

Mayor
Kenneth Romney

**City Engineer/
Zoning
Administrator**
Ben White

City Recorder
Cathy Brightwell

WEST BOUNTIFUL PLANNING COMMISSION

550 North 800 West
West Bountiful, Utah 84087

Phone (801) 292-4486
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Chairman
Denis Hopkinson

Commissioners
Laura Charchenko
Mike Cottle
Alan Malan
Corey Sweat
Dennis Vest, Alternate

THE WEST BOUNTIFUL PLANNING COMMISSION WILL HOLD ITS REGULAR MEETING AT 7:30 PM ON TUESDAY, AUGUST 27, 2019 AT THE CITY OFFICES

Prayer/Thought by Invitation

1. Accept Agenda.
2. Discuss Land Use Process and Fees
3. Review Updates to the Housing Section of the General Plan.
4. Staff report.
5. Consider Approval of Minutes from the July 9, 2019 Meeting.
6. Adjourn.

Individuals needing special accommodations including auxiliary communicative aids and services during the meeting should notify Cathy Brightwell at 801-292-4486 twenty-four (24) hours before the meeting.

This notice has been sent to the Clipper Publishing Company and was posted on the State Public Notice website and the City's website on August 23, 2019 by Cathy Brightwell, City Recorder.

MEMORANDUM



TO: PLANNING COMMISSION

DATE: AUGUST 23, 2019

FROM: BEN WHITE

RE: LAND USE PROCESS AND FEES

The City relies on Utah State Code to define the certain land use processes it uses such as plat amendments, rezone and text changes to city code, annexation, and modifying easements. Generally, State Code serves the City adequately. There are occasions when a more detailed process would be beneficial.

For instance, a fee is proposed for persons requesting to amend a subdivision plat and to request specific changes to the municipal code. Plat amendments require notice to affected entities and, in some instances, public hearings. Many change requests to the Code are essentially a rezone request. In these cases, it makes sense to charge a fee where unusually large amounts of staff time may be required, as well as direct costs for items such as advertising.

One challenge to collecting the fee is if by collecting the fee, the City is by default acknowledging the applicant's assumed right to the process. For instance, the city is not obligated to amend a subdivision plat. Nor is the planning commission required to hold a public hearing for any and every code change requested.

Staff would like to discuss which land use applications the City may benefit from developing a more detailed process, and which applications merit an application fee. Attached is the current land use fees with some possible inclusions highlighted.

ZONING

<u>Annexation Application fee</u>	\$ 200 - 500
<u>Easement – Application to Vacate</u>	\$ 100
<u>Lot Line Adjustment</u>	\$ 100
<u>Plat Amendment</u>	\$ 100 – no easements
	\$ 150 – relocate easements
<u>Recording Document fees</u>	\$40/document, for up to 10
<u>property descriptions.</u>	
	\$ 2/addl descriptions after 10
<u>Re-zone Application</u>	\$ 150
<u>Text Change to Municipal Code</u>	\$ 150
<u>Subdivision Application and Review Fees</u>	
Conceptual Site Plan Review – ALL applications	\$100 per application submittal
Major Subdivision	
Preliminary Review (due with submission)	\$ 50 per lot, plus \$100/acre/part
Final Review (due with submission)	\$200 per lot, plus \$100/acre/part
Minor/Metes & Bounds Subdivision	\$200 per lot, plus \$100/ acre/part
(due w/Planning Commission submission)	
County Recording Fee	Price varies \$50 per page, plus \$2 per lot
(see City Recorder for information)	
Subdivision Improvement Bond	120% of Public Improvements Cost
	(10% of 120% cash bond held by
	City)
Subdivision Inspection Fee	3% of Improvement Bond
<u>Variance Application</u>	\$ 100

VI. HOUSING

6.1 Background and Introduction

West Bountiful is a community made up of a mix of historic homes, middle class homes, new high-end developments, and a mobile home park. There are approximately 1700 housing units for its 5700 residents located with easy access to I-15 and Legacy Parkway. More than 90% of working residents commute to locations outside of the City, making West Bountiful largely a “bedroom community.” However, the City also has a strong retail component and is a regional retail destination for much of southern Davis County.

This section will address the current housing available in the City and evaluate compliance with affordable housing guidelines as set forth in Section 10-9a-403 of the Utah State Code

Vision

Residents of West Bountiful City value the residential lifestyle of their community and the opportunity to remain in the City as lifetime residents. The City therefore encourages community development that provides a range of life-cycle housing and housing types. However, a commodity is place on ensuring that any multi-family housing and other higher-density projects occur at appropriate locations in the City, which is primarily along or near 500 South along the shared border of West Bountiful and Woods Cross. Maintaining existing allowable density, and in some cases decreasing the density allowed, is important to West Bountiful citizens.

Summary of Findings

The most recent analysis indicates that there currently exists a reasonable opportunity for individuals with moderate incomes to obtain affordable, quality housing in West Bountiful and that the City meets statutory requirements. Roughly estimated, the percentage of units affordable to moderate income households (households making 80 percent or less of Area Median Income (“AMI”) is 26 percent. And, approximately three percent of housing units in the city are affordable to those making 50 percent of the area median income.

Opportunity for affordable housing comes mainly in the form of single-family dwelling units located throughout the City. Rental units are scarce, about 8% of total housing units. Households that are unable to qualify for housing loans would have a more difficult time finding housing in West Bountiful, due to the relatively small number of rental units.

6.2 Goals and Objectives

GOAL 1: Maintain the pleasing and well-kept appearance of all neighborhoods.

OBJECTIVE 1: Encourage well-maintained neighborhoods through community clean-up days, code enforcement, upkeep of vacant lots, and beautification awards and awareness.

GOAL 2: Allow housing that meets the demands of all stages of the life cycle, including starter and senior housing, where appropriate.

OBJECTIVE 1: Expand the range of existing housing available to accommodate the housing needs of a wider range of life stages and allow the development of starter and senior housing in appropriately zoned areas.

POLICY 1: Consider multi-family or townhome mixed-use development as buffers between commercial and single-family residential areas.

POLICY 2: Continue to allow accessory dwelling units as a way to provide senior and starter housing.

6.3 Existing Conditions

The Median Income for West Bountiful based on the U.S. Census – 2012-2016 American Community Survey 5–year estimates, including benefits, is \$84,784. Moderate Income is 30 % of the median or \$67,817. Based on an estimated 1610 occupied households the chart below shows the percentage of households falling within different categories as compared to median income and moderate income.

WEST BOUNTIFUL HOUSEHOLDS Median Income for 2018 = \$84,784 Moderate Income for 2018 (30%) = \$67,817 Occupied Housing Units = 1610				
	30% or less	<60%	<80%	>80%
Median Income	(\$25,435) 9%	(\$50,870) 15%	(\$67,827) 7%	(\$67,827) 69%
Moderate Income	(\$20,345) 6%	(\$40,690) 11%	(\$54,257) 9%	(\$54,257) 74%
Source: U.S. Census – 2012-2016 American Community Survey, 5-yr Estimate				

VI. HOUSING

6.1 Background and Introduction

West Bountiful is a community made up of a mix of beautiful homes including historic homes, middle class homes, and new high-end developments, and a mobile home park. There are approximately 1700 housing units for its 5700 residents, located with easy access to I-15 and Legacy Parkway. Nearly 87 percent More than 90% of working residents work commute to locations outside of the City, suggesting that making West Bountiful ~~is~~ largely a “bedroom community.” However, the City also has a strong retail component and is a regional retail destination for much of southern Davis County.

This section will address the current housing available in the City and evaluate compliance with affordable housing guidelines as set forth in Section 10-9a-403 of the Utah State Code. ~~It will also specifically evaluate opportunities for people at all stages of the life cycle to live in the City, including entry level and senior housing.~~

Purpose

~~Section 10-9a-403 of the Utah State Code establishes the availability of moderate income housing as a statewide concern, and it requires municipalities to propose a plan for moderate income housing as part of their general plan. “Moderate income housing” is defined as housing that is affordable to households with gross household incomes equal to or less than 80 percent of the median gross income of the county or metropolitan statistical area (“MSA”), or in other words, 80 percent of the area median income (“AMI”). Median incomes are established by the U.S. Department of Housing and Urban Development (HUD) for the MSA, based on household size. Guidelines also state that no more than 30 percent of a household’s income should be spent on housing costs, including utilities.~~

~~The spirit of the statute is to ensure that people with moderate incomes who desire to live in West Bountiful City can do so. The City should offer a reasonable opportunity for those of moderate income to obtain housing in the community and to fully participate in all aspects of neighborhood and community life during all stages of their lives. In this analysis, “reasonable opportunity” is assessed using three criteria: in comparison to surrounding communities, in comparison to Davis County as a whole, and through an analysis of current demand in the City.~~

Vision Statement

Residents of West Bountiful City value the high quality of homes and residential lifestyle of their community and. ~~Residents also value~~ the opportunity to remain in the City as lifetime residents. The City therefore encourages community development that provides a greater range of life-cycle housing and housing types. However, a commodity is place on ensuring that

any multi-family housing and other higher-density projects occur at appropriate locations in the City, which is primarily along or near 500 South along the shared border of West Bountiful and Woods Cross. Maintaining existing allowable density, and in some cases decreasing the density allowed, is important to West Bountiful citizens.

Summary of Findings

The most recent analysis indicates that there currently exists a reasonable opportunity for individuals with moderate incomes to obtain affordable, quality housing in West Bountiful City and that the City meets statutory requirements. Roughly estimated, the percentage of units affordable to moderate income households (households making 80 percent or less of Area Median Income ("AMI")) is 24 percent. And, approximately three percent of housing units in the city are affordable to those making 60-50 percent of the area median income. ~~It can be confidently stated that there is a reasonable opportunity for those households with moderate and low incomes to obtain affordable housing in West Bountiful City.~~

Opportunity for affordable housing comes mainly in the form of single-family dwelling units located throughout the City. Rental units are scarce, about 8% of total housing units with the ratio of owner to renter housing units at 92.3 to 7.7 percent. ~~In comparison, the ratio for Davis County is 77.5 to 22.5 percent.~~ Households that are unable to qualify for housing loans would have a more difficult time finding housing in West Bountiful, due to the relatively small number of rental units. ~~There are 13 multi-family complexes in the City (36 rental units), with some additional rentals of single-family homes. The largest multi-family complex has 6 units.~~

~~While West Bountiful City meets the affordable housing requirements of state law, it does not have much variety in its types of dwelling units. This is a limiting factor in providing housing for households at all stages of the life cycle. The age distribution of West Bountiful City's population suggests that housing for young families and for seniors is lacking in the City. Also, public comment received as part of this general plan process suggests that more lifecycle housing is needed. West Bountiful City should strongly consider creating an overlay district or mixed-use zone that allows for town home and condominium development in order to meet these demands. The ideal location for a mixed-use area is along 500 South, or other similar boundary areas of the City. Additionally, near the City Hall and Historic District could also be appropriate locations for some conditional flexibility in housing, provided that developments can demonstrate that certain performance criteria can be met.~~

Methodology

~~The analysis and recommendations are based on both demographic data and current market conditions. The majority of the demographic data used in the analysis comes from public sources, including the 2000 Census and updates to the Census, with additional information provided by the Wasatch Front Regional Council and the Governor's Office of Planning and Budget.~~

~~Information regarding the housing market comes from data provided by public and private sources. The Davis County Assessor's Office provided the assessed property values and tax rates. The Wasatch Front Multiple Listing Service provided housing values for residential properties sold from January 2004 to December 2005. Information for the rental market was obtained from West Bountiful City.~~

~~As noted above, this section addresses the requirements of Section 10-9a-403 of the Utah Code regarding the need for communities to provide moderate-income housing. The section first analyzes the demographics and income levels for the area, and determines what level of housing costs would be affordable to West Bountiful City residents at various income levels. It then discusses the existing supply of housing in the City, and analyzes the cost of and demand for various housing types. Goals and strategies for improving housing are also included.~~

6.2 Goals and Objectives

GOAL 1: Maintain the pleasing and well-kept appearance of all neighborhoods.

OBJECTIVE 1: Encourage well-maintained neighborhoods through community clean-up days, code enforcement, upkeep of vacant lots, and beautification awards and awareness.

~~POLICY 1: Actively promote city clean-up days, code enforcement and beautification awards and should enforce regulations regarding covered loads to the Bountiful Area Refuse Dump.~~

~~OBJECTIVE 2: Ensure that all new residential development is of a style and scale consistent with adjacent neighborhoods.~~

~~POLICY 1: Develop residential design guidelines to provide a framework for providing that building materials, style, scale, and mass blend into the existing architecture of the City.~~

GOAL 2: Allow housing that meets the demands of all stages of the life cycle, including starter and senior housing, where appropriate.

OBJECTIVE 1: Expand the range of existing housing available to accommodate the housing needs of a wider range of life stages, and allow the development of starter and senior housing in appropriately zoned areas.

POLICY 1: ~~Allow for~~Consider multi-family or townhome mixed-use development as buffers between commercial and single-family residential areas, ~~as well as in the vicinity of commuter rail. Accessory dwelling units may also be considered in appropriate areas.~~

POLICY 2: ~~Continue to Allow accessory dwelling units as a way to provide for the development of senior and starter housing in appropriate areas, so that housing for all phases of the life cycle will be available within the City.~~

6.3 Existing Conditions

The Median Income for West Bountiful based on the U.S. Census – 2012-2016 American Community Survey 5-year estimates, including benefits, is \$84,784. Moderate Income is 30 % of the media or \$67,817. Based on an estimated 1610 occupied households the chart below shows the percentage of households falling within different categories as compared to median income and moderate income.

Demographic Profile

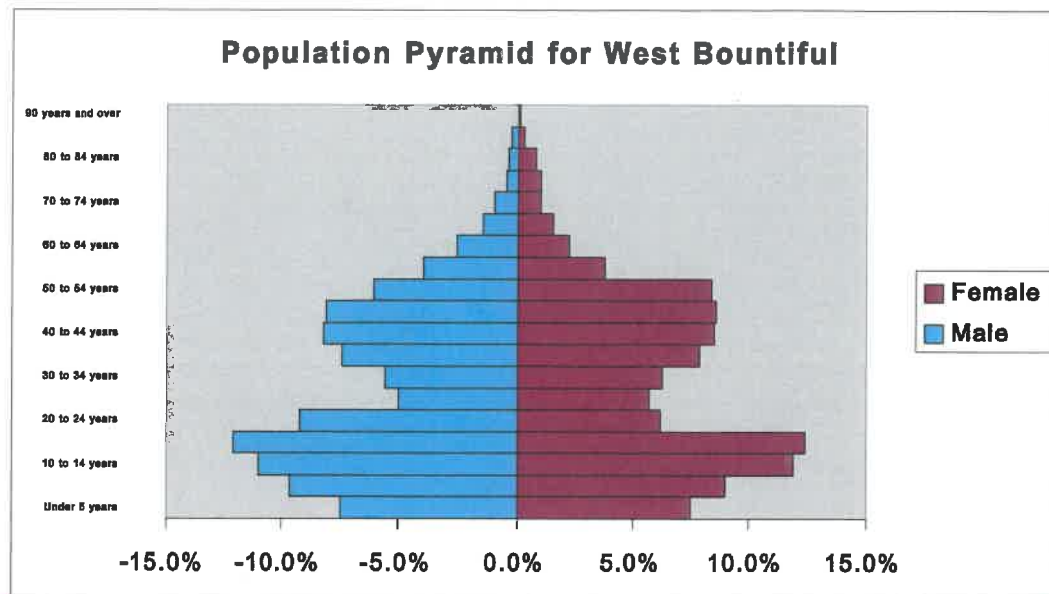
Population

~~Based on the United States Census, West Bountiful had a population of 4,484 people in the year 2000. According to the Governor's Office of Planning and Budget, the estimated 2005 population is 4,675 persons, reflecting an average annual growth rate of one percent per year. From 2005 to 2010, the Governor's Office has not projected any growth in West Bountiful (projected 2010 population is 4,649 persons). However, West Bountiful City is aware of several landowners who have plans to develop their property in the near future. Therefore, these projections are likely understated. The City also feels that the current population is closer to 5,200 persons than the 4,675 persons estimated by the Governor's Office. The City anticipates reaching buildout at roughly 8,000 persons.~~

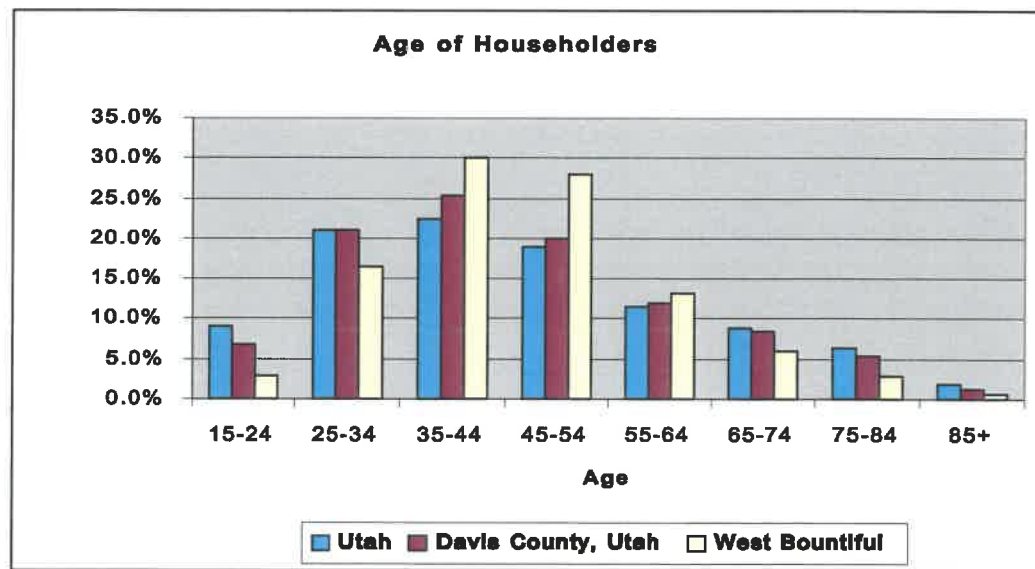
Age

~~According to the 2000 U.S. Census, the median age in West Bountiful is 26.9 years old. When compared with the United States, Utah, and the Davis County median ages of 35.3, 27.1, and 26.8 years respectively, West Bountiful is at the younger end of the scale. Woods Cross, a city similar in size and in the same geographic area as West Bountiful, has a median age of 25.5 years.~~

~~The figure below illustrates that the largest percentage of people living in West Bountiful are teenagers and the parents of teenagers. The percentage of the population in the 20-34 age group is relatively small when compared to Davis County, while the percentage of those aged 35 to 55 years is relatively high. This may be a natural consequence of the fact that approximately 60 percent of the current stock of houses were built from 1970-1989. Many of these homes may have been purchased by young families who have now moved on into the middle-age group.~~



It is also apparent that there are a lower percentage of seniors in West Bountiful than in Davis County. This may again be a reflection of the fact that most of the homes were built in the 1970's and 1980's; it may also suggest that there is little senior housing available in West Bountiful City. In summary, the lower percentage of young families and older families suggests that there may be a lack of lifecycle housing in the City.

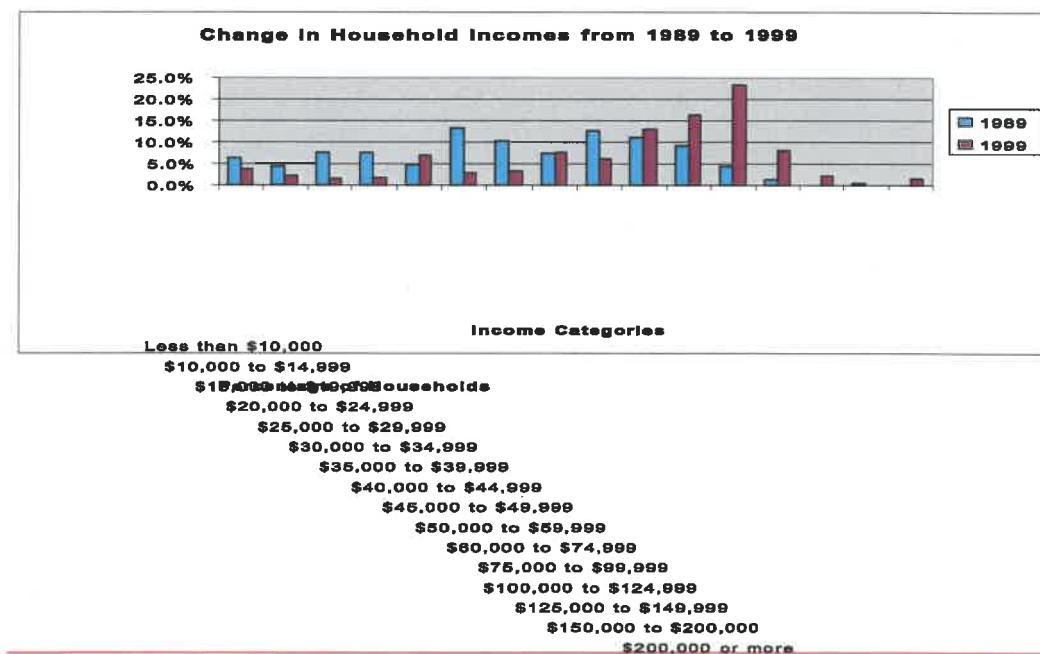


Percentage

Income

The 1989 median household income was \$38,451 in West Bountiful; in 1999 the median household income was \$61,063. The rate of inflation during this 10-year period was 33.47 percent. At this rate, the approximate household income in West Bountiful would have changed from the 1989 value to \$51,320 if the city grew with inflation from 1989 to 1999. However, the household income in West Bountiful grew at a much faster pace than the rate of inflation during this 10-year period. The percentage of households that are earning more than \$75,000 a year has also grown rapidly—five times higher than it was ten years earlier.

The income distribution in Figure 6.3 illustrates the change in household incomes between 1989 and 1999. There are still approximately 30 percent of households in West Bountiful with incomes below \$45,000 (roughly the state median household income). The 1999 incomes appear skewed to the right (positively) compared to the 1989 incomes, which appear to be somewhat more evenly distributed.



Moderate Income Households

Moderate income households will be identified using two different data sources. The first source uses EDC Utah data for the AMI of Davis County. The second data source uses HUD Data for the metropolitan statistical area (MSA) extending from Weber County southward through Salt Lake County. The advantage of the HUD data is that it breaks out income levels based on household sizes and establishes moderate income levels by household size.

According to EDC Utah, the AMI for Davis County in 2005 is \$68,866. Table 6.2 shows the number of West Bountiful and Davis County residents in specific income ranges, based on percentages of the AMI. It is estimated that 29 percent of the residents in West Bountiful have household incomes of less than \$55,092, or 80 percent of the AMI. Davis County has a larger percentage (39 percent) of residents with incomes below 80 percent of the AMI. West Bountiful's smaller proportion of residents with incomes below 80 percent AMI suggests that it may be somewhat more difficult for those in this income category to find housing in the City than elsewhere in Davis County.

Table 6.1 Households by Percent of Davis County Median Income, 2005*				
Area	30% or less (\$20,659 or less)	<60% (\$41,319 or less)	<80% (\$55,092 or less)	>80% (\$55,092 or greater)
West Bountiful	5.8%	15.8%	29.6%	70.4%
Davis County	6.4%	20.3%	39.4%	60.6%
Source: EDCUtah < http://www.edcutah.org/datacenter/economicdata/Section3Demographics.pdf >; Lewis-Young-Robertson & Burningham, Inc.				
Calculated using EDCUtah estimated Davis County MSA household income for the year 2005.				
Table 6.1 WEST BOUNTIFUL HOUSEHOLDS Median Income for 2018 = \$84,784 Moderate Income for 2018 (30%) = \$67,817 Occupied Housing Units = 1610				
	<u>30% or less</u>	<u><60%</u>	<u><80%</u>	<u>>80%</u>
<u>Median Income</u>	<u>(\$25,435)</u>	<u>(\$50,870)</u>	<u>(\$67,827)</u>	<u>(\$67,827)</u>
	<u>9%</u>	<u>15%</u>	<u>7%</u>	<u>69%</u>
<u>Moderate</u>	<u>(\$20,345)</u>	<u>(\$40,690)</u>	<u>(\$54,257)</u>	<u>(\$54,257)</u>
	<u>6%</u>	<u>11%</u>	<u>9%</u>	<u>74%</u>
Source: U.S. Census – 2012-2016 American Community Survey 5-yr Estimate				

**West Bountiful City
Planning Commission Meeting**

July 9, 2019

PENDING – NOT APPROVED

Posting of Agenda - The agenda for this meeting was posted on the State of Utah Public Notice website, on the West Bountiful City website, and at city hall on July 5, 2019 per state statutory requirement.

Minutes of the Planning Commission meeting of West Bountiful City held on Tuesday, July 9, 2019 at West Bountiful City Hall, Davis County, Utah.

Those in Attendance:

MEMBERS PRESENT: Chairman Denis Hopkinson, Laura Charchenko, Corey Sweat, Dee Vest (alternate), Council member Enquist

MEMBERS EXCUSED: Mike Cottle, Alan Malan

STAFF PRESENT: Ben White (City Engineer), Cathy Brightwell (Recorder), and Debbie McKean (Secretary)

VISITORS: James Thomson, Hunter Thomson, Guy Goddard, Jenalee Gerber and son, Lloyd Carr

The Planning Commission Meeting was called to order at 7:30 pm by Chairman Denis Hopkinson. Dee Vest offered a prayer.

1. Accept Agenda

Chairman Denis Hopkinson reviewed the agenda. Laura Charchenko moved to accept the agenda. Corey Sweat seconded the motion. Voting was unanimous in favor among all members present.

2. Public Hearing – Application to Change the Zoning to Accommodate Storage Units at 580 W 100 N

Chairman Hopkinson gave a brief introduction regarding the applicant's request. Ben White highlighted some of the pros/cons the applicant pointed out in his letter and the memorandum from Mr. White dated July 3, 2019. (See Memorandum information in Item #3).

ACTION TAKEN:

Corey Sweat moved to open the public hearing at 7:37 pm on the applicant's request for a rezone of the property located at 580 West 100 North (Carr Printing Property). Dee Vest seconded the motion and voting was unanimous in favor.

PUBLIC COMMENT:

James Thomson (project applicant) stated that Mr. Carr is present and has been the owner/occupant of the Carr Printing building since 1984. His business is 5 generations deep. Mr. Thomson reported that the property was sold 1 year ago but there were no interested retail tenants due to the parking conditions and building layout. Current owner is having some challenges developing a use for the building.

Mr. Thomson plans to make improvements on the building and enhance the exterior appearance. The desired use would be for climatized indoor storage with some retail components. They are willing to forgo the earlier request for outdoor storage units and RV parking. There would-be 24-hour security. Staff will be on site Monday through Saturday. The building would be closed on Sunday except for storage clients from 9am to 10 pm who have access.

Lloyd Carr (President of Carr Printing) stated that the building was built in 1984 and doubled in size with an expansion project in the 2000's due to high volume of business. He noted there were storage buildings that surrounded them before the development of the Common's area that they used to store their inventory. He explained the need for downsizing his printing business due to the changing market demands now requiring only one-fourth the space of the building. Before selling, he tried for two years to find a retailer to share the building but has had no success in doing so since the building is not conducive for retail purposes. He would like to stay as a tenant but not sure it fits with the current storage unit plans. He stated that the Thomson's have the best interest of the City in mind and appear to be honest in their dealings. He reiterated that he really tried to find better options that are currently permitted in the C-G zone but had no success.

ACTION TAKEN:

Corey Sweat moved to close the public hearing at 7:50 pm. Laura Charchenko seconded the motion and voting was unanimous in favor.

3. Consider Application to Change the Zoning to Accommodate Storage Units at 580 W 100 North

Commissioner packets included a memorandum from Ben White dated July 3, 2019 regarding Carr Printing Property located at 580 West 100 North West Bountiful.

The memorandum included the following information:

The Cirrus Group desires to convert the Carr Printing building into a climatized indoor storage facility. The property is in the C-G (General Commercial) zoning district just north of the Costco store. The Cirrus Group is requesting a rezone of the property or a text change to the existing C-G zoning ordinance because Indoor Storage is currently not an allowed use in the C-G zone.

A letter from the Cirrus Group outlines why they believe the rezone request is in the best interest of the City. The applicant has removed its initial request for outdoor storage from the application.

The Planning Commission is tasked with soliciting public input, conducting their own analysis, and making a recommendation to City Council. Options available to the Planning Commission include:

1. No zoning changes which would prohibit storage type projects in this area.
2. Change the municipal code to allow storage in some fashion to the C- G Zone. With this option, staff would recommend placing specific restrictions on storages such as indoor, climatized storage only. Other items to consider include size, retail component, hours of operations, security and proximity to similar uses.
3. Rezone the property to C-H (Commercial Highway) with or without additional changes/restrictions to the municipal code. The Utah Supreme Court has left zoning to the

discretion of local municipalities. In short, what we may consider a “spot zone” is allowed by the State. Whether it is allowed or not, does not necessarily mean it is a good idea in this case. A rezone to C-H without a code change would allow any indoor storage with outdoor storage components being an allowed conditional use. To include a text change which limits the storage could negatively impact the remainder of the C-H zone.

The applicant has provided a proposed site plan and architectural drawings to help the city visualize what the facility would look like.

When considering a rezone request, the Planning Commission must remember that future uses will not be limited to the proposed use, i.e., indoor storage, but would include all uses allowed in the new zone.

Chairman Hopkinson introduced the proposed changes and gave a brief review. He invited the Commissioners to make comments on their thoughts regarding the applicant’s request.

Commissioner’s Comments:

Chairman Hopkinson stated that much thought has been put into this proposal. He is not in favor of spot zoning or changing text in the C-G zone to accommodate the storage unit use. In speaking with retailers surrounding that area, they are not in favor of that type of use as well.

Corey Sweat appreciates the situation of the applicant. He explained that his business is in a similar situation and may be forced to relocate. He respects personal property owner rights but the choices they make as a Commission affect all businesses in the area. A lot of money was spent to develop this area into a strong retail area. He is not in favor of changing the use in the C-G zoned at all or to accommodate a spot zone request.

Laura Charchenko concurs with Commissioner Sweat and also appreciates the applicant’s desires and request but does not see that options 2 and 3 are viable and believes they would be problematic. She feels that Option 1 is the only solution she can support at this time.

Dee Vest pointed out that the owner has some very good points supporting the use of storage in this area due to the inability to find retail users, but spot or rezoning would not be a favorable option that he could support, although he is willing to listen to other options.

Chairman Hopkinson invited the applicants to look at other areas within our City for developing this type of business as he feels it is a great idea and needed in our community. He requested that Staff prepare a letter to the City Council from the Commission stating the efforts they have made in considering this request and the reasons for their decision.

Staff will draft the letter requested by Chairman Hopkinson and send it via email tomorrow. Mr. White asked that the Commissioners respond quickly to the email so they can have the letter ready for the Council packets on Thursday.

4. **Public Hearing – Proposed Changes to Construction Standards and Specifications for West Bountiful**

112 Chairman Hopkinson briefly summarized the proposed changes to Construction Standards and
113 Specifications document.

114 **ACTION TAKEN:**

115 *Laura Charchenko moved to open the public hearing on Proposed Construction Standards and*
116 *Specifications for West Bountiful at 8:02 pm. Dee Vest seconded the motion and voting was*
117 *unanimous in favor.*

118 No Public Comment was given.

119 **ACTION TAKEN:**

120 *Corey Sweat moved to close the public hearing 8:03 pm. Dee Vest seconded the motion and voting*
121 *was unanimous in favor.*

122

123 **5. Consider Proposed Changes to Construction Standards and Specifications for West**
124 **Bountiful**

125 Commission packets included a memorandum from Ben White dated July 5, 2019 regarding the
126 proposed updates to the Public Works Construction Standards with an attached copy of the minimum
127 construction standards. The memorandum included the following information:

128 House Bill 232 in the 2017 General Legislative Session defined Construction Standards and
129 Specifications (Standards) as a "Land Use Regulation." The Bill states that Land Use regulations will be
130 adopted by ordinance. West Bountiful City complied with this new law in 2017 when construction
131 standards were updated. State law now requires a public hearing to be held prior to the Planning
132 Commission making a recommendation to City Council.

133 Substantive changes to the Standards include:

- 134 1. Detail 297SP: Update the distance requirement between the main and accessory structures to
135 reflect the new 8 ft. minimum.
- 136 2. Detail 384 and 385SP: Update the minimum pavement thickness to 4 inches.
- 137 3. Also added text which prohibits the splicing of water service laterals between the water main
138 and water meter setter.
- 139 4. Detail 521SP: Add detail for water meters located in driveways.
- 140 5. Street Light Base: Add detail to require concrete bases for all new residential streetlights.
- 141 6. Change minimum concrete sidewalk thickness to 6 inches.

142 Ben White pointed out to the Commission that Items 1-4 listed in the memorandum are the result of
143 changes made over the past year. Items 4 and 5 are new requirements. A brief discussion took place.

144 **ACTION TAKEN:**

145 *Corey Sweat moved to approve the proposed changes to the Construction Standards and*
146 *Specifications for West Bountiful. Laura Charchenko seconded the motion and voting was*
147 *unanimous in favor.*

148

149 **6. Review Updates to the Housing Section of the General Plan**

150 Commissioner packets included a clean copy of updates to Section 6-4 of the Housing Section of the
 151 General Plan based on discussion at the last meeting. Staff still needs to go through the remaining
 152 portions of the Housing section and clean it up. Chairman Hopkinson asked for Commissioner's
 153 comments regarding the document.

154 **Councilmember Enquist** stated that he thinks the document reads well.

155 **Dee Vest** concurred.

156 **Corey Sweat** suggested the period in the last sentence of the first paragraph in the Accessory
 157 Dwelling Units section be moved to follow multifamily projects and delete, "*such as multistory*
 158 *apartment complexes*". The rest of the document looks great to him.

159 **Laura Charchenko** suggested adding "*Some of*" to the second sentence in the Housing Resources
 160 and Programs section as not all programs are listed.

161 The Commission supported both proposed changes.

162

163 **7. Staff Report**164 **Ben White**

- 165 • Parking lot/sidewalk repair at City Hall will be completed in 2 to 3 weeks.
- 166 • Atwater Subdivision will begin construction soon. Work in all other subdivisions continues.
- 167 • 1100 West from canal to Millcreek Meadows – the city will add curb and sidewalk.
- 168 • Pages Lane will be completed next week - it will take approximately 2 days.
- 169 • Mtn. View will delay putting in the finished road until all dirt is in place and heavy trucks are not
 170 an issue - should be around September.

171 **Cathy Brightwell**

- 172 • As decided in the last meeting, there will be no Planning commission meeting held on July 23rd.
 173 If needed, there will be a meeting scheduled on July 30th. The August 13th City Council meeting
 174 has been cancelled as well due to the Primary election.
- 175 • The General Plan review is taking longer than expected. The goal is to finish the Housing section
 176 in time for the July 30 meeting. If Staff is unable to meet that date, you will be contacted. .

177 **Additional Discussion:**

178 Dee Vest requested that construction road signs taken down when not applicable.

179 Corey Sweat inquired about the Highgate Development. Ben reported that it is a big project that has
 180 faced some unexpected challenges. It has gone slower than some projects in the City, but they should
 181 be showing some notable progress in the next week or two.

182 Chairman Hopkinson gave lots of compliments to the Parade/Events Committee for the 4th of July
 183 Celebration and would like that passed on to the Arts Council and City Council.

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8. Consider Approval of Minutes from June 25, 2019 meeting.

ACTION TAKEN:

*Corey Sweat moved to approve of the minutes of the June 25, 2019 meeting as presented.
Laura Charchenko seconded the motion and voting was unanimous in favor.*

7. Adjournment

ACTION TAKEN:

Laura Charchenko moved to adjourn the regular session of the Planning Commission meeting at 8:29 pm. Dee Vest seconded the motion. Voting was unanimous in favor.

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The foregoing was approved by the West Bountiful City Planning Commission on July 30, 2019 by unanimous vote of all members present.

Cathy Brightwell – City Recorder