option, be transferred to the city at the time of subdivision or development. In exchange, the city will furnish culinary water to residences or other buildings used for human occupancy within the subdivision or development at the city's standard prevailing rate, not to include improvements for such connection. Such improvements will be provided by the subdivider or developer, both on and off-site. If at the time of development, the city determines that there are excess city held water rights available and the developer has not provided adequate water rights, the city, upon written application, may grant a water right allocation equal to 0.45 acre-feet per year per residential dwelling equivalent for domestic use for a fee which shall be established periodically by resolution of the city council.

F. Time of Fee Payment. The foregoing fees shall be paid at the following times:

1. Subdivision application fee, upon presentation of the preliminary plat for review by the planning commission;
2. Plat filing fees, upon presentation of the final plat for review by the city council;
3. Plan checking fee, upon presentation of the final plat for review by the city council;
4. Public Improvement Inspection fee, upon presentation of the final mylar plat for City signatures; and
5. Water Right Allocation fee, if applicable, upon presentation of the final mylar plat for City signatures.

16.08.060 File Of Recorded Subdivisions

The city shall maintain a filing system of all subdivisions, which includes copies of all maps, data and official subdivision actions.

16.12 Design Requirements

16.12.010 General Considerations

16.12.020 Relations To Adjoining Street System

16.12.030 Nonresidential Subdivisions

16.12.040 Street And Alley Widths, Cul-De-Sacs, Basements And Numbers

16.12.050 Blocks

16.12.060 Lots

16.12.010 General Considerations

- A. The general plan shall guide the use and future development of all land within the corporate boundaries of the city. The size and design of lots, the nature of utilities, the

design and improvement of streets, the type and intensity of land use, and the provisions for any facilities in any subdivision shall conform to the land uses shown and the standards established in the general plan, the zoning ordinance, and other applicable ordinances.

- B. Trees, native land cover, natural watercourses, and topography shall be preserved when possible. Subdivisions shall be so designed as to prevent excessive grading and scarring of the landscape in conformance with the zoning ordinance. The design of new subdivisions shall consider, and relate to, existing street widths, alignments and names.
- C. Community facilities, such as parks, recreation areas, and transportation facilities shall be provided in the subdivision in accordance with general plan standards, this title, and other applicable ordinances. In order to facilitate the acquisition of land areas required to implement this policy, the subdivider may be required to dedicate, grant easements over, or otherwise reserve land for schools, parks, playgrounds, public ways, utility easements, and other public purposes.

16.12.020 Relations To Adjoining Street System

- A. Streets in proposed subdivisions shall be arranged so as to continue existing streets in adjoining areas or so as to properly protect those streets when adjoining lands are not subdivided. All such streets shall be planned and built at the same or greater width, unless the city grants a variance to this requirement. Such street arrangements shall be made so as not to cause unnecessary hardship to owners of adjoining property when they seek to provide for access to those lands.
- B. When, in the opinion of the planning commission, it is desirable to provide for street access to adjoining property, proposed streets shall be extended by dedication and/or fully improved as the city council may determine, to the boundary of such property. Half streets along the boundary of land proposed for subdivision will not be permitted. Minor streets shall approach the major or collector streets at an angle of not less than eighty (80) degrees.

16.12.030 Nonresidential Subdivisions

- A. The street and lot layout of a nonresidential subdivision shall be appropriate to the land for which the subdivision is proposed, and shall conform to the proposed land use and standards established in the city's master plan, any planned community plans, and the zoning ordinances of the city.
- B. Nonresidential subdivisions shall include industrial and/or commercial tracts.
- C. In addition to the principles and standards in this title which are appropriate to the

planning of all subdivisions, the subdivider shall demonstrate to the satisfaction of the planning commission that the street, parcel and block pattern proposed is specifically adapted to the uses anticipated and takes into account other uses in the vicinity. The following principles and standards shall be observed before allowing such subdivisions:

1. Proposed industrial parcels shall be suitable in area and dimensions to the types of industrial development anticipated;
2. Street rights-of-way and pavements shall be adequate to accommodate the anticipated type and volume of traffic to be generated;
3. Special requirements may be imposed by the city with respect to street, curb, gutter and sidewalk design and construction;
4. Special requirements may be imposed by the city with respect to the installation of public utilities, including water, sewer and storm water drainage;
5. Every effort shall be made to protect adjacent residential areas from potential nuisance from the proposed nonresidential subdivision, including the provision of extra depth in parcels backing up on existing or potential residential development and provisions for a permanently landscaped buffer strip or other suitable screening such as berms or walls as required by the planning commission;
6. Streets carrying nonresidential traffic, especially truck traffic, shall not normally be extended to the boundaries of adjacent existing or potential residential areas, or connected to streets intended for predominantly residential traffic; and
7. Subdivisions for proposed commercial development shall take into account and specifically designate all areas for vehicular circulation and parking, for pedestrian circulation, and for buffer strips and other landscaping.

16.12.040 Street And Alley Widths, Cul-De-Sacs, Basements And Numbers

- A. The minimum width of proposed streets, measured from lot line to lot line, shall be as shown on the master plan, or if not shown on such plan, shall be:
 1. Minor arterial streets, not less than eighty (80) feet;
 2. Major collector streets, not less than sixty-six (66) feet;
 3. Minor collector streets, not less than sixty (60) feet;
 4. Local service streets or minor streets, not less than fifty (50) feet; and
 5. Alleys, if permitted, not less than twenty (20) feet.
- B. Alleys may be required in the rear of business lots, but will not be allowed in residential blocks except under unusual conditions when such alleys are considered necessary by the planning commission.
- C. Minor terminal streets (cul-de-sacs) shall not be longer than four hundred (400) feet, to

the beginning of the turnaround. The length of a cul-de-sac shall be measured from the centerline of the intersecting street along the centerline of the cul-de-sac, to a point at the center of the cul-de-sac. Each cul-de-sac must be terminated by a turnaround of not less than one hundred (100) feet diameter. If surface water drainage is into the turnaround, due to the grade of the street, necessary catch basins and drainage easements shall be provided.

- D. The planning commission may require that easements for drainage through adjoining property be provided by the subdivider, and easements of not less than ten (10) feet in width for water, sewer, drainage, power lines and other utilities shall be provided in the subdivision unless otherwise required by the planning commission.
- E. Proposed streets which are obviously in alignment with other already existing streets shall bear the number of the existing street.

16.12.050 Blocks

The maximum length of blocks generally shall be one thousand two hundred (1,200) feet and the minimum length of blocks shall be five hundred (500) feet. In blocks over eight hundred (800) feet in length there may be required a dedicated walkway through the block at approximately the center of the block. Such a walkway shall be not less than ten (10) feet in width. The width of blocks generally shall be sufficient to allow two tiers of lots. Blocks intended for business or industrial use shall be designated specifically for such purposes with adequate space set aside for off-street parking and delivery facilities.

16.12.060 Lots

- A. The lot arrangement, design and shape will be such that lots will provide satisfactory and desirable sites for buildings, be properly related to topography, and conform to requirements set forth herein. Lots shall not contain peculiarly shaped elongations which would be unusable for normal purposes solely to provide necessary square footage.
- B. All lots shown on the subdivision plat must conform to the minimum requirements of the zoning ordinance then in effect, if any, for the zone in which the subdivision is located, and to the minimum requirements of the county health department for water supply and sewage disposal. The minimum width for any residential building lot shall be as required by the zoning ordinance then in effect for zoned areas.
- C. Each lot shall abut on a street dedicated for public use by the subdivision plat or an existing public street which is more than twenty-six (26) feet wide, except that when such existing street is less than fifty (50) feet wide or less than the width requirement of the master street plan, additional land shall be dedicated to widen the street for that portion of the street upon which the subdivision has frontage. The amount of land to be dedicated shall be determined by the planning commission as necessary and reasonable to satisfy the requirements of one-half of that required width or fifty (50) feet, whichever

is greater.

- D. Flag lots will only be allowed where traditional lot development is not feasible. Such lots shall meet the following criteria:
 - 1. The staff of the lot shall not be less than twenty feet (20') wide and shall not exceed the design length requirements for a cul-de-sac.
 - 2. The staff of the lot shall serve one lot only and shall have direct access to a dedicated and improved public street.
 - 3. The staff of the lot shall be owned, fee simple, as part of the lot.
 - 4. The staff of the lot shall approach the public street at an angle of not less than eighty degrees (80°).
 - 5. The staff of the Flag lot cannot extend from intersections, street corners, cul-de-sacs, or within four-hundred feet of the closed end of a dead end street. If the dead end street has a turnaround at the closed end, the distance will be measured from the center of the turnaround.
 - 6. The body of the lot shall meet the lot size and dimensional requirements of the applicable zone. The staff area shall not be used in computing lot size. Proposed buildings shall comply with the minimum setbacks required for the zone. Determinations as to which are the front, side, and rear setbacks shall be made at the time of the subdivision application and shall be designated on the plat.
 - 7. Flag lot must comply with fire code requirements including access width, driving surface, parking and fire hydrant placement.
 - 8. Flag lots cannot be used where traditional methods of development could occur.
 - 9. Subdivisions which contain more than four (4) lots cannot contain a flag lot.
 - 10. The lot shall be graded so storm water runoff does not negatively impact neighboring properties.
 - 11. All flag lots shall have the street address displayed on private property in a prominent location where the staff abuts the public street.
 - 12. A flag lot may not be created which would negatively impact the future continuation of existing stub streets.
 - 13. Other requirements imposed by the Conditional Use Permit to mitigate the potential negative impacts caused by the proposed use; the Conditional Use Permit and plat review cannot waive requirements 1 through 12 of this Section.
- E. Interior lots having frontage on two streets shall be prohibited except when exceptional circumstances, as determined by the planning commission, would make such lots functionally acceptable. In all instances when such lots are permitted, the subdivider shall record deed restrictions in perpetuity for those lots, limiting frontage on those lots to one street only so that all adjacent interior lots have front yards on the same street. Such deed restrictions shall not prohibit access to the rear yard from another street.
- F. Corner lots shall have extra width sufficient to account for larger setbacks.
- G. Side lines of lots shall be approximately at right angles, or radial to the street line.

- H. All remnants of lots below minimum size left over after the subdivision of a large tract must be added to adjacent lots rather than allowed to remain as unusable parcels.
- I. When the land covered by a subdivision includes two or more parcels in separate ownership and the lot arrangement is such that a property ownership line divides one or more lots, the land in each lot so divided shall be transferred by deed to single ownership before approval of the final plat. Such transfer shall be certified to the planning commission by the city recorder.

16.16 Maps Or Plans

16.16.010 Preliminary Conference And Concept Plan

16.16.020 Preliminary Plat

16.16.030 Final Plat

16.16.040 Vacating Or Changing A Recorded Subdivision Plat

16.16.010 Preliminary Conference And Concept Plan

- A. Purpose. The purpose of the preliminary conference and concept plan is to provide the subdivider with an opportunity, before filing a preliminary plat, to consult with and receive assistance from the city regarding the regulations and design requirements applicable to his or her proposed subdivision.
- B. Prior to filing a preliminary subdivision plat, each person who proposes to subdivide land in the city shall meet with and submit to the zoning administrator three copies of a preliminary design map or concept plan of the proposed subdivision which shall contain such information as is necessary to properly locate the subdivision.

The plan shall include the following information:

1. The proposed name of the subdivision;
2. A vicinity plan showing significant natural and manmade features on the site and within five hundred (500) feet of any portion of it; the property boundaries of the proposed subdivision; the names of adjacent property owners; topographic contours at no greater interval than five feet; and north arrow;
3. Proposed lot and street layouts, showing the number, size and design of each lot and the location and width of each street;
4. Locations of any important reservations or easements;
5. The general nature and extent of grading;
6. Descriptions of the type of culinary and irrigation water systems proposed as well as documentation of water rights and secondary water shares;
7. A description of the size and location of sanitary sewer and storm water drain lines and subsurface drainage;
8. A description of those portions of the property which are included in the most

- recent flood insurance rate maps prepared by FEMA;
 - 9. The total acreage of the entire tract proposed for subdivision;
 - 10. The ownership of all lands within the proposed subdivision;
 - 11. The mailing address of each owner of land within the subdivision as well as of those lands contiguous with the subdivision; and
 - 12. Proposed changes to existing zoning district boundaries or zoning classifications, if any, and/or the necessity of obtaining conditional use permits.
- C. The zoning administrator shall return such plan or map to the subdivider with suggestions within twenty (20) days of receipt. Subdivision information forms shall be furnished to the subdivider at the time of returning the concept plan and map, which form shall be filled out by the subdivider and returned to the planning commission at the time the preliminary plat is submitted.
- D. A conceptual site plan is not intended to permit actual development of property pursuant to such plan but shall be prepared merely to represent how the property could be developed. Submittal, review, and approval of an application for a conceptual site plan shall not create any vested rights to development.

16.16.020 Preliminary Plat

- A. Purpose. The purpose of the preliminary plat is to require formal preliminary approval of a subdivision in order to minimize changes and revisions which might otherwise be necessary on the final plat.
- B. Each person who proposes to subdivide land in the city shall prepare a preliminary plat of such proposed subdivision and shall submit three (3) black line prints to the planning commission, two (2) full size copies and one (1) 11x17 inch copy. It shall be the responsibility of the planning commission to determine whether the proposed subdivision complies with all regulations and requirements imposed by this title and the zoning ordinance.
- C. Preliminary Plat Preparation and Required Information. The preliminary plat shall be drawn to a scale not smaller than one hundred (100) feet to the inch and shall include the following information:
- 1. The proposed name of the subdivision, which must be distinct from any subdivision name on a plat recorded in the county recorder's office;
 - 2. The location of the subdivision as it forms part of a larger tract or parcel, including a sketch of the future street system of the unplatted portion of the property;
 - 3. A vicinity map of the proposed subdivision, drawn at a scale of five hundred (500) feet to the inch, showing all lots and streets in the project, and all abutting streets, with names of the streets;

4. The names and addresses of the subdivider, the engineer or surveyor of the subdivision, and the owners of the land immediately adjoining the land to be subdivided;
5. A contour map drawn at intervals of at least one foot, showing all topographic features with verification by a qualified engineer or land surveyor;
6. Certification of the accuracy of the preliminary plat of the subdivision and any traverse to permanent survey monuments by a land surveyor, registered to practice in the state of Utah;
7. The boundary lines of the tract to be subdivided, with all dimensions shown;
8. Existing sanitary sewers, storm drains, subdrains, culinary and secondary water supply mains and culverts and other utilities within the tract or within one hundred (100) feet;
9. The location, widths and other dimensions of proposed streets, alleys, easements, parks and other open spaces and lots showing the size of each lot in square footage and properly labeling spaces to be dedicated to the public;
10. The location, principal dimension, and names of all existing or recorded streets, alleys and easements, both within the proposed subdivision and within one hundred (100) feet of the boundary, showing whether recorded or claimed by usage; the location and dimensions to the nearest existing bench mark or monument, and section line; the location and principal dimensions of all water courses, public utilities, and other important features and existing structures within the land adjacent to the tract to be subdivided, including railroads, power lines, and exceptional topography;
11. The existing use or uses of the property and the outline of any existing buildings and their locations in relation to existing or proposed street and lot lines drawn to scale;
12. The location of existing bridges, culverts, surface or subsurface drainage ways, utilities, buildings or other structures, pumping stations, or appurtenances, within the subdivision or within two hundred (200) feet, and all known wells or springs as well as the location of any one hundred (100) year flood plains as determined by the Federal Emergency Management Agency (FEMA);
13. Proposed off-site and on-site culinary and secondary water facilities, sanitary sewers, storm drainage facilities, and fire hydrants;
14. Boundary lines of adjacent tracts of unsubdivided land within one hundred (100) feet of the tract proposed for subdivision, showing ownership and property monuments;
15. Verification as to the accuracy of the plat by the owner.
16. Each sheet of the set shall also contain the name of the project, scale (not less than one hundred (100) feet to the inch, except for the vicinity map), sheet number, and north arrow.

D. In addition to the foregoing plat, the subdivider shall provide the following documents:

1. A storm water plan in accordance with 16.28.060 Hydrology Report;.
2. A plan for providing street lighting in the subdivision in compliance with the city's design standards;
3. Copies of any agreements with adjacent property owners relevant to the proposed subdivision;
4. A comprehensive geotechnical and soils report prepared by a qualified engineer based upon adequate test borings or excavations in accordance with the city's design standards;
5. A copy of a preliminary title report evidencing satisfactory proof of ownership;
6. Satisfactory evidence that all utilities and services will be available for the subdivision and that the utilities and easements have been reviewed by the utility companies;
7. A Davis County development and construction permit, if the proposed project is located within one hundred (100) feet of a critical flood area as defined by Davis County;
8. Copies of proposed protective covenants in all cases when subsurface drains are to be located within the subdivision;
9. When the subdivider is not an individual corporation or registered partnership, a notarized statement bearing the signatures of all owners of record of the property to be subdivided which designates a single individual who shall act for and on behalf of the group in all appearances before public bodies, agencies or representatives necessary to execute the purpose of subdividing the property; and
10. When a subdivision contains lands which are reserved in private ownership for community use, including common areas, the subdivider shall submit with the preliminary plat a preliminary copy of the proposed articles of incorporation, homeowner's agreements and bylaws of the owner(s) or organization empowered to own, maintain and pay taxes on such lands and common areas.
11. The subdivider shall also comply with all other applicable federal, state and local laws and regulations and shall provide evidence of such compliance if requested by the city.

E. Preliminary Plat Review and Approval by the Planning Commission. Upon receipt of the preliminary plat, the city will distribute copies of the plat to the city engineer and such other governmental departments and agencies for review and comment as appropriate. Within thirty (30) days after the filing of a preliminary plat of a subdivision and any other information required, the planning commission will consider the preliminary plat, or grant approval on conditions stated.

Approval of the preliminary plat by the planning commission shall not constitute final acceptance of the subdivision by the planning commission. The city shall notify the subdivider of the action taken by the planning commission and provide one copy of the preliminary plat and one copy of the planning commission's report signed by the chair of the planning commission. Receipt of this signed copy shall, if the preliminary plat has been approved, be authorization for the subdivider to proceed with the preparation of plans and specifications for the minimum improvements required in this title and with the preparation of the final plat. One copy of the approved preliminary plat shall be retained by the city. If the preliminary plat is not approved, the planning commission will specify in writing any inadequacy in the application including noncompliance with city regulations, questionable or undesirable design and/or engineering, or the need for any additional information.

- F. Waiver for Minor or Small Subdivisions. Provided the conditions listed in Utah Code Ann. § 10-9a-605, as amended, are met and the planning commission has recommended for approval the record of survey map, a subdivider may present his or her survey map directly to the city council for final approval of said subdivision. If the survey map meets with the council's approval, the requirement of preparing a final plat for the subdivision may be waived. Upon this waiver, the subdivider may sell land by metes and bounds, without the necessity of recording a plat. In the development of the subdivision, however, the subdivider must provide such public infrastructure improvements and easements as required by the city and must comply with all of the requirements and specifications set forth by the planning commission and city council as the basis for granting subdivision approval.

Following approval by the city council and receipt of all necessary approvals and signatures, city council must submit a certificate of written approval along with the metes and bounds description for the subdivision, as outlined in Utah Code Ann. § 10-9a-605, if a plat is not recorded for such subdivision.

16.16.030 Final Plat

- A. Purpose. The purpose of the final plat is to require formal approval by the planning commission and city council before a subdivision plat is recorded in the office of the Davis County recorder. The final plat and all information and procedures relating to it shall in all respects be in compliance with the provisions of this section. The final plat and construction plans shall conform in all respects to those regulations and requirements specified during the preliminary plat procedure.
- B. Filing Deadline, Application and Fees. A complete application for final plat approval shall be made within twelve (12) months after approval or conditional approval of the

preliminary plat by the planning commission. This time period may be extended one time for up to six (6) months for good cause shown if subdivider petitions the planning commission for an extension prior to the expiration date. The subdivider shall file an application for final plat approval with the city on a form prescribed by the city, together with three copies of the proposed final plat and three copies of the construction drawings. At the same time, the subdivider shall pay to the city an application fee as set periodically by the city council.

C. Preparation and Required Information. The following provisions set forth the manner in which a final plat must be prepared and the information it must contain.

1. The final plat shall consist of a sheet of approved mylar or comparable material with the outside or trim line dimensions of nineteen (19) inches by thirty (30) inches. The border line of the plat shall be drawn in heavy lines leaving a space of at least one and one-half inches on the left side and at least one-half inch margin on the other sides. The plat shall be drawn so that the top of the drawing faces either north or west, whichever accommodates the drawing best. All lines, dimensions and markings shall be made with approved waterproof black ink. The plat shall be made to a scale large enough to clearly show all details, and in any case not smaller than one hundred (100) feet to the inch, and workmanship on the finished drawing shall be neat, clean cut and readable.
2. The plat shall show the subdivision name and the general location of the subdivision in bold letters at the top of the sheet. The name must be distinct from any subdivision name on a plat recorded in the county recorder's office.
3. The plat shall contain a north arrow and scale of the drawing and the date.
4. The plat shall be signed by each owner of record of land described on the plat, signifying their dedication and approval of the plat, and by all other required and authorized parties, with appropriate notarial acknowledgements.
5. An accurate and complete survey to second order accuracy shall be made of the land to be subdivided. A traverse of the exterior boundaries of the tract, and of each block, when computed from field measurements on the ground shall close within a tolerance of one foot to twenty thousand (20,000) feet.
6. The plat shall show accurately drawn boundaries and shall note the proper bearings and dimensions of all boundary lines of the subdivision. These lines shall be properly tied to public survey monuments and should be slightly heavier than street and lot lines.
7. The plat shall show all survey and mathematical information and data necessary to locate all monuments and to locate and retrace all interior and exterior boundary lines appearing thereon, including bearing and distance of straight lines, and central angle, radius and arc length of curves. The plat shall also contain such information as may be necessary to determine the location of beginning and ending points of curves. All property corners and monuments

within the subdivision shall show the calculated Davis County coordinates. Lot and boundary closure shall be calculated to the nearest one- hundredth of a foot.

8. All lots, blocks and parcels offered for dedication for any purpose shall be delineated and designated with dimensions, boundaries and courses clearly shown and defined. The square footage of each lot shall also be shown. Parcels offered for dedication other than for streets or easements shall be clearly designated on the plat. Sufficient linear, angular and curved data shall be shown so as to be able to readily determine the bearing and length of the boundary lines of every block, lot and parcel. No ditto marks shall be used for lot dimensions.
9. The plat shall show the right-of-way lines of each street, and the width of any portion being dedicated as well as the widths of any existing dedications. The widths and locations of adjacent streets and other public properties within fifty (50) feet of the subdivision shall be shown with dotted lines. If any street in the subdivision is a continuation or an approximate continuation of an existing street, the conformity or the amount of nonconformity of such existing streets shall be accurately shown.
10. All lots and blocks are to be numbered consecutively under a definite system approved by the planning commission. Numbering shall continue consecutively throughout the subdivision with no omissions or duplications.
11. All streets, including named streets, within the subdivision shall be numbered in accordance with and in conformity with the adopted street numbering system adopted by the city. Each lot shall show the assigned street addresses, and shall be according to the standard addressing methods approved by the city. In the case of corner lots, an address will be assigned for each part of the lot having street frontage.
12. The side lines of all easements shall be shown by fine dashed lines. The plat shall also show the width of all easements and ties thereto sufficient to definitely locate the same with respect to the subdivision. All easements shall be clearly labeled and identified.
13. The plat shall fully and clearly show all stakes, monuments and other evidence indicating the boundaries of the subdivision as found on the site. Any monument or benchmark that is disturbed or destroyed before acceptance of all improvements shall be replaced by the subdivider under the direction of the city engineer. The following required monuments shall be shown on the final plat:
 - a. The location of all monuments placed in making the survey, including a statement as to what, if any, points were reset by ties; and
 - b. All right-of-way monuments at angle points and intersections as

approved by the city engineer.

14. The final plat shall contain the name of the surveyor, together with the date of the survey, the scale of the map and notations as to the number of sheets comprising the plat. The following certificates, acknowledgements and descriptions shall appear on the title sheet of the final plat and may be combined when appropriate:
 - a. A registered land surveyor's certificate of survey;
 - b. An owner's dedication certificate;
 - c. Certification that the surveyor who prepared the plat:
 - I. holds a license in accordance with Utah Code 58-22; and
 - II. either
 - i. has completed a survey of the property described on the plat in accordance with state requirements and has verified all measurements; or
 - ii. has referenced a record of survey map of the existing property boundaries shown on the plat and verified the locations of the boundaries; and
 - III. has placed monuments as represented on the plat.
 - d. A notary public's acknowledgement for each signature on the plat;
 - e. That all new subdivision plats submitted for approval in West Bountiful City, tie by metes and bounds description in both the written boundary description and the graphic (drawn) portion of the plat to a section or one-quarter section monument of the Salt Lake Base and Meridian;
 - f. Signature blocks for the planning commission, city engineer, city attorney and city council (which shall consist of a signature line for the mayor and an attestation by the city recorder). A block for the Davis County recorder shall be provided in the lower right corner of the final plat; and
 - g. Such other affidavits, certificates, acknowledgements, endorsements, and notarial seals as are required by law, by this title, or by the city attorney.
15. Before recording of the plat, the subdivider shall submit a current title report to be reviewed by the city attorney. A "current title report" is considered to be one which correctly discloses all recorded matters of title regarding the property and which is prepared and dated not more than thirty (30) days before the proposed recordation of the final plat.
16. The owner's dedication certificate, registered land surveyor's certificate of survey, and any other certificates contained on the final plat shall be in the form prescribed by the city's subdivision standards and specifications, a copy of which shall be available for reference at the city offices.

17. When a subdivision contains lands which are reserved in private ownership for community use, including common areas, the subdivider shall submit with the final plat a final copy of the proposed articles of incorporation, homeowner's agreements and bylaws of the owner(s) or organization empowered to own, maintain and pay taxes on such lands and common areas. Additionally, the subdivider shall submit documentation conveying ownership of all common areas and lands to the owner or organization empowered to own, maintain, and pay taxes on such lands and common areas.
- D. Construction Plans; Preparation and Required Information. The subdivider shall prepare and submit construction plans in accordance with the requirements and standards set forth under public improvements in this title.
- E. Review by the City Engineer. The city engineer will review the final plat and construction plans and determine compliance with the engineering and surveying standards and criteria set forth in this ordinance and all other applicable ordinances of the city and the state of Utah. The public works department will be allowed the right to review the final plat and construction plans to check for accuracy and appropriate connectivity to current city infrastructure. The public works department shall provide written comments to the city engineer and subdivider when deemed necessary and appropriate. The city engineer will complete review of the plat within thirty (30) days after the plat is submitted for review to the engineer. If the final plat complies with the improvement standards and all necessary requirements of this title, the city engineer will sign the plat in the appropriate signature block and forward it to the planning commission. The engineer will not sign the plat unless the survey description is correct and all easements are correctly described and located. If the final plat or the construction plans do not comply with all necessary requirements, the city engineer shall return the plans and plat to the subdivider with comment.
- F. Planning Commission Action. Upon receipt of the comments by the city engineer, the planning commission shall review the plat to determine whether it conforms with the preliminary plat, with all changes requested, and with all requirements imposed as conditions of acceptance. As part of the planning commission's review, the zoning administrator will check the final plat for completeness and compliance with the requirements of this title. If the submitted plat is not acceptable, the planning commission shall notify the subdivider and specify the respects in which it is deficient. If the planning commission determines that the final plat is in conformity with all requirements and the ordinances of the city, it shall recommend the approval of the plat.
- G. Review by the City Attorney. The city attorney shall review the final plat, the signed subdivision improvements agreement, the current title report and the security for insuring completion of the improvements to verify compliance with the city's dedication and bonding requirements. The city attorney may also review public easements, protective covenants and other documents when applicable. Upon approval of the items

specified in this section, the city attorney will sign the plat in the appropriate signature block.

- H. Review by the City Council. Within a reasonable time following the approval of the final plat by the planning commission, the final plat shall be submitted to the city council for its review and consideration. The city council shall not be bound by the recommendations of the city staff or the planning commission and may set its own conditions and requirements consistent with this title. The city council may approve the final plat if it determines that the plat is in conformity with the requirements of this title, other applicable ordinances, and any reasonable conditions either recommended by the city's staff and/or planning commission or initiated by the city council; that all fees have been paid as required; and the council is satisfied with the plat as presented. If the city council determines that the final plat is not in conformity with this title or other applicable ordinances, or any reasonable conditions imposed, it may disapprove the final plat. The council shall specify the reasons for such disapproval in writing to the subdivider.
- I. Amended Plat. Within one year after the city council has disapproved any plat, the subdivider may file with the planning commission a plat altered to meet the requirements of the city council. Upon approval and recommendation of the planning commission, this amended plat shall be submitted to the city council for final approval.
- J. Approval. No final plat shall have any force or effect unless the same has been approved by the city council and has been signed by the mayor and city recorder.
- K. Security for Public Improvements.
 - 1. Prior to a final plat's recordation with the county recorder, the subdivider shall enter into an improvement bond agreement and a warranty bond agreement acceptable to the city as security to insure the satisfactory completion of all improvements required in the subdivision. The bond agreements shall be in a form approved by the city council and may contain specific provisions approved by the city attorney. The agreements shall include the following requirements:
 - a. The subdivider will complete all improvements within a period of time not to exceed eighteen (18) months from the date the agreement is executed.
 - b. The improvements will be completed to the satisfaction of the city and in accordance with the city's subdivision standards and specifications (as established by the city engineer and adopted by the city council).
 - c. The improvement bond will be equal to one hundred percent (100%) of the city engineer's estimated cost of the improvements, including landscaping costs; the warranty bond will be equal to ten percent (10%) of the improvement bond.
 - d. The city shall have immediate access to the bond proceeds.

- e. The improvement bond proceeds may be reduced at intervals determined by the city upon the request of the subdivider as improvements are installed. The amount of all such reductions shall be determined by the city. Such requests may be made only once every thirty (30) days, and no reduction shall be authorized until such time as the city has inspected the improvements and found them to be in compliance with the city's standards and specifications. All reductions shall be by written authorization of the city engineer. The improvement bond shall not be reduced below the estimated cost for the remaining incomplete or unaccepted improvements plus the estimated cost of slurry seal before the city's final acceptance of the improvements.
 - f. After the one-year warranty period, the warranty bond and any remaining improvement bond proceeds, plus interest, shall be refunded to the subdivider with the exception of bond proceeds for incomplete or unaccepted improvements. The amount of this interest will be calculated at a rate equal to that received on the city's other investments in the State Treasurer's Fund and shall be paid on the declining balance of the bond.
 - g. If the bond proceeds are inadequate to pay the cost of completing the improvements according to the city's standards and specifications for whatever reason, including previous reductions, the subdivider shall be responsible for the deficiency and no further building permits shall be issued in the subdivision until the improvements are completed; or, with city council approval, a new satisfactory bond has been executed and delivered to the city; or other satisfactory arrangements have been made to insure completion of the remaining improvements.
 - h. The city's costs of administration and cost of obtaining the bond proceeds, including attorney's fees and court costs, shall be deducted from any bond proceeds.
 - i. The city's cost of completing the improvements, including administrative costs, shall be deducted from any bond proceeds.
 - j. The subdivider agrees to hold the city harmless from any and all liability which may arise as a result of the improvements which are installed until such time as the city certifies the improvements are complete and accepts the improvements at the end of the one-year warranty period.
2. The improvement bond agreement shall be in one of the following forms acceptable to the city:
- a. A cash bond agreement accompanied by a cashier's check payable only to the city; or
 - b. An escrow bond agreement and account with a federally insured bank

held for the benefit of the city.

3. The warranty bond agreement shall be in the form of a cash bond agreement accompanied by a cashier's check payable only to the city.
- L. Payment of Fees. All required and unpaid fees shall be paid by the subdivider to the city by cashier's check prior to approval of the final plat by the city council.
- M. Recording of Final Plat. After filing the bond agreement described above, and signing of the plat by the mayor and city recorder, the final plat shall be presented by the city recorder to the Davis County recorder for recordation. The city recorder shall deliver forthwith the recorder's receipt and any change due to the subdivider.
- N. Warranty Period. The warranty period referred to above shall commence upon the date that all improvements required by the city to be installed within the subdivision have been completed to the satisfaction of the city and a final on-site review thereof has been made approving the same. The warranty period shall commence at that date and shall continue for a period of one year thereafter. If any deficiencies are found by the city during the warranty period in materials or workmanship, the subdivider shall promptly resolve such defects or deficiencies and request the city engineer to review once more the improvements. At the end of the one-year warranty period the subdivider shall request the city engineer to make a final warranty period on-site review of all improvements. If the city engineer verifies that the improvements are acceptable, the city engineer shall notify the city administrator who shall refer the matter to the city council. The city council shall then review the matter and upon approval of the same shall release the balance of the security posted by the subdivider under the bond agreement.
- O. Expiration of Final Approval. If the final plat is not recorded within twelve (12) months from the date of city council approval, such approval shall be null and void. The city council may extend this time period for a maximum of two additional periods of up to six (6) months each for good cause shown. The subdivider must petition in writing for the first extension at least forty-five (45) days prior to the expiration of the original twelve (12) month period. A subdivider desiring a second extension must petition in writing forty-five (45) days prior to the expiration of the first extended period. No extension will be granted if it is determined that it will be detrimental to the city. If any of the fees charged as a condition of subdivision approval have increased, the city may require that the bond estimate be recalculated and that the subdivider pay any applicable fee increases as a condition of granting an extension.

16.16.040 Vacating Or Changing A Recorded Subdivision Plat

A subdivision plat may be vacated or amended only in accordance with state law as set forth in Section 10-9a-608, Utah Code Annotated, as amended.

16.18 Subdivision Applications For 1–2 Family Residential

16.18.010 Purpose

The purpose of this chapter is to comply with Utah Code §§ 10-9a-604 to 604.9, and to increase administrative efficiency in reviewing subdivision applications for one- or two-family residential use.

16.18.020 Scope Of Applicability

This chapter applies to all subdivision-related applications or petitions where the intended use is one- or two-family residential dwellings, including townhomes and duplexes. This chapter does not apply to applications or petitions for other uses.

16.18.030 Interpretation And Conflict Of Laws

Where any provision of this chapter conflicts with state law, state law shall prevail. Where any provision of this chapter conflicts with any other provision of the municipal code, the provision of this chapter shall prevail unless such conflicting provision expressly governs or supersedes the provision of this chapter.

16.18.040 Land Use Authority

- A. The land use authority for preliminary applications under this chapter is the planning commission. For purposes of preliminary subdivision applications, the planning commission shall be responsible for the following:
 - 1. Rendering land use decisions related to preliminary applications and petitions under this chapter.
- B. The land use authority for final applications under this chapter is the city engineer. For purposes of final subdivision applications, the city engineer shall be responsible for the following:
 - 1. Rendering land use decisions related to final applications and petitions under this chapter.
 - 2. Reviewing all final subdivision applications under this chapter in an impartial manner and according to the standards and deadlines described in state law.
 - 3. Providing feedback to applicants in the manner required by state law.
 - 4. Keeping subdivision application forms (preliminary and final) and related informational material up to date and publicly accessible and distributing such forms and materials to potential applicants upon request.
 - 5. Providing notice to entities and parties as required by state law.
 - 6. Signing final application and petition approvals as required by state law.
 - 7. Ensuring that documents are properly recorded with the county as required by state law.

16.18.050 Appeal Authority

The appeal authority for city decisions relating to this chapter is the city council as outlined in Section 16.24.010.

16.18.060 Application Process And Requirements

- A. The city shall not approve, nor shall a party record, any plat or other instrument creating a new subdivision under this chapter unless the party has properly applied under this chapter and state law and received both a preliminary approval and a final approval from the respective land use authorities.
- B. To be approved, a *preliminary* subdivision application must include those elements listed in Section 16.16.020. Additionally, the preliminary application must be submitted as an electronic PDF including all plans and supporting documents.
- C. To be approved, a *final* subdivision application must include those elements listed in Section 16.16.030.
- D. The city may require, and the applicant shall provide, additional information beyond the published list of requirements relating to an applicant's plans to ensure compliance with city ordinances and approved standards and specifications for construction of public improvements.

16.18.070 Pre-application Meeting

- A. A party intending to submit a subdivision application under this chapter may (but is not required to) request a pre-application meeting with the city before submitting an application. The purpose of this meeting is to review elements of the party's proposed subdivision application. The proposed application need not be complete for purposes of this meeting and may—if the party desires—be limited to a concept plan.
 - a. If a party requests a pre-application meeting, the city shall schedule and hold this meeting in accordance with state law.

16.18.080 Review And Approval

- A. The respective land use authorities shall review and approve or deny all preliminary and final subdivision applications under this chapter in accordance with the requirements of state law and city ordinances.
- B. The land use authority shall issue all approvals in writing and shall certify the approved preliminary or final plat, either by signing the plat directly or by attaching a signed certification to the plat.

16.18.090 Post-approval Actions

- A. The applicant shall record the approved subdivision plat with the County Recorder's Office within 30 days after the city approves the subdivision application.
- B. The city shall notify the Utah Geospatial Resource Center after approving a final plat as required by state law.

16.20 Improvements

16.20.010 Parks, School Sites And Other Public Spaces

16.20.020 Public Improvements

16.20.010 Parks, School Sites And Other Public Spaces

- A. In subdividing property, consideration shall be given to suitable sites for schools, parks, playgrounds, and other areas for public use. Any provision for such open spaces should be indicated on the preliminary plat in order that it may be determined by the planning commission when and in what manner such areas will be dedicated to, or acquired by, the appropriate agency.
- B. The planning commission may, in the public interest, require that the subdivider set aside land for parks, playgrounds, schools, churches, and other public structures within the boundaries of a subdivision.
 - 1. Subdividers may not be required to hold land set aside for churches, schools, parks exceeding ten thousand (10,000) square feet, and other public structures for more than one year without payment being made for the same on the basis of land and improvement costs.
 - 2. Parks and neighborhood playgrounds of less than ten thousand (10,000) square feet, when required, shall be maintained by the neighborhood homeowners' association (HOA).
 - 3. In subdivisions of less than forty (40) lots, the subdivider may not be required to dedicate more than one twenty-fifth as much land as there is in lots, not streets, for parks or playgrounds without payment.
 - 4. For subdivisions greater than forty (40) lots, each group of forty (40) lots, or fraction thereof, may require additional dedicated park and playground area at the same ratio as for less than forty (40) lots.

16.20.020 Public Improvements

- A. Design Standards. The city engineer shall prepare standards and specifications for design, construction and on-site review of all public improvements including streets, curbs, gutters, sidewalks, water distribution systems, sewage disposal facilities and storm drainage and flood control facilities. Standards for fire hydrants shall meet the requirements of any federal, state, and local governmental entities having jurisdiction over such hydrants.

All construction standards and specifications shall be approved by resolution of the city council before becoming effective. All public improvements shall be installed in

accordance with the city's construction standards and specifications, the requirements of the city engineer and public works department, the subdivision improvements agreement between the subdivider and the city, and all other applicable city ordinances and regulations.

Secondary water for the purpose of irrigation shall be made available to each lot in all new subdivisions. Construction of a pressurized secondary water system, including the pipe size, pipe alignment, valving, and size of service connections, is subject to the city and the appropriate secondary water district's approval. The subdivider will be required, at its own expense, to construct all required off-site facilities necessary to connect to existing secondary water facilities. The subdivider shall pay all applicable fees to the secondary water district prior to approval of the final plat.

Notwithstanding the provisions of Section 15.08.050, the approval of all subdivisions, including minor or small subdivisions, will require the installation of all public improvements including asphalt, curb and gutter, sidewalk, street lights, and utilities which are required to complete the standard street design included in the City's design standards regardless of whether the required improvements are on a new or existing street. The city council may waive, modify, or delay the construction of all or part of the required public improvements upon making specific findings supporting its decision consistent with the following standards.

1. Curb, gutter and sidewalk improvements in the R-1-10, R-1-22, and A-1 zoning district are eligible for deferred construction under a deferred improvements agreement when the city council finds compelling reasons why the city's interests are better served by deferring the construction.
 2. The city council may waive, modify, or defer the requirement to pipe an open ditch that has been previously designated by the city to remain open upon a finding that the waiver, modification, or deferral is in the public interest. All other open ditches in the subdivision are required to be piped according to the size requirements of the city drainage master plan as a condition of the subdivision approval.
 3. The construction of any public improvements deferred under this section shall be subject to a deferred improvements agreement that allows the City to determine when, if ever, such construction will be required.
- B. Construction Plans. Complete and detailed construction plans and drawings of all improvements shall be prepared in conformance with the design standards of the city. These plans and drawings shall address all proposed street utilities and shall be submitted to the city engineer for review with the final plan. Final approval of the project shall not be granted until these plans have been reviewed and recommended for approval by the city engineer. No construction shall be started until these plans have received

final approval of the city and the final plat has been recorded.

- C. Standards for Construction Plans. The city has established standards with respect to construction plans for the purpose of achieving consistency in drawings and uniformity in plan appearance, clarity, size and reproduction. These standards and specifications shall serve as minimum requirements for all aspects of proposed developments and subdivisions.

Three copies of initial construction plans shall be submitted for all proposed subdivisions and developments. Of these copies, one set shall be used by the city engineer and the public works department, one set shall be retained by the city, and one set shall be returned to the subdivider for corrections and revisions consistent with the recommendations of the city and the city engineer. After these corrections and revisions have been made by the subdivider, three revised sets shall be submitted to the city for final review by the city engineer.

All drawings and/or prints shall be clear and legible and conform to good engineering and drafting practice. All drawings shall be twenty-four (24) inches by thirty-six (36) inches (trim line) or twenty-two (22) inches by thirty-four (34) inches (trim line) with a one-half inch border on the top, bottom and right side of the plan and a one and one-half inch border on the left side.

The plans shall include the following, and separate sheets may be used as needed to detail the required information.

1. A north arrow;
2. Stationing and elevations for profiles;
3. U.S.G.S. datum for all elevations;
4. A title block located in the lower right corner of the sheet which shall include:
 - a. Project title (subdivision, etc.),
 - b. Specific type and location of work, and
 - c. Name of engineer or firm preparing drawings with license number and a Utah Engineers stamp imprint;
5. Scale information at 1" = 20' or 1" = 40' horizontally; and 1" = 2' or 1" = 4' vertically;
6. For curb and gutter plans, plan view and profiles for each side of the street including curve data for top of curb elevations but excluding street center line profile data;
7. Size and location of all culinary water lateral mains, meters, valves and hydrants which sizes and locations shall be subject to the specifications of the city engineer;
8. Data regarding types of pipe proposed;

9. Size and location of irrigation lateral mains, valves, fittings and other features of the irrigation system; and
 10. Size and location of drains and subdrains to the sewer and storm drain systems as well as for their manhole clean-outs.
- D. Preconstruction Meetings. Prior to excavating or starting construction, the subdivider shall arrange a preconstruction meeting with the city engineer and the public works department. The subdivider shall bring to the meeting all contractors responsible for building the improvements associated with the project. The purpose of this meeting shall be to:
1. Verify the recordation of the plat and the final approval of all plans;
 2. Determine the construction schedule;
 3. Determine the names, addresses and phone numbers of all persons involved in the construction of the project, including contractors and inspectors;
 4. Review all plans and any city imposed special conditions or requirements;
 5. Review any bond reduction requests;
 6. Coordinate on-site review and testing times; and
 7. Discuss the city standards and specifications.
- E. On-Site Construction Review. All construction requiring the installation of public improvements in a subdivision shall be subject to on-site review by the city engineer or the public works department under direction from the city engineer.
- Daily on-site review shall be required on the following types of work:
1. Placement of street surfacing;
 2. Placement of concrete for curbs, gutters, sidewalks and other structures; and
 3. Placement and testing of drainage and water pipes, valves, hydrants.
- Periodic on-site reviews shall be required on the following:
1. Street grading and placement of gravel base;
 2. Excavations for curbs, gutters and sidewalks; and
 3. Excavations for all structures.
- F. Requests for On-Site Review. Requests for on-site review shall be made to the city engineer by the person responsible for project construction. Such requests shall be made at least one working day prior to the commencement of construction.
- G. Correcting Defective Work. Periodic on-site reviews shall be made by the city engineer, or public works department under direction of the city engineer, at various phases of construction. Any faulty or defective work shall be corrected by the subdivider or subdivider's contractor within a period of thirty (30) days from the date of the on-site review wherein the faulty or defective work is noted and written notice is given to the

subdivider and/or contractor.

16.24 Variances And Appeals

16.24.010 Appeal Authority

16.24.020 Variances

16.24.030 Appeals

16.24.010 Appeal Authority

- A. For purposes of requests for a variance under Section 16.24.020, appeals under Section 16.24.030, or appeals from a fee charged under this title in accordance with Utah Code Ann. § 10-9a-510, as amended, the appeal authority shall be the city council. Notwithstanding the foregoing, in appeals under Section 16.24.030 or from a fee charged under this title, the city council will act as appeal authority concerning any issue on which the city council has not acted as land use authority. To the extent of any issue on which the city council acted as land use authority, any appeal shall be made to district court in the manner provided by law.
- B. The appeal authority shall act in a quasi-judicial manner, shall serve as the final arbiter of issues involving the interpretation or application of land use ordinances under this title, and shall respect the due process rights of each of the participants in the appeal or request for variance. Except as otherwise specifically provided in this chapter, the procedures for appeal, including time for appeal, burden of proof, and standard of review, shall be those set forth in Chapter 17.08.

16.24.020 Variances

- A. Any subdivider desiring a waiver or modification of the requirements of this title as applied to the property to be subdivided may apply to the city council, acting as the appeal authority, for a variance from the terms of this title.
- B. The city council may grant a variance only if:
 - 1. Literal enforcement of the provisions of this title would cause an unreasonable hardship for the applicant that is not necessary to carry out the general purpose of the city's land use ordinances;
 - 2. There are special circumstances attached to the property that do not generally apply to other properties in the same zoning district;
 - 3. Granting the variance is essential to the enjoyment of a substantial property right possessed by other property in the same zoning district;
 - 4. The variance will not substantially affect the general plan and will not be contrary to the public interest; and
 - 5. The spirit of the land use ordinance is observed and substantial justice is done.

- C. In determining whether or not enforcement of the provisions of this title would cause unreasonable hardship under Subsection B(1), the city council may not find an unreasonable hardship unless the alleged hardship:
 - 1. Is located on or associated with the property for which the variance is sought; and
 - 2. Comes from circumstances peculiar to the property, not from conditions that are general to the neighborhood.
- D. In determining whether or not enforcement of the land use ordinance would cause unreasonable hardship under Subsection B(1), the city council may not find an unreasonable hardship if the hardship is self-imposed or economic.
- E. In determining whether or not there are special circumstances attached to the property under Subsection B(2), the city council may find that special circumstances exist only if the special circumstances:
 - 1. Relate to the hardship complained of; and
 - 2. Deprive the property of privileges granted to other properties in the same zone.
- F. The applicant shall bear the burden of proving that all of the conditions justifying a variance have been met.
- G. Variances run with the land.
- H. The city council may not grant a use variance.
- I. In granting a variance, the city council may impose additional requirements on the applicant that will:
 - 1. Mitigate any harmful effects of the variance; or
 - 2. Serve the purpose of the standard or requirement that is waived or modified.
- J. The city council shall issue a written decision, including findings, with respect to the request for variance. Such written decision will be final when issued, and may thereafter be appealed to district court in accordance with applicable law.

16.24.030 Appeals

Any person aggrieved by any decision, determination, or requirement of the planning commission, zoning administrator, or city engineer, under this title, or by a fee charged under this title in accordance with Utah Code Ann. § 10-9a-510, as amended, may appeal such decision, determination, requirement or fee to the city council under this chapter in accordance with the appeal procedures set forth in Chapter 17.08. Any person aggrieved by any decision, determination, or requirement of the city council under this title may appeal such decision to district court in the manner provided by law.

16.28 Drainage And Subsurface Water Control

16.28.010 Purpose

16.28.020 Applicability

16.28.030 Interpretation

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[16.28.050 Definitions](#)

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16.28.010 Purpose

The purpose of this chapter is to provide for the positive and adequate abatement and handling of all surface and subsurface water, including storm runoff from all new subdivisions and developments in the city, and to impose certain building restrictions to control problems due to subsurface water conditions.

16.28.020 Applicability

The provisions of this chapter shall apply to all subdivisions and developments to be constructed within the city.

16.28.030 Interpretation

In interpreting and applying the provisions of this chapter, the requirements contained herein are declared to be the minimum requirements for the purpose set forth.

16.28.040 Conflicts

This chapter shall not nullify the more restrictive provisions of any private covenants, agreements or other ordinances or laws, including the provisions of Chapter 13.30, but shall prevail over any such provisions that are less restrictive.

16.28.050 Definitions

For the purposes of this chapter, the following words shall have the meanings herein prescribed:

"Catch basin" means an opening into a storm drain system for the entrance of surface storm runoff.

"Civil engineer" means an engineer registered under the provisions of the state of Utah.

"Developer" means any person, firm or corporation engaged in creating a development as defined herein.

"Development" means any commercial, industrial, residential, public or recreational project and any single lot residential development or any commercial, industrial, residential, public or recreational redevelopment or remodeling which will cause changes in the existing drainage pattern or system.

"Discharge of drainage" means the emptying of collected waters from a drainage system into a manmade drainage way or natural channel.

"Drainage" means the interception and removal of surface and subsurface water by artificial or natural means. It also refers to the water collected by such interception and removal.

"Drainage facilities" means all pipes, catch basins, pumps, man-made drainage ways, natural channels, etc., designed to collect and carry drainage.

"Drainage plan" means a plan showing all drainage facilities, both on and off-site, designed to carry all surface and subsurface waters from a subdivision or development.

"Drainage way" means any natural channel, stream, manmade channel, canal or other such structure designed to carry water flows.

"Engineer/geologist" means a person with an accredited degree in geology or geological engineering, with at least five years experience in the field or geological studies relating to hydrological problems.

"Erosive" refers directly to the point in time when the stream bed of a natural channel begins to be scoured, worn or deteriorated due to the water flow in said channel.

"Estuary," for purposes of this chapter, is defined as Mill Creek, Stone Creek, Barton Creek and such other natural drainage ways or manmade canals and ditches as may be approved periodically by the designated city official.

"Excavation" means any disruption of the soil mantle and/or manmade surfacing of the same. Excavations may be either in the nature of a process or a use. Excavations undertaken for the purpose of preparing a site for an ultimate land use or for repairing or constructing urban service facilities are processes, whereas excavations such as gravel pits, quarries or mines are uses which

require specific use authorization in the zoning district where located in addition to a conditional use permit if such is required.

"Existing natural grade" means the actual elevation of the ground surface before excavation or filling takes place.

"Finished grade" means the actual elevation of the ground surface after excavation or filling has taken place.

"Flooding" means an unusual abundance of water which overflows land not normally covered with water.

"Geologist" means a person with an accredited degree in the field of geology and at least five years experience with specific application in hydrological studies.

"Geologist/hydrologist" means a person with an accredited degree in geology or hydrology with at least five years experience in the field of geohydrology.

"Grading plan" means a plan outlining the excavation or fill proposed for the subdivision or development, including a description of the conditions resulting from such excavation or fill.

"Groundwater" means water beneath the surface of the ground which is in the saturated zone below the water table.

"Hydrology" means the study of the processes involved in the transfer of moisture from one body of water to the land and back to another body of water.

"Hydrology report" means an analysis of the hydrologic processes involved on a parcel of ground in relation to a subdivision or development.

"Lot" means a parcel or portion of land established for purposes of sale, lease, finance, division of interest or separate use, or separated from other lands by description on a subdivision map and/or parcel map, and having frontage upon a street.

"Manmade drainage way" means any open or enclosed channel or structure constructed by man for the purpose of conveying drainage water.

"Natural channels" means drainage ways which have been created by nature.

"Off-site improvements" means any drainage facilities which are necessary for the conveyance

of the drainage from the subdivision or development to a major drainage way and which occur on land other than that of the proposed site.

"One hundred (100) year storm" means a statistical storm event that has the chance of occurring once in one hundred (100) years, or one percent chance of happening in any given year.

"Perpetual conveyance of irrigation water" means the continued flow of irrigation water to the respective users of such water.

"Standard project flood" means the flood which could occur from the most severe combination of meteorological conditions characteristic of the area, excluding extremely rare combinations.

"Storm drain system" means the system of drainage facilities designed to carry storm water runoff.

"Storm runoff" means storm water which drains off surface due to flow exceeding infiltration capacity.

"Subsurface drain" means an underground conduit designed to permit infiltration for the purpose of collecting subsurface water.

"Subsurface water" means water beneath the surface of the ground.

"Surface water" means water which rests on the surface of the ground or is not covered by any earth or rock: for example, rivers, ponds and lakes.

"Sump condition" means water restricted to an inlet area because the inlet is located at a low point.

"Upward leakage" means vertical seepage in an upward direction through an aquifer caused by hydrostatic pressure.

"Water rights" means legal rights to use of water held by individuals and corporations referring directly to parcels of land on which such water is used.

"Water table" means the level below which the ground is saturated with water.

"Wells" means any pipe, excavation or access below the surface of the ground having been used

or currently being used as a source of water.

16.28.060 Hydrology Report

A hydrology report shall be prepared and submitted to the City at the expense of the subdivider or developer by a qualified person or firm in the field of hydrological studies (i.e., civil engineer, engineer/geologist, geologist, hydrologist) in which a minimum of the following shall be done:

- A. Flooding. Analyze the flood or inundation potential of the proposed subdivision or development site. This analysis shall include:
 - 1. A storm water plan and design calculations in accordance with Section 13.30.080 and the city's design standards. Runoff calculations should be based on a saturated soil mantle;
 - 2. A standard analysis of any meandering streams which are either on, near, or pass through the proposed site;
 - 3. A history of prior flooding; and
 - 4. An evaluation of the effects of short duration, high intensity rainstorms and rapid snow melt on the proposed subdivision or development and downstream properties for ten, twenty-five, and one hundred year storms.
- B. Other Surface Hydrology.
 - 1. Define the capability of existing natural channels and other man-made drainage ways to accommodate the estimated increase in storm drainage flow due to the proposed subdivision or development;
 - 2. If a natural stream channel is to be used for the discharge of drainage waters, define at what point the water flow and velocity is erosive. If the stream channel or banks will erode, specify what measures will be taken to minimize such erosion;
 - 3. Make an estimate or measurement of minimum and maximum flows in manmade and natural drainage ways; and
 - 4. Describe all existing drainage ways, both natural and manmade, including any irrigation, well discharge and subsurface drains which presently are on, near or pass through the proposed site and evaluate how such existing drainage flow patterns will be maintained by the proposed subdivision or development.
- C. Subsurface Hydrology.
 - 1. Identify existing or potential subsurface water problems (i.e., flooded basements, ponding, etc.) due to high water table, areas of upward leakage, existing subsurface drains (including locations of any known old, wooded subsurface drains common in the city) and describe how the proposed drainage system will help solve the problems; and
 - 2. Identify any existing or potential wells on the site and describe the steps to be taken to protect such wells from pollution.

D. Geology.

1. Investigate exposed and subsurface earth materials, including elements, geologic composition, limitations and geologic hazards;
2. Specify existing geologic and soil conditions, including physical properties and engineering behavior (i.e., shrink-swell capacity), of unconsolidated geologic formations; and
3. Analyze the impact of any geologic or hydrologic hazards upon present or potential uses.

16.28.070 Drainage Plan

- A. Drainage Delivery. All subdividers and developers shall submit a plan of drainage facilities consistent with Section 13.30.080 designed to carry all surface and subsurface waters, which are or could become either a hazard or a public nuisance, to the nearest practicable drainage way as approved by the public works director or city engineer as an acceptable place to deposit such waters.
- B. Design Standards. The plan must specify for approval by the public works director or city engineer all facilities design, pipe sizes, materials and appurtenances.
- C. Time of Submission. The drainage plan shall be submitted along with the preliminary subdivision plat or preliminary site plan for development. This plan will include a computation of the drainage fee as specified in this chapter.
- D. Approval. Final approval of the drainage plan will be given at the time of the subdivision final plat approval. No subdivision plat or development plan will receive final approval without acceptance of the drainage plan.
- E. If the final plat is not recorded within twelve (12) months from the date of city council approval, the drainage plan approval will be null and void. This time period may be extended by the city council pursuant to Section 16.16.030 of this Title.

16.28.080 Off-Site Improvements

It is the responsibility of the subdivider or developer to make all off-site improvements necessary to convey any drainage for a one hundred year storm event from the subdivision or development to the accepted and designated drainage way as specified in Section 16.28.070(A) of this chapter.

- A. Costs. All costs for such improvements shall be paid by the subdivider or developer.
- B. Provision for Further Development. Should it be determined by the designated city official that further development may necessitate larger than normal size drainage facilities, the subdivider or developer shall be required to make such improvements; provided, however, that the cost for such additional improvements will be reimbursed as funds are available through a storm drain impact fee account.
- C. Storm Drain Impact Fee Account. A fund to be known as the storm drain impact fee

account shall be established to provide for the upgrading of the city's drainage system. The fund shall consist of the fees collected under Section 16.28.130 of this chapter.

16.28.090 Drainage Onto Other Properties

Waters shall not be drained onto other properties not in the same ownership without written permission from the owner of the adjacent property. When a ditch or drainage channel under private ownership is to be used, written permission from either the president of the ditch company when an incorporated ownership, or from all property owners using the ditch must be obtained.

16.28.100 Drainage Of Impervious Surfaces

Whenever any surface of a lot, plot, parcel or portion thereof is excavated, filled, graded or hard-surfaced with impervious material (i.e., streets, driveways, sidewalks, parking lots, etc.), adequate surface drainage shall be provided. Such drainage will connect directly into the overall site drainage system for the subdivision or development as approved by the designated city official.

16.28.110 Catch Basins

Catch basins shall be placed in the gutter at all sump locations and elsewhere at the direction of the city council. In no case shall surface water be allowed to be carried in a gutter for more than eight hundred (800) feet without the installation of a catch basin or other approved device or as required by the hydrology report for depositing the surface water into an acceptable storm drain system.

16.28.120 Existing Natural Drainage

Existing natural surface and subsurface drainage of the ground surrounding the proposed lot or plot shall not be impeded by any off or on-site construction and improvements.

16.28.130 Drainage Fee

- A. Intent. For the purpose of upgrading the storm drainage system, a storm drainage impact fee shall be assessed for all new subdivisions and developments in the city. This fee shall be paid at the time of final drainage plan approval and prior to the issuance of any building permits. Approval shall not be given if such fee is not paid.
- B. Determination of Fee. The subdivider or developer, or anyone seeking a building permit, shall pay a fee which shall be determined by a formula that shall be established periodically by resolution of the city council.

16.28.140 Development Restrictions

Upon review of the hydrology report and drainage plan, additional restrictions may be placed on the construction of all residential dwellings, buildings, or other edifices within the subdivision or development to include, but not be limited to the following:

- A. No residences, buildings or structures shall be constructed below existing natural grade;
- B. Foundations for any residence, building or structure shall be placed on existing natural grade;
- C. The site shall be filled to finish grade in accordance with a previously submitted and approved grading plan; and/or
- D. All finished floor elevations on buildings constructed shall be at least twelve (12) inches above the curb, or street, or proposed street, level adjacent to the building except when otherwise approved by the city engineer and city council. Below floor or crawl space area shall not exceed 48 inches in height as measured from the bottom of the supporting floor member to the top of the finished ground surface. Below floor or crawl space area shall not exceed 60 inches in height as measured from the bottom of the supporting floor structure to the top of a finish floor where the finish floor is one foot or above the curb or street elevation. Below floor or crawl space area which is located below the street or curb elevation is not considered to be finished floor area and is not approved for domestic use including storage.
- E. No residential development shall be allowed that places streets below elevation 4216.00 or finish floors below 4218.00.
- F. No commercial or industrial development shall be allowed that places the streets below elevation 4216.00 or the finish floor below elevation 4217.00.

16.28.150 Appeals

- A. Any person, firm or corporation aggrieved by the decision of any authorized official regarding this chapter may appeal such determination to the planning commission by filing a written notice of appeal with the City Recorder within ten (10) calendar days following the authorized official decision.
- B. Any person, firm or corporation aggrieved by any decision of the planning commission regarding this chapter may appeal to the city council by filing a written appeal with the city recorder within ten (10) calendar days of the planning commission's decision. Such appeal will be placed on the city council's meeting agenda, consistent with requirements of the open meeting law.

16.28.160 Violations; Penalties

- A. Any person, firm or corporation who shall create, or cause to be created, a development as defined herein, or construct a building within the limits of the city, without complying with the provisions of this chapter, or who shall violate any provisions hereof shall be deemed guilty of a Class B misdemeanor. Each day in which any such violation shall continue, or be permitted, shall be deemed a separate offense.
- B. The city shall authorize the necessary public officials and/or officers to investigate and make reports to the planning commission of any such violations. The planning commission, if it finds that such a violation does exist, may recommend that legal action be taken by the city council.



MEMORANDUM

TO: Mayor and City Council

DATE: January 12, 2024

FROM: Staff

RE: **Electrical Improvements at City Park**

This memo presents bid results for lighting and electrical improvements on the south end of the city park. Staff recommends that the project be awarded to BCM, Inc for either \$77,230 (Option 2) or \$79,940.00 (Options 1 and 2).

Background

The FY 2023 budget included funding for electrical improvements at the city park – primarily additional lighting in the south parking lot. This funding was carried over in the FY 24 budget with the additional idea that power could be run to the pavilions and trees along Pages Lane for potential holiday decorations and other uses. The total amount included in the budget was \$75,000.

Project and Options

The project as advertised includes the addition of five new poles/lights for the south parking lot and one pole/light adjacent to the small playground area. These poles will all include outlet boxes for use at park events. This lighting will help provide a safer environment in the parking lot, and the city will be able to install additional cameras in the future.

The project also included two options for contractors to bid:

1. Run power and install six ground boxes near trees adjacent to Pages Lane
2. Run power and install two box outlets at each of the pavilions along Pages Lane.

Bid Results

Four bids were received after the City advertised and solicited for bids. Construction Could begin as early as March, depending on weather, and will be completed prior to the July 4 festivities.

BIDDER CITY PARK SOUTH END LIGHTS AND OUTLETS ELECTRICAL PROJECT	Base Bid with GROUND Box Outlets (Option 1)	Base Bid with ABOVE Ground Outlets (Option 2)	Base Bid with Both Options (1 AND 2)
BCM, INC.	\$78,560.00	\$77,230.00	\$79,940.00
Salmon Electrical CONTR.	No Split	No Split	\$92,100.00
JP Electrical, L.C.	\$113,040.00	\$113,145.00	\$116,680.00
Hard Wire Electrical L.L.C.	\$122,000.00	No Split	\$154,000.00

Staff Recommendation

Staff has vetted BCM, Inc and is comfortable recommending them as the lowest responsible bidder. As for which options should be awarded, staff recognizes that there is not a substantial difference in doing both options 1 and 2; however, staff does have some concern with the long-term maintenance of the ground boxes (option 1), and if the city is not committed to doing holiday lights in the trees, would question whether it is a good idea to install these ground boxes.



KEYNOTES:

- | | | |
|-------------------------------------|--|--|
| 1. EXISTING CURB | 9. NEW PARK LIGHT WITH 20 AMP 120 VOLT 6FT OUTDOOR ELECTRICAL OUTLET ON/IN | 16. CONNECT NEW PANEL TO EXISTING ELECTRICAL SOURCE IN LARGE |
| 2. EXISTING SIDEWALK | 10. NEW ABOVE GROUND OUTDOOR ELECTRICAL OUTLET ON EXISTING SMALL BOWERY COLUMN | 17. EXISTING 6 INCH DIAMETER PVC CULINARY WATER PIPE |
| 3. EXISTING STREET LIGHT | 11. NEW PANEL INSIDE EXISTING LARGE BOWERY UTILITY ROOM | 18. EXISTING 2 INCH DIAMETER POLY CULINARY WATER PIPE |
| 4. EXISTING TRANSFORMER | 12. NEW GROUND BOX WITH SINGLE PIG-TAIL ELECTRICAL OUTLET | 19. EXISTING FIRE HYDRANT |
| 5. EXISTING TRANSFORMER | 13. NEW 2 INCH DIAMETER ELECTRICAL CONDUITS | 20. EXISTING SEWER LATERAL |
| 6. EXISTING TRANSFORMER | 14. NEW 1.5 INCH DIAMETER ELECTRICAL CONDUITS | 21. EXISTING STREET LIGHT |
| 7. REMOVE EXISTING PARK LIGHT | 15. NEW 1 INCH DIAMETER ELECTRICAL CONDUITS | 22. APPROXIMATE LIGHT DISTRIBUTION, USE I.E.S. VI |
| 8. EXISTING VOLLEY BALL COURT LIGHT | | |

NO.		DATE	REVISIONS	DRAWN BY	CHK	FILE NAME	DATE	WEST BOUNTIFUL CITY		2023 CITY PARK (SOUTH END)		PLAN VIEW		PROJECT NO.
				KEN										23-085

MEMORANDUM



TO: Mayor and City Council

DATE: 1-12-24

FROM: Duane Huffman

RE: **Expenditure Approval**

The city's procurement code requires that certain expenditures of \$10,000 or more first be approved by the city council. Approval is requested for the following:

1. Public Works Vehicle - \$52,299.33

The FY 23 budget included funding and the council approved the purchase of a service truck assigned to streets maintenance in the Public Works Department (General Fund); however, the city was not able to get it during that fiscal year. A 2023 Chevrolet Silverado 2500 is finally available. Staff recommends the re-approval of purchase for this vehicle. This will eventually require an amendment to the current year budget.



2023 SILVERADO 2500 DBL CAB WT
4WD

EXTERIOR: SUMMIT WHITE
INTERIOR: JET BLACK

ENGINE: 6.6L V8 GASOLINE
TRANS: 6-SPEED AUTO

Visit us at www.chevy.com

STANDARD EQUIPMENT

ITEMS FEATURED BELOW ARE INCLUDED AT NO EXTRA CHARGE IN THE STANDARD VEHICLE PRICE SHOWN

OWNER BENEFITS

- 3 YEAR / 36,000 MILE* BUMPER-TO-BUMPER LIMITED WARRANTY
- 5 YEAR / 60,000 MILE* POWERTRAIN LIMITED WARRANTY, ROADSIDE ASSISTANCE & COURTESY TRANSPORTATION
- FIRST MAINTENANCE VISIT
- WHICHEVER COMES FIRST SEE CHEVROLET.COM OR DEALER FOR TERMS, DETAILS & LIMITS

SAFETY & SECURITY

- TEEN DRIVER MODE

PERFORMANCE & MECHANICAL

- AUTO LOCKING REAR DIFF
- ELECTRONIC TRANSFER CASE
- INDEPENDENT FRONT SUSPENSION
- MULTI-LEAF REAR SPRING SUSP

- STABILITRAK W/ TRAILER SWAY CONTROL & HILL START ASSIST

CONNECTIVITY & TECHNOLOGY

- CHEVROLET INFOTAINMENT 3 7" DIAG COLOR TOUCHSCREEN
- ADDITIONAL FEATURES FOR COMPATIBLE PHONES INCLUDE: BLUETOOTH AUDIO STREAMING VOICE COMMAND PASSTHROUGH TO PHONE, WIRED ANDROID AUTO & WIRED APPLE CARPLAY CAPABLE
- USB PORTS
- DRIVER INFORMATION CENTER
- REAR SEAT REMINDER

INTERIOR

- AIR CONDITIONING
- POWER WINDOWS
- FRONT 40/20/40 BENCH SEATS W/ COVERED ARMREST STORAGE
- 60/40 REAR FOLDING BENCH SEAT
- POWER DOOR LOCKS

EXTERIOR

- HALOGEN REFLECTOR HEADLAMPS
- FRONT RECOVERY HOOKS

MANUFACTURER'S SUGGESTED RETAIL PRICE

STANDARD VEHICLE PRICE \$45,900.00

OPTIONS & PRICING

OPTIONS INSTALLED BY THE MANUFACTURER (MAY REPLACE STANDARD EQUIPMENT SHOWN)

- WT FLEET CONVENIENCE PACKAGE 610.00
- REMOTE KEYLESS ENTRY
- CRUISE CONTROL
- TRAILERING MIRRORS
- HEATED & POWER-ADJUSTABLE
- SNOW PLOW PREP/CAMPER PACKAGE: 300.00
- 220 AMP ALTERNATOR
- INCREASED FRONT GAWR
- SKID PLATES
- ROOF EMERGENCY LIGHT
- PROVISIONS W/ PASS THROUGH
- TRAILER BRAKE CONTROLLER 275.00

- ALL-TERRAIN TIRES 200.00
- UPFITTER SWITCH KIT (5) 150.00
- (CUSTOMER RESPONSIBLE FOR INSTALLATION)
- CHROME BUMPERS 100.00
- REAR CAMERA KIT 73.00
- ***INCOMPLETE VEHICLE*** .00
- LABEL FOR GM CONTENT ONLY-SEE DEALER ABOUT NON GM CONTENT
- PICKUP BOX DELETE: -1,155.00
- DELETES PICKUP BOX, REAR VISION CAMERA AND OTHER STANDARD EQUIPMENT
- GVWR: 10,500 LBS. (4,763 KG) INC.
- REAR AXLE: 3.73 RATIO INC.
- 17" PAINTED STEEL WHEELS INC.

TOTAL OPTIONS \$553.00
TOTAL VEHICLE & OPTIONS \$46,453.00
DESTINATION CHARGE 1,795.00

TOTAL VEHICLE PRICE* \$48,248.00

Government Incentive Inventory
Price: \$38,606.00

Service Body: \$12,495.00

Light Bar: \$1198.33

Total: \$52,299.33

EPA DOT Fuel Economy and Environment

NOT APPLICABLE TO THIS VEHICLE

fueleconomy.gov
Calculate personalized estimates and compare vehicles



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GMLBL_PROD_0041 – 08/19/2022

ORDER NO BRNKM2 SALES CODE R
SALES MODEL CODE CK20953
DEALER NO 36500
FINAL ASSEMBLY:
FLINT, MI U.S.A.

VIN 1GB5YLE79PF191290 REISSUE

DEALER TO WHOM DELIVERED
YOUNG CHEVROLET COMPANY
PO BOX 684
LAYTON, UT 84041-0684



WEST BOUNTIFUL CITY

RESOLUTION #550-24

A RESOLUTION APPOINTING COUNCIL MEMBER MARK PREECE AS THE MAYOR PRO-TEMPORE OF WEST BOUNTIFUL CITY

WHEREAS, UCA 10-3b-302 provides that the city council may elect a member of the council as mayor pro tempore to, during the mayor's absence, disability, or refusal to act, preside at council meetings and perform the duties and functions of mayor; and

WHEREAS, the city council desires to appoint one member to the position of mayor pro tempore under the conditions provided by law;

NOW THEREFORE, BE IT RESOLVED by the City Council of West Bountiful that Mark Preece be appointed as Mayor Pro Tempore of West Bountiful City with the term ending December 31, 2025.

EFFECTIVE DATE. This Resolution shall take effect immediately upon passing.

Passed and approved by the City Council of West Bountiful City this 16th day of January 2024.

By:

Ken Romney, Mayor

Voting by the City Council:	<u>AYE</u>	<u>NAY</u>
Councilmember Ahlstrom	_____	_____
Councilmember Butterfield	_____	_____
Councilmember Enquist	_____	_____
Councilmember Nielsen	_____	_____
Councilmember Preece	_____	_____

ATTEST:

Remington Whiting, City Recorder

PENDING – Not Yet Approved

Minutes of the West Bountiful City Council meeting held on **Tuesday, January 2, 2024**, at West Bountiful City Hall, 550 N 800 West, Davis County, Utah.

Those in attendance:

MEMBERS: Mayor Kenneth Romney, Council members James Ahlstrom, Dell Butterfield, Kelly Enquist, Jenn Nielsen, Mark Preece

STAFF: Duane Huffman (City Administrator), Steve Doxey (City Attorney), Brandon Erikson (Chief of Police), Steve Maughan (Public Works Director), Addison Jenkins (Community Development), Kris Nilsen (City Engineer), and Remington Whiting (City Recorder)

VISITORS: Alan Malan, James Bruhn, Richmond Thornley, Aimee Hinojosa, Ben Butterfield

EXCUSED:

Mayor Romney called the meeting to order at 7:30 pm. Kelly Enquist gave an Invocation, and the Pledge of Allegiance was led by Mark Preece.

1. Swearing in of Council Members James Ahlstrom, Dell Butterfield, and Jenn Nielsen

2. Approve Agenda

MOTION: *Kelly Enquist made a motion to approve the agenda as written. Mark Preece seconded the Motion which PASSED by unanimous vote of all members present.*

3. Public Comment

No Comment

4. Presentation of Independent Audit of the City's Financial Statements for the Fiscal Year Ending June 30, 2023 – Christensen, Palmer & Ambrose

Jeff Ambrose presented the Independent Audit to the Council. He stated that the auditor's opinion was unmodified or clean. This is the highest opinion that can be rendered by the auditor, meaning there were no significant problems found.

Mr. Ambrose reviewed various elements of the financial statements with the council, demonstrating the city's strong financial standing.

Council member Butterfield asked about the adjustments that were shown in the report. Mr. Ambrose explained that this existed because of the underestimation in the storm drain fund and an incorrect amount for a golf cart lease. It was determined that these were not reoccurring adjustments.

Council member Butterfield asked about language in the “notes to the financial statements” related to the lack of a formal investment policy. Duane explained that this policy is something that would be required if the city invested funds outside of the state’s public treasurer investment fund (PTIF), and it may be something the council wants to look at this coming year.

Duane also pointed out that there appeared to be a formula error on pages 50-51 (related to the budget vs. actual for the General Fund), and that the statement on page 46 related to risk management was form language and that the city is not in face a defendant in any current lawsuit. Finally, he stated that he would be happy to meet with council members to go over any other details in the financial statements.

5. Resolution 545-24 – Resolution Appointing Ken Romney to Wasatch Integrated Waste Management District Administrative Control Board.

Mayor Romney explained that former Council member James Bruhn served on the Wasatch Integrated Waste Management Board before ending his service on the council. Mayor Romney will now take his place.

MOTION: *James Ahlstrom made a motion consenting to the appointment of Ken Romney to the Wasatch Integrated Waste Management District Administrative Control Board. Kelly Enquist seconded the Motion which PASSED.*

The vote was recorded as follows:

James Ahlstrom – Aye	Dell Butterfield– Aye
Kelly Enquist – Aye	Jenn Nielsen– Aye
Mark Preece – Aye	

6. Resolution 546-24 – Resolution Appointing Kelly Enquist to the Davis County Mosquito Abatement District Board of Trustees.

Mayor Romney introduced the resolution.

MOTION: *Dell Butterfield made a motion consenting to the appointment of Kelly Enquist to the Davis County Mosquito Abatement District Board of Trustees. Jenn Nielsen seconded the Motion which PASSED.*

The vote was recorded as follows:

James Ahlstrom – Aye Dell Butterfield– Aye
Kelly Enquist – Aye Jenn Nielsen– Aye
Mark Preece – Aye

7. Resolution 547-24 – Resolution Appointing Dell Butterfield to South Davis Recreation District Administrative Board.

Mayor Romney introduced the resolution.

MOTION: *James Ahlstrom made a motion consenting to the appointment of Dell Butterfield to the South Davis Recreation District Administrative Board. Mark Preece seconded the Motion which PASSED.*

The vote was recorded as follows:

James Ahlstrom – Aye Dell Butterfield– Aye
Kelly Enquist – Aye Jenn Nielsen– Aye
Mark Preece – Aye

8. Resolution 548-24 – Resolution Consenting to the Assignments of Council Member Duties

Mayor Romney shared his appreciation to all those that are willing to serve in these assignments.

MOTION: *James Ahlstrom made a motion consenting to the Assignments of Council Member Duties. Dell Butterfield seconded the Motion which PASSED.*

The vote was recorded as follows:

James Ahlstrom – Aye Dell Butterfield– Aye
Kelly Enquist – Aye Jenn Nielsen– Aye
Mark Preece – Aye

9. Review of Draft Subdivision Code Updates.

Duane Huffman gave a summary of the subdivision code update. The primary change being that state code now prohibits the city council from acting as the land use authority for most residential subdivisions. The law also states that the planning commission cannot act as the final approval for most residential subdivision plats. This change is required to take place before February 1st.

Duane then reviewed updates as recommended by the planning commission, including that the commission will approve preliminary plats, and that the city engineer will approve final plats.

Council member Ahlstrom asked about the appeal process for plats. Duane explained that the city council would still act as the appellate body for land use authority.

A final draft of these ordinance changes will be presented at the next meeting for adoption.

10. Approval of Minutes from the December 19, 2023, City Council Meeting.

MOTION: *Kelly Enquist made a motion to approve the minutes from the December 19, 2023, meeting as presented. Mark Preece seconded the Motion which PASSED by unanimous vote of all members present.*

11. Staff Reports

Police - Chief Erikson:

- Staff met with the prosecutor regarding business license, land use, and parking enforcement.
- Accreditor is trying to finish by this Friday.
- Council member Nielsen asked about the school drop-off problem at 750 W. Chief Erikson is working with the elementary school and district.

Public Works - Steve Maughan:

- Working on taking down holiday banners and lights before it snows.
- Equipment is ready for snow.

Engineering - Kris Nilsen:

- Working on capital improvement projects and designs.
- Steve and Kris put out a bid for park lights with the deadline tomorrow.

Community Development – Addison Jenkins:

- Working on code enforcement with commercial businesses.
- Planning commission went over some red lines and drafts of the home occupation ordinance.

Administration and Community Development – Duane Huffman:

- UDOT will be meeting with the city next Monday for an I-15 update.
- The Mayor and Duane will be meeting with the new refinery manager. They will review the stationary plan as well as some communication strategies and requests.
- Planning commission interviews will be conducted Wednesday and Thursday, January 3rd and 4th.

12. Mayor/Council Reports

James Ahlstrom –

- YCC will have a great new council rep. in Jenn Nielsen.

Mark Preece –

- The Sewer District has nothing new to report.

Dell Butterfield –

- Spent a lot of time reviewing financial audits as well as future assignments.

Kelly Enquist –

- Nothing to report.

Jenn Nielsen –

- Shared her excitement to serve.

Mayor Romney –

- Shared her excitement for the next year with the new city council.

13. Closed Session, For the Purpose of Discussing Items Allowed Pursuant Utah Code 52-4-205.

MOTION: *James Ahlstrom made a motion to go into Executive Session in the police training room. Jenn Nielsen seconded the Motion which PASSED.*

The vote was recorded as follows:

James Ahlstrom – Aye	Dell Butterfield – Aye
Kelly Enquist – Aye	Jenn Nielsen – Aye
Mark Preece – Aye	

14. Adjourn

MOTION: *James Ahlstrom made a motion to adjourn this meeting of the West Bountiful City Council. Jenn Nielsen seconded the Motion which PASSED by unanimous vote of all members present.*

The foregoing was approved by the West Bountiful City Council by unanimous vote of all members present on January 16, 2024.

Remington Whiting, City Recorder



WEST BOUNTIFUL POLICE DEPT

WEST BOUNTIFUL POLICE DEPT Summary Report

Reporting Period: 11/01/23 - 12/31/23

THIS IS PRELIMINARY DATA AND HAS NOT BEEN FINALIZED

Calls For Service: 568

Non-Emergency Line: 257

Officer Initiated: 311

Reports: 337

Mental Health: 2

Arrests: 13

Traffic Stops: 612

Accidents: 21

Citations: 192

Not Classified: 12

CRIMINAL ARREST 5

(BOOKED):

CRIMINAL ARREST 6

(CITE/RELEASE):

EQUIPMENT FIX-IT: 7

MOVING VIOLATION: 77

NON-MOVING 74

VIOLATION:

WARNING 11

ONLY/WRITTEN

WARNING:

Reportable Offenses: 115

All Other Offenses: 72

Drug Offense: 11

Theft: 9

Vandalism: 6

Simple Assault: 3

DUI: 3

Human Trafficking: 1

Curfew/Loitering: 1

Aggravated Assault: 1

Fraud:	1
Vehicle Burglary:	1
Murder:	1
Vehicle Theft:	1
Weapons Offense:	1
Sex Offense:	1
Alcohol Offense:	1
Extortion:	1

Arrests: 13

POSSESSION OF CONTROLLED SUBSTANCE MARIJUANA/SPICE:	5
DRIVING UNDER THE INFLUENCE - 1ST OFFENSE IN 10 YEARS:	3
AGGRAVATED ASSAULT:	2
USE OR POSSESSION OF DRUG PARAPHERNALIA:	2
ASSAULT:	2
OPEN CONTAINER/DRINKING ALCOHOL IN A VEHICLE:	2
DRIVE ON SUSPENDED OR REVOKE LICENSE:	2
NO VALID LICENSE - EXPIRED:	1
MURDER:	1
IMPROPER USAGE OF LANES:	1
FAILURE TO REGISTER OR EXPIRED VEHICLE REGISTRATION:	1
RETAIL THEFT - VALUE < \$500:	1
CRIMINAL MISCHIEF - RECKLESSLY ENDANGER HUMAN LIFE:	1
IMPAIRED DRIVING:	1
RETAIL THEFT - 2 QUALIFYING PRIORS IN 10Y:	1
RETAIL THEFT - VALUE >= \$5000:	1
THREAT/USE OF DANGEROUS WEAPON IN FIGHT:	1
OPERATE VEH W/O LICENSE OR REGIST (SUSPENDED OR REVOKED):	1
UNLAWFUL INSTALLATION OF A TRACKING DEVICE:	1
UNLAWFUL ACQUIRE/POSSESS/TRANSFER FINANCIAL CARD:	1
POSS W/ INTENT TO DIST C/SUBSTANCE:	1
WINDOW TINT VIOLATION:	1
CRIMINAL MISCHIEF (DV):	1
RIGHT OF WAY - STOP OR YIELD SIGN:	1
RETAIL THEFT - VALUE \$1500-\$4999:	1
PARKING, STOP OR STAND ON SIDEWALK OR WITHIN CROSSWALK:	1
RETAIL THEFT - VALUE >= \$500 + 2 QUALIFYING PRIORS IN 10Y:	1
FALSE PERSONAL INFO W/INTENT TO BE ANOTHER ACTUAL PERSON:	1
DAMAGE / INTERRUPT COMMUNICATION DEVICE:	1
THEFT/RECEIVING - VALUE >= \$5000:	1

FY 24 - DECEMBER - FINANCIAL UPDATE

	2023-24 Current YTD	2023-24 Budget	2023-24 % Budget
GENERAL FUND			
TAXES	2,726,146.82	5,105,600.00	53.4%
LICENSES AND PERMITS	54,413.45	148,700.00	36.6%
INTERGOVERNMENTAL REVENUE	122,435.97	271,500.00	45.1%
CHARGES FOR SERVICES	6,725.70	30,000.00	22.4%
FINES AND FORFEITURES	51,192.36	60,000.00	85.3%
MISCELLANEOUS REVENUE	415,533.73	146,600.00	283.4%
TOTAL GF REVENUE	3,376,448.03	5,762,400.00	58.6%
CONTRIBUTIONS AND TRANSFERS	0	587,300.00	0.0%
LEGISLATIVE	29,253.46	75,400.00	38.8%
COURT	17,000.00	35,900.00	47.4%
ADMINISTRATIVE	189,654.59	399,600.00	47.5%
ENGINEERING	42,046.80	95,600.00	44.0%
NON-DEPARTMENTAL	168,797.06	263,800.00	64.0%
GENERAL GOVERNMENT BUILDINGS	59,288.26	105,100.00	56.4%
PLANNING AND ZONING	40,670.20	142,900.00	28.5%
POLICE DEPARTMENT	953,095.50	2,202,100.00	43.3%
FIRE PROTECTION	527,325.00	703,100.00	75.0%
STREETS	119,867.45	289,700.00	41.4%
CLASS 'C' ROAD PROJECTS	236,224.86	315,000.00	75.0%
PROP 1 TRANSPORTATION TAX	22,823.75	478,100.00	4.8%
PARKS	198,998.08	400,300.00	49.7%
DEBT SERVICE	43,732.00	363,600.00	12.0%
TRANSFERS, OTHER	112,378.63	479,500.00	23.4%
TOTAL GF EXPENDITURES	2,761,155.64	6,937,000.00	39.8%
WATER FUND			
MISCELLANEOUS REVENUE	24,428.15	155,000.00	15.8%
UTILITY REVENUE	591,272.89	1,325,100.00	44.6%
TOTAL REVENUE	615,701.04	1,480,100.00	41.6%
EXPENDITURES	518,234.68	1,173,450.00	44.2%
CAPITAL PROJECTS	292,241.12	788,450.00	37.1%
TOTAL EXPENDITURES	810,475.80	1,961,900.00	41.3%
GOLF FUND			
OPERATING REVENUE	903,375.11	1,218,800.00	74.1%
MISCELLANEOUS REVENUE	12,265.45	4,100.00	299.2%
TOTAL REVENUE	915,640.56	1,222,900.00	74.9%
GOLF PROFESSIONAL & CLUBHOUSE	189,383.11	403,900.00	46.9%
COURSE & EQUIP MAINT & REPAIRS	361,846.43	738,300.00	49.0%
DRIVING RANGE	5,133.87	10,300.00	49.8%
PRO SHOP & CAFE	87,513.07	140,000.00	62.5%
DEBT SERVICE	64,750.39	49,400.00	131.1%
TOTAL EXPENDITURES	708,626.87	1,341,900.00	52.8%

FY 24 - DECEMBER - FINANCIAL UPDATE

	2023-24 Current YTD	2023-24 Budget	2023-24 % Budget
JESSE MEADOWS ASSESSMENT FUND			
JESSE MEADOWS ASSESSMENT FUND Revenue Total:	13,546.43	12,100.00	112%
JESSE MEADOWS ASSESSMENT FUND Expenditure Total:	872.31	12,100.00	7%
STREETS IMPACT FEES FUND			
STREETS IMPACT FEES FUND Revenue Total:	11,997.12	165,000.00	7%
STREETS IMPACT FEES FUND Expenditure Total:	3,737.50	165,000.00	2%
PARK IMPACT FEES FUND			
PARK IMPACT FEES FUND Revenue Total:	8,384.00	30,500.00	27%
PARK IMPACT FEES FUND Expenditure Total:	0	30,500.00	0
REDEVELOPMENT AGENCY FUND			
REDEVELOPMENT AGENCY FUND Revenue Total:	0	293,000.00	0
REDEVELOPMENT AGENCY FUND Expenditure Total:	43,535.36	293,000.00	15%
RAP TAX FUND			
RAP TAX FUND Revenue Total:	115,512.90	386,000.00	30%
RAP TAX FUND Expenditure Total:	19,073.75	386,000.00	5%
CAPITAL IMPROVEMENT FUND			
CAPITAL IMPROVEMENT FUND Revenue Total:	30,379.01	540,000.00	6%
CAPITAL IMPROVEMENT FUND Expenditure Total:	55,953.11	540,000.00	10%
STREETS CAP IMPROVEMENT FUND			
STREETS CAP IMPROVEMENT FUND Revenue Total:	0	480,000.00	0
STREETS CAP IMPROVEMENT FUND Expenditure Total:	0	480,000.00	0
SOLID WASTE FUND			
SOLID WASTE FUND Revenue Total:	184,458.37	435,000.00	42%
SOLID WASTE FUND Expenditure Total:	221,178.38	520,200.00	43%
STORM DRAIN UTILITY			
STORM DRAIN UTILITY Revenue Total:	43,453.75	125,000.00	35%
STORM DRAIN UTILITY Expenditure Total:	44,448.33	220,700.00	20%
Net Total STORM DRAIN UTILITY:	-994.58	-95,700.00	1%