

**Mayor**  
Kenneth Romney

**City Engineer/ Land  
Use Administrator**  
Kris Nilsen

# **WEST BOUNTIFUL PLANNING COMMISSION**

550 North 800 West  
West Bountiful, Utah 84087

**City Recorder/  
Community  
Development**  
Cathy Brightwell

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**Chairman**  
Denis Hopkinson

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

## **THE PLANNING COMMISSION WILL HOLD A REGULAR MEETING AT 7:30 PM ON TUESDAY, DECEMBER 8, 2020**

**Meeting will be held exclusively via Zoom (see info below)**

***The Mayor and the Planning Commission Chair have determined that due to the current COVID-19 pandemic and the physical distancing required to prevent the spread of infection, public meetings present a substantial risk to the health and safety of those who may be present at the meetings. That risk can be substantially mitigated by holding this meeting through electronic means that allow for public participation without an anchor location.***

Prayer/Thought by Alan Malan

1. Accept Agenda.
2. Discuss Preliminary Plat for Doug Coon's Corner at 1000 N/550 West
3. Discuss Proposed Changes to WBMC 17.82.110 Accessory Dwelling Units
4. Discuss Proposed Changes to WBMC 17.24.110 Historical Overlay District, Historic District Map and Associated General Plan Text.
5. Staff report.
6. Consider Meeting Minutes from November 24, 2020.
7. Adjourn.

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### **Join Zoom Meeting**

<https://us02web.zoom.us/j/88995808793>

Meeting ID: 889 9580 87

One tap mobile

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Dial by your location

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+1 669 900 6833 US (San Jose)

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+1 346 248 7799 US (Houston)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington D.C)

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*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 December 4, 2020 by Cathy Brightwell, City Recorder.*

**West Bountiful City  
Planning Commission Meeting**

**November 24, 2020**

**Posting of Agenda** - The agenda for this meeting was posted on the State of Utah Public Notice website and on the West Bountiful City website on November 20, 2020 per state statutory requirement.

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Minutes of the Planning Commission meeting of West Bountiful City held on Tuesday, November 24, 2020 at West Bountiful City Hall, Davis County, Utah.

***Those in Attendance:***

***Due to the Coronavirus outbreak this meeting was held by teleconference measures using Zoom.***

**MEMBERS ATTENDING: All attending via Zoom:** Chairman Denis Hopkinson, Vice Chairman Alan Malan, Mike Cottle, Dee Vest, Laura Charchenko, and Council member Kelly Enquist.

**MEMBERS EXCUSED:** Corey Sweat

**STAFF ATTENDING:** Kris Nilsen (City Engineer), Cathy Brightwell (Recorder) in house, and Debbie McKean (Secretary) via Zoom.

**VISITORS: Via Zoom:** Rodney Sparkman, Camille Sparkman, Doug Coons, Amy Paget, (several others not identified on zoom).

The Planning Commission meeting was called to order at 7:39 pm by Chairman Hopkinson. Dee Vest offered a thought.

***Chairman Denis Hopkinson read the following message: The Mayor and the Planning Commission Chair have determined that due to the current COVID-19 pandemic and the physical distancing required to prevent the spread of infection, public meetings present a substantial risk to the health and safety of those who may be present at the meetings. That risk can be substantially mitigated by holding this meeting through electronic means that allow for public participation without an anchor location.***

**1. Accept Agenda**

Chairman Hopkinson reviewed the proposed agenda. Mike Cottle moved to approve the agenda as presented. Dee Vest seconded the motion. Voting was unanimous in favor among all members present.

**2. Consider Final Plat for Beverly Estates Subdivision for Husky Homes, LLC**

Commissioner packets included a memorandum dated November 20, 2020 from Kris Nilsen regarding Beverly Estates subdivision preliminary/final plat with attached site plan.

**The memorandum included the following information:**

Husky Real Estate, LLC has applied for a three-lot subdivision at 1014 W Pages Lane. The property is within the R-1-10 zone. This land was part of a larger property previously owned by Terry Olsen. On November 3, 2020, the city council split the larger property into two parcels based on a divorce decree and quiet title order. Beverly Estates subdivision is proposed for the southern parcel.

**Points of Interest:** Note: The items in bold text need to be addressed.

1. The 3 lots meet the required R-1-10 zoning requirements for size and frontage.
2. Add written description for the dedication of ROW and PUE in the owner's dedication area of plat.
3. Existing residence/structures, homes, sheds, etc., exist on the site. Indicate if structures are to be removed or remain.
4. **Grading and Drainage Issue:** Indicate direction and slope of surface runoff. Indicate the path that surface drainage runoff will exit the development site and be collected by the public storm water collection system in the event of a large storm. Natural grade of the property drains to the northwesterly to an existing city-maintained storm drain approximately 95 feet north on the development north boundary. Options for surface drainage area. Acquire an easement to maintain an open path for surface drainage to flow in this direction. b. Raise the lot finished grades to drain to the public street. c. Install back lot drain that connects to Olsen way storm drain (if elevations permit).
5. **FEMA Flood Plain:** Site location is in FEMA flood plan zone AE and Zone X indicate flood plain areas on site drawings.
6. Recommend Final approval of the project, a detailed list of design review comments has been sent to the Husky Real Estate to be addressed for a final review before going to City Council for final approval. Where this is a small lot subdivision, if the planning commission approves it tonight, it will go directly to city council for final approval.

Kris Nilsen introduced the agenda item reviewing the items above. He noted his concern about the drainage and easement issues described in item 4 above.

**Commissioner Comments:**

**Alan Malan** referred to a subdivision checklist used in the past and requested it be presented for future subdivisions. He inquired about secondary water for Lot #1. Kris Nilsen will research.

**Laura Charchenko** asked if the family is aware of the FEMA Flood Plain that the property is located on. The city has made them aware of this issue.

All other Commissioners were satisfied as it was presented.

**Action Taken:**

***Alan Malan moved to approve the preliminary and final plat for the Beverly Estates small subdivision for Husky Homes, LLC with the following conditions: 1) Add written description for the dedication of ROW and PUE in the owner's dedication area of plat as described above and indicate if existing structures are to be removed or remain; 2) Grading and Drainage Issue: Indicate direction and slope of surface runoff, indicate the path that surface drainage runoff will exit the development site and be collected by the public storm water collection system in the event of a large storm. Select one of the proposed options for surface drainage area. 3) FEMA Flood Plain: Site location is in FEMA flood plan zone AE and Zone X, indicate flood plain areas on site drawings. 4) Define secondary water for Lot #1. Mike Cottle seconded, and voting was unanimous in favor.***

**3. Discuss Preliminary Plat for Doug Coon's Corner subdivision (Phase 1) at 1000 North/550 West**

Commissioner packets included a memorandum dated November 20, 2020 from Kris Nilsen regarding Preliminary Plat for Doug Coon's Corner at 1000 North 550 West with attached preliminary plat.

**The memorandum included the following information:**

Doug Coons applied for a 3-lot subdivision on the northwest corner of 550 West and 1000 North. The property is within the R-1-10 zone and consists of 30,099 square feet (0.69 acres).

**Points of Interest:**

1. The 3 lots are somewhat uncommon in shape, but they appear to meet the required R-1-10 zoning requirements for size and frontage. Frontage is measured as 85 feet at the front setback of 30 feet and required size is 10,000 square foot minimum.
2. The 30-foot rear yard setback needs to be indicated on the site plan at the west property line. Verify buildable area is of size/space needed for intended new home/garage.
3. Existing buildings on this project must be demolished and removed prior to issuing any building permits.
4. Streetlights. There is a streetlight on the southeast corner of 550 W and 1000 N.
5. Staff is recommending curb, gutter and sidewalk be required along the frontage of the project as shown on the plans.
6. Project will require the installation of a storm drain inlet box and lateral connecting to the existing storm drain in 1000 North Street.

7. Recommend preliminary approval of the project. A detailed list of design review comments has been sent to Mr. Coons to be addressed for a final review before going back to Planning Commission for final approval.

Note: WBMC Title 16 defines preliminary plat as a step in the process that shows the design of a proposed subdivision and the existing conditions in and around the subdivision. The plat is graphically accurate to a reasonable tolerance but need not be based upon a detailed final survey of the property. Approval of the preliminary plat by the planning commission does not constitute final acceptance but authorizes the subdivider to proceed with the preparations of plans and specifications and with the preparation of the final plat.

Kris Nilsen noted that this is only the preliminary review and Mr. Coons will return for the final plat approval after addressing requested issues. He noted that the plans need to show the connection to the drain system in their plans. The lateral will need to cut across the road and hook onto the city's system.

**Commissioner Comments:**

There was discussion about mailbox options and whether an additional streetlight is necessary.

**Alan Malan** inquired about the secondary water that is not shown on the preliminary plans. Kris responded that written proof is required and will show up with the final plans.

**Chairman Hopkinson** would like to make sure the side lot clearances are adhered to according to the footprint of each home. Mr. Nilsen assured him they would keep track of setbacks.

**Councilmember Enquist** inquired where the drive approaches would be on the corner lot (Lot #3). Some discussion took place regarding possible locations to ensure required site triangle would be met. There is currently limited visibility on the corner but once the shrubs and trees are removed and curb, gutter and sidewalk with a park strip are added, visibility will increase greatly.

**Action Taken:**

***Alan Malan moved to approve the preliminary plat for Doug Coon's Corner at 1000 North/550 West with the findings and conditions listed above, including construction of curb, gutter and sidewalk along the frontage of the project as shown on the plans, installation of a storm drain inlet box and lateral connecting to the existing storm drain in 1000 North Street, and verification of required setbacks. Laura Charchenko seconded the motion and voting was unanimous in favor.***

4. Discuss Proposed Changes to WBMC 17.24.110 Historical Overlay District, Historic District Map and Associated General Plan Text.

Commissioner packets included a memorandum from Staff dated November 20, 2020 regarding the Historical Overlay District, a copy of the new map showing the Historic District and a red line copy of suggested changes for the Commissioners to review before a public hearing is held.

The City Council has asked the planning commission to review the Historic Overlay District (HOD) and make a recommendation on the need to continue, modify or eliminate the associated regulations. The planning commission has been researching and discussing these issues for several months. Multiple properties have been allowed to be removed from the HOD and the city council removed the Heritage Pointe subdivision from the HOD on November 3, 2020. At its last meeting, the planning commission reviewed proposed changes to WBMC 17.24.110 that eliminated the design and construction standards and left only policy statements and minimal requirements, including pictures of historic homes before they can be demolished or extensively remodeled. There was also discussion about how best to marry the general plan with the revised historic district code language.

Cathy Brightwell reviewed the updated ordinance and map that shows a historic district based on the original 2004 submission to the national register of historic places. The new historic district is not intended to be an overlay zone but a general designated area that includes most of the historic homes in the city. She added that in addition to the homes on 800 West from the Hopkinson property to 200 North, the new map also includes homes on 1000 N from 800 West to the Wendel Wild property. Signs identifying the Historic District are already posted on 1000 N and the corner of 800 West and 400 North. Additional signs may be desired.

A redline copy of the language was reviewed and discussion about whether documentation is necessary prior to demolition as we already have pictures of most homes from the national registry. Cathy noted that the pictures on file are not the highest quality and it would not hurt to have another picture for our records.

Staff was directed by Chairman Hopkinson to prepare a clean copy of the proposed language and map and provide to the Commissioners for their review. A public hearing is necessary to make the proposed changes. Due to notice requirements that include sending letters to everyone in the current Historical Overlay district and the upcoming holidays, it was proposed that the public hearing be scheduled for January 12.

Commissioners stated their appreciation for the research and work staff has done to uncover much of the information presented.

## **5. Staff Report**

### **Kris Nilsen:**

- Rear city hall parking lot has been repaired and paved.
- Pickleball bid has been awarded.

**Cathy Brightwell:**

- Staff met with John Jansen this morning regarding the ADU changes discussed at the last meeting and he is preparing a redline copy for the Commissioner's review.
- Olive Garden was approved for their business permit and plans to hire 125 employees.
- Jed Christensen was sent a letter about continuing to sell hay without a license and inviting him to come talk to staff regarding his hay business.
- It was discussed and decided that there will be no December 22<sup>nd</sup> meeting held for Planning Commission.
- There is no elf tree this year because there is not enough staff to manage it, but the city is encouraging residents to support the Bountiful Food Pantry's sub for Santa program instead.

**6. Consider Meeting Minutes from November 10, 2020**

**Action Taken:**

*Laura Charchenko moved to approve of the minutes of the November 10, 2020 meeting as presented. Mike Cottle seconded the motion and voting was unanimous in favor.*

**7. Adjourn**

**Action Taken:**

*Alan Malan moved to adjourn the regular session of the Planning Commission meeting at 8:20 pm. Laura Charchenko seconded the motion. Voting was unanimous in favor.*

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*The foregoing was approved by the West Bountiful City Planning Commission on January 12, 2021, by unanimous vote of all members present.*



Cathy Brightwell – City Recorder

