

Mayor
Kenneth Romney

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

**Community
Development**
Cathy Brightwell
Addison Jenkins

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, NOVEMBER 14, 2023, AT THE CITY OFFICES.**

1. Prayer/Thought – Commissioner Mitchell;
Pledge of Allegiance – Commissioner Malan.
2. Confirm Agenda.
3. Conditional Use Permit Application – Premium Auto Sales (1116 W 500 South)
4. Discussion of South Davis Sewer District Expansion and future Conditional Use Permit
5. Discussion – Future Subdivision Updates
6. Meeting Minutes from September 26, 2023.
7. Staff report
 - a. Engineering (Kris Nilsen)
 - b. Community Development (Addison Jenkins)
8. Adjourn.

*This agenda was posted on the State Public Notice website (Utah.gov/pmn), the city website (WBCity.org),
and provided to the Davis Journal on November 9, 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 November 9, 2023, per state statutory requirement.

Minutes of the Planning Commission meeting of West Bountiful City held on Tuesday, November 9, 2023, at West Bountiful City Hall, Davis County, Utah.

Those in Attendance:

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

MEMBERS EXCUSED:

STAFF ATTENDING: Kris Nilsen (City Engineer), Cathy Brightwell (Recorder), Addison Jenkins (Community Development Specialist), Remington White (Recorder) and Debbie McKean (Secretary).

PUBLIC: Debie Marshall, Matt Myers, Brad Rasmussen, Brenda Haro,

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

**1. Thought by Commissioner Mitchell
Pledge of Allegiance- Commissioner Malan**

2. Confirm Agenda

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

3. Conditional Use Permit Application- Premium Auto Sales (1116 West 500 South)

Commissioner packets included a memorandum from Cathy Brightwell dated November 9, 2023, regarding Premium Auto Sales (1116 West 500 South), a conditional use permit application and site plan.

Cathy Brightwell introduced the application from Brenda Haro on November 7, 2023, for a conditional use permit to have an auto dealer business, Premium Auto Sales, located at 1116 West 500 South. They plan to sell used automobiles primarily online. The business will have 3 vehicles on-site but most of the business will be done by appointment and involve vehicles stored at an off-site storage location. There will be no auto repairs or service done as part of this business. Premium Auto Sales has 3 designated parking stalls in front of the office for vehicles to be sold and 2 parking stalls in the center of the parking lot for customers and employee parking. Attachment of diagram was included and reviewed by the commission.

Action Taken:

Laura Mitchell moved to approve the Conditional Use Permit for Premium Auto Sales- 1116 West 500 South #16 for an auto dealer business with the following findings: the proposed use at the particular location is necessary or desirable to provide a service or facility that will contribute to the general well-being of the neighborhood and the community; will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity. The conditions of the permit are that a Copy of Dealer's license and Proof of Insurance are provided; fire inspection approval obtained; signage will comply with City Code; vehicles on display will be operable and in sellable condition; upon issuance of this Permit and prior to beginning business, a West Bountiful commercial business license will be issued to Premium Auto Sales. Corey Sweat seconded the motion and voting was unanimous in favor.

4. Discussion of South Davis Sewer District Expansion and Future Conditional Use Permit

Commissioner packet included a memorandum date November 9, 2023 from Addison Jenkins regarding discussion of South Davis Sewer District Expansion and future Conditional Use Permit with a conditional use permit application, technical memorandum and site plan.

Addison Jenkins introduced the agenda item stating that the South Davis Sewer District has applied for a conditional use permit to upgrade or replace existing facilities and processes at their wastewater treatment facility and also construct a new office on 1800 W 1200 North. This property is located in the A-S Zone.

Mr. Jenkins explained a letter from Aqua Engineering describing the proposed upgrades to processes and replacement of facilities at the site. He noted that this use is considered "quasi-public," which is a conditional use in the A-S zone. In considering the proposed application and the health, safety and welfare of the community, staff have identified the following criteria that should be reviewed as part of the project construction and future operation of the treatment facility.

Addison Jenkins pointed out some of the potential detrimental effects which included the following:

- Dust, sediment, and drainage: Construction activities could produce noticeable amounts of dust and sediment, affect surface drainage, and impact surrounding properties, soil, and water.
- Noise: Noise will increase during construction with noticeable impacts to the two adjacent residences. While the plant is to be reconfigured and expanded some, the facility should not create significantly more noise than the existing facility once completed.
- Light: Construction activities could require significant lighting outside of daytime hours. The upgraded, replaced and expanded facilities could increase nighttime lighting. If in the review of the conditional use permit application it is determined that lighting at the facility will be a source of light pollution, it should be mitigated.
- Traffic: During construction, traffic will increase to accommodate construction vehicles. After construction, traffic will consist of occasional deliveries, employees and end users as they conduct their daily duties, and the occasional members of the public.

- Parking: During construction, the number of vehicles on site will increase. After construction the amount of parking should return to previous acceptable levels.
- Aesthetics: the facility will be seen by the public from the east of the site. The finish to the east side of the structures and could be an eyesore to the viewing public.

Matt Myers (General Manager) and Brad Rasmussen (Representative from Aqua Engineering) were present to make the presentation to the commission.

Mr. Myers noted that the South Davis Sewer District operates a wastewater treatment facility west of Legacy Parkway. Primarily due to changes in the district's discharge permit, the plant is required to upgrade several processes. In addition to the permitting requirements some of the existing facilities have reached the end of their useful life and need to be replaced or upgraded. The SDSD is also proposing to relocate and expand their administrative building to allow better access for public meetings while restricting the public from the functional parts of the facility. It was pointed out that there are two (2) single family residences within the site area that are owned by the SDSD and currently rented out to residents.

Mr. Myers gave a presentation of the expansion project noting that the upgrades are scattered all along the entire site. These updates are due to a state mandated requirement. There should not be additional odors created. Per State regulations, the plant upgrades must be completed by September 1, 2026, however, some aspects may extend beyond that point.

A current view with an overlay of the new expansions was reviewed. Mr. Myers noted that the digester will be located in West Bountiful, but currently the rest of the expansion is in the County. It is likely that the county property will be annexed into West Bountiful. That will make it so the permits will be issued by West Bountiful. All new expansion items were pointed out and discussed.

Mr. Myers explained that this upgrade is included in the capital facilities plan for the Sewer District facility. It was noted that there is a video available on their website that describes the process used in digesting waste. The upgrade will be phased in as completed and each phase should follow one another closely.

Chairman Alan Malan requested they consider including a RV dump station at their location. Mr. Myers took note and stated that he will do some investigations on this issue.

This agenda item was for gathering information and discussion as the city continues to review the project and application. .

5. Discussion- Future Subdivision Updates

Commissioner packet included a memorandum dated November 9, 2023, from Staff regarding Future Subdivision Updates.

Cathy Brightwell explained that the Utah Legislature passed Senate Bill 174 in early 2023. This law changes how local land use ordinances governing the subdivision process are handled in the state and requires local governments to update their ordinances accordingly. The new law provides a deadline to

produce a subdivision code update to bring our code into compliance. For West Bountiful, the deadline is February 1, 2024.

The legislature appropriated funding to the Department of Workforce Services for the purpose of providing legal and planning services for qualifying municipalities to assist with the ordinance updates. West Bountiful qualifies for \$14,000 assistance.

The city has contracted with Hansen Planning Group to help guide us through the process. They will research and provide a draft ordinance for planning commission review and approval. Given the upcoming holiday schedule impacting meeting dates, we will need to move quickly through the review and approval process once we receive the draft from Hansen Planning Group.

The goal is to provide a draft copy by the 28th of November for review. The staff has been doing some work on a draft as well. Staff is planning to schedule a public hearing on the first meeting to be held on December 12, 2023.

Staff will forward information as they receive it to the commissioners for their review.

6. Meeting Minutes from September 26, 2023

Action Taken:

Corey Sweat moved to approve the minutes from September 26, 2023. Dell Butterfield seconded the motion and voting was unanimous in favor.

7. Staff Report

a. Engineering (Kris Nilsen)

- Doug Coons has addressed all the issues regarding his subdivision and is ready to move forward with recording the plat.
- Hugoe Subdivision is progressing forward towards a complete application.
- 660 West design is still in progress.
- Additional lighting on the south side of the park is being designed and bid.
- Corey Sweat requested that the Home Occupation ordinance be put back on our agenda as soon as possible.

b. Community Development (Addison Jenkins)/Cathy Brightwell

- Cathy Brightwell introduced Remington Whiting as our new city recorder. He began work yesterday, November 13th.
- The appeal from Winegar's on their attached garage has been resolved through mediation. Staff has been working with them for over a year. They will be doing some architectural changes so that they can attach the ADU to their existing home.
- Addison requested that code enforcement issues from the commissioners be sent his way.

A brief presentation for Cathy Brightwell's retirement was given. Much gratitude and appreciation were expressed for her services. The commission wished her well in her future endeavors.

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Laura Mitchell moved to adjourn the regular session of the Planning Commission meeting at 8:35 pm. Corey Sweat seconded the motion. Voting was unanimous in favor.


Remington Whiting, City Recorder