

Mayor
Kenneth Romney

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

**City Recorder/
Community
Development**
Cathy Brightwell

WEST BOUNTIFUL PLANNING COMMISSION

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Chairman
Alan Malan

Commissioners
Dell Butterfield
Laura Mitchell
Corey Sweat
Dennis Vest

**THE PLANNING COMMISSION WILL HOLD A REGULAR MEETING
AT 7:30 PM ON TUESDAY, APRIL 25, 2023, AT THE CITY OFFICES.**

1. Prayer/Thought – Commissioner Mitchell;
Pledge of Allegiance – Commissioner Sweat.
2. Confirm Agenda.
3. Moderate Income Housing Strategy Update.
4. Open Meeting Training.
5. Meeting Minutes from April 11, 2023.
6. Staff report
 - a. Engineering (Kris Nilsen)
 - b. Community Development (Cathy Brightwell)
7. Adjourn.

*This notice has been sent to the Davis Journal and was posted on the State Public Notice Website
and the city website on April 21, 2023, by Cathy Brightwell, City Recorder.*

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 April 21, 2023, per state statutory requirement.

Minutes of the Planning Commission meeting of West Bountiful City held on Tuesday, April 25, 2023, at West Bountiful City Hall, Davis County, Utah.

Those in Attendance:

MEMBERS ATTENDING: Chairman Alan Malan, Commissioners Corey Sweat, Dennis Vest, Laura Mitchell, Dell Butterfield, and Council member Kelly Enquist.

STAFF ATTENDING: Kris Nilsen (City Engineer), Cathy Brightwell (Recorder) and Debbie McKean (Secretary).

VISITORS: Paul Giles

The meeting was called to order at 7:30 pm by Chairman Malan.

**1. Prayer by Commissioner Mitchell
Pledge of Allegiance- Commissioner Sweat**

2. Confirm Agenda

Chairman Malan reviewed the proposed agenda. Corey Sweat moved to approve the agenda as presented. Laura Mitchell seconded the motion. Voting was unanimous in favor among all members present.

3. Moderate Income Housing Strategy Update.

Commissioner packets included a memorandum dated April 21, 2023, from staff and consultants regarding the city's efforts to address its 2023 Moderate Income Housing Strategies, attached exhibits A-1 & A-2, and a redline copy of 17.44 and 17.52 specific to 17.52.040.

Cathy Brightwell explained that in 2022, the Utah legislature required cities to select and plan for the implementation of a minimum of three moderate income housing strategies. Updates were adopted to the housing section of the city's General Plan to help achieve goals toward increasing moderate income housing. Recent legislation requires the city to submit updates by August 1, 2023, regarding its success in accomplishing the Strategies.

The three strategies selected by West Bountiful are:

- Strategy 1 – Develop and Adopt a Station Area Plan in Accordance with UCA Section 10-9a-403.1.
- Strategy 2 – Amend Land Use Regulations to Eliminate or Reduce Parking Requirements for Residential Development Where a Resident is Less Likely to Rely on the Resident's Own Vehicle, such as residential development near major transit investment corridors or senior living facilities.
- Strategy 3 – Reduce, Waive, or Eliminate Impact Fees related to Moderate Income Housing.

Staff is currently working on Strategies 1 and 3 which are not ready to present at this time. Tonight's discussion will address Strategy 2. Ms. Brightwell explained that we must report on the actions taken on each of the Strategies by the August deadline.

A redline draft of suggested changes was explained by Ms. Brightwell and reviewed by the commission. She pointed out that the city's parking regulations have not been reviewed or updated for some time. Together with our planning consultants, John Janson and Jake Young, staff have reviewed parking ratios, shared parking options, and other cities' parking regulations.

The redline suggestions in Exhibits A-1 & A-2 provide modifications to WBMC 17.44 – Housing in Certain Commercial Areas Overlay, and WBMC 17.52 – Off-Street Parking to eliminate or reduce parking requirements where a resident is less likely to rely on their own vehicle, such as near a transit station or senior living facility.

There was discussion about how to show the direct impact of each Strategy to Moderate Income Housing. Commissioners agreed that the focus should be on how to achieve the strategies we adopted last year in order to comply with the law and meet the deadline; additional Moderate Income Housing suggestions may be considered at a later time.

Item K.3. in 17.52.040, provides a reduction in required parking spaces for multi-family and/or mixed use residential housing near transit services. There was discussion about 20 percent versus 10 percent reduction and determined that because we have no experience in this area, it is preferable to suggest 10 percent at this time.

It was determined that items L. (Residential health care facilities) and O. (Senior Housing) in Exhibit A-2 (Off Street Parking) need more research so they should be removed from the list of changes at this time.

Regarding item O, Council member Enquist pointed out that there can be issues if the city tries to establish age restrictions for senior housing. There was discussion that we do not need to define Senior Housing but refer to the specific language as written in the Strategy.

On a general note, Chairman Malan suggested moving the language that addresses rounding up if parking calculations result in less than a whole number to the beginning statement in 17.52.040 so it applies to the entire list and not just residential parking.

Cathy Brightwell stated that it is preferable to hold one public hearing on all 3 strategies when they are ready. A report must be filed by August 1st. The commission stated their goal is to have everything completed in June to send to city council so that summer schedules do not affect the approval date.

4. Open Meeting Training

Cathy Brightwell presented a slideshow and training on Utah's Open Public Meetings Act. This training is required annually for the commission.

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Corey Sweat moved to approve the minutes from April 11, 2023, as presented. Laura Mitchell seconded the motion and voting was unanimous in favor.

a. Engineering (Kris Nilsen)

- b. Community Development (Cathy Brightwell)**

- Proposed changes to the city's fee schedule were presented to City Council last week. A few changes were made after the planning commission recommendation and Cathy noted those and stated the reason behind the changes.
- Legacy Overlay and BU Zone public notices/letters/maps have been mailed and the public hearing is scheduled for May 9th.
- There is no new news on annexation.

Action Taken:

Laura Mitchell moved to adjourn the regular session of the Planning Commission meeting at 8:30 pm. Corey Sweat seconded the motion. Voting was unanimous in favor.

The foregoing was approved by the West Bountiful City Planning Commission on May 9, 2023, by unanimous vote of all members present.

Cary Street

Cathy Brightwell – City Recorder