

WESTERN WEBER TOWNSHIP PLANNING COMMISSION  
MEETING AGENDA

**Tuesday, May 13, 2014**  
**5:00 P.M.**

- *Pledge of Allegiance*
- *Roll call*

**1. Minutes**

- 1.1. Approval of the April 08, 2014 meeting minutes**

**Petitions, Applications and Public Hearings**

**2. Administrative Items**

**2.1. New Business**

- a. LVM081913 Consideration and action for Final Approval of Mallard Springs Subdivision, 21 Lots, located at approximately 4000 West 2550 South (Doug Hamblin, Applicant)

**3. Legislative Items**

**3.1. New Business**

- a. ZTA 2014-03 Consideration and recommendation on a requested to amend the Weber County Land Use Code, Title 108 (Standards), Chapters 5 (Planned Unit Residential Development), 7 (Supplementary and Qualifying Regulations), and 8 (Parking and Loading Space, Vehicle Traffic and Access Regulations) to provide ordinance clarifications regarding nightly rental requirements, generally.

**4. Public Comment for Items not on the Agenda**

**5. Planning Commission Remarks**

**6. Planning Director Report**

**7. Legal Counsel Remarks**

**8. Adjourn to a Work Session**

**WS1. Cluster Subdivision Discussion**

**WS. Adjourn**

*The meeting will be held in the Weber County Commission Chambers, Weber Center, 2380 Washington Blvd., Ogden UT  
A pre-meeting will be held at 4:30 P.M. in Room 108, no decisions will be made in this meeting.*

*The Work Session will be held in the County Commission Break-Out Room unless otherwise posted.*



*(In compliance with the Americans with Disabilities Act, persons needing auxiliary services for these meetings should call the Weber County Planning Commission 24 hours in advance of the meeting at 801-399-8791)*

Minutes of the April 08, 2014 Western Weber County Township Planning Commission, held in the Weber County Commission Chambers, 2380 Washington Blvd., 1<sup>st</sup> Floor, Ogden, UT

Members Present: Mark Whaley, Vice Chair  
Doug Hansen  
Ryan Judkins  
Wayne Andreotti

Member Excused: Jannette Borklund  
Andrew Favero  
John Parke

Staff: Sean Wilkinson, Planning Director; Jim Gentry, Principal Planner; Steve Parkinson, Planner; Monette Hurtado, Legal Counsel; Sherri Sillitoe, Secretary

- Pledge
- Roll Call

Vice Chair Whaley called the meeting to order; he led those in attendance with the pledge of allegiance and conducted the roll call as listed above.

1. Minutes
  - 1.1. Approval of the March 11, 2014 minutes

Vice Chair Whaley declared the March 11, 2014 meeting minutes approved as written.

Director Wilkinson summarized the Opening Meeting Statement.

Petitions, Applications and Public Hearings

2. Administrative Items
  - 2.1. New Business

- b. CUP 2014-03 Consideration and action on a Conditional Use Permit for a 120 foot cell tower at approximately 6061 West 900 South (Daniel Thurgood, Applicant)

Jim Gentry presented a report and indicated that the applicant is requesting approval of a conditional use permit for a 120 foot cellular tower (public utility substation) at approximately 6061 West 900 South. Blaine Wade is the owner of the property. The Agricultural A-2 zone allows a public utility substation as a conditional use. The property is 49 acres in size and the 120 foot cell tower will be located 10 feet from the rear of the property. The lease area for the site is 32 feet by 34 feet in area. The site will be surrounded by a 6 foot chain link fence with barbed wire at the top with crushed rock on the ground.

The equipment shelter will be 12 feet by 26 feet and will house the mechanical equipment for the site, and will be connected to the tower. There are no lights associated with this cellular site. With the tower height of 120 feet it is possible for other providers to co-locate at this location. Affixed to the pole will be an array of 12 antenna panels (8 foot) at a height of 120 feet. Two 6-foot microwave dishes will be added with the height to be determined at the time of construction.

Nefi Garcia, Agent for Verizon Wireless, agreed with the staff report conditions. They proposed to move the tower 500 ft. east due to water and other issues where they were previously planning the tower. There is a County-owned road to the east and they will receive an approval letter from the County allowing them to use the access road to access the leased property. They were not able to collocate on other towers in the area due to the coverage needed.

Commissioner Hansen clarified that there would be no landscaping for the tower site. Nefi Garcia indicated that they felt that this location did not need landscaping.

Commissioner Andreotti asked if there is power to the site and Mr. Garcia replied no, Verizon will pull the power from 12<sup>th</sup> Street.

In answer to a question by Commissioner Hansen, Nefi Garcia indicated that everyone has a cell phone now a days and data demand is driving the need for this tower.

MOTION: Commissioner Judkins moved to approve CUP 2014-03 for a 120 foot cell tower at approximately 6061 West 900 South subject to staff recommendations with the landscaping exemption. Commissioner Hansen seconded the motion. A vote was taken and Vice Chair Whaley said the motion carried by a unanimous vote.

- a. CUP 2014-02 Consideration and action on a Conditional Use Permit for a Transient Amusement Business (corn maze and zip line) on an annual basis at 2801 South 3500 West (Don and Dea Ann Staker, Applicants)

Steve Parkinson presented a staff report and indicated that the applicant is proposing to operate a corn maze and zip line on an annual basis from September 19<sup>th</sup> until October 31<sup>st</sup>. The hours of operation are Monday through Thursday from 4:00 PM to 9:00 PM and Saturday 10:00 AM to 11:00 PM. The entire property is 35 acres with a residential home and two large buildings one of which will not be used for the transient amusement business.

Attractions are to include: a nine acre corn maze, which includes a kiddy maze with interactive games within the maze. There will be a bounce house, corn box, two slides, pumpkin patch, kiddy zip line, kids train and a fire pit. There will also be vendors providing food, snacks and drinks, which will be within the barn. The parking will be south of the canal and there is an existing bridge to get from the parking to the amusements. There will be obstacles around the canal so visitors will be warned to stay out of the canal.

The applicants have been diligent to responding for staff's requests for information. The applicant indicated that there are very few residents around the property so any lighting won't flood the neighbors. Also, they will watch the potential dust issue. Staff has suggested that after the season if there were any issues of concern, they could have a review meeting to determine if any mitigation is needed.

Commissioner Hansen asked if the word "transient" could be changed to "seasonal" in the description. Steve Parkinson indicated that "transient" was listed in the ordinance.

Sean Wilkinson indicated that the operation is such a seasonal use, that it wouldn't be the main driver of an agri-tourism operation, but it could be an agri-tourism operation.

Don Staker indicated that they will not do a zip line this year.

Commissioner Judkins asked if they will be providing lighting in the parking lot. Don Staker indicated that they have a neighbor to the south whose light shines into his bedroom. Most of the time, the area has sufficient lighting.

Commissioner Judkins asked what road they will use as access, and Don Staker replied that he will use 2550 and 3350 South as access. Commissioner Judkins stated that Weber County Engineering may have something to say about the increased traffic on 2550 S.

Commissioner Hansen asked if they will use a barrier on the non-used agricultural area. Don Staker indicated that there is no reason for anyone to go out to the remaining acreage where alfalfa is planted to the west. There is a field of alfalfa planted to the west. Their ticket booth will be on the bridge so there will be oversight of the area. They will be also use signs and obstacles on the bridge to direct traffic to where they want them to go away from the canal.

Commissioner Hansen wanted to make sure there was a definition to where the public is directed to go and where not to go. Don Staker reported that there is a gate half way on the tumbling building that they can close and the tumbling building will be locked. He can put a gate at the residence. The west field will be planted in alfalfa and people shouldn't have the desire to go out there.

Commissioner Andreotti indicated that he believes it is a good idea to have a review meeting after the first season. Mr. Staker agreed that it is a good idea.

Don Staker indicated that the barn is a metal building and he will put gravel on the floor. The north and south walls are enclosed. It is open on the east and west. He believes they can put the vendors in that building. Steve Parkinson indicated that the Weber County Building and Health Department will need to review the hay barn for the public to be able to come into it. The Health Department will get involved with the port-o-potty numbers that will be required based upon the number of visitors.

MOTION: Commissioner Hansen moved to approve CUP 2014-02 for a Transient Amusement Business (corn maze and zip line) on an annual basis at 2801 South 3500 West subject to staff and agency approvals and conditions to include that this will be an annual activity and as a minimum at the end of the first season a review meeting will be held to review if any mitigation will be needed for the next season. Commissioner Judkins seconded the motion. A vote was taken and Vice Chair Whaley stated that the motion carried with all members present voting aye.

Commissioner Andreotti indicated that if the zip line is not done this year, then they should not include it at this time. If they decide next year that they want to do that, they could come back and ask staff.

Note: The proposal is approved with the zip line, but the applicant has indicated that they will not have a zip line this year. If a zip line is desired next year, the applicant can bring the plans to staff for them to approve the specifics.

### 3. Legislative Items

#### 3.1. New Business

1. ZTA 2014-04 Consideration and action on a request to amend the Weber County Land Use Code Title 104 (Zones) Chapter 9 (Forest Zoned F-5, F-10, and F-40) Section 2 (Permitted Uses) by increasing the allowed size of a shed from 100 square feet to 200 square feet (Sunridge Property Owners Association Board Members, Applicant)

Jim Gentry presented a staff report and indicated that the proposal is to amend the above zones to increase the allowed size of a shed from 100 square feet to 200 square feet. In 1983 an amendment to the zoning ordinance was approved to allow temporary trailers in the Forest Zones as well as 100 square foot sheds. At that time the County Commission was debating between 100 and 150 square foot sheds. The County Commission at that time went with 100 square foot sheds, but no reasons were given as to why they chose that size. The amendment was added to allow lot owners a place to store tools and other equipment they needed to work on their lots. Today, lot owners need a place to store and lock up costly ATV's and support equipment and not have to transport their equipment each time they visit the site. The size increase will allow property owners a place to store the modern side by side and the larger ATV's.

The other change to this is chapter to Section 104-9-3 Conditional Uses by removing number (16) Recreation Resort and renumbering to reflect that change. The recreation lodge definition is more focused on the recreation uses versus the commercial uses and is more appropriate in the Forest Zones. With Recreation Resort, commercial type uses are wide open in the Forest Zones.

In response to a question by Commissioner Judkins, Jim Gentry indicated that the change took place to allow recreation vehicles in the forest zones in 1983. They didn't want to propose too large a building so the owners could put bathrooms in them. They sheds would only be allowed to be 25 ft. high. The sheds require a land use permit and a copy of that permit is forwarded to the Building Inspection Department.

MOTION: Commissioner Hansen moved to recommend to the County Commission approval of ZTA 2014-04 to amend the Weber County Land Use Code Title 104 (Zones) Chapter 9 (Forest Zoned F-5, F-10, and F-40) Section 2 (Permitted Uses) by increasing the allowed size of a shed from 100 square feet to 200 square feet as indicated subject to staff and agency requirements and to include the removal of the recreation resort definition as described in the staff report. Commissioner Andreotti seconded the motion. A vote was taken and Vice Chair Whaley indicated that the motion carried.

6. Planning Director Report

Sean Wilkinson indicated that staff is considering changing the order of which presentations are made. They are considering allowing the applicant to present their application first, followed by the staff presentation. In discussions recently, they have found that this county is not the norm. When staff presents the case first, sometimes it looks like staff is advocating or presenting the applicant's point of view.

Commissioner Judkins asked if it would help get the applicants to attend the meeting, and Mr. Wilkinson replied that it may. Commissioner Andreotti stated that it may improve public perception as well. Sean Wilkinson indicated that they will try the new order at the next meeting.

The meeting was adjourned at 5:50 P.M.

Respectfully Submitted,

Sherril Sillitoe, Secretary,  
Weber County Planning Division



# Staff Report to the Western Weber Planning Commission

Weber County Planning Division

## Synopsis

### Application Information

**Application Request:** Consideration and action for final approval of Mallard Springs Subdivision (21 lots).  
**Agenda Date:** Tuesday, May 13, 2014  
**Applicant:** Doug Hamblin  
**File Number:** LVM081913

### Property Information

**Approximate Address:** 4000 West 2550 South  
**Project Area:** 24.89 acres  
**Zoning:** A-1  
**Existing Land Use:** Agricultural  
**Proposed Land Use:** Residential  
**Parcel ID:** 15-078-0021  
**Township, Range, Section:** 6N 2W Sec 28

### Adjacent Land Use

<b>North:</b> Agricultural	<b>South:</b> Residential
<b>West:</b> Residential	<b>East:</b> Residential

### Staff Information

**Report Presenter:** Steve Parkinson  
sparkinson@co.weber.ut.us  
801-399-8768  
**Report Reviewer:** SW

## Applicable Codes

- Weber County Land Use Code Title 104 (Zones) Chapter 5 (A-1 Zone)
- Weber County Land Use Code Title 106 (Subdivisions)

## Type of Decision

**Administrative Decisions:** When the Planning Commission is acting as a land use authority, it is acting in an administrative capacity and has much less discretion. Examples of administrative applications are design reviews, flag lots, and subdivisions. Administrative applications must be approved by the Planning Commission if the application demonstrates compliance with the approval criteria.

## Background

The applicant is requesting final approval of Mallard Springs Subdivision (21 lots). The applicant wants to divide a vacant 24.89 acre parcel and create twenty-one new building lots. This subdivision is located in the A-1 Zone. The A-1 Zone requires a minimum of 40,000 square feet in area and a lot width of 150 feet per dwelling. These lots meet these requirements. An eastward extension of 2475 South from within Hunter Place Subdivision is required for this subdivision. A separate main access will come from 2550 South at approximately 4050 West. Two road stubs will be left for future development, including a 10.5 acre parcel to the west and a 21.82 acre parcel to the north.

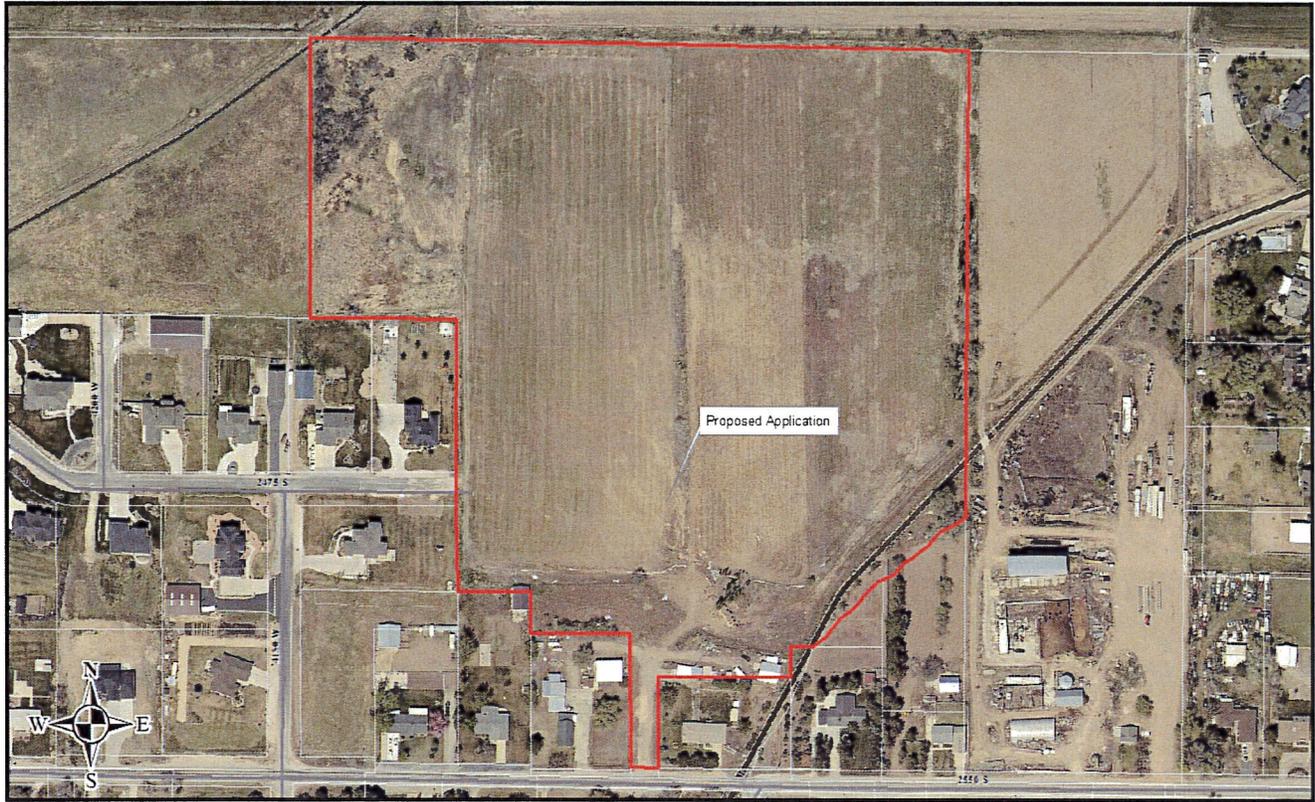
The proposed lots will receive culinary water services from Taylor West Weber Water and secondary water from Hooper Irrigation. These lots will have sewer service from the Central Weber Sewer Improvement District. Eight new fire hydrants are proposed with the extensions of the new roads.

Preliminary approval for Mallard Springs subdivision was granted during the September 25, 2013 Planning Commission meeting with the following conditions: (Conditions are in black and what the applicant has done to comply are in red):

1. The requirements of staff and other reviewing agencies, particularly engineering issues regarding flood potential and requirements along the canal.
  - The applicant submitted plans to deal with any flood potential including detention ponds.



Location Map 2 - Aerial





# Reeve & Associates, Inc.



April 9, 2014

Mr. Steve Parkinson  
Planner II  
Weber County  
Planning Division  
801-399-8768  
[sparkinson@co.eber.ut.us](mailto:sparkinson@co.eber.ut.us)  
2380 Washington Blvd., Ste. 240  
Ogden, Utah 84401-1473

*Project: Mallard Springs Subdivision*  
*RE: Weber County Planning Division – Traffic Letter*

Dear Mr. Parkinson:

As per your request, we are submitting to you this report of the traffic letter on the proposed Mallard Springs Subdivision located at 4050 West and 2550 South in Weber County, UT. The proposed residential development includes 21 new homes to be constructed to the north of 2550 South. A new road, 4050 West, is proposed to connect the new subdivision to 2550 South. This Traffic Letter discusses the traffic that will be generated from the residential development and the site distances to the nearest intersection and canal.

The number of new trips that will be generated for the proposed residential development was determined using trip generation figures obtained from ITE Trip Generation Manual 9<sup>th</sup> Edition. With 21 new homes being built and using the Single Family Detached Housing Figure (210), we were able to determine the AM Peak Hour, PM Peak Hour and Annual Average Daily Traffic (AADT). These results can be found in Table 1 below.

**Table 1 – Traffic Generation**

<i>Peak</i>	<i>Generated Trips</i>
<i>AM</i>	<i>16</i>
<i>PM</i>	<i>21</i>
<i>AADT</i>	<i>200</i>

The proposed residential development will generate 16 vehicles during the AM peak hour, 21 vehicles during the PM peak hour and a total of 200 vehicles throughout the entire day. These accesses the development will be dispersed onto 2475 South to 4300 West and also onto 2550 South. This is a very small amount of vehicles and will have little impact on the existing Level of Service to 4300 West and 2550 South Street.

*Solutions You Can Build On™*  
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920 Chambers Street, Suite 14 • Ogden, Utah 84403 • Tel: 801-621-3100 • Fax: 801-621-2666  
Email: [ogden@reeve-assoc.com](mailto:ogden@reeve-assoc.com) • Website: [www.reeve-assoc.com](http://www.reeve-assoc.com)

# Reeve & Associates, Inc.

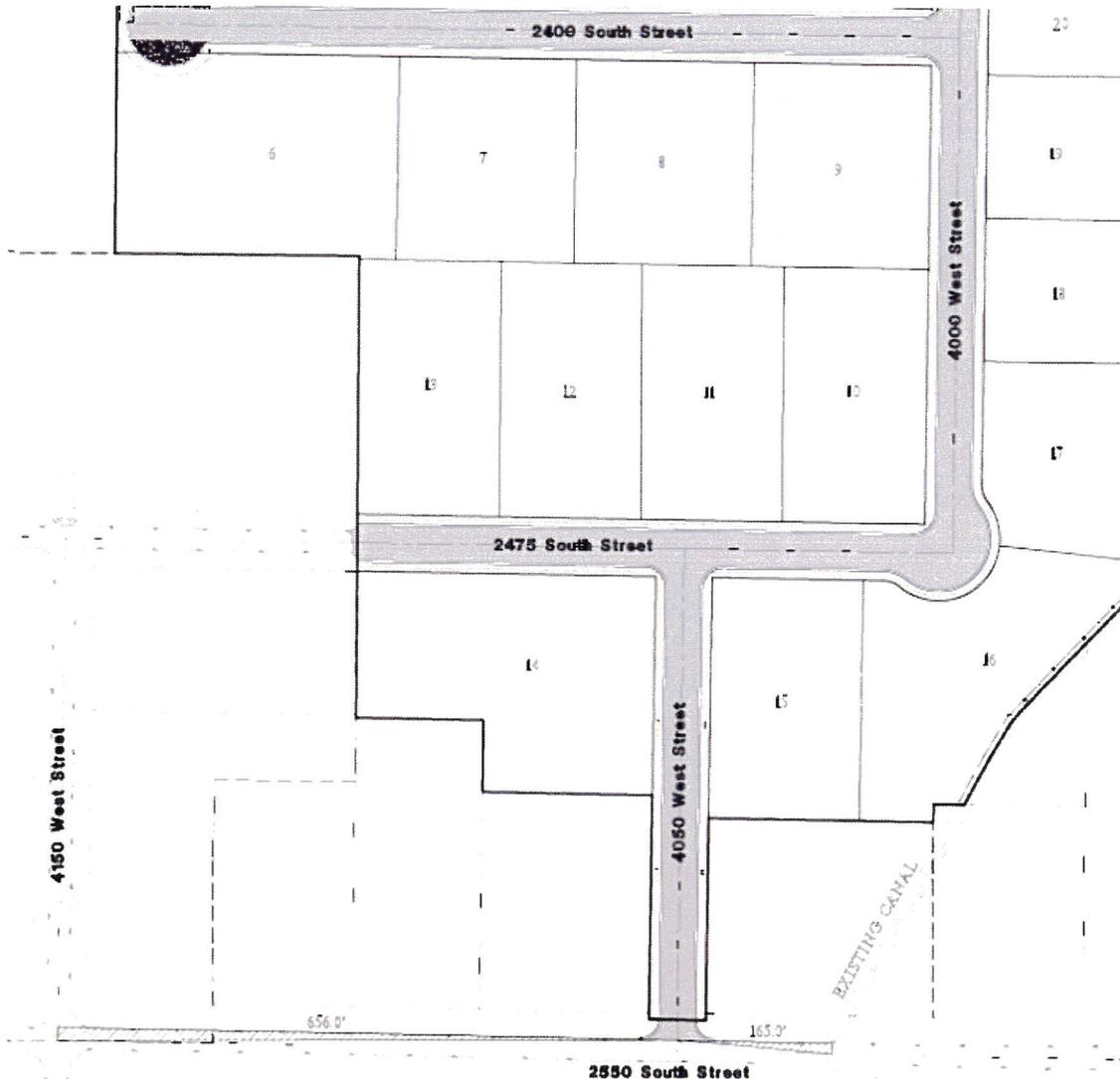


From centerline to centerline, the proposed 4050 West Street is located 656.0' to the east of 4150 West Street and 165.0' to the west of the canal (See attached Figure). In both directions there is a clear line of site to where you can see beyond the intersection and canal creating a site distance of 1000.0' or more.

If you have any questions, or we can be of further assistance, please let us know.

Sincerely,

Thomas Hunt, E.I.T.  
Project Engineer  
Reeve & Associates, Inc.  
[thunt@reeve-assoc.com](mailto:thunt@reeve-assoc.com)





# Staff Report to the Western Weber Planning Commission

Weber County Planning Division

## Synopsis

### Application Information

**Application Request:** Consideration and recommendation on a request to amend the Weber County Land Use Code, Title 108 (Standards), Chapters 5 (Planned Unit Residential Development), 7 (Supplementary and Qualifying Regulations), and 8 (Parking and Loading Space, Vehicle Traffic and Access Regulations) to provide ordinance clarifications regarding nightly rental requirements, generally.

**Agenda Date:** Tuesday, May 13, 2014

**Applicant:** Planning Division

**File Number:** ZTA 2014-03

### Property Information

**Approximate Address:** Not Applicable

**Project Area:** Not Applicable

**Zoning:** Not Applicable

**Existing Land Use:** Not Applicable

**Proposed Land Use:** Not Applicable

**Parcel ID:** Not Applicable

**Township, Range, Section:** Not Applicable

### Adjacent Land Use

<b>North:</b>	Not Applicable	<b>South:</b>	Not Applicable
<b>East:</b>	Not Applicable	<b>West:</b>	Not Applicable

### Staff Information

**Report Presenter:** Charlie Ewert  
cewert@co.weber.ut.us  
(801) 399-8763

**Report Reviewer:** SW

## Applicable Ordinances

- Weber County Land Use Code Title 108 (Standards) Chapter 7 (Supplementary and Qualifying Regulations) Section 25 (Nightly Rentals)
- Weber County Land Use Code Title 108 (Standards) Chapter 8 (Parking and Loading Space, Vehicle Traffic and Access Regulations) Section 2 (Parking Spaces for Dwellings)
- Weber County Land Use Code Title 108 (Standards) Chapter 5 (Planned Residential Unit Development (PRUD)) Section 4 (Use Requirements)

## Legislative Decisions

When the Planning Commission is acting as a recommending body to the County Commission, it is acting in a legislative capacity and has wide discretion. Examples of legislative actions are general plan, zoning map, and land use code amendments. Legislative actions require that the Planning Commission give a recommendation to the County Commission. Typically the criteria for recommending in a legislative matter require compatibility with the general plan and existing ordinances.

## Background

This application started as a request from an Ogden Canyon resident to change an Ogden Valley Zone (the FR-1 zone) to allow nightly rental uses by conditional use permit. The Ogden Valley Planning Commission forwarded to the County Commission a recommendation for denial for that request. However, as part of the review of the request staff discovered that there were several sections of current code that needed clarification as they relate to nightly rentals. The Ogden Valley

Planning Commission separated these clarifications<sup>1</sup> into a second issue, and provided a recommendation for approval to the County Commission. Because the clarifications affect code sections generally applicable in Western Weber County as well, they are submitted to you for your consideration and recommendation to the County Commission.

These clarifications are regarding supplemental requirements for nightly rental uses, parking requirements for rental sleeping rooms, and Planned Residential Unit Development (PRUD) requirements as they relate to nightly rentals.

### Summary of Planning Commission Considerations

When making legislative considerations for land use matters the Planning Commission should focus on providing a reasonable balance between certain private property rights and the potential negative impacts on others. The following considerations should assist the Planning Commission to find such balance for this issue:

*Supplemental and Qualifying Regulations.* As staff reviewed this request we observed that the requirements of LUC §108-7-25 regarding nightly rentals were inadvertently changed during the recent codification process. Whereas it previously defined nightly rentals as having a term of less than thirty days it now mistakenly provides for a term of less than three days. For clarification purposes this proposed amendment returns the code back to thirty days.<sup>2</sup>

*Parking and Loading Space, Vehicle Traffic and Access Regulations.* Current parking requirements require 3/4ths parking space per rental sleeping room. On its face, it is currently more flexible for residences with only rental sleeping rooms than single family residences whose owners rent out extra rooms. Staff does not think it is intended to be applied as such, since a residence with only rental sleeping rooms is more likely to generate a greater demand for parking than residences where only part of the sleeping rooms are rented. The provided clarifications should clear up how to administer these requirements.

*Planned Residential Unit Development (PRUD).* Current PRUD requirements do not, on their face, provide an allowance for single family residences to be rented as nightly rentals. Based on past approvals staff does not think that this section is intended to be so rigid. The provided clarifications change the literal interpretation of this section to provide for the intent of the section.

Please see Exhibit A (attached) to review the proposed new text changes. Underlined text indicates new additions, strikeouts indicate deleted text.

### Conformance to the General Plan

Legislative decisions should be considered through the lens of policy perspectives provided in the General Plan. A review of the general plan documents returned little specificity on the subjects.

### Conditions of Approval

Not Applicable

### Staff Recommendation

Staff recommends approval of the text included as Exhibit A with the following findings:

- The clarifications will assist the County to administer code requirements for nightly rentals and rental sleeping rooms in areas where they are permitted.
- The clarifications are not detrimental to the health, safety, and welfare of County residents.

The Planning Commission's decision should be made as a recommendation to the County Commission.

### Exhibits

<sup>1</sup> See Exhibit A, attached, for the proposed full text changes

<sup>2</sup> See Exhibit B, attached, for an excerpt of prior code

- A. Proposed amendments – LUC §108-7-25: Supplementary and Qualifying Regulations, Nightly Rentals; LUC §108-8-2: Parking and Loading Space, Vehicle Traffic and Access Regulations, Parking Spaces for Dwellings; and LUC §108-5-4: Planned Residential Unit Development (PRUD), Use Requirements.
- B. Previously implemented LUC §108-7-25 excerpt.

1 **CHAPTER 7. SUPPLEMENTARY AND QUALIFYING REGULATIONS**

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- 2 Sec. 108-7-1. Purpose and intent.
- 3 Sec. 108-7-2. Projections permitted into required yard setbacks.
- 4 Sec. 108-7-3. Fencing requirements.
- 5 Sec. 108-7-4. Area of accessory building.
- 6 Sec. 108-7-5. Exceptions to height limitations.
- 7 Sec. 108-7-6. Minimum height of dwelling.
- 8 Sec. 108-7-7. Clear view of intersecting streets.
- 9 Sec. 108-7-8. Setbacks for animals and fowl.
- 10 Sec. 108-7-9. Water and sewage requirements.
- 11 Sec. 108-7-10. Required building setback from designated collector or arterial streets.
- 12 Sec. 108-7-11. Group dwellings.
- 13 Sec. 108-7-12. Towers.
- 14 Sec. 108-7-13. Residential facility for persons with a disability facility requirements.
- 15 Sec. 108-7-14. Residential facility for troubled youth; facility requirements.
- 16 Sec. 108-7-15. Residential facility for elderly persons; facility requirements.
- 17 Sec. 108-7-16. Large accessory buildings (1,000 square feet or larger).
- 18 Sec. 108-7-17. New construction in residential and commercial developments.
- 19 Sec. 108-7-18. Swimming pools.
- 20 Sec. 108-7-19. Building on dedicated substandard streets or public by right of use roads.
- 21 Sec. 108-7-20. Occupying recreational vehicles.
- 22 Sec. 108-7-21. No obstruction of irrigation ditches, drains and/or canals.
- 23 Sec. 108-7-22. Temporary real estate sales office.
- 24 Sec. 108-7-23. River and stream corridor setbacks (Western Weber County).
- 25 Sec. 108-7-24. Wind energy conversion systems (small wind energy systems).
- 26 Sec. 108-7-25. Nightly rentals.
- 27 Sec. 108-7-26. Land use applications involving lots/parcels with existing violations.
- 28 Sec. 108-7-27. Solar energy systems.
- 29 Sec. 108-7-28. Garage sales/yard sales.
- 30 Sec. 108-7-29. Flag lot access strip, private right-of-way, and access easement standards.
- 31 Sec. 108-7-30. Flag lots.
- 32 Sec. 108-7-31. Access to a lot/parcel using a private right-of-way or access easement.
- 33 Sec. 108-7-32. Access to a lot/parcel at a location other than across the front lot line.
- 34 | ...
- 35 **Sec. 108-7-25. Nightly rentals.**

36 The rental of a sleeping room, apartment, dwelling unit, or dwelling for a time period of less than  
 37 | thirtyree (30) days is considered a nightly rental. Nightly rentals are allowed only when listed as either a  
 38 permitted or conditional use in a specific zone or when approved as part of a planned residential unit  
 39 development (PRUD).

40 (Ord. of 1956, § 23-25; Ord. No. 2009-14)

41 **CHAPTER 8. PARKING AND LOADING SPACE, VEHICLE TRAFFIC AND ACCESS REGULATIONS**

- 42 Sec. 108-8-1. Purpose and intent.
- 43 Sec. 108-8-2. Parking spaces for dwellings.
- 44 Sec. 108-8-3. Access to lots in subdivisions.
- 45 Sec. 108-8-4. Parking space for non-dwelling buildings and uses.
- 46 Sec. 108-8-5. Adjustments for unusual and unique conditions.
- 47 Sec. 108-8-6. Computation of parking requirements.
- 48 Sec. 108-8-7. Parking lot design and maintenance.
- 49 Sec. 108-8-8. Off-street truck loading space.
- 50 Sec. 108-8-9. Business requiring automobile access.
- 51 Sec. 108-8-10. Vehicular traffic to commercial or manufacturing zones.
- 52 Sec. 108-8-11. Regulations governing accessory vehicle off-street parking within required side yard
- 53 areas.
- 54 Sec. 108-8-12. Off-site improvements required.

55 | ...

56 **Sec. 108-8-2. Parking spaces for dwellings.**

57 In all zones there shall be provided in a private garage or in an area properly located for a  
 58 future garage:

Single-family dwelling	Two side-by-side parking spaces
Two-family dwelling	Four side-by-side parking spaces
Three-family dwelling	Six parking spaces
Four-family dwelling	Seven parking spaces
Other multiple-family dwellings	
Mixed bachelor, bachelorette and family	1¼ parking spaces per unit. Building permit will stipulate maximum number of persons per unit and number and type of unit.
Bachelor and/or bachelorette	(Presence of resident manager does not make this type a mixed complex.) One parking space for each person in each unit. Building permit will stipulate maximum number of persons per unit and number and type of unit.
Housing exclusively for elderly	One parking space per unit for the first 30 units, 0.75 space per unit for the next 20 units and 0.5 space per unit for each unit in excess of 50 in the development.

59 (1) If any dwelling unit is increased by occupant use after the original building permit  
 60 is issued, the parking requirements shall reflect that increase.

61 (2) Rental sleeping room. In addition to the above parking space requirements,  
62 dwelling units with more than two sleeping rooms shall provide three-fourths  
63 additional parking space per each additional room used as a rental sleeping  
64 room. ~~In addition to the above parking space requirements, three-fourths parking~~  
65 ~~space shall be provided for each rental sleeping room in a dwelling unit.~~

66 (Ord. of 1956, § 24-2; Ord. No. 27-80; Ord. No. 9-81; Ord. No. 2011-3, § 24-2, 2-15-2011)

67 ...

## 68 CHAPTER 5. PLANNED RESIDENTIAL UNIT DEVELOPMENT (PRUD)

69 Sec. 108-5-1. Definitions.

70 Sec. 108-5-2. Purpose and intent.

71 Sec. 108-5-3. Permitted zones.

72 Sec. 108-5-4. Use requirements.

73 Sec. 108-5-5. Area regulations.

74 Sec. 108-5-6. General requirements.

75 Sec. 108-5-7. Submission of application.

76 Sec. 108-5-8. Planning commission consideration.

77 Sec. 108-5-9. Planning commission action.

78 Sec. 108-5-10. County commission action.

79 Sec. 108-5-11. Building permit issuance.

80 Sec. 108-5-12. Time limit.

81 ...

82

### 83 Sec. 108-5-4. Use requirements.

84 (a) An over all development plan for a planned residential unit development showing  
85 residential uses, housing types, locations, sizes, height, number of residential units,  
86 access roads, common open spaces, etc., may be approved by the planning commission  
87 and county commission and building permits issued in accordance with such plan, even  
88 though the residential uses and dwelling types and the location of the buildings proposed  
89 may differ from the residential uses and dwelling types and regulations governing such  
90 uses in effect in the zone in which the development is proposed provided the  
91 requirements of this chapter are complied with. Accessory nonresidential uses may be  
92 included in planned residential unit developments of 100 units or more to provide a  
93 necessary service to the residents of the development as determined by the planning  
94 commission provided agreements and restrictive covenants controlling the proposed  
95 uses, ownership, operational characteristics and physical design to the county's  
96 satisfaction are filed by and entered into by the developer to assure that the approved  
97 necessary services intent is maintained.

98 (b) Once the overall development plan showing details of buildings, structures and uses has  
99 been approved by the county commission, after recommendations of the planning  
100 commission, no changes or alterations to said development plan or uses shall be made  
101 without first obtaining the approval of the planning commission and county commission,  
102 except for landscaping, provided subsection (c) of this section has been complied with.

103 (c) The landscaping plan submitted for approval of the PRUD, shall be considered the  
104 minimum acceptable landscaping for the PRUD. Any alterations to the landscape plan  
105 shall be submitted to the township planning commission and shall be stamped by a  
106 licensed landscape architect certifying the following:

- 107 (1) That the area of landscaping area exceeds the approved landscape plan;  
108 (2) That the number and quality of plants exceed the approved landscape plan;  
109 (3) That the portion of landscaping per phase exceeds the portions per phase of the  
110 approved plan; and  
111 (4) That all requirements of the Land Use Code have been met.

112 No money held in the financial guarantee for the completion of landscaping of any phase  
113 of a PRUD shall be released until all landscaping requirements are completed for that  
114 phase, with the exception of single-family dwellings. In the case of single-family  
115 dwellings, that portion of the guarantee, equal to that portion of the phase represented by  
116 the dwelling, may be released.

117 (d) Any housing units to be developed or used, in whole or in part, for ~~time-share~~  
118 ~~condominiums rental apartment, lockout~~ sleeping rooms (including lockout sleeping  
119 rooms) for nightly rentals, ~~etc.~~, shall be declared and designated on the site development  
120 plan, and shall adhere to the additional parking requirements for rental sleeping rooms as  
121 provided in title 108, chapter 8, section 2 of this Land Use Code.

122 *(Ord. of 1956, § 22D-4; Ord. No. 9-81; Ord. No. 2004-17)*

## EXHIBIT B: PREVIOUS CODE EXCERPT

6. Small wind energy systems shall not exceed sixty (60) decibels as measured at the closest property line except during short-term severe wind events. A manufacturer's sound report shall be required with an application for a small wind energy system.

7. Manufacturer specifications for components and installation shall be required with an application for a small wind energy system.

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### 23-25. Nightly Rentals

The rental of a sleeping room, apartment, dwelling unit, or dwelling for a time period of less than thirty (30) days is considered a nightly rental. Nightly rentals are allowed only when listed as either a permitted or conditional use in a specific zone or when approved as part of a Planned Residential Unit Development (PRUD).

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### 23-26. Land Use Applications Involving Lots/Parcels with Existing Violations

No land use application shall be approved for any lot/parcel until all unresolved zoning, building, business license, nuisance, or other violations on any such lot/parcel, or on any parcel included in any manner as part of the application are resolved, unless approval of the application will resolve all of the existing violations. A land use application submitted for approval, which will resolve all of the existing violations, must be accompanied by a letter from the applicant stating what the existing violations are, and how the proposed land use application will resolve them.

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### 23-27. Solar Energy Systems

Solar energy systems located on individual parcels/lots, which are used to supply energy to a principal use or structure on the parcel/lot, shall be allowed in any zone as an accessory use to a principal use or structure. Solar energy systems shall meet the setback and height requirements for an accessory building in the zone in which the system is located. Setbacks shall be measured to the outermost edge of the system nearest the property line. Solar energy systems which are attached to a building shall meet the same setbacks that are required for the building.

This section does not address large scale projects which include multiple solar energy systems designed to produce energy for wholesale purposes.

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### 23-27. Garage Sales/Yard Sales

2011-17

Garage sales/yard sales of personal used items from a single-family dwelling shall not be held more than once every 3 months.

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### 23-28. Flag Lot Access Strip, Private Right-of-Way, and Access Easement Standards

2012-7

1. In order to provide for safe and consistent access to lots/parcels using flag lot access strips, private rights-of-way, or access easements as the primary means of ingress and egress, the following standards shall be met, in addition to the individual requirements of Sections 23-29, 23-30, and 23-31 below:

## Western Weber Township Planning Commission Cluster Subdivision Work-Session

WS1.

**Discussion:**

1. Review of Example "Sketch Plan Approval" Processes.
  - a. Summit County, Utah
    - i. Summit County Code.
    - ii. Summit County Sketch Plan Application Form.
  - b. Boulder County, Colorado
    - i. Boulder County Code (Article 5).
    - ii. Boulder County Sketch Plan Application Form. \_\_\_\_\_
  
2. Review of Weber County Cluster Subdivision Draft and Application Form.
  - a. Section 108-3-1 Purpose and Intent.
  - b. Section 108-3-2 Approval Procedure.
  - c. Cluster Subdivision Sketch Plan Endorsement Application.
  - d. Other.

# Summit County Code

## Sketch Plan Approval

**D. Submission Requirements:** An application for the Cluster Bonus/Agricultural Preservation Subdivision of property approval shall not be accepted as complete unless such application contains the information set forth herein; provided, however, that the CDD or designated planning staff member may request, and the applicant shall submit, such additional information as may be needed to ascertain whether such application conforms to the requirements of this Title. The CDD or designated planning staff member may also determine that due to the nature of the parcel and of the subdivision proposed, some of the submission requirements can be waived in an effort to simplify the application process. (Ord.481, 3-12004; amd. 2004 Code)

1. Sketch Plan: Prior to submitting a formal application for development review, an applicant shall submit a sketch plan, which shall be prepared in pen or pencil, and shall be drawn to a convenient scale of not more than one hundred feet to an inch (1" = 100'), and shall show the following information:

- a. The creation date of the parcel(s) to be subdivided in accordance with the definition of a "lot of record", as defined in Appendix A of this Title.
- b. The name of the subdivision. This name shall not duplicate the name of any plat previously recorded.
- c. Name and address, including telephone number, of the legal owner, and citation of last instrument conveying title to each parcel of property involved in the proposed subdivision, giving grantor, grantee, date, and land records reference. 11-4-9
- d. Legal description and location of property, including citation of any existing legal rights of way, irrigation ditches, or easements affecting the property; and existing covenants on the property, if any.
- e. The approximate location, dimensions, and areas of all proposed or existing lots, existing easements, burial grounds, railroad rights-of-way, watercourses, and names of all existing streets or other public roads adjacent to the proposed lots.
- f. A delineation of environmentally sensitive areas including, but not limited to, wetlands, and slopes exceeding thirty percent (30%), and ridgelines.
- g. Identification of the means for providing water supply, power, sanitary sewage systems, collection and discharge of surface water drainage, and fire protection, including an analysis of the feasibility of connecting to a centralized sewer disposal or water systems if requested.

- h. All areas within and adjacent to the project, including areas separated by a street, highway, road, right-of-way, railroad line, or stream or watercourse, under common ownership, shall be identified in the sketch plan.
- i. A site specific agricultural plan shall be required to be submitted at the time of sketch plan. The purpose of this study will be to identify the significant features and characteristics that make the property viable for agricultural use. Development should be planned in such a way as to preserve or enhance the agricultural use of the property. (Ord. 481, 3-1-2004)
- j. All contiguous property under one ownership shall be planned in a unified and comprehensive fashion and shall be included in an application for subdivision consideration and approval. (Ord. 481, 3-1-2004; amd. 2004 Code)



Community Development Department  
P.O. Box 128  
60 North Main Street  
Coalville, Utah 84017  
Phone: 435-615-3124  
Fax: 435-615-3046  
[www.summitcounty.org](http://www.summitcounty.org)

## EASTERN SUMMIT COUNTY

### CHECKLIST AND REVIEW PROCEDURE FOR SKETCH PLAN

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- **SUBMISSION REQUIREMENTS**

- ***Application form:*** Completed and signed by the property owner(s).
- ***Approval of the property owner(s) if different from the applicant:*** The property owner(s) must sign the back of the application form, or submit a letter indicating their ownership and authorization for the submittal of the application.
- ***Fee:***
  - ***Residential Project:*** \$20.00 per lot/unit
  - ***Non-Residential Project:*** \$95.00 per acre of disturbed land or 1,000 sq ft of building footprint area, whichever is greater (if the development area is less than one acre, the fee shall be \$95.00)
- ***Warranty deed(s):*** Please submit current deed(s) for each parcel involved in the Sketch Plan; available from the Summit County Records Office.
- ***1 copy of a detailed Sketch Plan (11" x 17" minimum paper size, drawn to scale), including:***
  - Vicinity Map and North Arrow;
  - The creation date of the parcel(s) to be developed in accordance with the definition of a "lot of record" as defined in Appendix A of the Development Code;
  - The name of the development. This name shall not duplicate the name of any plat previously recorded;
  - Name and address, including telephone number of legal owner(s) and/or authorized representative, and citation of last instrument conveying each parcel of property involved in the proposed development, giving grantor, grantee, date and lands records reference;
  - Legal description and location of property, including citation of any existing legal rights-of-way, irrigation ditches, or easements affecting the property; and existing covenants on the property, if any;
  - The approximate location, dimensions, and areas of all proposed or existing lots, existing structures, existing easements, watercourses, and names of all existing streets or other public roads adjacent to the proposed development;
  - A delineation of environmentally sensitive areas, including, but not limited to wetlands, slopes exceeding 30%, floodplains and ridgelines;
  - Identification of the means for providing water supply, power, sanitary sewage, collection and discharge of surface water drainage, and fire protection, and an analysis of the feasibility of connecting to a centralized sewer disposal or water

- system (if applicable);
  - All areas within and adjacent to the project, including areas separated by a street, highway, road, right-of-way, or stream or watercourse under common ownership.
  - *If the application is for a Cluster Bonus/Agricultural Preservation Subdivision, a site specific agricultural plan shall be required to be submitted at time of Sketch Plan. The purpose of this study will be to identify the significant features and characteristics that make the property viable for agricultural use. Development should be planned in such a way as to preserve or enhance the agricultural use of the property.*
  - *If the application is for a Specially Planned Area (SPA), the Sketch Plan shall include a written statement describing how the proposed development will further the goals and objectives of the General Plan and sufficient information to demonstrate the general design philosophy for the project.*
- **ADDITIONAL INFORMATION MAY BE REQUIRED.**



Community Development Department  
 P.O. Box 128  
 60 North Main Street  
 Coalville, Utah 84017  
 Phone: 435-615-3124  
 Fax: 435-615-3046  
 www.summitcounty.org

## SKETCH PLAN APPLICATION FORM

**Owner(s) of Record:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**Authorized Representative to Whom All Correspondence is to be Sent:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**Project Information:**

Parcel #: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Address: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Do you currently have constructions plans turned in for Building Permit review? **YES (plan check #)** \_\_\_\_\_ **NO**

**Project Description (acreage, building square footage, number of lots, etc.):**

\_\_\_\_\_  
 \_\_\_\_\_

**FOR OFFICE USE ONLY**

- Residential Project:** \$20.00 per lot/unit
- Non-Residential Project:** \$95.00 per acre of disturbed land or 1,000 sq ft of building footprint area, whichever is greater (if the development area is less than one acre, the fee shall be \$95.00)

- Snyderville Basin**
- Eastern Summit County**

RECEIPT #: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

**OWNER(S) ACKNOWLEDGEMENT**

All application fees must be paid at time of application submittal. No application will be processed until all application fees are paid. Notification and publication fees for required public hearing notices (individual notices mailed to property owners - \$2.00 per notice; 14 day publication of legal notice in local newspaper - cost of notice) will be billed to applicant at the time a hearing is scheduled. Notification fees must be paid within 10 days of billing.

**PLEASE NOTE REGARDING FEES**; the payment of fees and /or the acceptance of such fees by County Staff does not constitute any sort of approvals, vesting, or signify that the application is complete or appropriate in any manner. The collection of fees is simply a requirement to begin the review process that will ultimately make such determinations.

---

I hereby declare under penalty of perjury that this application form, and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Summit County may rescind any approval or sufficiency determination, or take other appropriate action.

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Boulder County Land Use Department

Courthouse Annex Building  
2045 13th Street • PO Box 471 • Boulder, Colorado 80302

Phone: 303-441-3930 • Fax: 303-441-4856

Email: [planner@bouldercounty.org](mailto:planner@bouldercounty.org)

Web: [www.bouldercounty.org/lu](http://www.bouldercounty.org/lu)

Office Hours: Monday — Friday 8:00 a.m. to 4:30 p.m.  
Closed Tuesdays 8 to 10 a.m.

# Article 5



## Subdivision Regulations

### Article 5 • Subdivision Regulations

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#### 5-100 Sketch Plan

#### 5-101 Introduction

- A. The sketch plan is the first step of the three step approval process to plat unsubdivided land. During this step, public hearings will be held before the Planning Commission and the Board of County Commissioners. The applicant must receive sketch plan approval or conditional approval in order to proceed to the second step, the preliminary plan.
- B. The sketch plan process will review, at a conceptual level, the feasibility and design characteristics of the development proposal based on the standards set forth in this Section. Residential densities will be based on unit types and/or commercial/industrial square footage limits, as established in Article 4 of this Code, with the understanding that additional technical engineering design material, survey work and preparation of required documents will be submitted for review at later steps in the application review process.
- C. The preliminary plan and final plat may be combined with the sketch plan if the proposed development contains 7 subdivided lots or less and development of the lots does not require extensive engineering. The Director shall determine whether a particular application may combine sketch plan, preliminary plan, or final plat processes.

## 5-102 Standards and Conditions for Sketch Plan Approval

- A. The Planning Commission and the Board of County Commissioners shall not approve a sketch plan proposal until the applicant has adequately shown that the proposal meets the following:
  - 1. The design conforms to the criteria established in Section 7-200.
  - 2. A water source is designated and the method of distribution within the proposed platted subdivision is defined. Also necessary, as applicable, are a preliminary agreement for water service from the appropriate water provider, well permits from the State Engineer, preliminary evidence on the availability of water, and/or a preliminary water augmentation proposal. In accordance with Section 7-300, the water supply must be adequate for the type of platted subdivision proposed.
  - 3. Either a written commitment to provide a public sewage disposal system or a sewage disposal system which complies with state and local laws and regulations, in accordance with Section 7-400.
  - 4. The develop proposal conforms with the Comprehensive Plan, any applicable intergovernmental agreement affecting land use or development, and this Code.
  - 5. The proposed methods for fire protection comply with Section 7-1100.
  - 6. The proposed uses for all areas are appropriate and the design is based on the constraints of topography, soil types, geologic hazards, aggregate resources, environmental resources, flood plain, airplane flight overlays, or other constraints.
  - 7. Services are available and adequate to meet the needs of the proposed platted subdivision including transportation, police protection, schools, recreation, telephone, mail, gas, electric power and other services, and comply with Section 7-1200.

## 5-103 Planning Commission Consideration of a Sketch Plan Proposal

- A. Planning Commission action on a sketch plan proposal shall include either a recommendation of:
  - 1. approval of the sketch plan;
  - 2. conditional approval, including a listing of all conditions; or
  - 3. denial, including a listing of reasons for denial.
- B. If the Planning Commission determines that more information is required for a decision to be made on the proposal, they may table their consideration of the sketch plan, in accordance with the provisions of Section 3-205.
- C. Following action under Section 5-103(A):
  - 1. The Land Use Director shall certify the action by the Planning Commission and transmit this certificate to the Board of County Commissioners.
  - 2. The Director shall transmit this certificate to the applicant.
  - 3. This certificate shall include any special conditions of approval or reasons for denial and the date, place, and time of the hearing before Board of County Commissioners.
- D. The Planning Commission may reserve the right to reconsider sketch plan issues during their consideration of the preliminary plan or final plat.

## 5-104 Board of County Commissioners' Consideration of a Sketch Plan Proposal

- A. Board action on a sketch plan proposal shall include either:
  - 1. Approval of the sketch plan.
  - 2. Conditional approval of the sketch plan, including a listing of all conditions. The Board may specify conditions which shall be satisfied prior to the filing of a preliminary plan application.
  - 3. Denial of the sketch plan, including a listing of the reasons for denial.
  - 4. The Board may table their consideration of a sketch plan for more information from the applicant, or they may return the sketch plan to the Planning Commission for the Commission's reconsideration at a public hearing, in accordance with the provisions of Section 3-205.
- B. Following action by the Board:
  - 1. The Director shall certify any action taken by the Board and shall transmit such certification to the applicant.
  - 2. The certification of action shall also specify the sketch plan expiration dates as defined in Section 5-500 of this Code.
  - 3. The Board may reserve the right to reconsider sketch plan issues during their consideration of the preliminary plan or final plat.



**Boulder County  
Land Use Department  
Publications**

## Planning Review Fee Schedule

**Land Use Department**  
Courthouse Annex Building  
2045 13th Street  
PO Box 471  
Boulder, CO 80302

**Planning Division:**  
Phone: 303-441-3930  
Fax: 303-441-4856

Email: [planner@bouldercounty.org](mailto:planner@bouldercounty.org)  
Website: [www.bouldercounty.org/lu](http://www.bouldercounty.org/lu)

**Office Hours:**  
Monday – Friday 8 a.m. to 4:30 p.m.  
Closed Tuesdays 8 to 10 a.m.

## Planning Review Fee Schedule

Process	Non-Refundable Deposit/Fee (\$)
Appeal of Administrative Decision - \$500 deposit and time billed for staff up to a total amount of \$1,000. If the appellant prevails with the Board of Adjustment, the deposit and any additional payments will be refunded	500.00
Comprehensive Plan Change (for individual site specific requests)	500.00
Correction Plat	100.00
Development Plan Review for Oil and Gas Production (Flat Fee)	400.00
* Exemption Plat	300.00
Extension of Approval	100.00
Location and Extent	450.00
Limited Impact Special Use Review	400.00
Preliminary Plan and/or Final Plat	750.00
Renewable Energy System; Residential (Flat Fee)	100.00
Renewable Energy System; Non-Residential (Flat Fee)	500.00
* Replat	500.00
Rezoning	500.00
Road/Easement Vacation	300.00
Road Name Change	200.00
Site Plan Review for new structures or additions 2,000 square feet and larger (Flat Fee)	1,075.00
Site Plan Review for new single family structures less than 2,000 square feet	400.00
Site Plan Review for additions and accessory structures less than 2,000 square feet, grading less than 500 cubic yards, changes in use, and commercial telecommunications facility (Flat Fee)	540.00
Site Plan Review for additions and accessory structures less than 2,000 square feet on a conservation easement (Flat Fee)	400.00
Amendments to a Site Plan	540.00
Site Plan Review Waiver (Flat Fee)	260.00
Site Specific Development Plan	800.00
Sketch Plan	1,000.00
Subdivision or PUD (Combined Process SP/PP/FP/SSDP)	1,000.00
* Subdivision Exemption	300.00
Special District	500.00
Special Use/SSDP	1,000.00
Special Use Monitoring	100.00
State Interest Reviews (1041)	500.00
Variance	250.00
Public Notice Sign Deposit (refundable)	25.00

\* Subdivision Exemptions, Replats, and Exemption Plats that are proposed to extinguish a Building Right are not required to pay an application fee.

**Note:** Non-refundable deposits are usually exceeded. The Land Use Department will bill on a monthly basis once the fee is exceeded. Amendments require the same non-refundable fee as the original process.



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 Closed Tuesdays 8 to 10 a.m.

Shaded Areas for Staff Only
Intake Stamp

## Application Form

Project Number		Project Name		
No Application Deadline		Application Deadline: First Wednesday of the Month	Application Deadline: Second Wednesday of the Month	
<input type="checkbox"/> Limited Impact Special Use <input type="checkbox"/> Limited Impact Special Use Waiver <input type="checkbox"/> Site Plan Review <input type="checkbox"/> Site Plan Review Waiver <input type="checkbox"/> Subdivision Exemption <input type="checkbox"/> Exemption Plat <input type="checkbox"/> 1041 State Interest Review <input type="checkbox"/> Other:		<input type="checkbox"/> Variance <input type="checkbox"/> Appeal	<input type="checkbox"/> Sketch Plan <input type="checkbox"/> Preliminary Plan <input type="checkbox"/> Final Plat <input type="checkbox"/> Resubdivision (Replat) <input type="checkbox"/> Special Use/SSDP	<input type="checkbox"/> Rezoning <input type="checkbox"/> Road/Easement Vacation <input type="checkbox"/> Location and Extent <input type="checkbox"/> Road Name Change
Location(s)/Street Address(es)				
Subdivision Name				
Lot(s)	Block(s)	Section(s)	Township(s)	Range(s)
Area in Acres	Existing Zoning	Existing Use of Property		Number of Proposed Lots
Proposed Water Supply		Proposed Sewage Disposal Method		

### Applicants:

Applicant/Property Owner			Email Address	
Mailing Address				
City	State	Zip Code	Phone	Fax
Applicant/Property Owner/Agent/Consultant			Email Address	
Mailing Address				
City	State	Zip Code	Phone	Fax
Agent/Consultant			Email Address	
Mailing Address				
City	State	Zip Code	Phone	Fax

### Certification (Please refer to the Regulations and Application Submittal Package for complete application requirements.)

I certify that I am signing this Application Form as an owner of record of the property included in the Application. I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. I understand that all materials required by Boulder County must be submitted prior to having this matter processed. I understand that public hearings or meetings may be required. I understand that I must sign an Agreement of Payment for Application processing fees, and that additional fees or materials may be required as a result of considerations which may arise in the processing of this docket. I understand that the road, school, and park dedications may be required as a condition of approval.

I understand that I am consenting to allow the County Staff involved in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.

**All landowners are required to sign application. If additional space is needed, attach additional sheet signed and dated.**

Signature of Property Owner	Printed Name	Date
Signature of Property Owner	Printed Name	Date

The Land Use Director may waive the landowner signature requirement for good cause, under the applicable provisions of the Land Use Code.

WEBER COUNTY LAND USE CODE  
Title 108 - Chapter 3

**Cluster Subdivisions**

- Sec. 108-3-1. Purpose and Intent
- Sec. 108-3-2. Approval Procedure
- Sec. 108-3-23. General Regulations Development Standards
- Sec. 108-3-3. Lot Area Regulations
- Sec. 108-3-4. Width, Yard and Height Regulations
- Sec. 108-3-5. Additional Design Standards and Requirements
- Sec. 108-3-6. Bonus Density
- Sec. 108-3-7. Open Space Preservation
- Sec. 108-3-8. Owner Association Required
- Sec. 108-3-9. Procedure

**Sec. 108-3-1. Purpose and Intent**

~~The intent of this chapter is to encourage the creation and permanent protection of open space, to preserve the rural character and natural beauty of unincorporated Weber County, as called for by the county's general plans. It is not the intent of this chapter to create open space subdivisions with lots sprawled over large areas, or strung out along roadways.~~

The purpose of this chapter is to provide flexible development standards to landowners that are committed to developing attractive, conservation oriented, neighborhoods that are thoughtfully designed and sited in a manner that considers and gives deference to natural topography, environmentally sensitive areas, wildlife habitat, and/or agriculturally productive lands. It is intended to benefit those that create cluster subdivisions by offering an inherent incentive, in the form of reduced infrastructure costs, and possibly, a substantial increase in residential density. It is equally intended to benefit the residents of Weber County by promoting public welfare through the reduction of long-term infrastructure maintenance costs and the preservation of the County's functional open spaces, picturesque landscapes, and rural character.

**Sec. 108-3-2. General Regulations Approval Procedure (Moved from Sec. 108-3-9)**

~~A preliminary plan of the cluster subdivision showing the areas within the subdivision to be permanently reserved for recreation and/or open space, and plans showing the proposed use, improvements and method of maintenance of such areas shall be approved by the planning commission and county~~

~~commission before the cluster subdivision proposal becomes a permitted use in the zone in which it is proposed.~~

The cluster subdivision approval process shall consist of four phases which include a conceptual sketch plan endorsement from the appropriate township planning commission, a preliminary approval and a final approval from the appropriate township planning commission, and a final approval/acceptance by the Board of Weber County Commissioners. An application related to preliminary, final, and County Commission approval/acceptance shall meet the standards as outlined in this chapter, Title 106 (Subdivisions), and all other applicable standards found within the Weber County Code. An application, related to a conceptual sketch plan endorsement, shall meet the standards and consist of the following as provided below:

1. Payment of a fee, as required by Title 16, Chapter 2 of the Weber County Code of Ordinances, and submittal of a complete Sketch Plan Endorsement Application at least 14 calendar days prior to the planning commission meeting at which the landowner and/or authorized representative wishes to be heard.
2. One (8.5"×11") vicinity map showing the subject property and surrounding area.
3. One (11"×17") conceptual plan that is drawn at a reasonable scale and, to the best of its ability, demonstrates compliance with all applicable codes. The plan shall include, but not be limited to, a north arrow and scale, subdivision boundary according to Weber County records, approximate street location(s), lots (with approximate area calculations), common areas and/or open space parcels (with approximate area calculations), easements, waterways, suspected wetlands, flood plain, existing structures, and contour lines. Information related to topography and contour lines may be submitted on a separate map. Contour information may be waived by the Planning Director if the Director determines that the subject property lacks topographic characteristics that warrant representation.
4. An electronic copy of all forms, documents, and/or information as required above.