



**WEST HAVEN CITY
PLANNING COMMISSION AGENDA**

December 13, 2023
City Council Chambers
4150 South 3900 West, West Haven, UT 84401

NOTICE IS HEREBY GIVEN THAT ON **DECEMBER 13, 2023 AT 6:00 PM**: REGULAR PLANNING COMMISSION MEETING. JOIN US DIGITALLY FOR THE WORK SESSION AND COUNCIL MEETING AT [HTTPS://US06WEB.ZOOM.US/J/86539464549](https://us06web.zoom.us/j/86539464549). WATCH LIVE AT [HTTPS://WWW.YOUTUBE.COM/@CITYOFWESTHAVENUTAH4030](https://www.youtube.com/@cityofwesthavenutah4030).

6:00 pm – In City Council Chambers

NO ACTION CAN OR WILL BE TAKEN ON ANY PLANNING COMMISSION MEETING AGENDA ITEMS DISCUSSED DURING PLANNING COMMISSION WORK SESSION - DISCUSSION OF SUCH ITEMS IS FOR CLARIFICATION OF AGENDA ITEMS.

MEETING TO ORDER: CHAIRMAN DEEM

REPORTS AND DISCUSSION AS FOLLOWS:

6:00 PM REGULAR PLANNING COMMISSION MEETING

- 1. CALL TO ORDER BY CHAIRMAN DEEM**
- 2. OPENING CEREMONIES**
 - a. PLEDGE OF ALLEGIANCE- COMMISSION MEMBER WILSON
 - b. PRAYER/MOMENT OF SILENCE COMMISSION MEMBER NECE
- 3. ACTION ON MINUTES**
 - a. APPROVE MINUTES FOR THE MEETING OF 11-08-2023
- 4. REPORT**
 - a. ACTIONS TAKEN BY CITY COUNCIL ON PLANNING COMMISSION RECOMMENDATIONS
- 5. DISCUSSION AND ACTION FOR A SITE PLAN EXTENSION**
 - a. TO CONSIDER APPROVAL FOR SITE PLAN EXTENSION FOR HONNEN EQUIPMENT LOCATED AT 1971 W 2100 S PARCEL #157880003 (APPLICANT: HBH 1900 WEST, LLC/AGENT: GENNEVA BLANCHARD)
- 6. DISCUSSION AND ACTION ON SUBDIVISION ORDINANCE.**
 - a. SUBDIVISION ORDINANCE
- 7. DISCUSSION ON 2024 PLANNING COMMISSION SCHEDULE**
 - a. REVIEW 2024 PLANNING COMMISSION SCHEDULE
- 8. ADJOURNMENT**

Robyn VanCampen

Robyn VanCampen, Deputy Recorder

In compliance with the Americans with Disabilities Act, persons needing special accommodations, including auxiliary communicative aids and services, for this meeting should notify the city recorder at 731-4519 or by email: emilyg@westhavencity.com at least 48 hours in advance of the meeting.

CERTIFICATE OF POSTING

The undersigned, duly appointed city recorder, does hereby certify that the above notice and agenda has been posted in the West Haven City Recorder's office; at the West Haven City Complex on the Notice Board and at westhavencity.com; emailed to the Standard-Examiner with a request that it be posted in their Wednesday night meeting section, mailed and emailed to the West Haven City Mayor and each West Haven City Council Member who has email capacity and to the city attorney.



Planning Commission Meeting Minutes
November 08, 2023 6:00 PM

City Council Chambers
4150 South 3900 West, West Haven, UT 84401

In City Council Chambers

NO ACTION CAN OR WILL BE TAKEN ON ANY PLANNING COMMISSION MEETING AGENDA ITEMS DISCUSSED DURING PLANNING COMMISSION WORK SESSION - DISCUSSION OF SUCH ITEMS IS FOR CLARIFICATION OF AGENDA ITEMS.

MEETING TO ORDER: CHAIRMAN DEEM

REPORTS AND DISCUSSION AS FOLLOWS:

6:00 PM REGULAR PLANNING COMMISSION MEETING

1. CALL TO ORDER BY CHAIRMAN DEEM

2. OPENING CEREMONIES

- a. PLEDGE OF ALLEGIANCE COMMISSION MEMBER REED
- b. PRAYER/MOMENT OF SILENCE COMMISSION MEMBER STIMPSON

3. ACTION ON MINUTES

- a. APPROVE MINUTES FOR THE MEETING OF 09/13/2023.

Commission member Wilson made a motion to approve. Melinda Stimpson seconded the motion.

AYES: Chairman Deem, Vice Chairman Reyna, Commission member Roundy, Commission member Stimpson, Commission member Wilson, Commission member Nece, Commission member Reed

NAYS:

ABSENT:

- b. APPROVE MINUTES FOR THE MEETING OF 09/27/2023

Commission member Stimpson made a motion to approve. Commission member Reed seconded the motion.

AYES: Chairman Deem, Vice Chairman Reyna, Commission member Roundy, Commission member Stimpson, Commission member Wilson, Commission member Nece, Commission member Reed

NAYS:

ABSENT:

4. REPORT

- a. ACTIONS TAKEN BY CITY COUNCIL ON PLANNING COMMISSION RECOMMENDATIONS

Alika advised the commission members that the Wingspan Subdivision was approved, the annexation policy was tabled until the general plan has been finalized, and the subdivision ordinance was taken off the agenda for council. it will be coming back to the planning commission to have a few items fixed.

5. **DISCUSSION AND ACTION**

- a. TO CONSIDER APPROVAL OF PRELIMINARY PLAT AND RECOMMENDATION OF FINAL PLAT FOR COMMERCIAL SUBDIVISION LOCATED AT APPROXIMATELY 1900 W AND 2100 S. (APPLICANT: SLC INDUSTRIAL PROPERTIES, LLC (AGENT: BROOK MORRIS, ANDREW HORNE))

Andrew Horne was present.

**Mr. Horne is wanting to take the 9 parcels and make it only 2 parcels. site plan is already approved, and the building is not far behind.*

Commission member Wilson made a motion to approve. **Vice-Chairman Reyna** seconded the motion.

AYES: Chairman Deem, Vice Chairman Reyna, Commission member Roundy, Commission member Stimpson, Commission member Wilson, Commission member Nece, Commission member Reed

NAYS:

ABSENT:

6. **PUBLIC HEARING**

- a. TO CONSIDER A REQUEST TO REZONE PROPERTY LOCATED AT APPROXIMATELY 3753 MIDLAND DRIVE WEST HAVEN, UTAH (PARCEL 08-022-0017 & 08-022-0042) FROM C-1 TO C-2 (APPLICANT: BLAINE WILLARDSSEN)

Blaine Willardsen present

**Mr. Willardsen stated that he wants to build a couple of buildings on the parcels. one of the buildings he would like to rent it to an electrician or a cement "contractor" for them to be able to have a place they can store their tools and equipment. the other building would be more of a training facility to learn the trade that he is currently doing which is custom painting, accessories, tires/wheels, and lift kits.*

**Chairman Deem confirmed with staff that this area is already in line to be transitioned to c2 according to the general plan.*

**Commission member Reed wanted to know what type of automotive work does the applicant do.*

Commission member Roundy made a motion Enter into Public Hearing. **Commission member Wilson** seconded the motion.

AYES: Chairman Deem, Vice Chairman Reyna, Commission member Roundy, Commission member Stimpson, Commission member Wilson, Commission member Nece, Commission member Reed

NAYS:

ABSENT:

Commission member Wilson made a motion Leave Public Hearing. **Commission member Roundy** seconded the motion.

AYES: Chairman Deem, Vice Chairman Reyna, Commission member Roundy, Commission member Stimpson, Commission member Wilson, Commission member Nece, Commission member Reed

NAYS:

ABSENT:

7. **DISCUSSION AND ACTION ON PUBLIC HEARING**

- a. TO CONSIDER A REQUEST TO REZONE PROPERTY LOCATED AT APPROXIMATELY 3753 MIDLAND DRIVE WEST HAVEN, UTAH (PARCEL 08-022-0017 & 08-022-0042) FROM C-1 TO C-2 (APPLICANT: BLAINE WILLARDSSEN) ON PUBLIC HEARING

Commission Wilson wanted to confirm with staff that what Mr. Willardsen wants to do with the property will not be prohibited in the C2 zone.

Alika confirmed that it will not be prohibited.

Chairman Deem stated that he would need a conditional use permit for the painting and stuff.

Commission member Wilson made a motion approve. Commission member Roundy seconded the motion.

AYES: Chairman Deem, Vice Chairman Reyna, Commission member Roundy, Commission member Stimpson, Commission member Wilson, Commission member Nece, Commission member Reed

NAYS:

ABSENT:

8. **DISCUSSION AND ACTION**

- a. TO GRANT PRELIMINARY SITE PLAN APPROVAL FOR PROPERTY LOCATED AT APPROXIMATELY 2050 S 1100 W (APPLICANT: TRIAD LAND DEVELOPMENT (AGENT: NATHAN MESSERLY))

Nathan Messerly with triad land development was present.

Alika wanted to explain the staff report. she stated that she has reviewed the site plan and one thing to keep in mind is the parcel is zoned mixed use and the applicant will need two or more elements. there is a commercial overlay from east of i-15 from the north right of way of 21st street 300 ft and this property is within that commercial overlay.

Mr. Messerly stated that utilities are already there and they will share an easement with Mcdonald's. there is not secondary water. he has worked with bona vista to make sure that the landscaping needs minimal water. UDOT seed mulch will be used.

Commission member Nece asked if the retention pond would be open space. Mr. Messerly advised it would be.

Commission member Wilson asked Alika if she fore sees a problem if they give a preliminary approve if there will be more problems coming in for final.

Alika stated not for this one in particular if half the property would have been within that commercial overlay, then it would need a rezone, but because the whole property is within the commercial overlay, I'm leaning more towards giving preliminary approval. her only other concern was other parcels coming in and saying most of my parcel is in that commercial overlay let me just do commercial and it would still be mixed use.

Commission member Wilson asked if there is anything that says we can't give him preliminary approval tonight and he can come in later for a rezone.

Chairman Deem stated let's just go with what Alika said earlier, and that way we can just move forward with it.

Commission member Nece made a motion to approve with the condition that a sign plan be provided before final. **Commission member Roundy** seconded the motion.

AYES: Chairman Deem, Vice Chairman Reyna, Commission member Roundy, Commission member Stimpson, Commission member Wilson, Commission member Nece, Commission member Reed

NAYS:

ABSENT:

9. PUBLIC HEARING

a. 4TH AMENDMENT TO THE GREEN FARM MASTER DEVELOPMENT AGREEMENT.

Amy gave an update that back in August 2023 the City issued a default to Nilson Homes regarding deficiencies in the Green Farms Subdivision based upon the MDA and the deadlines that were outlined in the MDA regarding open space. Since that time Green Farms has worked on remedying those issues and this particular 4th amendment goes through each one of those open spaces with new deadlines for dedication and some of the items that they agreed to complete. One of the specific ones is that there will not be a water feature any more, because they could not get water. The Culinary and Secondary provider also stated that they would not supply water for the water feature. The water feature will be replaced with an larger pavilion. The council approved them to start working on the Community Center.

Mike Flood present.

Mr. Flood stated that they plan on starting construction on the pavilion next week. The Landscape Maintenance Chart there are two portion parts to that. One of them is what we have committed to do through next May as part of the MDA agreement to hold on to the property longer to establish it and the second part was for long term maintenance plan. Nilson Homes concern was about the liability if someone gets injured. They are asking for the city to take over the park this year so that those amenities can stay open and still be used.

Commission member Roundy made a motion Enter into Public Hearing. **Commission member Nece** seconded the motion.

AYES: Chairman Deem, Vice Chairman Reyna, Commission member Roundy, Commission member Stimpson, Commission member Wilson, Commission member Nece, Commission member Reed

NAYS:

ABSENT:

Commission member Wilson made a motion Leave Public Hearing. **Melinda Stimpson** seconded the motion.

AYES: Chairman Deem, Vice Chairman Reyna, Commission member Roundy, Commission member Stimpson, Commission member Wilson, Commission member Nece, Commission member Reed

NAYS:

ABSENT:

10. DISCUSSION AND ACTION ON PUBLIC HEARING

a. 4TH AMENDMENT TO THE GREEN FARM MASTER DEVELOPMENT AGREEMENT.

Commission member Roundy made a motion to approve with the amendment that the City will take area 3 and keep area 3 open for use. **Commission member Reed** seconded the motion.

AYES: Chairman Deem, Vice Chairman Reyna, Commission member Roundy, Commission member Stimpson, Commission member Wilson, Commission member Nece, Commission member Reed

NAYS:

ABSENT:

Chairman Deem asked the members if they thought there was a lot of liability.

Amy recommends not to take it until they take the rest of them. They just had issues with drainage and she would like to wait until Spring. The liability is the same at all of the other playgrounds in the City.

Commission member Wilson is it a bigger issue to leave it open and risk someone getting hurt or to fence it off and risk someone getting hurt because we want to play pickleball.

Chairman Deem stated that the city is covered either way with that warranty section with the drainage.

11. PUBLIC HEARING

a. TO AMEND THE MODERATE-INCOME HOUSING ELEMENT OF THE GENERAL PLAN.

Alika wanted to give a refresher that back in February 2023 ordinance 01-23 was adopted that which outlined the 4 goals that the city set to achieve in the Moderate Income Housing Plan. We sent that out to the state and received a letter back of non-compliance. She spoke with the Project Manager with the State, and she basically said it was the wording of one of the goals that didn't match the wording of the state code. So goal 4 was changed for the parking requirements. Alika replaced the sentence with what it is supposed to be and it was sent back to the State and the project manager said that it looked it good.

Commission member Wilson made a motion Enter into Public Hearing. **Vice-Chairman Reyna** seconded the motion.

AYES: Chairman Deem, Vice Chairman Reyna, Commission member Roundy, Commission member Stimpson, Commission member Wilson, Commission member Nece, Commission member Reed

NAYS:

ABSENT:

Commission member Reed made a motion Leave Public Hearing. **Commission member Nece** seconded the motion.

AYES: Chairman Deem, Vice Chairman Reyna, Commission member Roundy, Commission member Stimpson, Commission member Wilson, Commission member Nece, Commission member Reed

NAYS:

ABSENT:

12. DISCUSSION AND ACTION ON PUBLIC HEARING

a. TO AMEND THE MODERATE-INCOME HOUSING ELEMENT OF THE GENERAL PLAN.

No comments were made

Commission member Roundy made a motion to approve with specific changes in goal 4 that is in the packet. **Commission member Reed** seconded the motion.

AYES: Chairman Deem, Vice Chairman Reyna, Commission member Roundy, Commission member Stimpson, Commission member Wilson, Commission member Nece, Commission member Reed

NAYS:

ABSENT:

13. **ADJOURNMENT**

Commission member Nece made a motion to approve. Commission member Roundy seconded the motion.

AYES: Chairman Deem, Vice Chairman Reyna, Commission member Roundy, Commission member Stimpson, Commission member Wilson, Commission member Nece, Commission member Reed

NAYS:

ABSENT:

Robyn VanCampen

Deputy City Recorder

Date Approve: [enter meeting date]

DRAFT

Planning Commission Staff Review Memo

December 13, 2023
Alika Murphy, City Planner I



Extension on a Site Plan Approval

Request: To grant approval of an extension for a site plan that was approved within the last year

Property Address: 1971 W 2100 S

Property Zone: Commercial, C-2

Property Size: 5.26 acres

Applicant: HBH 1900 West, LLC (Agent: Genneva Blanchard)

Governing Documents: WHZC 157.736

Staff Recommendation: See comments under "Staff Review"

On December 14, 2022 Honnen Equipment located at 1971 W 2100 S received final site plan approval from Planning Commission. After final site plan approval, the applicant has one year to start construction, but if no construction has started then the approval is revoked unless an extension is requested. Below is the excerpt from city code.

§ 157.736 TIME LIMITATIONS ON APPROVAL.

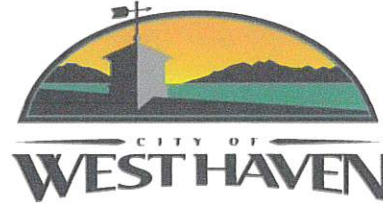
If construction of any development for which design approval has been granted has not commenced within 12 months from date of approval, the approval shall be deemed automatically revoked. Upon application, an extension of time may be granted by the Planning Commission, provided such application is made prior to the expiration/revocation of the initial approval.

The applicant is wanting to request a year extension on the approval. No changes have been made to the approved site plan.

Accordingly, it is staff's position that the commission approve the extension for the Honnen Equipment site located at 1971 W 2100 S.

STAFF REPORT

TO: Planning Commission
FROM: Aliko Murphy
DATE: December 13, 2023
SUBJECT: Updates to the West Haven City Subdivision Ordinance



In the 2023 General Session, the Utah State Legislature made significant changes to how cities are required to process subdivisions. Those changes, as well as references and links to the associated State code sections are below. Please note that this is not an exhaustive list of legislative changes which affect land use- only those tied specifically to subdivisions.

HB406- Changes to Utah Code 10-9a (Land Use Development & Management Act)

- 10-9a-508(5)(a): https://le.utah.gov/xcode/Title10/Chapter9A/10-9a-S508.html?v=C10-9a-S508_2023050320230503
 - Residential Road Widths: City cannot require more than 32' of asphalt for residential (neighborhood) roads
 - Limit does not apply to asphalt required for cul-de-sac, turnaround, master planned improvement (bike lane, trail, etc) or additional width needed for specific traffic issues
 - Sets an appeal process if more than 32' is required
- 10-9a-532: Development Agreements: https://le.utah.gov/xcode/Title10/Chapter9A/10-9a-S532.html?v=C10-9a-S532_2023050320230503
 - Cannot be used to circumvent the underlying zone
 - Requires cities to disclose any applicant rights which may be waived as part of the DA
 - Provisions of DA violating rights are void if not disclosed
 - Cannot require DA as a condition for developing the land if all applicable standards are otherwise governed in code
- 10-9a-604.5: Landscaping Infrastructure: https://le.utah.gov/xcode/Title10/Chapter9A/10-9a-S604.5.html?v=C10-9a-S604.5_2023050320230503
 - Cities may only require completion of public landscaping improvements before development activity begins, not private
 - Completion assurance only required for public landscaping improvements, not private
 - Cannot require landscaping bonds for individual residential lots

These changes are partially written into the updated subdivision ordinance. The regulations on development agreements are not. I don't believe the City needs a separate ordinance on development agreements, as 10-9a-532 puts the parameters in place as to when we can and cannot use them.

In addition to the limitations on road widths being written into the updated subdivision ordinance, they will be incorporated into the public works/engineering design standards and specifications which Ed is working on.

SB174- Changes to 10-9a-604.1 and 10-9a-604.2

- 10-9a-604.1: https://le.utah.gov/xcode/Title10/Chapter9A/10-9a-S604.1.html?v=C10-9a-S604.1_2023050320230503
 - City Councils no longer review preliminary plats for single family, two family or townhome projects
 - Cities designate staff member, board or commission- cannot be council
 - Cities must schedule pre-app meetings within 15 days of request by applicant
 - Concept review & initial feedback must happen at pre-app
 - Prelim review/approval can happen at a municipal staff level, not required in a public meeting
 - Largely bc prelim subdivision applications are administrative
 - Final plats SHALL be approved if they comply with the prelim approval and ordinances
 - Not contingent on who granted prelim approval
- 10-9a-604.2: https://le.utah.gov/xcode/Title10/Chapter9A/10-9a-S604.2.html?v=C10-9a-S604.2_2023050320230503
 - Establishes strict review timelines for reviewing and commenting on subdivision plats, including civil documents

The City is required to designate an Administrative Land Use Authority for certain subdivisions. After review and discussion, the Planning Commission has opted to recommend that they be designated as the Administrative Land Use Authority and that subdivisions are reviewed by:

Single-family, twin-home, two-family, townhome: (minor 1-5 lots, major 6+)

Subdivision Type	Plat Type	ALUA	Community Development Staff
Minor	Preliminary	X	
	Final		X
	Combined	X	
Major	Preliminary	X	
	Final		X

All other subdivisions: (including projects w/combination of housing types)

Subdivision Type	Plat Type	Planning Commission	City Council
Minor	Preliminary	X	
	Final	X	X
	Combined	X	X
Major	Preliminary	X	
	Final	X	X

Subdivision approvals are administrative and, if the plat(s) are compliant with City code, the City ***must*** approve the plat. The goal of this change is to de-politicize certain administrative decisions.

The other significant change to the subdivision ordinance which has been incorporated, but which was not required by legislative mandate, is related to the financial security options the City allows. Those changes are outlined and were requested by Amy H. in order to facilitate ease of dealing with financial security.

Planning commission reviewed the subdivision ordinance on August 23, 2023 and is now back due to more changes that were done to the ordinance. Due to the number of changes, it was best to have the ordinance go back to planning commission before having the city council review it. Any wording that was moved is in blue and anything that has been added is in red. Included in the packet is also a flowchart for the preliminary and final process and a model of a checklist that will be included with the subdivision application.

1 **CHAPTER 156: SUBDIVISION REGULATIONS**

2

3	156.001	PURPOSE- INTENT- SCOPE- VALIDITY
4	156.002	DEFINITIONS
5	156.003	LAND USE AUTHORITY FOR SUBDIVISIONS
6	156.004	PRELIMINARY PLAT- REQUIREMENTS- APPROVAL PROCESS- TIME
7		LIMITATION- GRADING LIMITATION
8	156.005	FINAL PLAT – REQUIREMENTS – APPROVAL – TIME LIMITATION
9	156.006	REVIEW OF FINAL PLAT AND SUBDIVISION IMPROVEMENT PLANS –
10		DISPUTE RESOLUTION
11	156.007	SUBDIVISION STANDARDS
12	156.008	SUBDIVISION IMPROVEMENTS REQUIRED
13	156.009	GUARANTEE OF IMPROVEMENTS
14	156.010	BOND FOR CURB, GUTTER DAMAGE
15	156.011	INSPECTION OF IMPROVEMENTS
16	156.012	CONDITIONS, COVENANTS, & RESTRICTIONS
17	156.013	PENALTY

18

19 **§ 156.001 PURPOSE- INTENT- SCOPE- VALIDITY**

- 20 A. The underlying purpose and intent of this chapter is to promote the health, safety,
21 convenience, and general welfare of the inhabitants of the incorporated city in the matter of
22 the subdivision of land and related matters affected by such subdivision.
- 23 B. No person shall subdivide any tract of land which is located wholly in the city, except in
24 compliance with this chapter.
- 25 C. No person shall sell or exchange, or offer to sell or exchange, any parcel of land which is a
26 part of a subdivision of a larger tract of land, nor offer for recording in the office of the
27 County Recorder any deed conveying such a parcel of land, or any interest therein, unless
28 such subdivision has been created pursuant to, and in accordance with, the provisions of this
29 chapter.
- 30 D. No permit for the erection, construction, reconstruction, alteration, or use of any structure
31 will be issued until the subdivision has been approved and recorded according to the
32 provisions of this chapter. Any license or permit issued in conflict with this chapter shall be
33 null and void.
- 34 E. This chapter shall not apply to any lot or lots forming a part of a subdivision created and
35 recorded prior to the effective date of the subdivision regulations adopted in the city on
36 March 1992.
- 37 F. If any section, subsection, paragraph, or requirement of this Chapter is found to be invalid
38 by a Court of competent jurisdiction, such finding shall not render any other portion of this
39 Chapter as null and void.

G. Regulations in this Chapter notwithstanding, the design and layout of all subdivisions, regardless of type or size, shall be designed in accordance with the West Haven City Zoning Code and West Haven City Engineering Design Standards and Specifications.

§ 156.002 DEFINITIONS

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates, or requires, a different meaning.

A. ADMINISTRATIVE LAND USE AUTHORITY. An individual, board, or commission, appointed or employed by West Haven City, including City staff or the WHC Planning Commission, which is tasked with the review and approval of subdivisions, as outlined in this Chapter. Does NOT include the West Haven Mayor or City Council nor does it include a member of the City Council. Referred to herein as ALUA.

B. ALLEY. A public thoroughfare less than 26 feet wide.

C. AVERAGE PERCENT OF SLOPE. An expression of rise or fall in elevation along a line perpendicular to the contours of the land connecting the highest point of land to the lowest point of land within a parcel or lot. A vertical rise of 100 feet between two points 100 feet apart measured on a horizontal plane in a 100% grade.

D. BLOCK. The land surrounded by streets and other rights-of-way other than an alley, or land which is designated as a block on any recorded subdivision plat.

E. BUSINESS DAY. The days and hours of operation for the city.

F. CITY. The City of West Haven, Utah.

G. CITY COUNCIL. The City Council of West Haven, Utah

H. CUL-DE-SAC. A minor terminal street provided with a turnaround.

I. EASEMENT. The portion of a lot or lots reserved for present or future use by a person or agency other than the legal owner or owners of said property or properties. The easement may be for use under, on, or above said lot or lots.

J. FLOODPLAIN. The relatively flat area or lowlands adjoining a river stream, watercourse, lake, or other body of standing water that has or may be covered by floodwater. The boundaries of the floodplain are the boundaries of the base flood (100-year flood) as identified by the Federal Flood Insurance Administration in its flood hazard boundary map (FHBM) (#490187A) dated May 2, 1978, as amended from time to time.

K. HALF STREET. The portion of a street within a subdivision comprising of one-half the required right-of-way width upon which improvements in accordance with one-half of an approved typical street cross section are constructed.

L. HOUSING, CONDOMINIUM. A building or group of buildings containing individually owned single-family dwelling units where ownership is limited to the interior walls,

- 77 floors, and ceilings of the unit, where there may be units above or below, and where the
78 owner of each unit holds a common or joint ownership in all common areas and facilities
79 associated with the unit.
- 80 M. HOUSING, MULTI-FAMILY. A building or group of buildings under a single
81 ownership, which is designed and divided in such a manner that it contains three (3) or
82 more dwelling units.
- 83 N. HOUSING, SINGLE-FAMILY. An independent residential structure that sites on its own
84 land and is designed to house a single family.
- 85 O. HOUSING, TOWNHOME. A group of 3 or more attached single-family residential
86 structures, each of which is connected to one or more single-family residential
87 structure(s) by a ground-to-roof wall and where each structure is designed to be
88 individually owned and where no dwelling units are located above or below.
- 89 P. HOUSING, TWIN-HOME. A single-family residential structure which is connected to
90 one additional single-family residential structure by a ground-to-roof wall and where
91 each of the two structures are designed to be individually owned.
- 92 Q. HOUSING, TWO-FAMILY. A dwelling under a single ownership, but which is
93 arranged, designed for, and occupied by two (2) families living independently of each
94 other and containing two (2) dwelling units. May also be referred to as a “duplex.”
- 95 R. MARGINAL ACCESS (STREET). A minor street which is parallel to and adjacent to a
96 limited access major street and which provides access to abutting properties and
97 protection from through traffic.
- 98 S. PRIVATE STREET. A thoroughfare within a subdivision which has been reserved by
99 dedication unto the subdivider or lot owners to be used as private access to serve the lots
100 platted within the subdivision and complying with the adopted street cross section
101 standards of the city and maintained by the subdivider or other private agency.
- 102 T. REVIEW CYCLE. The occurrence of:
- 103 a. The applicant’s submittal of a complete subdivision land use application;
- 104 b. West Haven City’s review of said application;
- 105 c. West Haven City’s response to said application, in accordance with the terms of
106 this Chapter; and
- 107 d. The applicant’s response to each and every one of West Haven City’s required
108 modifications or request for additional information.
- 109 U. SUBDIVISION. Any land that is divided, re-subdivided, or proposed to be divided into
110 two or more lots or other division of land for the purpose, whether immediate or future,
111 for offer, sale, lease, or development either on the installment plan or upon any and all
112 other plans, terms, and conditions.
- 113 a) Subdivision includes:

- 114 i. The division or development of land, whether by deed, metes and bounds
115 description, devise and testacy, map, plat, or other recorded instrument, regardless
116 of whether the division includes all or a portion of a parcel or lot; and
- 117 ii. Except as provided in this definition, divisions, or land for residential and
118 nonresidential uses, including land used or to be used for commercial,
119 agricultural, and industrial purposes.
- 120 b) Subdivision does not include:
- 121 i. A bona fide division or partition of agricultural land for the purpose of joining one
122 of the resulting separate parcels to a contiguous parcel of unsubdivided
123 agricultural land, if neither the resulting combined parcel nor the parcel remaining
124 from the division or partition violates an applicable land use ordinance;
- 125 ii. A boundary line agreement recorded with the Weber County Recorder's Office
126 between owners of adjoining parcels adjusting the mutual boundary, if no new
127 parcel is created;
- 128 iii. A recorded document, executed by the owner of record revising the legal
129 descriptions of multiple parcels into one legal description encompassing all such
130 parcels, or joining a lot to a parcel;
- 131 iv. A boundary line agreement between owners of adjoining subdivided properties
132 adjusting the mutual lot line boundary if no new dwelling lot or housing unit will
133 result from the adjustment and the adjustment will not violate any applicable land
134 use ordinance. Such agreement shall be processed as a subdivision amendment;
- 135 v. A bona fide division of land by deed or other instrument if the deed or other
136 instrument states in writing that the division of land is in anticipation of future
137 land use approvals on the parcel(s), does not confer any land use approvals, and
138 has not been approved by the land use authority;
- 139 vi. A parcel boundary adjustment;
- 140 vii. A lot line adjustment;
- 141 viii. A road, street, or highway dedication plat;
- 142 ix. A deed or easement for a road, street, or highway purpose; or
- 143 x. Any other division of land authorized herein.
- 144 V. SUBDIVISION IMPROVEMENT PLANS. The civil engineering plans associated with
145 required infrastructure and utilities required for a subdivision.
- 146 W. SUBDIVISION, MAJOR. A subdivision, as defined herein, containing six (6) or more
147 building lots, or which involves the construction and/or dedication of any new public
148 infrastructure or improvements.

X. SUBDIVISION, MINOR. A subdivision, as defined herein, containing one (1) to five (5) new building lots and which does not involve the construction and/or dedication of new public infrastructure or improvements.

Y. SUBDIVISION ORDINANCE REVIEW. Review by West Haven City to verify that a subdivision land use application meets the criteria of this Chapter and by applicable City zoning standards.

Z. SUBDIVISION PLAN REVIEW. A review of the applicant's subdivision improvement plans and other aspects of the subdivision land use application to verify that the application complies with West Haven City Ordinances and other applicable standards and specifications.

AA. ZONING ORDINANCE. The uniform zoning ordinance of the city as adopted by the City Council, as amended from time to time.

§ 156.003 LAND USE AUTHORITY FOR SUBDIVISIONS

A. The following individual, board, or commission shall serve as the land use authority for single-family, twin-home, two-family, or townhome subdivision plats in West Haven City. (Note: minor subdivisions are eligible for consolidation into a single, combined preliminary and final plat, provided they meet the definition outlined above.)

Subdivision Type	Plat Type	ALUA	Community Development Staff
Minor	Preliminary	X	
	Final		X
	Combined	X	
Major	Preliminary	X	
	Final		X

B. The following shall serve as the land use authority for all non-residential subdivisions and those residential subdivisions which involve the construction of condominium or multi-family units, including subdivisions which will involve a combination of housing types, one of which is condominium or multi-family units.

Subdivision Type	Plat Type	Planning Commission	City Council
Minor	Preliminary	X	
	Final	X	X
	Combined	X	X
Major	Preliminary	X	
	Final	X	X

C. Administrative Land Use Authority:

- i. The West Haven City Planning Commission shall serve as the Administrative Land Use Authority (ALUA) and shall exercise all powers granted to the ALUA by this and other provisions of the West Haven City code.
- ii. The ALUA shall set a regular meeting schedule for the review of those subdivision plats where it is the designated land use authority.
- iii. The ALUA shall ensure that all of the applicant's due process rights, as they relate to the subdivision of the property, are preserved and protected.

§ 156.004 PRELIMINARY PLAT- REQUIREMENTS- APPROVAL PROCESS- TIME LIMITATION- GRADING LIMITATION

A. Developers shall submit a preliminary plat for the entirety of the subdivision and not just for a phase. The full checklist attached with the application should be checked off to be considered a "complete" application.

B. A Preliminary Subdivision Application, provided by the City, shall be completed with an associated fee.

C. Planning staff to determine a complete application. The lack of any information and materials required shall cause staff to find the application incomplete. Planning staff shall notify the applicant(s), in writing, of the required information and material lacking from the application. Planning staff shall allow twenty (20) business days from the date of notification of an incomplete application for the applicant to provide the necessary information and materials. If after the allotted time, there is no response from the applicant then the application will be returned along with the preliminary fee.

D. The preliminary plat shall be drawn to a scale not smaller than 100 feet to the inch and shall show:

- i. The proposed name of the subdivision;
- ii. The location of the development as part of a larger tract with a vicinity plan showing the relative location of the development to adjacent streets and geographic features;
- iii. Sufficient information to locate accurately the property shown on the plan;
- iv. The names and addresses of the subdivider, the engineer or surveyor of the development, and the owners of the land immediately adjoining the land to be subdivided;
- v. Contour map at intervals of two feet, five feet, or ten feet;
- vi. The boundary lines of the tract to be subdivided;

- 208 vii. The location, widths, and other dimensions of all existing or platted streets
209 and other important features, such as railroad lines, water courses, exceptional
210 topography, and buildings within or immediately adjacent to the tract to be
211 subdivided;
- 212 viii. Existing sanitary sewers, storm drains, water supply mains, water wells, and
213 culverts within the tract and within 100' of the boundary of the proposed
214 development;
- 215 ix. The location, widths, and other dimensions of proposed public streets, private
216 streets, or private access rights-of-way, alleys, utility easements, parks, other
217 open spaces, and lots with proper labeling which shall be public and which
218 shall be private; and
- 219 x. North point, scale, and date.
- 220 xi. If a developer intends on phasing the project, the preliminary plat shall show
221 the proposed phasing plan.
- 222 a) Approval of the preliminary plat shall constitute approval of the
223 proposed phasing plan. Should the subdivider determine to phase the
224 plan differently than what was approved with the preliminary plat,
225 they shall be required to receive approval of an amended preliminary
226 plat.
- 227 E. Culinary Water. As part of the preparation and submission of engineering civil
228 documents for a subdivision, subdivider shall be required to provide written notification
229 ("will-serve letter") from the water district in which the property lies. Such will-serve
230 letter shall be dated no more than 30 days prior to the date of the submission and shall
231 state clearly that the water district has reviewed the proposed subdivision and has the
232 capability of providing adequate culinary water supplies to the subdivision.
- 233 F. Sanitary Sewer. As part of the preparation and submission of engineering civil
234 documents for a subdivision, subdivider shall be required to provide written notification
235 ("will-serve letter") from the West Haven Special Service District and the Central Weber
236 Sewer District. Such will-serve letter shall be dated no more than 30 days prior to the
237 date of the submission and shall state clearly that the sewer district has reviewed the
238 proposed subdivision and has the capability of providing adequate sanitary sewer service
239 to the subdivision.
- 240 G. Stormwater.
- 241 a. All subdivisions in West Haven City are required to dispose of stormwater, the
242 design and function of which must be approved by the City Engineer. The City
243 Engineer may require such design to include any easement necessary for the
244 stormwater structure to serve its intended purpose.
- 245 b. Drainage structures, such as stormwater detention facilities shall be dedicated or
246 otherwise transferred to the city or its designate. If the developer chooses to
247 maintain the drainage structure privately, the developer shall present the City with

248 evidence that the necessary mechanisms are in place for the ongoing ownership
249 and maintenance of the structures, in which case the City shall be granted an
250 easement over the detention facilities to guarantee such facilities will remain and
251 be used as intended for stormwater detention purposes.

252 H. Curb, Gutter, Sidewalk. As part of the design of streets in a subdivision, developer shall
253 provide curb, gutter and sidewalk unless the subdivision is located in the A-1 or A-2
254 zone, in which case curb, gutter and sidewalk shall not be required, but developer shall be
255 required in those zones to provide adequate facilities for the removal of surface water, the
256 design of which shall be approved by the City Engineer.

257 I. Monuments. Permanent monuments shall be accurately set and established at such points
258 as are necessary to definitively establish all lines of the plat except those outlining
259 individual lots. Monuments shall be of a type specified in the City Engineering Design
260 Standards & Specifications.

261 J. Street Trees. Street trees shall be planted by the subdivider when so required by the
262 Planning Commission and of a variety and location as approved by the Planning
263 Commission.

264 K. Street Signs. Street signs shall be installed by the subdivider at all locations as designated
265 by the City Engineer. The City will provide the subdivider with the necessary signs.

266 L. Developers proposing to develop or subdivide adjacent to a canal shall, as part of the
267 preparation and submission of engineering civil documents for a subdivision, provide
268 written documentation that the canal company responsible for that canal is satisfied that
269 the development will not encroach on the canal company's maintenance right-of-way or
270 otherwise impede canal operations.

271 M. Staking Of Lots. Survey stakes shall be placed at all lot corners to clearly identify the lot
272 boundaries on the ground.

273 N. Peripheral Fencing. Subdivisions adjacent to agricultural operations shall provide fencing
274 on the perimeter of the subdivision so as to provide protection to adjacent farming lands
275 from the adverse effects of residential living, and vice versa.

276 O. Secondary Water. Not all subdivisions in West Haven City will have access to secondary
277 water. Subdividers who choose to provide secondary water shall, as part of the
278 preparation and submission of engineering civil documents for a subdivision, provide the
279 City with written documentation ("will-serve letter") of the secondary water provider's
280 review and acceptance of any proposed secondary water facilities, structures, or plans.

281 P. Fire Approval. All portions of a subdivision, including lots, streets, open space and other
282 infrastructure or amenities, whether public or private, are required to be located within
283 500' of a fire hydrant. The review and approval of hydrant placement shall be done by
284 the Weber Fire District. Subdividers shall be required to provide the City with written
285 documentation of the Weber Fire District approval.

286 Q. Special Service District or Special Service Area. If the property is located within the
287 boundaries of a Special Service District, a written recommendation shall be provided
288 from the governing board.

289 R. Private Land Drains. Areas in West Haven City have fluctuating groundwater levels that
290 may render individual lots unsuitable for basements without the inclusion of a private
291 land drain. The required geotechnical report shall indicate which lots in the subdivision
292 will need land drains prior to construction of a basement.

293 a. Land drains shall be inspected as part of the building inspection process.

294 b. The design of private subsurface land drains shall be approved as part of the
295 review and approval of the subdivision engineering civil design documents.

296 c. No building permit will be issued for any lot until the subdivider provides the City
297 with a clear indication of whether or not a land drain is needed for that lot.

298 S. Geotech Report. A Geotech report must be submitted identifying allowable soil bearing
299 pressure, lateral earth pressure, lateral pressure due to seismic forces, liquefaction,
300 seismic design category/site class, proximity to fault lines, extent of existing fill
301 materials, and ground water level conditions of the buildable areas proposed to be
302 subdivided shall be submitted as part of the preliminary subdivision review. The soils
303 report shall be prepared by a registered soils engineer. In the event report determines
304 unusual conditions requiring additional development restrictions on what otherwise
305 appears to be buildable lot, then such information shall be noted on the final plat in order
306 to provide notice to subsequent owners. The manager may waive the requirement for a
307 soils report for property already developed and constructed upon.

309 156.005 APPROVAL PROCESS

310 i. Within fifteen (15) business days of receiving a complete application, the West
311 Haven City Administrative Land Use Authority (ALUA) shall review all preliminary
312 plats. An application shall be considered complete when the City has received
313 electronic copies of the following:

314 a) A preliminary plat, containing the information outlined in this Chapter, and which
315 shows the entirety of the subdivision, including all phases, and not just a portion
316 of the overall property.

317 b) A subdivision application containing the developer's contact information, the
318 proposed name, zone, number of units, type of housing, and a brief narrative of
319 the subdivision.

320 1. If the developer is not the owner of record of the subject property, developer
321 shall provide the City with a notarized statement from the owner stating
322 developer has the authority to act in the owner's name.

- 323 c) An acknowledgement that the applicant has received and reviewed the most
324 current version of the West Haven City Engineering Design Standards and
325 Specifications.
- 326 d) All applicable filing fees.
- 327 1. Such fees shall be set by resolution or ordinance of the City Council and shall
328 be found in the West Haven City consolidated fee schedule.
- 329 e) Evidence that the subject property has clear title.
- 330 f) Notarized statements of one of the following options:
- 331 1. The property subject to the application is under a single ownership and the
332 applicant is the authorized agent; or
- 333 2. The developer is authorized to act on behalf of the owner(s) of the property.
- 334 ii. **DRC Review. Following the receipt of the complete Preliminary Subdivision**
335 **Application from Planning Staff, the DRC shall review the application for compliance**
336 **to all requirements of this ordinance and all applicable ordinances, Federal, State, and**
337 **Local requirements, as applicable. The applicant may be present for the meeting and**
338 **all comments shall be sent to the applicant.**
- 339 iii. The ALUA shall set a time for reviewing the preliminary plat and shall notice said
340 review in the same manner as other public bodies.
- 341 iv. Should the ALUA, upon review of the preliminary plat, find that the needed changes
342 are significant enough to require resubmission of a preliminary, the ALUA shall
343 provide developer with such information as may be necessary to prepare the
344 resubmission. Any re-submissions shall be reviewed within fifteen (15) days of their
345 submittal and shall be reviewed/noticed in the same manner as the original
346 submission.
- 347 v. Upon approval of the preliminary plat by the ALUA, the developer shall proceed to
348 prepare the final subdivision plat.
- 349 vi. Within two (2) business days of approval, the Community Development staff shall
350 provide the developer with written notice of the approval, together with any
351 conditions which the ALUA shall deem necessary prior to or as part of the approval
352 of the final plat.
- 353 **T. TIME LIMITATION.**
- 354 i. Approval of the preliminary plat by the ALUA shall be valid for a period of twelve (12)
355 months, unless, upon application of the subdivider, the ALUA grants an extension, which
356 may only be granted if the subdivider applies for such extension prior to the expiration of
357 the approval.

ii. If the approval has expired, the subdivider shall be required to restart the approval process and shall comply with ordinances which are in place at the time of the new application.

a) An approval shall be considered expired if the final plat for the first phase of the subdivision has not been submitted within the twelve (12) months.

U. GRADING LIMITATION. No site excavation or grading may occur prior to the ALUA approval of the preliminary plat unless developer has obtained the written approval of the West Haven City Engineer and if such approval is granted, excavation or grading shall only occur in accordance with any applicable ordinance.

§ 156.005 FINAL PLAT – REQUIREMENTS – APPROVAL – TIME LIMITATION

A. Plat Requirements. The final plat shall be drawn to scale on standard twenty-four inch by thirty-six inch (24"x36") paper and shall include the following information:

- i. The name of the subdivision and which phase (if applicable) the plat covers.
- ii. The boundaries of the proposed subdivision, including sufficient information to locate the project, and the total acreage of the project.
- iii. A legal description of the property.
- iv. The names and addresses of the owner, subdivider, if other than owner, and the engineer or surveyor of the subdivision.
- v. Date of preparation.
- vi. Scale.
- vii. The base heading of true north.

B. The final plat shall contain the following information:

- i. Accurate dimensions for each lot, street, alley, easement, areas to be dedicated as open space and other important features. Dimensions shall be shown in feet and hundredths. Lot sizes shall be expressed in acreage.
- ii. The street address for each lot. Lots on the south and west sides of the street shall have odd numbers. Lots on the north and east sides of the street shall have even numbers.
- iii. An indication, based on the required geotechnical report, of whether lots will require land drains.
- iv. If the base flood elevations render lots within the subdivision unsuitable for basements, then the final plat shall have a restriction on each lot indicating no basements are allowed.

- 391 v. A description and delineation of other angles, distances, points, monuments,
392 markers, boundaries, and other geometries as described in the West Haven City
393 Engineering Standards and Specifications.
- 394 vi. Standard signature forms, the wording of which is found in the West Haven City
395 Engineering Standards and Specifications, for the following:
- 396 a) Registered land surveyor's certificate of survey, as applicable under Utah
397 law;
- 398 b) Owner's signature of dedication;
- 399 c) Notary public acknowledgment;
- 400 d) City engineer's certificate of approval;
- 401 e) Utility companies' approval;
- 402 f) Land Use Authority approval;
- 403 g) City approval, signed by the Mayor and City Recorder if City Council is
404 required to approve the plat;
- 405 h) City Attorney approval; and
- 406 i) A block for use by the County Recorder containing the required recording
407 information.

408 C. Additionally, construction plans shall be submitted with the final plat. These plans shall
409 detail the size, design, type, and location of all infrastructure improvements proposed for
410 construction as part of the phase, including, but not limited to, streets, sidewalks, curbs,
411 utility pipes and other infrastructure. Construction plans shall be prepared in accordance
412 with the standards outlined herein and other such standards as may be found in the West
413 Haven City Engineering Standards and Specifications.

414 D. FINAL SUBDIVISION REVIEW AND APPROVAL

- 415 i. Upon approval of the preliminary plat by the appropriate land use authority, the
416 subdivider shall proceed to prepare the final plat. The land use authority for various
417 subdivisions is found in Section 156.003 of this Chapter.
- 418 ii. A complete final plat application shall be received by the City no less than two weeks
419 prior to the meeting date at which the applicant wishes it to be considered, for the
420 designated land use authority for the plat.
- 421 iii. Upon submission of a complete application for final plat approval, the land use
422 authority shall proceed to review the application.
- 423
- 424 iv. An application shall be considered complete when the City has received electronic
425 copies of the following:
- 426 1. A final plat, containing the information outlined in this Chapter;

- 427 2. A subdivision application containing the developer's contact information, the
428 proposed name, zone, number of units, type of housing, and a brief narrative of the
429 subdivision;
- 430 3. All applicable filing fees, which shall be set by resolution or ordinance of the City
431 Council and shall be found in the West Haven City consolidated fee schedule;
- 432 4. A complete set of all subdivision improvement plans related to the project
433 infrastructure, both public and private;
- 434 5. Written approval of the feasibility of the proposed culinary water system;
- 435 6. Written approval of the feasibility of the proposed sanitary sewer system;
- 436 7. If the proposed subdivision will be accessed from a State Highway, an appropriate
437 access permit, as required by the State of Utah Department of Transportation;
- 438 8. A written recommendation of the proposed fire protection, fire suppression and
439 fire access facilities, provided by the County Fire Marshall;
- 440 9. Necessary approvals and/or permits from Federal, State, and Local agencies as
441 may be applicable.
- 442 v. The land use authority shall review the application at its next regularly scheduled
443 meeting which is not less than fourteen (14) days from the time the complete
444 application is received.
- 445 a. In cases where the land use authority is a member of the Community
446 Development staff, staff shall review the application within fourteen (14) business
447 days from the date the complete application is received.
- 448 vi. After the land use authority has reviewed the final application, they shall provide the
449 developer with any and all changes which need to be made prior to granting approval
450 of the final plat.
- 451 vii. Any re-submissions shall be reviewed within fifteen (15) days of their receipt and shall
452 be reviewed/noticed in the same manner as the original submission.
- 453 viii. Upon approval of the final plat application, the subdivider shall proceed to prepare a
454 mylar for recording with the Weber County Recorder's Office.
- 455 ix. The following people are to sign the plat: city attorney, city engineer, and planning
456 commission chair.
- 457 E. **Time Limitation.** Any final plat which has not been recorded within one (1) year of the
458 date of approval shall be null and void and shall be required to file a new final plat
459 application. Should the West Haven City standards change to the point where the final
460 plat is no longer feasible, whether for reasons of design or reasons of health and safety,
461 the developer shall be required to prepare and submit a new final plat and begin the
462 subdivision process anew.

F. **Site Preparation Work.** No excavation, grading or re-grading, and no installation of any subdivision improvements shall take place until a Final Subdivision Application has been approved and the Final Subdivision Plat has been recorded in the Office of the Weber County Recorder.

G. Within 30 days after approving a final plat under this section, a municipality shall submit to the Utah Geospatial Resource Center, created in Section 63A-16-505, for inclusion in the unified statewide 911 emergency service database described in Subsection 63H-7a-304(4)(b):

(i) an electronic copy of the approved final plat; or

(ii) preliminary geospatial data that depict any new streets and situs addresses proposed for construction within the bounds of the approved plat.

a. If requested by the Utah Geospatial Resource Center, a municipality that approves a final plat under this section shall:

(i) coordinate with the Utah Geospatial Resource Center to validate the information described in Subsection (5)(a); and

(ii) assist the Utah Geospatial Resource Center in creating electronic files that contain the information described in Subsection (5)(a) for inclusion in the unified statewide 911 emergency service database.

G. **Preconstruction Meeting.** Prior to any excavation, grading, re-grading, or the installation of any subdivision improvements, a Preconstruction Meeting shall be conducted by the City Engineer with the applicants, and the applicants' contractors to establish the requirements for all subdivision excavation, grading, re-grading, and the installation of all required subdivision improvements. No improvements shall be installed until their locations have been approved by the City Engineer. Water mains, sewer lines, laterals, drainage facilities, fire hydrants shall be installed and tested prior to any road surfacing and installation of road base.

§ 156.006 REVIEW OF FINAL PLAT AND SUBDIVISION IMPROVEMENT PLANS – DISPUTE RESOLUTION

A. No later than twenty (20) business days after receipt of a complete application for review of the subdivision final plat and subdivision improvement plans for a residential subdivision for single-family dwellings, two-family dwellings, or townhomes, West Haven City shall complete a first review cycle of such application and plans.

B. In reviewing such application and plans, West Haven City shall provide notice to the applicant which requires:

i. Additional information relating to an applicant's plans to ensure compliance with City ordinances and approved standards and specifications for construction of public improvement; and

ii. Modifications to plans that do not meet current ordinances, applicable standards or specifications, or do not contain complete information.

- C. West Haven City's request for the above-information or modification to plans shall be specific and shall include citations to ordinances, standards, or specifications that require said modifications and shall be logged in an index of requested modifications/additions.
- D. West Haven City shall not require more than four review cycles; however, a review cycle shall not be considered complete and closed until the applicant has made all requested modifications in the notice.
- E. If the applicant does not submit a revised plan within twenty (20) business days after West Haven City provides notification of the needed correction(s) or modification(s), West Haven City shall have an additional twenty (20) business days to make its next response.
- F. Should applicant make a material change to the plans after the City has begun the review cycle process, the City shall restart the review at the first review of the final application, with respect to that portion of the plans affected by the material change(s).
- G. Changes or corrections not addressed in the City's plan review, unless such changes or corrections are necessitated by the applicant's adjustment to plans/phases which thereby adjusts the needed public infrastructure, are hereby waived.
- i. Regardless of the above, modifications or changes which are necessary to protect public health and safety or to enforce state or federal law may not be waived.
- H. After the applicant has responded to the final review cycle and complied with each modification requested in the prior cycle, West Haven City shall not require any additional changes unless the applicant materially changes the plan, unless such changes are in response to requested modifications or corrections.
- I. Applicant shall be required to provide written, specific, and comprehensive responses to West Haven City's review comments, identifying and citing standards, ordinances, or sources for those comments with which applicant declines to comply.
- J. Disputes arising from the review and implementation of the fourth or final review cycle shall be handled as follows:
- i. For disputes arising from review and implementation of the subdivision ordinance, the applicant shall be advised, in writing, of the deficiencies and shall have the right to appeal the determination to the West Haven City Administrative Hearing Officer.
- ii. For disputes arising from the review of subdivision improvement plans, West Haven City shall assemble an appeal panel as outlined below, which panel shall review and approve or deny final set of revised plans:
- a. The panel shall consist of:
1. One licensed engineer, designated by West Haven City;
 2. One licensed engineer, designated by the applicant; and

- 538 3. One licensed engineer, mutually agreed upon and designated by
539 the engineers previously designated above.
- 540 b. A member of the panel may not have an interest in the application
541 under appeal.
- 542 c. The applicant and City shall equally share the costs of the panel.
- 543 d. The applicant shall be responsible for the City's established appeal fee.
- 544 e. The decision of the appeal panel is final, subject to a petition to District
545 Court for review of the decision, which must be filed not later than 30
546 days from the time the panel issues its decision.
- 547 K. The review of non-residential subdivisions and those residential subdivisions which
548 involve the construction of condominium or multi-family units, including subdivisions
549 which will involve a combination of housing types, one of which is condominium or
550 multi-family units, shall proceed in a similar manner as above, with the review time limit
551 increasing to thirty days (30) per review cycle.

552 **§ 156.007 SUBDIVISION STANDARDS**

- 553 A. Stamped By Licensed Engineer. Any other provision of this chapter or any other city
554 ordinance notwithstanding, each preliminary or final subdivision, or other development
555 plan submitted for review to the city shall, be required to be stamped by an engineer or
556 surveyor, duly licensed by the State of Utah, and as appropriate to the plan submitted.
- 557 B. Developer to Bear Engineering Costs. Any other provision of this chapter, or any other
558 city ordinance notwithstanding, developers submitting preliminary or final subdivision,
559 or other development, plans for review by the City Engineer shall be required to pay the
560 cost of those plan reviews. The City shall provide the developer with a documented
561 billing record of such reviews and Developer will pay the billing directly to the city.
- 562 C. Related To Adjoining Street Systems. Streets shall be located within the subdivision so
563 that they connect with existing streets. Streets shall be located so that the adjoining land
564 is not diminished in value. If the adjoining land is zoned for residential purposes, streets
565 shall be located so that the adjoining land can be efficiently subdivided and shall
566 terminate at the adjoining property line.
- 567 D. Phasing. Phasing of subdivisions shall be done in a manner which maximizes
568 connectivity with pre-existing streets and subdivisions surrounding the proposed
569 development and in a manner which reduces the impact on pre-existing streets in
570 subdivisions to the extent possible.
- 571 E. Street And Alley Widths, Cul-De-Sacs, Easements.
- 572 i. Streets in subdivisions shall be dedicated to the City as public streets, unless
573 otherwise approved by the Planning Commission, upon recommendation of the
574 City Engineer.

- 575 ii. Major and collector streets shall conform to the width designated on the
576 Transportation Master Plan.
- 577 iii. The width, grade, and design of all streets shall conform to the West Haven City
578 Engineering Standards and Specifications, specifically the section "Road
579 Standards."
- 580 iv. Half-streets proposed along a subdivision boundary or within any part of a
581 subdivision shall not be approved unless reviewed and approved by the City
582 Engineer.

583 F. Blocks

- 584 i. The maximum length of blocks generally shall be 1,300 feet and the minimum
585 length of blocks shall be 500 feet. Blocks over 800 feet in length may, at the
586 discretion of the Planning Commission, be provided with a dedicated walkway
587 through the block at approximately the center of the block. Such walkway shall be
588 not less than six feet in width.
- 589 ii. The width of blocks shall be sufficient to allow two tiers of lots, or as otherwise
590 approved by the Planning Commission because of design, terrain, or other
591 unusual conditions.
- 592 iii. Blocks intended for business or industrial use shall be designed specifically for
593 such purposes with adequate space set aside for off-street parking and delivery
594 facilities.

595 G. Lots

- 596 i. The lot arrangement and design shall be such that lots will provide satisfactory
597 and desirable sites for buildings and be properly related to topography and to
598 existing requirements.
- 599 ii. All lots shown on the subdivision plat must conform to the minimum area and
600 width requirements of the zoning ordinance for the zone in which the subdivision
601 is located.
- 602 iii. Each lot shall abut on a public street, private street, or private access right-of-way
603 dedicated by the subdivision plat or an existing publicly dedicated street, all of
604 which must conform to the West Haven City Road Standards.
- 605 iv. Corner lots shall have extra width sufficient for the maintenance of required
606 building lines on both sides.
- 607 v. Side lines of lots shall be approximately at a right angle, or radial, to the street
608 line.
- 609 vi. Remainder parcels are not permitted.

610 H. Post Office Coordination. Regulations promulgated by the United States Postal Service
611 relating to mailboxes and similar receptacles, including, but not limited to, the installation

and approved types of said receptacles, are hereby incorporated by this reference as if fully set out herein, and a violation of said regulations shall constitute a violation of this subchapter.

I. Identification Of Floodplain.

- i. In all major subdivisions, base flood and ground elevation data shall be provided for each lot by the developer and their engineer.
- ii. In accordance with guidelines set by the National Flood Insurance Program, the elevations of the lowest inhabitable floor for any building or structure shall be equal to or higher than the base flood elevation as determined by the flood hazard boundary map and the City Engineer.

§156.008 SUBDIVISION AMENDMENTS

A. Parcel and Lot Combination and Lot Line Adjustments. Planning staff shall review the request to combine parcel or lot lines when it affects an existing subdivision.

a. Application. A complete application shall include the following:

- i. An application form as provided by planning staff.
- ii. Legal descriptions of the parcels and lots as they exist prior to the combination and legal descriptions of the proposed combination.
- iii. A plat depicting the existing and proposed boundaries.
- iv. A deed and agreement, signed by the property owner, that the resulting parcel or lot will be held in common ownership, unless otherwise approved by the city in accordance with the requirements of law.

b. Approval Process.

- i. When a completed application has been turned in, the applicant (s) will be scheduled for a DRC meeting to review the plat and receive comments from the engineering, fire, and planning departments.
- ii. When all comments have been addressed, the applicant (s) will be scheduled for the next available planning commission meeting.
- iii. Once the plat receives final approval, a mylar may be printed and signed by the required parties to be recorded with Weber County.

B. Street, Alley, or Easement Vacations. The city council may consider the vacation of any public street or alley or municipal utility easement associated with a subdivision. The planning commission shall first review the subdivision amendment and may approve the amendment, conditional upon city council approval of the vacation.

648 **a. Application.** A complete application shall include the following:

649 **i. An application form as provided by planning staff.**

650 **ii. A plat showing the following:**

- 651 **1. Existing street, alley, or easement that is to be vacated;**
- 652 **2. The name and address of each record owner of land that is**
653 **adjacent to the public street or alley;**
- 654 **3. The two nearest public streets within 300 feet of the public**
655 **street or alley;**
- 656 **4. Proof of written notice to operators of utilities located within**
657 **the bounds of the public street, alley or easement to be**
658 **vacated;**
- 659 **5. A legal description of the land proposed to be vacated;**
- 660 **6. A legal description of any proposed easement or street;**

661 **b. Approval Process.**

662 **i. When a completed application has been turned in, the applicant (s)**
663 **will be scheduled for a DRC meeting to review the plat and receive**
664 **comments from the engineering, fire, and planning departments.**

665 **ii. Once all comments have been addressed, the applicant (s) will be**
666 **scheduled for the next available planning commission meeting to**
667 **consider the vacation.**

668 **iii. A public hearing will be held with proper notice of the meeting and**
669 **hearing prior to the public meeting. The planning commission shall**
670 **make a recommendation on the vacation.**

671 **iv. After receiving the planning commission recommendation, the city**
672 **council shall hold a public hearing to consider the petition.**

673 **v. The city council may approve a vacation by ordinance.**

674
675 **§ 156.009 GUARANTEE OF IMPROVEMENTS.** In lieu of actual installation of the
676 improvements required by this chapter, the subdivider may guarantee the installation thereof by
677 one of the two methods specified as follows:

- 678 A. The subdivider shall furnish and file with the City Manager a subdivision improvement
679 agreement along with a letter of credit from a financial institution. The financial
680 institution shall be approved by the City Manager. The letter shall outline that such funds
681 shall only be used for the installation of the improvements in the specific subdivision; the
682 funds shall not be encumbered by any other projects; and the funds shall be in an amount

equal to the future cost of the installation of the improvements, as estimated by the Developer's Engineer and approved by the City Engineer, to assure the installation of such improvements within a two-year or shorter period; or

B. The subdivider shall furnish and file with the City Manager a subdivision improvement agreement along with proof of a deposit of funds in escrow, with an escrow holder approved by the City Manager, of an amount of money equal to the future cost of the installation of improvements in the specific subdivision, as estimated by the Developer's Engineer and approved by the City Engineer, to assure the installation of said improvements within a two-year or shorter period.

C. The documents aforesaid shall contain such terms and conditions required by the City Manager and shall be approved as to form by the City Attorney. The Community Development Staff, or other appropriate staff, is authorized to prescribe by administrative rules or regulations, forms, and procedures to ensure the orderly, regular, and efficient processing of applications for the approval of a proposed subdivision. The City Attorney and City Engineer, jointly, are authorized to prescribe by administrative rules or regulations, forms, and procedures to ensure the guarantee of improvements in strict compliance with the requirements of this chapter.

D. Whenever the subdivider develops a subdivision a portion at a time, such development shall be in an orderly manner and in such a way that the required improvements will be made available for the full, effective, and practical use and enjoyment thereof by the lessees or grantees of any of the lands subdivided within the time hereinbefore specified.

E. The City Manager is authorized and directed from time to time, at the request of the subdivider or their successors in interest, to execute a release of record from the burden of the aforesaid letter of credit or escrow, when all obligations as to which have been fully performed by the complete and correct installation of the improvements. The City Manager shall only execute a release after the City Engineer has had the improvements inspected and the improvements are complete and correct.

§ 156.010 BOND FOR CURB, GUTTER DAMAGE.

A. Each builder of a home shall be required to post a bond in the amount of \$500 to ensure that any damage done to the city's curbs and gutters during the building construction on adjacent lots will be able to be repaired at no cost to citizens.

B. Upon inspection by, and approval of, the City Engineer, either:

1. The funds posted under the bond required above shall be utilized to repair damage done to curbs and gutters during construction, if any, with:

2. Any monies not used for those repairs to be returned to the individual who posted the bond; or

3. If the money posted under the bond is insufficient to cover the cost of repairs as determined to be required by the City Engineer, the builder will be contacted and shall provide such additional sums as shall reasonably be necessary to complete the repairs.

723 C. If there is no damage identified by the City Engineer, the bond shall be released to the
724 party who provided the bond.

725 **§ 156.011 INSPECTION OF IMPROVEMENTS.** The City Engineer, Building Official,
726 and Public Works Director, or their designees, shall inspect, or cause to be inspected, all
727 buildings, structures, streets, fire hydrants, and water supply and sewage disposal systems in the
728 course of construction, installation, repair, and the like. Excavation for fire hydrants, water, and
729 sewer mains, and laterals shall not be covered over or back filled until such installations shall
730 have been approved by the City Engineer. If any such installation is covered before being
731 inspected and approved, it shall be uncovered after notice to uncover has been issued to the
732 responsible person by the City Engineer.

733 **§ 156.012 CONDITIONS, COVENANTS, & RESTRICTIONS**

734 A. Developers who elect to have commonly owned and maintained areas in their
735 subdivision shall prepare restrictive covenants (CC&Rs) outlining provisions for the
736 perpetual maintenance and management of such areas. Such CC&Rs shall be recorded
737 with the Weber County Recorder's Office.

738 B. As CC&Rs are private contracts between the developer and homeowner(s), West Haven
739 City takes no responsibility for the enforcement of CC&Rs, nor assumes any liability for
740 the failure of a developer to perform any representations contained therein.

741 **§ 156.013 PENALTY.** Any person who shall violate any of the provisions of this chapter
742 shall, upon conviction thereof, be punished by a fine not exceeding \$1,000 or imprisonment in
743 the Weber County Jail for a period not exceeding six months, or by both fine and imprisonment.

Preliminary Process

Preliminary Subdivision Application filed with Planning Staff and it is determined if it is complete.



Development Review Committee (DRC) provides technical review of Preliminary Subdivision Application for compliance with all applicable requirements.



Planning Staff schedules the applicant for the next available Planning Commission meeting.



Planning Commission considers the Preliminary Subdivision information received.

Final Process

After preliminary plat approval, the subdivider proceeds to prepare a final plat.



Final plat fees are paid and final plat is turned in along with all required approvals and plans.



The final plat and all required paperwork is reviewed by planning and engineering staff.



Planning Staff approves the final plat.

Review Cycles

1. A complete application is submitted (all items on checklist have been turned in), staff reviews the application, gives feedback on anything missing or that needs to be fixed in a memo, and applicant replies.
2. DRC meeting: engineering, fire, planning, building review plat and compile needed items in memos and sent to applicant
3. Engineering cycle

Preliminary Checklist:

- The preliminary plat shall be drawn to a scale not smaller than 100 feet to the inch and shall show:
 - The proposed name of the subdivision;
 - The location of the development as part of a larger tract with a vicinity plan showing the relative location of the development to adjacent streets and geographic features;
 - Sufficient information to locate accurately the property shown on the plan;
 - The names and addresses of the subdivider, the engineer or surveyor of the development, and the owners of the land immediately adjoining the land to be subdivided;
 - Contour map at intervals of two feet, five feet, or ten feet;
 - The boundary lines of the tract to be subdivided;
 - The location, widths, and other dimensions of all existing or platted streets and other important features, such as railroad lines, water courses, exceptional topography, and buildings within or immediately adjacent to the tract to be subdivided;
 - Existing sanitary sewers, storm drains, water supply mains, water wells, and culverts within the tract and within 100' of the boundary of the proposed development;
 - The location, widths, and other dimensions of proposed public streets, private streets, or private access rights-of-way, alleys, utility easements, parks, other open spaces, and lots with proper labeling which shall be public and which shall be private; and
 - North point, scale, and date.
- If a developer intends on phasing the project, the preliminary plat shall show the proposed phasing plan.
- Culinary Water. As part of the preparation and submission of engineering civil documents for a subdivision, subdivider shall be required to provide written notification ("will-serve letter") from the water district in which the property lies. Such will-serve letter shall be dated no more than 30 days prior to the date of the submission and shall state clearly that the water district has reviewed the proposed subdivision and has the capability of providing adequate culinary water supplies to the subdivision.
- Sanitary Sewer. As part of the preparation and submission of engineering civil documents for a subdivision, subdivider shall be required to provide written notification ("will-serve letter") from the West Haven Special Service District and the Central Weber Sewer District. Such will-serve letter shall be dated no more than 30 days prior to the date of the submission and shall state clearly that the sewer district has reviewed the proposed subdivision and has the capability of providing adequate sanitary sewer service to the subdivision.
- Stormwater. All subdivisions in West Haven City are required to dispose of stormwater, the design and function of which must be approved by the City Engineer. The City Engineer may require such design to include any easement necessary for the stormwater structure to serve its intended purpose.
- Drainage structures, such as stormwater detention facilities shall be dedicated or otherwise transferred to the city or its designate. If the developer chooses to maintain the drainage structure privately, the developer shall present the City with evidence that the necessary mechanisms are in place for the ongoing ownership and maintenance of the structures, in which

case the City shall be granted an easement over the detention facilities to guarantee such facilities will remain and be used as intended for stormwater detention purposes.

- **Curb, Gutter, Sidewalk.** As part of the design of streets in a subdivision, developer shall provide curb, gutter and sidewalk unless the subdivision is located in the A-1 or A-2 zone, in which case curb, gutter and sidewalk shall not be required, but developer shall be required in those zones to provide adequate facilities for the removal of surface water, the design of which shall be approved by the City Engineer.
- **Monuments.** Permanent monuments shall be accurately set and established at such points as are necessary to definitively establish all lines of the plat except those outlining individual lots. Monuments shall be of a type specified in the City Engineering Design Standards & Specifications.
- **Street Trees.** Street trees shall be planted by the subdivider when so required by the Planning Commission and of a variety and location as approved by the Planning Commission.
- **Street Signs.** Street signs shall be installed by the subdivider at all locations as designated by the City Engineer. The City will provide the subdivider with the necessary signs.
- **Developers proposing to develop or subdivide adjacent to a canal shall,** as part of the preparation and submission of engineering civil documents for a subdivision, provide written documentation that the canal company responsible for that canal is satisfied that the development will not encroach on the canal company's maintenance right-of-way or otherwise impede canal operations.
- **Staking Of Lots.** Survey stakes shall be placed at all lot corners to clearly identify the lot boundaries on the ground.
- **Peripheral Fencing.** Subdivisions adjacent to agricultural operations shall provide fencing on the perimeter of the subdivision so as to provide protection to adjacent farming lands from the adverse effects of residential living, and vice versa.
- **Secondary Water.** Not all subdivisions in West Haven City will have access to secondary water. Subdividers who choose to provide secondary water shall, as part of the preparation and submission of engineering civil documents for a subdivision, provide the City with written documentation ("will-serve letter") of the secondary water provider's review and acceptance of any proposed secondary water facilities, structures, or plans.
- **Fire Approval.** All portions of a subdivision, including lots, streets, open space and other infrastructure or amenities, whether public or private, are required to be located within 500' of a fire hydrant. The review and approval of hydrant placement shall be done by the Weber Fire District. Subdividers shall be required to provide the City with written documentation of the Weber Fire District approval.
- **Special Service District or Special Service Area.** If the property is located within the boundaries of a Special Service District, a written recommendation shall be provided from the governing board.
- **Private Land Drains.** Areas in West Haven City have fluctuating groundwater levels that may render individual lots unsuitable for basements without the inclusion of a private land drain. The required geotechnical report shall indicate which lots in the subdivision will need land drains prior to construction of a basement.

- Geotech Report. A Geotech report must be submitted identifying allowable soil bearing pressure, lateral earth pressure, lateral pressure due to seismic forces, liquefaction, seismic design category/site class, proximity to fault lines, extent of existing fill materials, and ground water level conditions of the buildable areas proposed to be subdivided shall be submitted as part of the preliminary subdivision review. The soils report shall be prepared by a registered soils engineer. In the event report determines unusual conditions requiring additional development restrictions on what otherwise appears to be buildable lot, then such information shall be noted on the final plat in order to provide notice to subsequent owners. The manager may waive the requirement for a soils report for property already developed and constructed upon.

Final Checklist:

- The final plat shall be drawn to scale on standard twenty-four inch by thirty-six inch (24"x36") paper and shall include the following information:
 - The name of the subdivision and which phase (if applicable) the plat covers.
 - The boundaries of the proposed subdivision, including sufficient information to locate the project, and the total acreage of the project.
 - A legal description of the property.
 - The names and addresses of the owner, subdivider, if other than owner, and the engineer or surveyor of the subdivision.
 - Date of preparation.
 - Scale.
 - The base heading of true north.
 - Accurate dimensions for each lot, street, alley, easement, areas to be dedicated as open space and other important features. Dimensions shall be shown in feet and hundredths. Lot sizes shall be expressed in acreage.
 - The street address for each lot. Lots on the south and west sides of the street shall have odd numbers. Lots on the north and east sides of the street shall have even numbers.
 - An indication, based on the required geotechnical report, of whether lots will require land drains.
 - If the base flood elevations render lots within the subdivision unsuitable for basements, then the final plat shall have a restriction on each lot indicating no basements are allowed.
 - A description and delineation of other angles, distances, points, monuments, markers, boundaries, and other geometries as described in the West Haven City Engineering Standards and Specifications.
 - Standard signature forms, the wording of which is found in the West Haven City Engineering Standards and Specifications, for the following:
 - Registered land surveyor's certificate of survey, as applicable under Utah law;
 - Owner's signature of dedication;
 - Notary public acknowledgment;
 - City engineer's certificate of approval;
 - Utility companies' approval;
 - Land Use Authority approval;
 - City approval, signed by the Mayor and City Recorder if City Council is required to approve the plat;
 - City Attorney approval; and
 - A block for use by the County Recorder containing the required recording information.
- Construction plans shall be submitted with the final plat. These plans shall detail the size, design, type, and location of all infrastructure improvements proposed for construction as part of the phase, including, but not limited to, streets, sidewalks, curbs, utility pipes and other infrastructure. Construction plans shall be prepared in accordance with the standards outlined

herein and other such standards as may be found in the West Haven City Engineering Standards and Specifications.

- Written approval of the feasibility of the proposed culinary water system;
- Written approval of the feasibility of the proposed sanitary sewer system;
- If the proposed subdivision will be accessed from a State Highway, an appropriate access permit, as required by the State of Utah Department of Transportation;
- A written recommendation of the proposed fire protection, fire suppression and fire access facilities, provided by the County Fire Marshall;
- Necessary approvals and/or permits from Federal, State, and Local agencies as may be applicable.



2024 Planning Commission Meeting Schedule

Meetings shall be held on the 2nd and 4th Wednesdays of each month, unless noted below. All meetings will be held at the West Haven City Hall, 4150 South 3900 West, unless otherwise noticed.

Meeting Date	Meeting Time	Application Deadline
January 10, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	December 27, 2023
January 24, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	January 10, 2024
February 14, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	January 31, 2024
February 28, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	February 14, 2024
March 13, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	February 28, 2024
March 27, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	March 13, 2024
April 10, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	March 27, 2024
April 24, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	April 10, 2024
May 8, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	April 24, 2024
May 22, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	May 8, 2024
June 12, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	May 22, 2024
June 26, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	June 12, 2024
July 10, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	June 26, 2024
July 24, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	July 10, 2024
August 14, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	July 31, 2024
August 28, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	August 14, 2024
September 11, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	August 28, 2024
September 25, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	September 11, 2024
October 9, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	September 25, 2024
October 23, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	October 9, 2024
November 13, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	October 30, 2024
December 11, 2024	5:00 p.m. (work session) 6:00 p.m. (regular meeting)	November 27, 2024