

Mayor
Kenneth Romney

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

City Recorder
Remington Whiting

**City Council
Representative**
Julie Thompson

WEST BOUNTIFUL PLANNING COMMISSION

550 North 800 West
West Bountiful, Utah 84087

Phone (801) 292-4486
FAX (801) 292-6355
www.WBCityut.gov

Chairman
Robert Merrick

Vice Chairman
Corey Sweat

Commissioners
Laura Mitchell
Richmond Thornley
Dennis Vest

**THE WEST BOUNTIFUL PLANNING COMMISSION WILL HOLD A REGULAR
MEETING AT 7:30 PM ON TUESDAY, AUGUST 11TH, 2026, AT THE CITY OFFICES**

Invocation/Thought – Commissioner Sweat

Pledge of Allegiance – Commissioner Merrick

1. Confirm Agenda
2. Pope Subdivision Flag Lot Conditional Use Permit Revision – 1192 W 400 N.
3. Conditional Use Permit – WinCo Foods LLC – 190 South 500 West.
4. A-1 Height Regulation Discussion.
5. Approve Meeting Minutes from July 28th, 2026.
6. Staff Reports.
7. Adjourn.

*This agenda was posted on the State Public Notice website (Utah.gov/pmnp), the city website (WBCityut.gov),
and posted at City Hall on August 7th, 2026 by Remington Whiting, City Recorder.*

MEMORANDUM



TO: Planning Commission

DATE: August 7, 2026

FROM: City Staff

RE: Pope Request to Revise an Approved Conditional Use Permit – Flag Lot

This memo introduces a request to revise an approved application for a conditional use permit for a flag lot at 1192 W 400 N.

Background

Chance Pope received Planning Commission approval for a Conditional Use Permit for a flag lot in the A-1 Zone in March 2025. The Planning Commission subsequently approved the preliminary plat for the Pope Subdivision in April 2026, and staff approved the final plat in June 2026.

Throughout the Conditional Use Permit, preliminary plat, and final plat approval process, the designated buildable area on the flag lot showed the required 30-foot front yard setback along the south property line. During the building permit review process, the applicant determined that he would instead like the proposed home to face west, with the required 30-foot front yard setback located along the west property line (see attached “Exhibit A”, Final Plat and construction drawings).

West Bountiful Municipal Code (WBMC) Section 16.12.060(D) states:

"Determinations as to which are the front, side, and rear setbacks shall be made at the time of the subdivision application and shall be designated on the plat."

The applicant is requesting approval to revise the previously approved orientation of the buildable area by rotating it 90 degrees clockwise. This change would relocate the required 30-foot front yard setback from the south side of the lot to the west side. The final plat has not yet been recorded with the Davis County Recorder's Office, allowing this revision to be made before recordation if approved.

Because flag lots are a conditional use within the A-1 Zone, the Conditional Use Permit for the flag lot was approved before the subdivision applications were considered. As the requested revision changes the approved orientation of the buildable area established through the Conditional Use Permit, Planning Commission approval is required before the revised final plat can be recorded.

A list of the city's minimum criteria for flag lots and determination of whether the current proposal meets the requirements are listed below. ‘Yes’ indicates the proposal meets requirements.

WBMC 16.12.060 - Flag lots will only be allowed where traditional lot development is not feasible. Such lots shall meet the following criteria:

- 1. The staff of the lot shall not be less than twenty feet (20') wide and shall not exceed the design length requirements for a cul-de-sac. **Yes***
- 2. The staff of the lot shall serve one lot only and shall have direct access to a dedicated and improved public street. **Yes.***

3. *The staff of the lot shall be owned, fee simple, as part of the lot. **Yes.***
4. *The staff of the lot shall approach the public street at an angle of not less than eighty degrees. **Yes.***
5. *The staff of the Flag lot cannot extend from intersections, street corners, or cul-de-sacs. **Yes.***
6. *The body of the lot shall meet the lot size and dimensional requirements of the applicable zone. The staff area shall not be used in computing lot size. Proposed buildings shall comply with the minimum setbacks required for the zone. **Determinations as to which are the front, side, and rear setbacks shall be made at the time of the subdivision application and shall be designated on the plat. Yes.***
7. *Flag lot must comply with fire code requirements including access width, driving surface, parking, and fire hydrant placement. **Yes, Fire Marshal review has approved the subdivision.***
8. *Flag lots cannot be used where traditional methods of development could occur. **Yes.***
9. *Subdivisions which contain more than four (4) lots cannot contain a flag lot. **Yes.***
10. *The lot shall be graded so storm water runoff does not negatively impact neighboring properties. **Yes***
11. *All flag lots shall have the street address displayed on private property in a prominent location where the staff abuts the public street. **Yes***
12. *A flag lot may not be created which would negatively impact the future continuation of existing stub streets. **Yes.***
13. *Other requirements imposed by the Conditional Use Permit to mitigate the potential negative impacts caused by the proposed use; the Conditional Use Permit and plat review cannot waive requirements 1 through 12 of this Section.*

As with the previous Planning Commission review of this application, staff has included a list of potential impacts and common concerns associated with flag lots, along with possible conditions that may be imposed to mitigate those impacts. The Planning Commission should also determine which conditions, if any, must be satisfied prior to subdivision approval and which conditions are more appropriately addressed during the building permit and home construction process.

Common complaints about flag lots and Possible Conditions

1. Cannot find the house/address when driving down a street, including emergency vehicles.
 - a. Consider lighting and street numbers at the flag lot staff entrance to help guide emergency vehicles and other persons to the correct address.
 - b. Consider lighting along the staff driveway.
 - c. **Prior approvals include a Street light to be installed at the flag lot entrance on 400 N**
 - d. **Prior approvals include the street address to be displayed on private property in prominent location where the staff abuts the public street.**
2. Houses in the back yards of other houses lack privacy.
 - a. Consider privacy fencing along the flag lot staff to minimize noise and light pollution and provide additional side yard protection from cars and neighboring children interactions.
 - b. Consider additional side yard setback on lots in front of flag lots and adjacent to the flag lot staff to provide adequate separation between houses and moving vehicles just like a corner lot.
3. Drainage problems.
 - a. Require drainage plan as part of subdivision submittal.
 - b. **Prior approvals include an approved drainage plan**
4. Meeting fire department criteria is confusing and expensive.
 - a. Require fire marshal review and approval as part of subdivision submittal.
 - b. **Prior approval received by the fire marshal for the project/subdivision**

5. Depending on location, flag lot staff looks more like a road then a driveway and can present a safety issue for vehicles.
 - a. Add “Private Road” signage.

For reference, attached as “Exhibit B” are the Planning Commission meeting minutes from March 25, 2025, when the Conditional Use Permit for the Pope flag lot was approved.

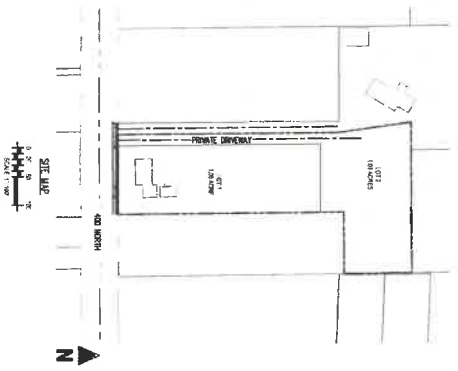
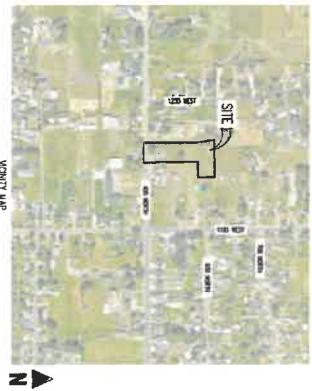
Staff recommends that the Planning Commission review the request, the previously approved conditions, and the attached materials, and determine whether the proposed revision to the orientation of the buildable area continues to satisfy the intent of the original approval or whether any additional or modified conditions are necessary to mitigate potential impacts associated with the flag lot.

Exhibit A

RED SANDS CONSULTING
POPE SUBDIVISION

LOCATED IN THE NORTHEAST QUARTER OF SECTION 23,
TOWNSHIP 2 NORTH, RANGE 1 WEST, SALT LAKE BASE AND MERIDIAN
WEST BOUNTIFUL, DAVIS COUNTY, STATE OF UTAH
SITE PLAN

PROJECT CONTACTS	
PROPERTY OWNER/DEVELOPER	RED SANDS CONSULTING 1194 WEST 400 NORTH WEST BOUNTIFUL, UT 84087 TEL: (801) 257-2546 FAX: (801) 257-2546 WWW.REDSANDSUTAH.COM
PUBLIC WORKS	UTAH STATE HIGHWAY DEPARTMENT 1100 WEST 1000 NORTH SALT LAKE CITY, UT 84119 TEL: (801) 224-2400 FAX: (801) 224-2400 WWW.UTAHSTATEHIGHWAYS.COM
CITY ENGINEER / AED USE / ZONING	SALT LAKE CITY 100 WEST 1000 NORTH SALT LAKE CITY, UT 84119 TEL: (801) 224-2400 FAX: (801) 224-2400 WWW.SALTLAKECITY.UTAH.GOV
DESIGNER	RED SANDS CONSULTING 1194 WEST 400 NORTH WEST BOUNTIFUL, UT 84087 TEL: (801) 257-2546 FAX: (801) 257-2546 WWW.REDSANDSUTAH.COM
SUBMITTER	RED SANDS CONSULTING 1194 WEST 400 NORTH WEST BOUNTIFUL, UT 84087 TEL: (801) 257-2546 FAX: (801) 257-2546 WWW.REDSANDSUTAH.COM



SITE TOTALS		
SQUARE FOOTAGE	ACRES	1015
81,500	2.0	2

SHEET NO.	DESCRIPTION
010	CHART SHEET
011	GENERAL NOTES
012	EXISTING P.L.A.
013	SITE PLAN
014	GRADING & DRAINAGE PLAN
015	UTILITY PLAN
016	EROSION CONTROL PLAN
017	DETAILS
018	DETAILS

NOTES:
1. THE PROJECT IS LOCATED IN THE NORTHEAST QUARTER OF SECTION 23, TOWNSHIP 2 NORTH, RANGE 1 WEST, SALT LAKE BASE AND MERIDIAN WEST BOUNTIFUL, DAVIS COUNTY, STATE OF UTAH.
2. THE PROJECT IS LOCATED IN THE NORTHEAST QUARTER OF SECTION 23, TOWNSHIP 2 NORTH, RANGE 1 WEST, SALT LAKE BASE AND MERIDIAN WEST BOUNTIFUL, DAVIS COUNTY, STATE OF UTAH.
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DATE: 11/11/2011
DRAWN BY: [Name]
CHECKED BY: [Name]
APPROVED BY: [Name]
SCALE: 1"=40'

RED SANDS CONSULTING
POPE SUBDIVISION
SITE PLAN
1194 WEST 400 NORTH
WEST BOUNTIFUL, UT 84087



Galloway
1194 WEST 400 NORTH
WEST BOUNTIFUL, UT 84087
TEL: (801) 257-2546
FAX: (801) 257-2546
WWW.GALLOWAYUTAH.COM

SITE 10090

PROPERTY BOUNDARY LINE
 EXISTING IMPROVEMENTS
 RIGHT OF WAY BOUNDARY LINE

EXISTING

PROPOSED

PROPOSED

PROPOSED

PROPOSED

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Galloway
 ENGINEERS & ARCHITECTS
 1100 WEST 1000 SOUTH
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 www.gallowayinc.com

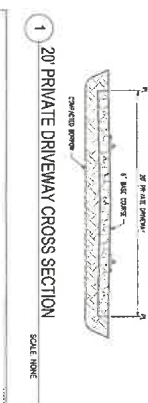
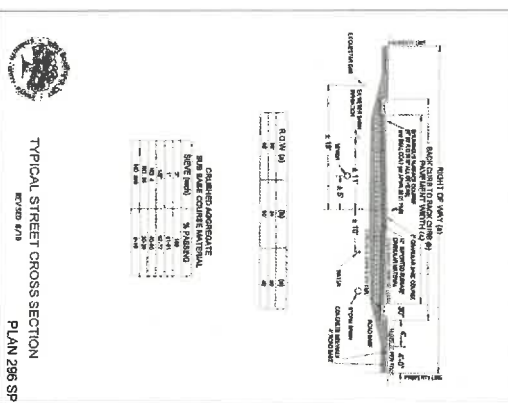


RED SANDS CONSULTING
 POPE SUBDIVISION
 SITE PLAN
 1194 WEST 400 NORTH
 WEST BOUNTIFUL, UT 84087



RED SANDS CONSULTING
 POPE SUBDIVISION
 SITE PLAN
 1194 WEST 400 NORTH
 WEST BOUNTIFUL, UT 84087

C1.0



1 20 PRIVATE DRIVEWAY CROSS SECTION
 SCALE: 1/8" = 1'-0"



TYPICAL STREET CROSS SECTION
 PLAN 296 SP
 REVISED 8/18

NOTES:

- THE PROJECT IS LOCATED IN THE UNINCORPORATED AREA OF WEST BOUNTIFUL, UT. THE PROJECT IS SUBJECT TO THE JURISDICTION OF THE SALT LAKE COUNTY PLANNING AND ZONING DEPARTMENT.
- THE PROJECT IS SUBJECT TO THE SALT LAKE COUNTY PLANNING AND ZONING DEPARTMENT'S REVIEW AND APPROVAL.
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C1.0

Street Light

Exhibit B

Mayor
Kenneth Romney

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

City Recorder
Remington Whiting

**City Council
Representative**
Dell Butterfield

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Alan Malan

Vice Chairman
Corey Sweat

Commissioners
Laura Mitchell
Dennis Vest
Robert Merrick
Tyler Payne

**THE PLANNING COMMISSION WILL HOLD A REGULAR MEETING
AT 7:30 PM ON TUESDAY, MARCH 25TH, 2025, AT THE CITY OFFICES.**

Invocation/Thought – Commissioner Sweat

Pledge of Allegiance – Commissioner Payne

1. Confirm Agenda
2. Conditional Use Permit Application – 1188 W 400 N Flag Lot - Pope
3. Approve Meeting Minutes from February 11th, 2025.
4. Staff Reports.
5. Adjourn.

*This agenda was posted on the State Public Notice website (Utah.gov/pmn), the city website (WBCity.org),
and posted at City Hall on March 21st, by Remington Whiting, City Recorder.*

**West Bountiful City
Planning Commission Meeting**

March 25, 2025

***Posting of Agenda** - The agenda for this meeting was posted on the State of Utah Public Notice website, on the West Bountiful City website, and at city hall on March 21, 2025, per state statutory requirement.*

Minutes of the Meeting for the Planning Commission of West Bountiful City held on Tuesday, March 25, 2025, at West Bountiful City Hall, Davis County, Utah.

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

MEMBERS/STAFF EXCUSED: Robert Merrick.

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

PUBLIC ATTENDING:

Thought/Invocation by Commissioner Sweat
Pledge of Allegiance- Commissioner Payne

1. Confirm Agenda

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

2. Conditional Use Permit Application – 1188 West 400 North Flag Lot- Pope

Commissioner packet included a memorandum Dated March 21st, 2025, from Staff regarding a conditional use permit for a flag lot at 647 North 800 West for Chance Pope with an attached application and site plan.

Mr. Nilsen explained that Chance Pope currently owns the property at 1200 W 400 N which is located within the A-1 Zone. He noted that he has plans to develop his property into a 2-lot subdivision with a flag lot. There is currently one home on the property, and a flag lot is necessary to create a second lot as the total frontage is approximately 141 feet. He noted the history of this property in trying to qualify it for a flag lot. Currently it does meet flag lot requirements.

Kris Nilsen pointed out that flag lots are a conditional use in the A-1 Zone, therefore, a Conditional Use Permit for the flag lot must be granted before the city can approve the subdivision application.

If the planning commission grants a conditional use for a flag lot in this case, the project will then be required to go through the Subdivision Preliminary Plat and Final Plat process for review and approval by the City. The Subdivision Preliminary Plat process will include addressing any

impacts to the Thacker property, the existing legal non-conforming flag lot that is adjacent to the west.

The proposed Pope Subdivision will impact the existing gravel road entrance to the Thacker property and the shared property boundary (east side of Thacker).

Chairman Malan suggested that the property owner include a streetlight on the property. Some discussions took place regarding lighting and other concerns. Mr. Nilsen informed the commissioners that all the mentioned concerns can be addressed with the preliminary planning stage.

ACTION TAKEN:

Corey Sweat moved to approve the conditional use permit for Chance Pope in the A-1 zone located at 647 North 800 West after passing the review process and with the following conditions as required in WPMC16.12.060 The staff of the lot shall not be less than twenty feet (20') wide and shall not exceed the design length requirements for a cul-de-sac; the staff of the lot shall serve one lot only and shall have direct access to a dedicated and improved public street; the staff of the lot shall be owned, fee simple, as part of the lot; the staff of the lot shall approach the public street at an angle of not less than eighty degrees; the staff of the flag lot cannot extend from intersections, street corners, or cul-de-sacs; the body of the lot shall meet the lot size and dimensional requirements of the applicable zone; the staff area shall not be used in computing lot size; proposed buildings shall comply with the minimum setbacks required for the zone; determinations as to which are the front, side, and rear setbacks shall be made at the time of the subdivision application and shall be designated on the plat; flag lot must comply with fire code requirements including access width, driving surface, parking, and fire hydrant placement; Fire Marshal review and approval required as part of subdivision; Flag lot cannot be used where traditional methods of development could occur; if the subdivisions contain more than four (4) lots cannot contain a flag lot; the lot shall be graded so storm water runoff does not negatively impact neighboring properties; a drainage plan will be required as part of the subdivision; flag lot shall have the street address displayed on private property in a prominent location where the staff abuts the public street; a specific address will be assigned at a later date; flag lot may not be created which would negatively impact the future continuation of existing stub streets; other requirements imposed by the Conditional Use Permit will be as follows: lighting and street numbers at the flag lot staff entrance to help guide emergency vehicles and other persons to the correct address; privacy fencing along the flag lot staff to minimize noise and light pollution and provide additional side yard protection from cars and neighboring children interactions; additional side yard setback on lots in front of flag lots and adjacent to the flag lot staff to provide adequate separation between houses and moving vehicles just like a corner lot; required drainage plan as part of subdivision submittal; fire marshal review and approval as part of subdivision submittal; post "Private Road" signage. Dennis Vest seconded the motion and voting was unanimous in favor.

3. Approval Meeting Minutes from February 11, 2025.

Action Taken:

Laura Mitchell moved to approve the minutes from February 11, 2025, Planning Commission Meeting as presented. Corey Sweat seconded the motion, and voting was unanimous in favor.

4. Staff Report

a. Engineering (Kris Nilsen)

- 660 West is under construction. Need a secondary water structure in so that water can be pressurized by April 1st. Seems to be on schedule.
- 1100 West is in the bid process. Curb, gutter and sidewalk on the east side of the road.

b. Community Development – (Remington Whiting)

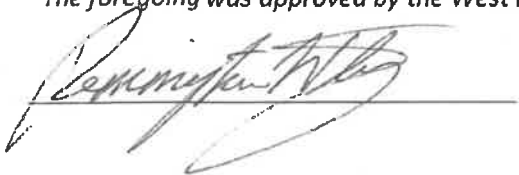
- Misfit Auto Signage on 400 North and 800 West. Property was grandfathered in. The business will be closing and if it is not occupied within a year, it will no longer be qualified to be a grandfathered business as conditions apply.
- Permits are taking up most of his time.
- Scaling down on Home Occupation List. Some businesses are not in business any longer. Letters are being sent out and hopefully they will reply so the list can be updated.
- Working on homeowners certificate of non-compliance to bring them in compliance with city code.
- Staff are working on a new online reservation system of parks. Baseball fields will be online the first of April. Following that the boweries, volleyball, etc. will come online.
- Currently working on property that has an illegal structure. The property is currently being sold.

5. Adjourn

Action Taken:

Laura Mitchell moved to adjourn the regular session of the Planning Commission meeting at 7:58 pm. Corey Sweat seconded the motion. Voting was unanimous in favor.

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



MEMORANDUM



TO: Planning Commission

DATE: August 7, 2026

FROM: City Staff

RE: WinCo Foods LLC – Conditional Use Permit

This memo reviews a conditional use permit application for a proposed WinCo at 190 South 500 West.

Background

On June 29, 2026, a conditional use permit application was submitted by WinCo Foods, LLC for the operation of a grocery store within the existing commercial building located at 190 South 500 West. Grocery stores are a conditional use within the C-G (General Commercial) zone.

Propose Use

The proposed plans show interior tenant improvements, exterior façade updates, and site modifications necessary for the operation of the grocery store. No expansion of the existing building footprint is proposed. The project will utilize the existing site access, parking facilities, and utilities, with improvements completed as necessary to comply with applicable city standards.

Parking

The existing parking lot contains angled parking stalls. As part of the project, the applicant proposes to restripe the parking lot to provide perpendicular parking stalls, which will increase parking efficiency and better accommodate the grocery store use. This proposal also shows the location of light poles, which have been placed to accommodate the new configuration of stalls. During staff review, questions arose regarding a proposal to extend three rows of parking stalls across an existing access lane that has historically provided circulation through the site for decades. City staff and the applicant continue to work toward an understanding of parking configuration that maintains appropriate site circulation while providing adequate parking. A final parking and lighting plan will be completed and approved prior to the commencement of operations and issuance of a West Bountiful City business license.

Conditional Use

The Conditional Use ordinance, Section 17.60.040, requires the planning commission to *consider* whether:

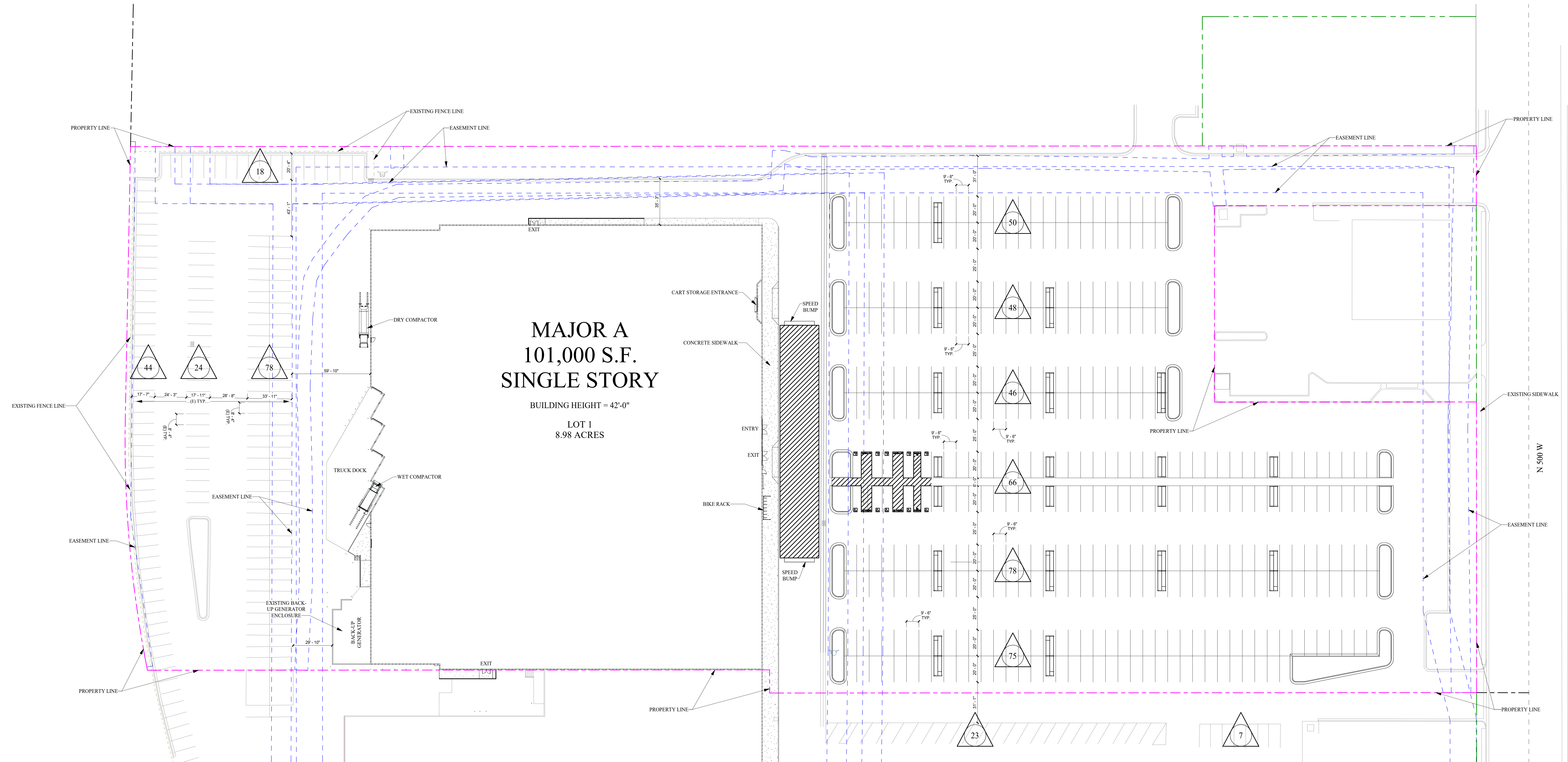
1. The proposed use at the particular location is necessary or desirable to provide a service or facility that will contribute to the general well-being of the neighborhood and the community;
2. The proposed use, under the circumstances of the particular case, will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity;

3. The proposed use and/or accompanying improvements will not inordinately impact schools, utilities, and streets;
4. The proposed use will provide for appropriate buffering of uses and buildings, proper parking and traffic circulation, the use of building materials and landscaping which are in harmony with the area, and compatibility with adjoining uses;
5. The proposed use will comply with the regulations and conditions specified in the land use ordinance for such use;
6. The proposed use will conform to the intent of the city's general plan; and
7. The conditions to be imposed in the conditional use permit will mitigate the reasonably anticipated detrimental effects of the proposed use and accomplish the purposes of this subsection.

Staff Recommendation

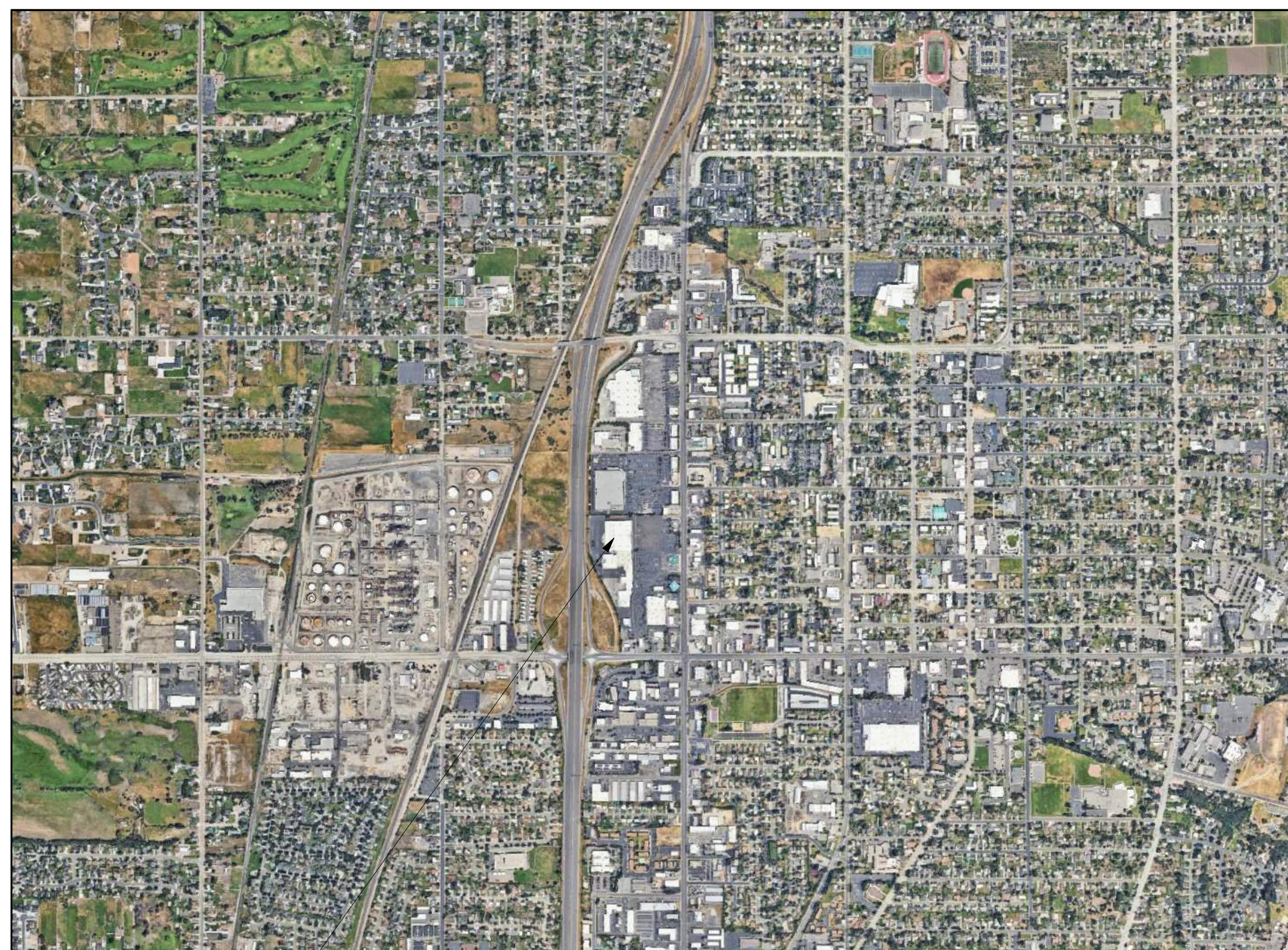
Staff recommend that the planning commission consider approval of the Conditional Use Permit subject to the following conditions:

1. Parking plan must receive approval from city engineer.
2. Outdoor lighting plan must receive approval from city engineer.
3. Landscape plan must receive approval from city engineer.
4. All loading and unloading shall be conducted in designated service areas and shall not impede customer parking or vehicle circulation.
5. Outdoor storage of merchandise, equipment, pallets or materials shall not be permitted beyond allowance designated in city code.
6. The applicant shall obtain all required building and fire approvals prior to occupancy.
7. All signage shall comply with the West Bountiful Municipal Code.
8. The Conditional Use Permit shall be valid only for the current business occupant and shall not transfer automatically to the new tenants.



OVERALL SITE PLAN

1" = 30'-0"



PROPERTY LOCATION

VICINITY MAP



CONTACT INFORMATION

OWNER:
WBC PARTNERS DELAWARE, LLC
1165 EAST WILMINGTON AVE. STE. 275
SALT LAKE, UT 84106

CIVIL:
JSA CIVIL
6945 LITTLEROCK RD SW, SUITE A
TUMWATER, WA 98512
PHONE: 360-296-6346
CONTACT: BRANDON JOHNSON
EMAIL: brandon.johnson@jsa-civil.com

ARCHITECT / AGENT OF OWNER:
TAIT & ASSOCIATES, INC.
815 E. PARK BLVD, SUITE #201
BOISE, ID 83712
PHONE: 208-319-0771
CONTACT: SUSAN DILLINGHAM
E-MAIL: sdillingham@tait.com

ELECTRICAL ENGINEER:
DC ENGINEERING
440 E. CORPORATE DR. STE. 103
MERIDIAN, ID 83642
PHONE: 208-288-2181
FAX: 208-288-2182
CONTACT: BILL CRABB
EMAIL: bcrabb@dcengineering.net

SITE DATA

ZONING: C-G DISTRICT (COMMERCIAL GENERAL DISTRICT)

PROPOSED
OCCUPANCY: MERCANTILE

BUILDING TYPE:

BUILDING SETBACKS:
MINIMUM FRONT: 25'
MINIMUM SIDE: 10'
MINIMUM REAR: 20'

BUILDING HEIGHT:
MAX ALLOWABLE BUILDING HEIGHT: 100'
WINCO MAIN BUILDING HEIGHT:

WINCO BUILDING AREA: 100,999 S.F. (XXX% OF LOT AREA)

LANDSCAPING AREA (WINCO): XXX S.F. (XXX% OF LOT AREA)

PARKING DATA

ACCORDING TO THE CITY OF BOUNTIFUL MUNICIPAL CODE, SECTION 17.52.040, OFF-STREET PARKING REQUIREMENTS, GENERAL USE IS CALCULATED AT 1 SPACE PER 300 SQUARE FEET OF GROSS FLOOR AREA. THEREFORE 337 PARKING SPACES ARE REQUIRED. 12 ACCESSIBLE SPACES ARE REQUIRED BASED ON WINCO FOODS PARKING COUNT OF 557 SPACES AND XXX ARE PROVIDED. THEREFORE, THE PROPOSED PARKING IS WITHIN THE REQUIREMENTS FOR THIS ZONE.

MAIN BUILDING (GROCERY)
PARKING STALLS REQUIRED: 337
1 SPACES/300 S.F. (1 x 337) = 337

PARKING STALLS PROVIDED: 557
1.65 SPACES/300 S.F. (1.65 x 337) = 556.05

PARKING STALL SIZE REQUIRED: 9'-0" x 20'-0"

PARKING STALL SIZE PROVIDED: 9'-6" x 20'-0"

ADA STALLS REQUIRED: 12 (2% OF TOTAL PROVIDED)

ADA STALLS PROVIDED: XXX (2 VAN ACCESSIBLE)

LOADING SPACES: 3 PROVIDED
LENGTH: 75'
WIDTH: 9'
CLEARANCE HEIGHT: 14'

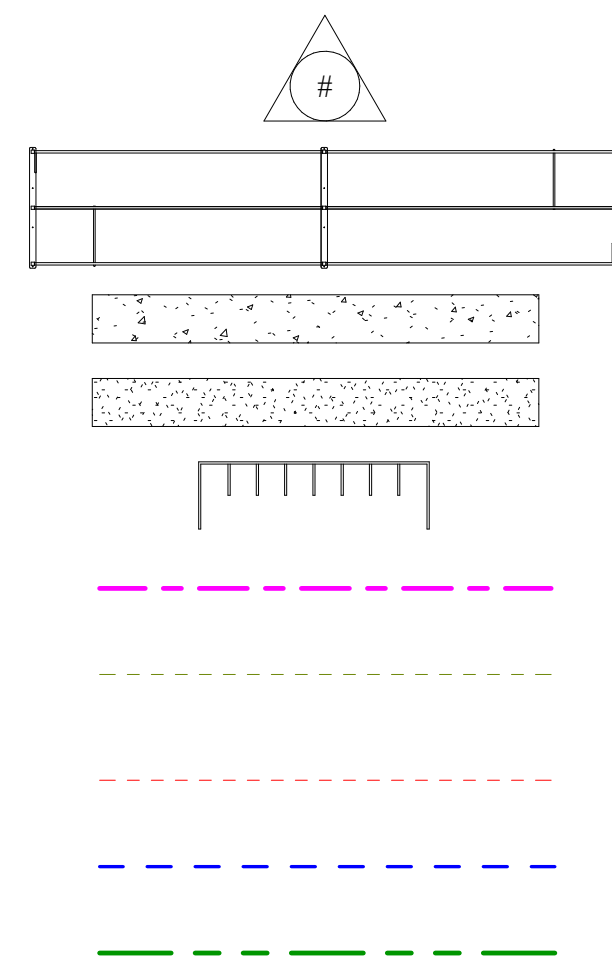
ADJACENT BUILDING (31,000 S.F.)
ADJACENT BUILDING PARKING STALLS REQUIRED: 93
3 SPACES/1,000 S.F. (3 x 31) = 93

ADJACENT PARKING STALLS PROVIDED: 142
4.58 SPACES/1,000 S.F. (4.58 x 31) = 141.98

PARKING STALL SIZE REQUIRED: 9'-0" x 20'-0"

PARKING STALL SIZE PROVIDED: 9'-6" x 20'-0"

LEGEND



NUMBER PARKING SPACES

CART CORRAL

CONCRETE PEDESTRIAN ACCESS

LANDSCAPE AREA

BICYCLE PARKING

PROPERTY/PARCEL LINE

EXISTING FENCE LINE

60' NO BUILD LIMIT LINE

DEED EASEMENT

LOT LINE

DRAWING INDEX

C - 1 OVERALL SITE PLAN

C - 2 MAIN COLORED BUILDING ELEVATIONS

C - 3 SITE PHOTOMETRIC PLAN

C - 4 SITE PHOTOMETRIC DETAILS

C - 5 PRELIMINARY CIVIL PLAN

DATE

06/04/2025

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SHEET TITLE

EXTERIOR
ELEVATIONS

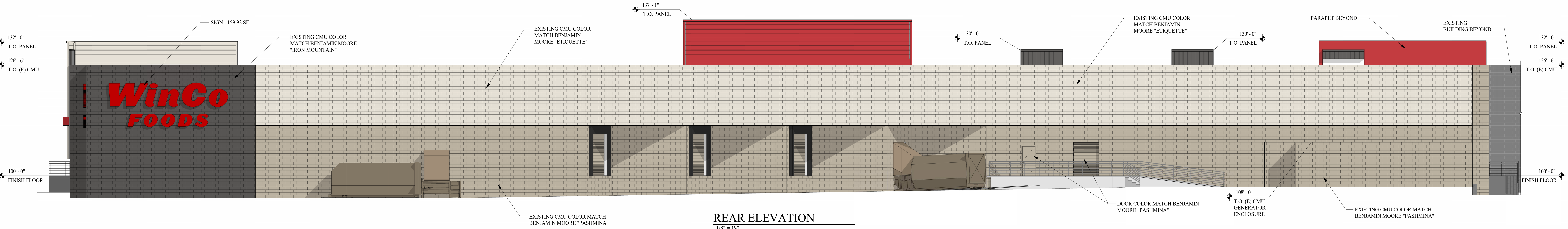
SHEET

C - 2



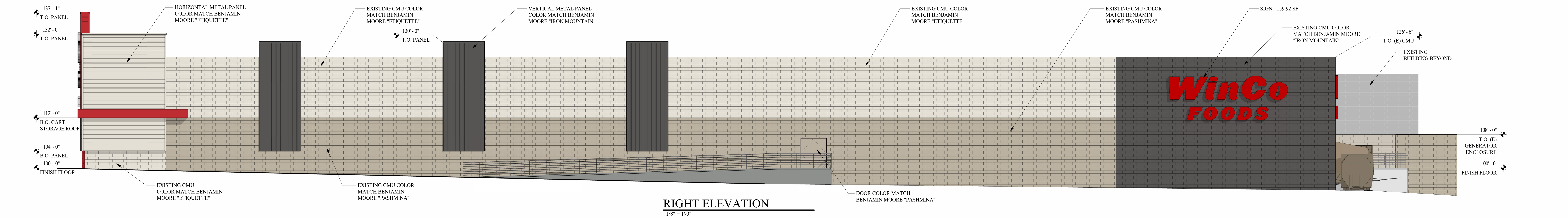
FRONT ELEVATION

1/8" = 1'-0"



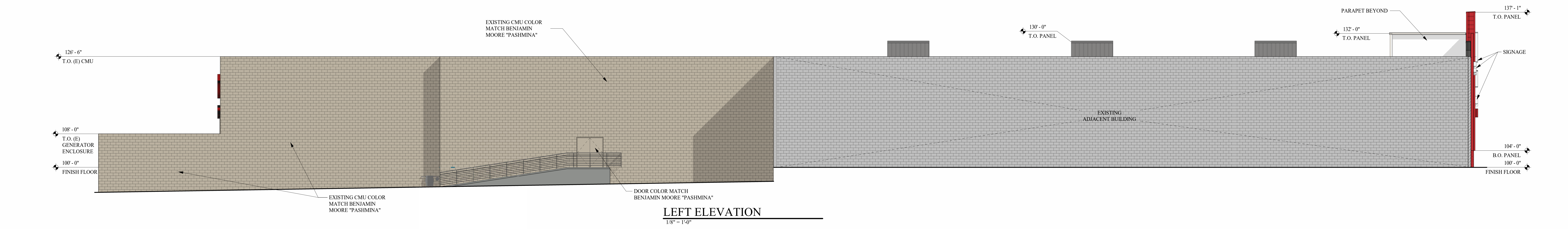
REAR ELEVATION

1/8" = 1'-0"



RIGHT ELEVATION

1/8" = 1'-0"



LEFT ELEVATION

1/8" = 1'-0"

5/29/2026 3:54:38 PM

MEMORANDUM



TO: Planning Commission

DATE: August 7th, 2026

FROM: Staff

RE: A-1 Height Regulations Discussion

This memo is intended to continue discussion and deliberation regarding a request from the city council to provide new recommendations on the A-1 District's building height regulations.

Background

WBMC 17.16.060 regulates the maximum height for main and accessory structures in the A-1 district. Structures have a standard maximum of 35' with allowances of up to an additional 5' depending on the side setbacks. The exception allowing the additional 5' was enacted in 2014.

Additionally, WBMC 17.16.060.D (and similar sections in other zones), list broad exceptions to height limitations, with no maximum height set.

The City Council has requested that the planning commission provide additional recommendations for updates to these regulations.

Height Exceptions

The land use code currently provides height exceptions in all residential zones for certain structural features. These exceptions do not include a maximum height limitation. The code reads as follows:

"Exceptions to height limitations. Penthouse or roof structures for the housing of elevators, stairways, tanks, ventilating fans or similar equipment required to operate and maintain the building; and fire or parapet walls, skylights, towers, steeples, flagpoles, chimneys, smokestacks, water tanks, wireless or television masts, theater lofts, silos or similar structures may be erected above the height limits herein prescribed, but no space above the height limit shall be allowed for the purposes of providing additional floor space, and such increased height to all other provisions of the municipal code."

After reviewing the existing regulations, staff suggest that several of the listed exceptions are applicable primarily to commercial buildings and are not typically found on residential structures. Staff have prepared a draft amendment that removes these non-residential exceptions while establishing a maximum height of 5 feet above the applicable height limit for the remaining

exceptions. This would result in a maximum allowable height of 40 feet for qualifying architectural features in the A-1 zones and 35 feet in the R-1-10 and R-1-22 zones.

Side Yard Setbacks

Under the current code, structures in the A-1 zone may exceed the base height limit by up to 5 feet if additional combined side yard setbacks requirements are met. Specifically, the code allows 1 additional foot of building height for every 2 additional feet of combined side yard setbacks.

At the direction of the Planning Commission, staff prepared draft amendments that would increase the additional setback requirement to either double or triple the current standard. These draft options are attached for the Commission's review and discussion.

Once the Planning Commission has reviewed these draft options, staff can prepare a public hearing for a final recommendation to the City Council.

Current Applicable Code Sections

MAXIMUM HEIGHTS IN NEARBY CITIES

- Centerville – 35' Maximum main structure height but can request an additional 10% by way of a Conditional Use Permit making the maximum height 38.5'.
- Bountiful – 35' Maximum Main Structure Height in all residential zones.
- North Salt Lake – 35' Maximum Main Structure Height in all residential zones.
- Farmington – 27' Maximum Main Structure Height unless a special exception is found in all residential zones.
- Woods Cross – 35' Maximum Main Structure Height in residential and agricultural zones.
- West Point – 38' Maximum Main Structure Height in residential zones.

17.16.060 Height Regulations

A. Maximum height of structures. No structure shall be erected to a height greater than thirty-five (35) feet as measured from the top back of curb, or crown of the road if there is no curb to the highest part of the roof, except as otherwise provided in this section. The elevation of the top back of curb or crown of the road shall be measured at a point on a line perpendicular to the front lot line that intersects the midpoint of the front lot line.

1. The height of a main structure, except for non-commercial structures, may be increased to a maximum of forty (40) feet if the structure is set back as shown in the chart below.

Height		Minimum Side Setback	Combined Side Setback
	≤35 ft	10 ft	24 ft
>35 ft	≤36 ft	11 ft 12 ft	26 ft 28 ft
>36 ft	≤37 ft	12 ft 14 ft	28 ft 32 ft
>37 ft	≤38 ft	13 ft 16 ft	30 ft 36 ft
>38 ft	≤39 ft	14 ft 18 ft	32 ft 40 ft
>39 ft	≤40 ft	15 ft 20 ft	34 ft 44 ft

17.16.060 Height Regulations

A. Maximum height of structures. No structure shall be erected to a height greater than thirty-five (35) feet as measured from the top back of curb, or crown of the road if there is no curb to the highest part of the roof, except as otherwise provided in this section. The elevation of the top back of curb or crown of the road shall be measured at a point on a line perpendicular to the front lot line that intersects the midpoint of the front lot line.

1. The height of a main structure, except for non-commercial structures, may be increased to a maximum of forty (40) feet if the structure is set back as shown in the chart below.

Height		Minimum Side Setback	Combined Side Setback
	≤35 ft	10 ft	24 ft
>35 ft	≤36 ft	11 ft 13 ft	26 ft 30 ft
>36 ft	≤37 ft	12 ft 16 ft	28 ft 36 ft
>37 ft	≤38 ft	13 ft 19 ft	30 ft 42 ft
>38 ft	≤39 ft	14 ft 22 ft	32 ft 48 ft
>39 ft	≤40 ft	15 ft 25 ft	34 ft 54 ft

D. Exceptions to height limitations. ~~Penthouse or r~~Roof structures for the housing of elevators, ~~stairways, tanks, ventilating fans or similar equipment required to operate and maintain the building; and fire or parapet walls, skylights, towers, steeples,~~ flagpoles, chimneys, ~~smokestacks, water tanks,~~ wireless or television masts, ~~theater lofts, silos~~ or similar structures may be erected above the height limits herein prescribed, ~~but shall not exceed the height of forty-five (45) feet but and~~ no space above the main structure height limit shall be allowed for the purposes of providing additional floor space, and such increased height to all other provisions of the municipal code.

17.20.060 Height Regulations

D. Exceptions to height limitations. ~~Penthouse or~~Roof structures for the housing of elevators, ~~stairways, tanks, ventilating fans or similar equipment required to operate and maintain the building; and fire or parapet walls, skylights, towers, steeples,~~ flagpoles, chimneys, ~~smokestacks, water tanks,~~ wireless or television masts, ~~theater lofts, silos~~ or similar structures may be erected above the height limits herein prescribed, ~~but shall not exceed the height of forty-five (45) feet but and~~ no space above the ~~main structure~~ height limit shall be allowed for the purposes of providing additional floor space, and such increased height to all other provisions of the municipal code.

17.24.060 Height Regulations

D. Exceptions to height limitations. ~~Penthouse or~~Roof structures for the housing of elevators, ~~stairways, tanks, ventilating fans or similar equipment required to operate and maintain the building; and fire or parapet walls, skylights, towers, steeples,~~ flagpoles, chimneys, ~~smokestacks, water tanks,~~ wireless or television masts, ~~theater lofts, silos~~ or similar structures may be erected above the height limits herein prescribed, ~~but shall not exceed the height of forty-five (45) feet but and~~ no space above the ~~main structure~~ height limit shall be allowed for the purposes of providing additional floor space, and such increased height to all other provisions of the municipal code.

**West Bountiful City
Planning Commission Meeting**

July 28, 2026

PENDING – NOT APPROVED

Posting of Agenda - *The agenda for this meeting was posted on the State of Utah Public Notice website, on the West Bountiful City website, and at city hall on July 23, 2026, per state statutory requirement.*

Minutes of the Planning Commission of West Bountiful City held on Tuesday, July 28, 2026, at West Bountiful City Hall, Davis County, Utah.

MEMBERS ATTENDING: Chairman Robert Merrick, Vice Chairman Corey Sweat, Commissioners Dennis Vest, Laura Mitchell, Richmond Thornley (via Zoom), and Council member Julie Thompson.

MEMBERS/STAFF EXCUSED: Corey Sweat

STAFF ATTENDING: Duane Huffman (City Administrator), Kris Nilsen (City Engineer), Remington Whiting (Community Development), and Debbie McKean (Secretary).

PUBLIC ATTENDING: Andrea Baxter, Christian Hansen, Kirt Johnson, Carmen Weirick, Bridget Gordon, Kelly Enquist, Gary Jacketta, Ryan Larsen, Alan Malan.

Thought/Invocation by Commissioner Thornley
Pledge of Allegiance- Commissioner Chairman Merrick

1. Confirm Agenda

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

2. Farm Animals Conditional Use Permit – 872 W Porter Lane- Chad Weirick

Planning Commission packet included a memorandum dated July 23, 2026 from staff regarding a Farm Animal Conditional Use Permit at 872 West Porter Lane- Chad Weirick with attached application for a conditional use permit to keep six chickens and 2 ducks on their property and a site plan.

Remington Whiting explained that Carmen Weirick, 872 West Porter Lane, has submitted an application for a conditional use permit to keep six chickens and two ducks on her property. Currently she has the birds on the property but, after reviewing the West Bountiful Municipal Code (WBMC), she realized that the total number of animals exceeds the maximum points permitted under the City's farm animal point system. Based on the size of the property, Ms. Weirick is permitted a maximum of 25 animal points under the City's farm animal point system.

Chickens and ducks are each assigned 4 points, resulting in a total of 32 points for the proposed six chickens and two ducks.

It was noted that staff researched the application and does not object to the request subject to the proposed conditions they recommended to the Commission. Adjacent neighbors have been contacted and none have objected to the request.

Action Taken:

Richmond Thornley moved to approve the Conditional Use Permit for Carmen Weirick at 872 West Porter Lane for 6 chickens and 2 ducks exceeding the 25 point regulation on a ¼ acre with the following affirmative findings: The proposed use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity; accompanying improvements will not inordinately impact schools, utilities, and streets; use will provide for appropriate buffering of uses and buildings, proper parking and traffic circulation, the use of building materials and landscaping which are in harmony with the area, and compatibility with adjoining uses; will comply with the regulations and conditions specified in the land use ordinance for such use; will conform to the intent of the city's general plan; and the conditions to be imposed in the conditional use permit will mitigate the reasonably anticipated detrimental effects of the proposed use and accomplish the purposes of this subsection and with the following conditions: the permit will expire upon sale of property; chickens and ducks will be kept in an area enclosed by a fence or structure sufficient to prevent escape; chicken coop/run will be located a minimum of 6 feet from any property line or dwelling; to protect the health, safety, and welfare of the animals and public, animal waste debris, noise, odor, and drainage shall be kept in accordance with usual and customary health; rodent-proof containers will be used to store feed. Failure to comply with these regulations will invalidate the permit. Dennis Vest seconded the motion and voting was unanimous in favor.

3. Milestone Automotive Conditional Use Permit -116 West 500 South Suite #10

Commissioner packet included a memorandum dated July 23, 2026 from staff regarding Milestone Automotive Conditional Use Permit with attached the Conditional Use Permit application and site plan.

Remington Whiting explained that staff received an application from Kirt and Carolina Johnson on July 17, 2026, requesting a Conditional Use Permit to operate a used automobile dealership, Milestone Automotive, at 1116 W. 500 South, Suite #10.

The proposed business will maintain an inventory of approximately three to four vehicles. The vehicles will be displayed outdoors within the designated parking area identified on the site plan. Additional parking for employees and customers will be provided in the parking area located immediately south of the building. The applicant has indicated that the business will be

limited to vehicle sales only. No vehicle repair, maintenance, detailing, body work, or other automotive service activities will be conducted on the property as part of the operation

Kirt Johnson took the stand and stated he is guaranteed a specific number of parking spaces and should be sufficient for their needs with the four proposed vehicles

Action Taken:

Laura Mitchell moved to approve the Conditional Use Permit for Milestone Automotive – 116 West 500 South Suite #10 with the following affirmative findings from Section 17.34.030 The proposed use at the particular location is necessary or desirable to provide a service or facility that will contribute to the general well-being of the neighborhood and the community; The conditions to be imposed in the conditional use permit will mitigate the reasonably anticipated detrimental effects of the proposed use and accomplish the purposes of this subsection; and with the following conditions: a Copy of Dealer's license and Proof of Insurance; Fire Inspection approval (has been scheduled); Signage will comply with City Code; Vehicles on display will be operable and in sellable condition; No storage of wrecked, dismantled, or inoperable vehicles; Limit of 4 vehicles on display at a time; and Upon issuance of this Permit and prior to beginning business, a West Bountiful Business license will be acquired. Dennis Vest seconded the motion and voting was unanimous in favor.

4. Second Review of A-1 Height Regulation Code

Commissioner packet included a memorandum from Staff regarding a second review of A-1 Height Regulations Code dated July 23, 2026. This packet also included a list of considerations for the planning commission to discuss and a copy of 17.16.060 Height Regulations. This item was on the previous agendas in regards to a text change application from Scott Garner.

Duane Huffman provided information regarding the height issue and what the city council is requesting for consideration. He explained the past process that has taken place.

He noted that there are two general observations that are not specific to any one structure.

He explained that over the past 10 years people have pushed the limits. This section of code needs to be looked at more carefully. He pointed out things in the current section of code regarding heights and setbacks that need more clarification.

He also pointed out, that while 35 feet being the standard and with additional setbacks to increase that could increase that by 5 feet to 40 feet, this may or may not be what the commission desires to effectively reduce visual impact and preserve open space and privacy of neighboring properties.

Chairman Merrick felt the Exception in 17.16.060 D does not necessarily deal with a residential structure but a commercial structure. The commission expressed the feeling that the original

request that came in felt like it was an HOA issue and not a city issue. After hearing Duane's explanation, the commission now feels that addressing these regulations is necessary.

Mr. Huffman explained that several years ago height structures were addressed and put into specific zones. He suggested that the commission could look at the height exceptions and delete certain items that do not pertain to residential zones while also establishing a maximum height for all exceptions. He pointed out that the city council was not using the request from a citizen when considering changes to this code. He suggested simplifying matters by setting a maximum height not based on setbacks.

After some discussion, it was suggested to strike some exceptions in the height exceptions. Staff will put this item back on the agenda to be discussed. Staff will bring back options for the commission to consider.

5. Detached Accessory Dwelling Unit Discussion

Commissioner packet included a memorandum dated July 23, 2026 from staff regarding DADU discussion. The memorandum included the following information to be considered:

1. **Conversion of Existing Structures:** The new state law reads:
"A land use regulation described in Subsection (1) shall:
 - (A) require that a detached accessory dwelling unit comply with all applicable building, health, and fire codes; and
 - (B) include a process for the owner of a legally constructed accessory structure to convert the accessory structure to a detached accessory dwelling unit subject to applicable:
 - (i) dwelling and accessory structure setback requirements; and
 - (ii) building, health, and fire codes

There are two broad ways that the city may implement this requirement:

- A. Require existing structures to meet the setback standards adopted for all DADUs. For example, an existing legal accessory structure may have a setback of 3', but if the city's new regulation says that all DADUs (new and conversions) must have a setback of 7', then that existing structure would be ineligible.
 1. An example of this kind of language is found in the code from Murray City:
 - i. "Conversion of existing accessory buildings (such as detached garages) may only occur where the existing accessory building meets the setback requirements set forth herein."
 2. Staff views this as a straightforward and justifiable approach.
- B. Require existing structures to meet setback requirements set specifically for existing legal accessory structures.
 1. An example of this kind of language comes from a new DADU code adopted by Lehi City. Their standard setbacks for a DADU are 5' to 10' depending on the

placement of windows, but certain existing structures already constructed with windows may be converted if they meet a setback of 5'.

2. Staff recommend that the city be extremely careful setting different standards for new DADUs and the conversion of existing structures. For example, if the city wants a side yard setback of 10'-14' to protect privacy, it would be hard to justify why that would be different for an existing accessory structure.

2. **Setbacks.** Staff are concerned about the impact of a rear set back of 30' (and to a lesser extent, side yard setbacks of 10'-14'). This requirement would severely limit the number of properties that could feasibly construct a DADU, such that this requirement may be interpreted to go against the legislative intent of the state code. It appears rare to find implemented DADU codes that require DADUs to meet the exact same setback requirements as the primary structure.

Staff also wants to note that setbacks for DADUs can take into account proximity to other structures, massing, and window size, height and orientation. For example, a side yard setback may be 5' if there are no windows on that side of the building, or 10' if there are windows.

The planning commission has discussed DADUs during two meetings. (May 12th and 26th). A matrix was provided and will continue to be updated based on these discussions to help facilitate thoughts on specific regulations and to document the direction provided.

Remington Whiting displayed the matrix that summarized the general direction provided so far regarding DADU standards in West Bountiful City:

Duane Huffman reviewed the requirements necessary for the DADU's. He explained the only requirements we can put on current ADU's wanting to be converted are setbacks and building health requirements. He pointed out that this will make most of the current DADU's unable to comply. He stated that we can set up different requirements but we have to be careful why we make the requirements/policies. He cautioned them to be careful about requiring different standards. He suggested that Murray City is a good example of language that could be use. *"Conversion of existing accessory buildings (such as detached garages) may only occur where the existing accessory buildings meet the setback requirements set forth herein."* He pointed out the things they can consider when making the policy of setbacks.

Commissioners asked questions to clarify some requirements. Mr. Huffman stated that setback language is the best tool in determining what you want to allow with DADU's. Limits should be a set by what you feel is suitable instead of forcing something that is not reasonable.

Current setbacks are the same as the main structure. He cautioned them to be careful about how they restrict the setbacks on DADU's and should make the standards reasonable and defensible. He pointed out that if the legislature feels they are being too restrictive they will step up and set the restrictions that they will have to be bound too.

Chairman Merrick suggested we have another work session with the City Council in the near future and review the matrix again after having time to work through some of the issues. Staff will arrange for another work session to take place in the near future.

6. Mountain Shadow Ranch Preliminary Plat

Commissioner packet included a memorandum dated July 23, 2026, from Kris Nilsen, City Engineer regarding Preliminary Plat for Mountain Shadow Ranch Subdivision (previously in 2022 A.K.A. Olsen Farms Estate Subdivision Plat 8). A site plan was attached.

Kris Nilsen reported that Chree Martin has applied for a four (4) lot subdivision located on Olsen Way near the intersection with Meadowland Circle (1665 N). The property has frontage on Olsen Way to the east and to the north on Olsen Farm Drive (1850 N). The property is within the R-1-10 zone and consists of 1.77 acres. The lots each meet the required R-1-10 zoning requirement for size (10,000 sf). Lot 801 frontage needs to be adjusted to meet the minimum of 85 feet of frontage at the front setback, the other three lots meet the requirement of 85 feet of width at the front setback.

Staff have reviewed the Preliminary Plat submittal and provide the following review comments that need to be addressed. Also provided is the Preliminary Plat Checklist from WBMC 16.16.020 for reference. The following are city staff comments regarding the review:

Title Report

1. No comments Title is clear

Preliminary Plat (Plat)

1. Lot 801 frontage is short of the minimum 85 feet at the 30-foot front setback.
 - a. I measure 83.33feet (along arc length).
 - b. The width needs to be adjusted to a minimum of 85 feet.
2. The seconds (") for the chord bearing (boundary radius chord bearing) show 57" in the written boundary description and 58" in the curve table.
 - a. Adjust as needed to match
3. The 30 feet rear setback should be shown on the rear Lot line of Lot 804 with bearing N 35°05'17" E and length 99.50'.
4. At the end of Note 7 there is an open parenthesis, but the close parenthesis is missing after
"TRANSMISSION LINES FROM SEWERS."
5. All interior Lot PUE & DE shall be 10 feet in Width.
 - a. A few are currently shown as 7 feet in width and need to be changed to 10 feet width.
6. Add a note requiring a minimum finish floor elevations to the plat.
 - a. Note" ALL FINISH FLOOR ELEVATIONS OF THE STRUCTURES ON THE LOTS

WITHIN THIS SUBDIVISION ARE REQUIRED TO BE A MINIMUM OF 2 FEET (24 INCHES) ABOVE THE HIGHEST POINT ON THE EXISTING TOP BACK OF CURB ALONG THE FRONTAGE OF THE LOT ON THE PUBLIC STREET EXCEPT WHERE OTHERWISE APPROVED BY THE CITY ENGINEER.

7. Add Lot addresses to the plat. Assign addresses as,
 - a. Lot 801 1685 N Olsen Way
 - b. Lot 802 1695 N Olsen Way
 - c. Lot 803 1755 N Olsen Way
 - d. Lot 804 1017 W 1850 N

Preliminary Plat (Construction Drawing)

1. Meet with Rocky Mountain Power to determine if the new power supply will be overhead or underground for the four new Lots
 - a. Indicate how the existing overhead power will be affected.
2. Meet with Enbridge Gas to determine new gas services
 - a. Show existing gas main location and new gas services
 - i. Will the public street need to be cut to provide gas services?
3. Field verify now (at this time) the existing culinary water and sanitary sewer laterals for Lots 802 and 803 to determine if the asphalt, curb or sidewalk will need to be cut and repaired to install new laterals, how many, if any.
4. South Davis Sewer District (SDSD).
 - a. Provide updated approval letter or correspondence from SDSD for the following,
 - i. Driveway (hard surface) proposed crossing of the existing SDSD easement on Lot 804.
 - ii. If the Proposed buildable area location is to be directly adjacent to the existing SDSD easement on Lot 804.
5. Natural Gas (Dominion Energy).
 - b. Provide approval letter or correspondence from the Natural Gas Easement Owner for the following,
 - i. Service laterals proposed to cross the existing 40 feet wide gas easement on Lot 804.
 - ii. Driveway (hard surface) proposed crossing of the existing 40 feet wide gas easement on Lot 804.
 - iii. Proposed buildable area being near (or adjacent) to the existing 40 feet wide gas easement on Lot 804.
6. Add note indicating removal of the existing secondary water hose bib valve located in the north corner of Lot 803.
 - c. It appears to be a hose bib valve coming from the existing Lot 405 to north in Olsen Farm Estates Subdivision Plat 4

7. Label the width of the PUE/DE on the existing storm drainpipe and inlet box on the south side of Lot 802.
8. Provide SWPPP sheet and/or plan
9. Add two streetlights (discuss with planning commission)
 - a. One streetlight at the NW corner of Lot 804 (existing gap on 1850 N is 420 feet between existing streetlights, 350 feet is maximum gap in WBC construction standards).
 - b. One streetlight at the NE corner of Lot 802 (existing gap on Olsen Way is 435 feet between existing streetlights, 350 feet is maximum gap in WBC construction standards).
10. Contact the Post Office to determine if a group mailbox will be required.
 - a. If a group mailbox is required (or proposed) place one of the streetlights and the group mailbox together.

Preliminary Plat (Grading and Drainage Plan and Calculations)

11. Show the overflow path for the retention ponds, in the case of a very large storm water surface runoff event.
 - a. Overflow should go to a public street, public conveyance or public drainage easement
 - b. Drainage cannot go onto adjacent private property unless an agreement or easement is existing.
 - i. It appears the only side that does not have an adjacent PUE for drainage is the west side of the project. The Christensen property (06-011-0145) does not have a PUE.

Some discussion took place regarding requirements for street lights and parcel 804 distinguishing back and side yard of property. Suggestion from commissioners were given to Kris Nilsen to consider regarding street light requirements and determination of side and backyard for parcel 804.

Action Taken:

Laura Mitchell moved to approve the preliminary plat plan for Mountain Shadow Ranch Subdivision located in the previous A.K.A. Olsen Farms Estate Subdivision Plat 8 with the conditions that all planning commission comments be addressed and all city staff review comments be addressed. Dennis Vest seconded the motion and voting was unanimous in favor.

7. West Bountiful Land Use Appeal Authority Discussion

Commission packet included a memorandum date July 23, 2026 from staff regarding West Bountiful Land Use Appeal Authority Discussion. The purpose of this memo is to initiate

planning commission discussion regarding needed revisions to West Bountiful City's land use appeal authority provisions in response to recent changes to Utah State Code.

Mr. Whiting explained that the West Bountiful City Council has served as the land use appeal authority for many years. Current code regarding this role can be found in WBMC 17.08.120 and WBMC 17.08.120

Included for commissioners to review was the document "Role of An Appeal Authority" created by the Land Use Academy of Utah for more information on what the appeal authority does.

Mr. Huffman pointed out that per 2026's SB 284, most municipalities may no longer designate the city council as the appeal authority for land use decisions. Instead, cities are required to establish one or more independent appeal authorities to hear:

- Requests for variances from land use ordinances;
- Appeals from land use decisions applying a land use ordinance; and
- Appeals from certain land use fees.

Mr. Whiting informed the commission that at the city council meeting held on July 21st, 2026, the council held an initial discussion regarding a new appeal authority approach.

During the discussion, council members expressed interest in:

1. Utilizing a hearing officer.
2. Ensuring that the hearing officer be qualified in terms of due process, conflict of interest, writing decisions, and Utah land use law.
3. Appointing a small pool of qualified hearing officers (approximately three), allowing an appellant to select from the available hearing officers when an appeal is filed. Council members felt this approach could provide greater flexibility while ensuring impartiality throughout the appeal process.
4. Potentially requiring that hearing officers live outside of city limits.

Staff gave the commission Section 10-2-2 of the North Salt Lake City Code as an example of how another municipality has established a hearing officer as its appeal authority. Staff stated that as the planning commission reviews the example and the topic, commissioners may wish to consider the following:

- Should city code be specific regarding elements such as number, qualifications, or term of hearing officers, or should that be left broad and to the discretion of appointment by the Mayor/City Council?
- If multiple hearing officers are appointed, what process should be used to assign or select the hearing officer for a particular appeal?

- Are there procedural provisions specific to a hearing officer from the North Salt Lake Ordinance that the commission believes would work well for West Bountiful?

Some discussion took place regarding possible ideas of how many hearing officers to have on board to choose from, using outside resources (not citizens of WB), and what to include in the code. Mr. Huffman informed the commission that there is already an appeal process in place, they just need to set in code and define language regarding a hearing officer. The new law went into effect on July 1st, but Duane assured the commission if there was a need before we set code into place, they would find a way to work through it.

Staff will draft language from discussion that took place this evening and submit it to the commission for further review.

8. Approve Meeting Minutes from June 9th and July 14th, 2026

Actions Taken:

Dennis Vest moved to approve the minutes from the June 9, 2026 Planning Commission Meeting as corrected. Laura Mitchell seconded the motion, and voting was unanimous in favor.

Dennis Vest moved to approve the minutes from the July 14, 2026 Planning Commission Meeting as presented. Laura Mitchell seconded the motion and voting was unanimous in favor.

9. Staff Reports

a. Engineering (Kris Nilsen)

- Pope Subdivision wants to rearrange the way the front of the home faces from the original submittal plans. This will need to come back to the planning commission to do so for it to be recorded with the correct orientation.
- Stripping and sealing projects are being done throughout the city.

b. Community Development (Remington Whiting)

- There has been a steady flow of building permits.
- Still working on addressing code enforcement complaints.
- The property that was approved this evening located at 116 West 500 South has some property storage code violations that he will be addressing.
- Receiving calls regularly regarding DADU's. He is directing them to the city website to stay updated on upcoming meetings.

Councilmember Thompson was grateful for Mr. Huffman’s insights and opinions on items discussed this evening. She said that she has not received many comments from citizens regarding the West Side development.

Duane Huffman noted that he is compiling all information received from citizen’s regarding the west side development from comments from the emails and surveys received. He reported that he is working with city planners to update our annexation policy. He will bring that back to the planning commission in the near future.

10. Adjourn.

Action Taken:

Laura Mitchell moved to adjourn the regular session of the Planning Commission meeting at 9:00 pm. Dennis Vest seconded the motion. Voting was unanimous in favor.

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