

Mayor
Kenneth Romney

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

**Community
Development**
Addison Jenkins

**City Council
Representative**
Dell Butterfield

WEST BOUNTIFUL PLANNING COMMISSION

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Chairman
Alan Malan

Commissioners
Laura Mitchell
Corey Sweat
Dennis Vest
Robert Merrick
Tyler Payne

**THE PLANNING COMMISSION WILL HOLD A REGULAR MEETING
AT 7:30 PM ON TUESDAY, FEBRUARY 13, AT THE CITY OFFICES.**

Invocation/Thought – Commissioner Malan
Pledge of Allegiance – Commissioner Sweat

1. Swearing in of Commissioners Laura Mitchell, Robert Merrick, and Tyler Payne
2. Confirm Agenda
3. Consider Preliminary Plat for the Hugoe Subdivision
4. Approve Meeting Minutes from January 23, 2024
5. Staff Reports (Engineering, Community Development)
6. 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 February 9, 2024, Remington Whiting, City Recorder.*

**West Bountiful City
Planning Commission Meeting**

February 13, 2024

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 February 9, 2024 per state statutory requirement.

Minutes of the Planning Commission meeting of West Bountiful City held on Tuesday, February 13, 2024, at West Bountiful City Hall, Davis County, Utah.

Those in Attendance:

MEMBERS ATTENDING: Chairman Alan Malan, Commissioners Corey Sweat, Dennis Vest, Laura Mitchell, Tyler Payne, Robert Merrick and Council member Dell Butterfield.

MEMBERS EXCUSED:

STAFF ATTENDING: Kris Nilsen (City Engineer), Addison Jenkins (Community Development), and Debbie McKean (Secretary).

Those in Attendance: Deby Marshall, Councilmember Enquist, Jodi Hugoe, Sean Hugoe, Cody Hugoe, Lee Hugoe, Laurie Merrick.

Prayer by Commissioner Vest

Pledge of Allegiance- Commissioner Sweat

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

1. Swearing in of Commissioners Laura Mitchell, Robert Merrick, and Tyler Payne

Remington White (City Recorder) performed the swearing in of Commissioner Laura Mitchell, Robert Merrick, and Tyler Payne.

2. Confirm Agenda

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

3. Consider Primary Plat for the Hugoe Subdivision

Commissioner packets included a memorandum from Kris Nilsen-City Engineer on February 9, 2024, regarding Hugoe Subdivision- Preliminary Plat with attached site plans.

Kris Nilsen introduced the preliminary plat owners of the Hugoe property (Sean Hugoe, Jodi Hugoe on behalf of Barbara M Dilks Hugoe Trust, and Damon V Hugoe Trustee) located at 1448 West 400 North have applied for a two (2) lot subdivision was presented. It was noted that the property is within the A-1 zone and consists of two (2) acres. The proposed lots meet the required A-1 zoning requirements for size and frontage. The preliminary and final plat fees have been paid.

Mr. Nilsen stated the purpose of the preliminary plan is to require formal preliminary approval of a subdivision to minimize changes and revisions which might otherwise be necessary on the final plat. It was noted that approval of the preliminary plat by the planning commission does not constitute final

acceptance but authorizes the subdivider to proceed with preparations of plans and specifications for final plat in accordance with WBC 16.16.030 Final Plat. This was reviewed under the subdivision code.

Kris Nilsen pointed out the requirements that were both satisfied and still need to be done before final approval.

The following requirements for Preliminary Plat Review found in WBC 126 have been satisfied:

- The proposed name of the subdivision;
 - 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 un-platted portion of the property;
 - 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;
 - 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;
 - A contour map drawn at intervals of at least one foot, showing all topographic features with verification by a qualified engineer or land surveyor;
 - 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;
 - The boundary lines of the tract to be subdivided, with all dimensions shown.
 - 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
 - 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;
 - 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;
 - Boundary lines of adjacent tracts of unsubdivided land within one hundred (100) feet of the tract proposed for subdivision, showing ownership and property monuments;
 - Verification as to the accuracy of the plat by owner.
 - 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.
- In addition to the foregoing plat, the subdivider has provided the following documents:
1. A storm water plan in accordance with 16.28.060 Hydrology Report (and 13.30.080 Storm Water Design Criteria);
 2. A plan for providing street lighting in the subdivision in compliance with the city's design standards;
 - a. Belmont Farms to the west will be placing a streetlight at the intersection of 400 N and 1450 W (SW side). The minimum spacing is 350 feet between streetlights, the next required streetlight is 46 feet north of the subject project (Hugoe sub.).

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 (will-serve letters) for the subdivision and that the utilities and easements have been reviewed by the utility companies and approved;
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;

Staff indicated that the following requirements still need to be addressed:

Under the requirements of WBC 126 A. #7 the following needs to be completed

- Modify Note 4 on the plat to include a statement with the following purpose: "Lot 2 is subject to a 25.0-foot right-of-way...."
- Modify Note 5 on the plat to include a statement with the following purpose: "The city is not responsible for maintenance of the detention pond, storm drainpipe, storm system, etc. outside of the ROW."
- Provide approval from Rocky Mountain Power for location and width of power easement. Provide RMP with updated preliminary plat showing all the existing structures on the site (Proposed Lot 1 and 2).
- Change width of the PUE's from three-foot width to a five-foot width on the shared Lot Line (Lot 1 and Lot 2) on the north portion of the lots (Lot 1 and Lot 2).
- Place PUE/DE around the detention pond perimeter with a three-foot offset.

To fulfill requirements WBC 126 #9 the following needs to be completed:

- The location, widths and other dimensions of proposed streets, easements, and lots showing the size of each lot in square footage;
Note: The Applicant has submitted a Request to Staff for Deferral of Public Improvements.

Staff will put the request for deferral on the Agenda for City Council (grant or deny) after the project receives approval of the Preliminary Plat WBC 16.16.020 from the Planning Commission as shown on the drawings that were submitted. City Engineer and Public works will provide a recommendation to City Council regarding the deferral request for the installation of public improvement. Kris Nilsen noted that there is curb and gutter to connect to. The road would need to be built up to place curb and gutter. If the city is willing to that then the curb and gutter would likely be completed.

For Planning Commission review, the subdivision design includes full depth street improvements along the frontage of the project on 400 North. Improvements along the frontage include street widening, 5" asphalt, 8" base course, 12" subbase material, 140N geotextile fabric, curb, sidewalk, SD combo box with inlet, etc. Improvements also include any required relocation of existing utility structures to fit the street widening

such as, power poles, communication pedestals, etc. Label the distance from the west lot line of Lot 1 to the west edge of the existing driveway.

- The location of existing wells or springs 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 FEMA; existing wells on the south side of the property need to be shown and noted if they will be abandoned.
- Regarding proposed off-site and on-site culinary and secondary water facilities, sanitary sewers, storm drainage facilities, and fire hydrants; Change the Storm drainpipe type crossing the City ROW on 400 N from 12" linetype to 18".

Upon reviewing the Preliminary Plat submittal for the Hugo Subdivision, Kris Nilsen (city engineer) recommends approval by the Planning Commission subject to completion of all staff and planning commission comments before the project receives Final Plat Approval from Staff.

Action Taken

Corey Sweat moved to approve the preliminary plat for the Hugo Subdivision located at 1448 West 400 North as presented by staff and outlined in the memorandum dated February 9, 2024, from Kris Nilsen. Laura Mitchell seconded the motion and voting was unanimous in favor.

4. Meeting Minutes from January 23, 2024

Action Taken:

Dennis Vest moved to approve the minutes from January 23, 2024, as presented. Corey Sweat seconded the motion and voting was unanimous in favor.

5. Staff Report

a. Engineering (Kris Nilsen)

- Google Fiber has been making repairs.
- Still working with the Sewer District for their improvements.
- The contract is out for the City Park electric improvements.
- Working on 660 West to put needed bids out.

b. Community Development (Addison Jenkins)

- Loveland and Sewer District have submitted their request for annexation.
- Home Occupation was discussed on the City Council Agenda
- Loveland purchased the home on the corner of 1100 West and 1600 North with the intention to expand their business. If they are annexed into the city and we will have to look at amending the zoning in that area. Addison shared several options that could be done to allow the business to expand.

6. Adjourn

Action Taken:

**Corey Sweat moved to adjourn the regular session of the Planning Commission meeting at 8:00 pm.
Robert Merrick seconded the motion. Voting was unanimous in favor.**

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



A handwritten signature in cursive script, appearing to read "James R. McKay", is written over a horizontal line. The signature is fluid and extends below the line.