


ADMINISTRATIVE COMMITTEE

Monday, March 12, 2018
5:00 p.m.

NOTICE IS HEREBY GIVEN that the Bountiful City Administrative Committee will hold its regular meeting in the Conference Room at City Hall, 790 South 100 East, Bountiful, Utah, at the time and on the date given above. The public is invited. Persons who are disabled as defined by the Americans with Disabilities Act may request an accommodation by contacting the Bountiful City Planning Office at (801) 298-6190. Notification at least 24 hours prior to the meeting would be appreciated.

AGENDA

1. Welcome and Introductions.
2. Consider approval of minutes for February 12, 2018.
3. Consider approval of a Lot Line Adjustment at 3067 South 100 West and 3075 South 100 West, Dixie M. Stirling and Phillip D. Miller & Megan Huston, applicants.
4. Consider approval of a Conditional Use Permit, in written form, to allow for a Home Occupation Contractor Business at 28 East North Canyon Road, Jodi Crawley, applicant.
5. Miscellaneous business and scheduling.



Chad Wilkinson, City Planner

Pending minutes have not yet been approved by the Administrative Committee and are subject to change until final approval has been made.

**Bountiful City
Administrative Committee Minutes
February 12, 2018**

Present: Chairman – Chad Wilkinson; Committee Member – Lloyd Cheney; Assistant Planner – Browne Sebright; Recording Secretary – Julie Holmgren

Excused: Committee Member – Beth Holbrook

1. Welcome and Introductions.

Chairman Wilkinson opened the meeting at 5:02 p.m. and introduced all present.

2. Consider approval of minutes for February 5, 2018.

Mr. Cheney made a motion for approval of the minutes for February 5, 2018. Mr. Wilkinson seconded the motion.

A Mr. Wilkinson
A Mr. Cheney

Motion passed 2-0.

3. PUBLIC HEARING: Consider approval of a Conditional Use Permit to allow for a Home Occupation Contractor Business at 28 East North Canyon Road, Jodi Crawley, applicant.

Jodi Crawley, applicant, was present. [Ms. Crawley was delayed and arrived at the meeting shortly after presentation of the staff report.]

Mr. Sebright presented a summary of the staff report (the full staff report follows).

The property where the Home Occupation Business is proposed is located in the R-4 Residential Zone. Home Occupation Contractor Businesses in this zone are classified in the City Ordinance as requiring a Conditional Use Permit.

The application submitted indicates that the property will be used to keep paperwork for a home renovation business. The applicant has previously been granted a conditional use permit for the same business at a previous address and has since moved. This application is to continue that business at this new address. The applicant uses a pickup truck for the business, which will be parked at the jobsite and not at the home. All tools and equipment will also be stored on the jobsite and not at the residence and will be moved from jobsite to jobsite. There will be no employees or customers on site. The applicant has indicated that no work will be performed on site and that there will be no signage advertising the business. A space of approximately 150 square feet of the home will be used as an office. The use

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appears to be incidental and secondary to the use of the dwelling and shall not change the appearance, character, or condition of the property.

Based on the findings, staff has determined that the applicant would comply with all requirements for the conditional use permit. Staff recommends approval of the Conditional Use Permit with the following conditions:

1. The applicant shall maintain an active Bountiful City business license.
2. The Home Occupation will not create nuisances discernible beyond the premises (e.g. noise, dust, fumes, glare, traffic, etc.).
3. The use will comply with all applicable fire, building, plumbing, electrical, and life safety and health codes in the State of Utah, Davis County, and Bountiful City.
4. The Conditional Use Permit is solely for this site and is non-transferable.
5. No work, other than office related operations, will be performed at this site.

Mr. Cheney asked if there had been any complaints regarding the previous conditional use permit, and Mr. Sebright said he was not aware of any.

PUBLIC HEARING: Mr. Wilkinson opened and closed the Public Hearing at 5:05 p.m. with no comments from the public.

Ms. Crawley explained that she needed to sell the home where she previously had a conditional use permit. Mr. Wilkinson asked if Ms. Crawley anticipates future relocation of the current home business, and Ms. Crawley said that might be a possibility.

Mr. Cheney made a motion for approval of a Conditional Use Permit to allow for a Home Occupation Contractor Business at 28 East North Canyon Road, Jodi Crawley, applicant. Mr. Wilkinson seconded the motion.

A Mr. Wilkinson
A Mr. Cheney

Motion passed 2-0.

4. **Consider approval of a Conditional Use Permit, in written form, to allow for a Home Occupation Contractor Business at 397 West 800 South, Damon Garner, applicant.**

Mr. Cheney made a motion for approval of a Conditional Use Permit, in written form, to allow for a Home Occupation Contractor Business at 397 West 800 South, Damon Garner, applicant. Mr. Wilkinson seconded the motion.

A Mr. Wilkinson
A Mr. Cheney

Motion passed 2-0.

Pending minutes have not yet been approved by the Administrative Committee and are subject to change until final approval has been made.

5. **Consider approval of a Conditional Use Permit, in written form, to allow for a Home Occupation Contractor Business at 295 East 1650 South, Cameron Kent, applicant.**

Mr. Cheney made a motion for approval of a Conditional Use Permit, in written form, to allow for a Home Occupation Contractor Business at 295 East 1650 South, Cameron Kent, applicant. Mr. Wilkinson seconded the motion.

A Mr. Wilkinson
A Mr. Cheney

Motion passed 2-0.

6. **Miscellaneous business and scheduling.**

Mr. Wilkinson ascertained there were no further items of business. The meeting was adjourned at 5:09 p.m.

Chad Wilkinson, City Planner



MAYOR
RANDY LEWIS

CITY COUNCIL
RICHARD HIGGINSON
BETH HOLBROOK
JOHN M. (MARC) KNIGHT
KENDALYN HARRIS
JOHN PITT

CITY MANAGER
GARY R. HILL

Memo

Date: March 6, 2018
To: Administrative Committee
From: Kendal Black, Assistant Planner
Re: Staff Report for the Administrative Committee Meeting on Monday, March 12, 2018

Overview

3. Consider approval of a Lot Line Adjustment between properties addressed 3067 S 100 W and 3075 S 100 W, Dixie M. Stirling Trust and Phillip D. Miller & Megan Houston, applicants.

Background

The applicants are applying for a Lot Line Adjustment between their properties at 3067 S 100 W and 3075 S 100 W in Bountiful, Utah. The property at 3067 S 100 W includes a parcel identified as Parcel #01-028-0002, otherwise known as Lot 23, Block 1, of Val Verda Plat A. The property at 3075 S 100 W includes a parcel identified as Parcel #01-416-0003, otherwise known as Lot 1 of the Jenna Rae Subdivision. Both properties are located in the R-4 Residential Zone.

The adjustment will transfer approximately 317 square feet (.007 acres) from Lot 23 to Lot 1. This will bring Lot 23 to a total of area of approximately 18,166.6 square feet (.42 acres) and Lot 1 to approximately 9,019 square feet (.21 acres). The purpose of the property line adjustment is to adjust the common boundary between the two parcels to match the existing fence line between the properties.

Findings

1. No new lots are being created in this transfer so this does not need to be an amended subdivision plat
2. The Lot Line Adjustment will impact an existing public utility easement that currently passes between both properties along the southern boundary of Lot 23 and northern boundary of Lot 1. The owner of Lot 23 will be required to obtain a release of easement in order to change the lot line along the existing fence line and a new public utility easement will need to be dedicated by the owners of Lot 1 on the portion vacated by Lot 23.

Staff Recommendation

Based on findings, Staff recommends approval for a lot line adjustment, with the following conditions:

1. Complete any redline corrections required on the plat
2. Prior to the recording of the lot line adjustment with the County:
 - a. Obtain an easement release from the City Council for the existing PUE located between the two properties in question.
 - b. Amend the 7 foot (7') wide public utility easement on Lot 1 to include the portion vacated by Lot 23.

3. Once the conditions have been completed the approved lot line adjustment shall be recorded with Davis County.

Note: Approval of the property line adjustment by the City does not act as a conveyance of real property and appropriate conveyance documents must be prepared and recorded by the county.

3067 S and 3075 S 100 W



Proposed Lot Line Adjustment



Area Vacated





LOT LINE ADJUSTMENT APPLICATION

Property #1

Address 3067 South 100 West, Bountiful, Utah 84010

Owner(s) Dixie M. Stirling Trust

Phone 231-941-1297 Email Dixie.1234@gmail.com

Primary
CONTACT:

David A. 646-4278129 dar-teaga.99@gmail.com

Property #2

Address 30755. 100 W, Bountiful, UT 84010

Owner(s) Phillip D Miller & Megan Huston

Phone 801-598-2623 Email huston.megan@gmail.com

1. Items that shall be included with any Lot Line Adjustment Application:

- A Bountiful City Lot Line Adjustment Application completed in detail and notarized. The application must be signed and notarized by each property owner(s) or authorized agent(s).
- Payment of Filing Fee: \$50 Administrative Committee /\$200 Planning Commission
- A survey by a licensed Utah Surveyor - one (1) PDF file* of the proposed site plan; one (1) Word file* with description of parcel to be conveyed; and one (1) 24 x 36 of the proposed site plan drawn at 1:10 scale or as required by the City Planner or City Engineer. A site plan shall include:
 1. A north arrow, the scale of the drawing, and the date of the drawing.
 2. Street names and addresses.
 3. All existing easements, rights-of-way, and any other restrictions on the use of the property.
 4. Existing buildings and other significant features within 50' of the boundaries to be adjusted.
 5. Legal description of existing property boundaries and the area to be adjusted.
 6. When required by the City Planner or City Engineer, a survey including contours of the land at intervals of two feet (2') or better.

*Please email these documents to Planning Department Administrative Assistant.

2. **Processing Procedure:**

- a. The application will first be submitted to the Bountiful Planning Staff for review.
- b. If the application is complete, it will be placed on the first available agenda for consideration by the Administrative Committee.

3. **Property #1: Owner(s) Authorization and Affidavit**

The undersigned, being duly sworn, depose that I am (we are) the owners(s) or authorized agent(s) of the owner(s) of the property involved in this application and that the statements contained herein or by attachment are, to the best of my (our) knowledge, true and correct.

Dixie M. Stirling
Print Name

Dixie M. Stirling
Signature

State of Utah)
County of Davis) ss

The foregoing instrument was acknowledged before me this 5 day of June, 2017.



Corlynn Tingey
Notary Public

My commission expires: 64-0818

Print Name

Signature

State of Utah)
County of Davis) ss

The foregoing instrument was acknowledged before me this ___ day of _____, 20__.

Notary Public

My commission expires:

4. Property #2: Owner(s) Authorization and Affidavit

The undersigned, being duly sworn, depose that I am (we are) the owners(s) or authorized agent(s) of the owner(s) of the property involved in this application and that the statements contained herein or by attachment are, to the best of my (our) knowledge, true and correct.

Megan Huston
Print Name

Megan Huston
Signature

State of Utah)
County of Davis) ss

The foregoing instrument was acknowledged before me this 12th day of February, 2010.

My commission expires:



Meganne Bodily
Notary Public

Phillip D Miller
Print Name

Phillip D Miller
Signature

State of Utah)
County of Davis) ss

The foregoing instrument was acknowledged before me this 12th day of February, 2010.

My commission expires:


Meganne Bodily
Notary Public

DIXIE M. STIRLING
BOUNDARY SURVEY

SITUATED IN THE NORTHWEST QUARTER OF SECTION 06,
TOWNSHIP 1 NORTH, RANGE 1 EAST,
SALT LAKE BASE & MERIDIAN, LOCATED WITHIN LOT 23, BLOCK 1, VAL VERDA PLAT 'A',
3087 SOUTH 100 WEST STREET, BOUNTIFUL, UTAH

SURVEYOR'S CERTIFICATE
I, DIXIE M. STIRLING, A PROFESSIONAL LAND SURVEYOR HOLDING LICENSE NUMBER 6650 IN ACCORDANCE WITH THE LAWS OF THE STATE OF UTAH HEREBY CERTIFY THAT I HAVE MADE A SURVEY OF THE HEREIN DESCRIBED TRACT OF LAND AND THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF SAID SURVEY.



SATTAR N. FARUK, PLS
UTAH LICENSE NO. 155100
DATE: _____
HUBER, _____

SURVEYOR'S ABSTRACT

THIS SURVEY WAS PREPARED FOR THE PURPOSE OF PREPARING A BOUNDARY LINE ADJUSTMENT BETWEEN TWO PARCELS. THE EXISTING SOUTHERN PORTION OF THE STIRLING PARCELS ENDS AT THE COMMON CORNER OF THE STIRLING PARCELS. THE SURVEYOR HAS MADE THE FENCE LINE THE COMMON BOUNDARY BETWEEN THE TWO PROPERTIES.

GENERAL NOTES

1. NO TITLE COMMITMENT WAS SUPPLIED TO THE SURVEYOR AT THE TIME THIS MAP WAS PREPARED.
2. THIS MAP IS NOT A PROOF OF OWNERSHIP.
3. THIS MAP MAY BE USED BY AND BETWEEN THE ADJOINING LAND OWNERS, COURSES AND DISTANCES SHOWN ON THIS MAP ARE UNLESS OTHERWISE NOTED CONTAINED WITHIN PARENTS INDICATING A RECORD COURSE OR DISTANCE TO BE USED IN THE ABSENCE OF OTHER SOURCES OF RECORD INFORMATION.
4. THIS SURVEY IS SUBJECT TO ANY EASEMENTS, RIGHTS AND INTERESTS WHICH MAY BE IMPACTED BY THE BOUNDARY ADJUSTMENT.

LEGAL DESCRIPTIONS

TAX ID: 01-028-0002
PER ENTRY #179482
THE NORTH HALF OF LOT 23, BLOCK 1, VAL VERDA PLAT 'A', SUBDIVISION OF PART OF SECTIONS 6, TOWNSHIP 1 NORTH, RANGE 1 EAST, SALT LAKE BASE & MERIDIAN, IN THE COUNTY OF DAVIS, STATE OF UTAH, ACCORDING TO THE PLAT THEREOF RECORDED IN THE OFFICE OF THE COUNTY CLERK OF SAID COUNTY, UTAH, IN BOOK 11, PAGE 11, BEING THE WEST 20 FEET OF SAID PROPERTY.

TAX ID: 01-028-0003
PER ENTRY #287278
LOT 1, JENNA PARCELS SUBDIVISION, ACCORDING TO THE OFFICIAL PLAT THEREOF AS RECORDED IN THE OFFICE OF THE DAVIS COUNTY CLERK, UTAH, IN BOOK 11, PAGE 11, BEING THE WEST 20 FEET OF SAID PROPERTY.

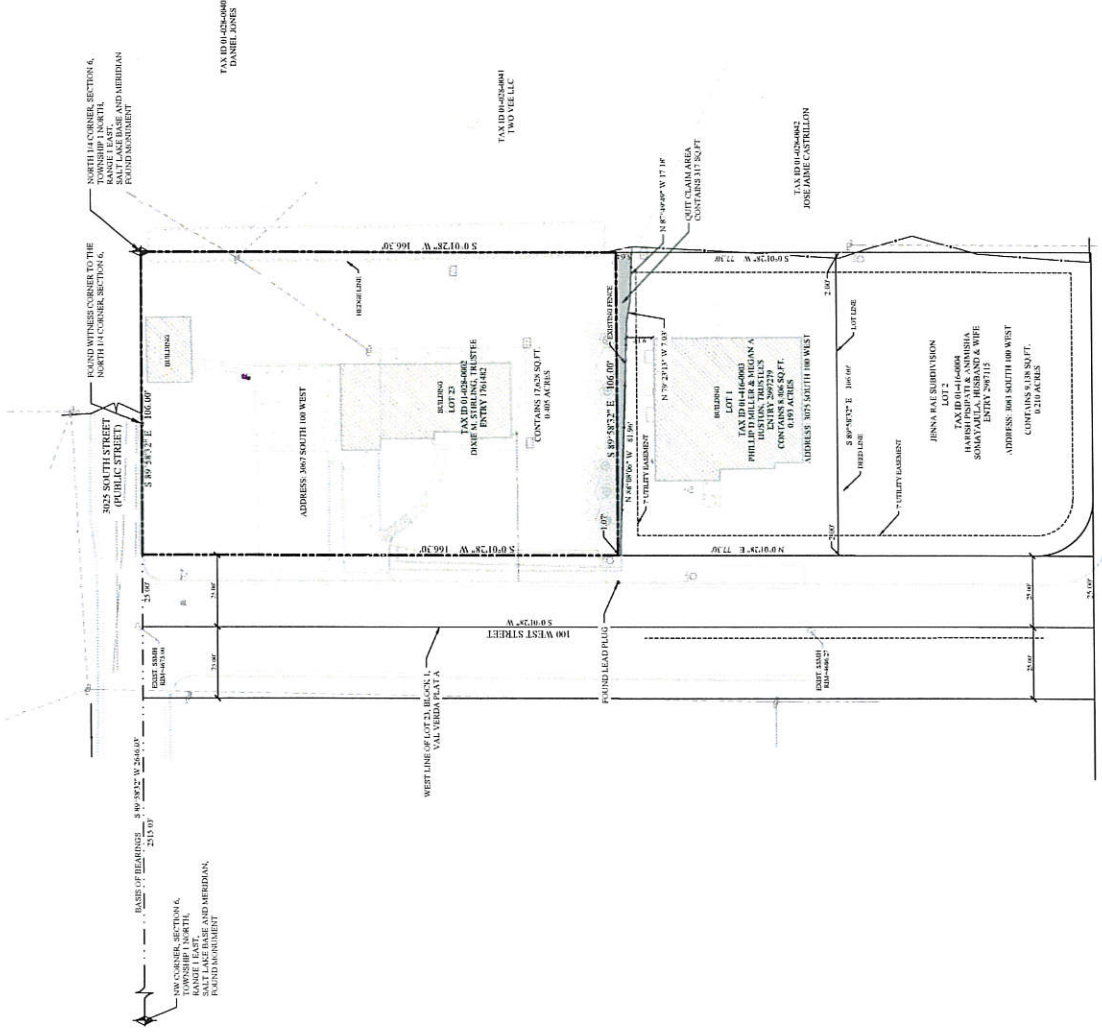
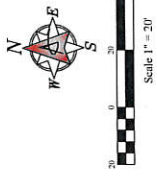
TAX ID: 01-028-0004
PER ENTRY #179482
THE NORTH HALF OF LOT 23, BLOCK 1, VAL VERDA PLAT 'A', SUBDIVISION OF PART OF SECTIONS 6, TOWNSHIP 1 NORTH, RANGE 1 EAST, SALT LAKE BASE & MERIDIAN, IN THE COUNTY OF DAVIS, STATE OF UTAH, ACCORDING TO THE PLAT THEREOF RECORDED IN THE OFFICE OF THE COUNTY CLERK OF SAID COUNTY, UTAH, IN BOOK 11, PAGE 11, BEING THE WEST 20 FEET OF SAID PROPERTY.

QUIT CLAIM LEGAL DESCRIPTION

A PARCEL OF LAND SITUATE IN THE NORTHWEST QUARTER OF SECTION 6, TOWNSHIP 1 NORTH, RANGE 1 EAST, SALT LAKE BASE & MERIDIAN, IN THE COUNTY OF DAVIS, STATE OF UTAH, BEING THE WEST 20 FEET OF SAID PROPERTY, AS DESCRIBED IN THE LEGAL DESCRIPTIONS HEREON, IS HEREBY QUIT CLAIMED TO THE SURVEYOR BY THE PARTIES DESCRIBED IN THE LEGAL DESCRIPTIONS HEREON, TO BE USED AS A BOUNDARY LINE ADJUSTMENT BETWEEN THE TWO PARCELS DESCRIBED IN THE LEGAL DESCRIPTIONS HEREON. THE PARTIES DESCRIBED IN THE LEGAL DESCRIPTIONS HEREON, HEREBY WARRANT AND GUARANTEE THAT THEY HAVE FULL AND COMPLETE TITLE TO SAID PARCEL OF LAND, AND THAT THEY HAVE THE AUTHORITY TO MAKE THIS QUIT CLAIM. THE PARTIES DESCRIBED IN THE LEGAL DESCRIPTIONS HEREON, HEREBY WARRANT AND GUARANTEE THAT THEY HAVE FULL AND COMPLETE TITLE TO SAID PARCEL OF LAND, AND THAT THEY HAVE THE AUTHORITY TO MAKE THIS QUIT CLAIM. THE PARTIES DESCRIBED IN THE LEGAL DESCRIPTIONS HEREON, HEREBY WARRANT AND GUARANTEE THAT THEY HAVE FULL AND COMPLETE TITLE TO SAID PARCEL OF LAND, AND THAT THEY HAVE THE AUTHORITY TO MAKE THIS QUIT CLAIM.

MAP LEGEND

BOUNDARY LINE	---
CENTRELINE	---
RIGHT OF WAY	---
DEED LINE	---
RADIAL LINE	---
FENCE LINE (CHAINLINK)	---
CONCRETE	---
OVERHEAD POWER LINE	---
LEAD PILE	---
BOUNDARY CORNER	○
LIGHT POLE	○
FIRE HYDRANT	○
WATER VALVE	○
SEWER CLEANOUT	○
GAS METER	○
POWER METER	○
IRRIGATION BOX	○



REVISIONS

NO.	DATE	BY	REVISION

DIXIE M. STIRLING
BOUNDARY SURVEY
3087 SOUTH 100 WEST, BOUNTIFUL, UTAH, 84010
LOCATED IN THE NORTHWEST QUARTER OF SECTION 6,
TOWNSHIP 1 NORTH, RANGE 1 EAST, SALT LAKE BASE & MERIDIAN.

CLIENT: DAVE ARTEAGA
DWC: SURVEY-116
JOB NO: 1300-04/20-116
DRAWING AND NOTES THAT REFERENCE THIS PLAT

DRAWN BY: JTH
FIELD CREW: BLM
CHECKED BY: SNT
DATE: 02/26/19



RANDY C. LEWIS
MAYOR

CITY COUNCIL
Kendalyn Harris
Richard Higginson
Beth Holbrook
John Marc Knight
Chris R. Simonsen

CITY MANAGER
Gary R. Hill

Bountiful City, Utah Conditional Use Permit

A public hearing was held on February 12, 2018, at Bountiful City Hall to consider the request of Jodi Crawley, for a Conditional Use Permit allowing a Home Occupation Contractor Business at the following location:

28 East North Canyon Road, Bountiful City, Davis County, Utah

BEG AT A PT WH IS N 44°48'19" W 235.22 FT ALG THE NE'LY BNDRY LINE OF VAL VERDA HEIGHTS PLAT "B", FR THE E COR OF SD SUB; WH PT IS ALSO N 0°52'27" W 2030.49 FT ALG THE 1/4 SEC LINE & E 389.71 FT FR THE S 1/4 COR OF SEC 31-T2N-R1E, SLM; RUN TH N 44°48'19" W 89.36 FT ALG SD SUB BNDRY LINE; TH N 35°25'11" E 143.27 FT ALG AN EXIST FENCE TO THE S LINE OF A 66 FT RD; TH S 51°23'30" E 91.92 FT ALG SD S LINE OF RD TO THE PT OF CURVE OF A 4042 FT RAD CURVE TO THE RIGHT; TH 5.0 FT ALG THE ARC OF SD CURVE THROUGH A CENTRAL ANGLE OF 0°04'15" (CHORD BEARS S 51°21'23" E); TH S 38°40'45" W 153.30 FT TO THE POB. CONT. 0.315 ACRES.

Parcel 05-005-0048

The Bountiful City Administrative Committee heard the matter and considered the statements of the applicant, the City staff, and the public. As a result, the Administrative Committee makes the following findings:

1. This matter is properly heard before the Administrative Committee.
2. Appropriate public notice has been provided and a public hearing held.
3. The proposed request to operate a contractor business meets the letter and the intent of the specific requirements in §14-17 et seq. (Conditional Use Permit provisions) of the Bountiful City Land Use Ordinance.

The Bountiful City Administrative Committee hereby grants this Conditional Use Permit for Jodi Crawley to operate a contractor business located at 28 East North Canyon Road, in Bountiful, Davis County, Utah, with the following conditions:

1. The applicant shall maintain an active Bountiful City business license.
2. The Home Occupation will not create nuisances discernible beyond the premises (e.g. noise, dust, fumes, glare, traffic, etc.).
3. The use will comply with all applicable fire, building, plumbing, electrical, and life safety and health codes in the State of Utah, Davis County, and Bountiful City.
4. The Conditional Use Permit is solely for this site and is non-transferable.
5. No work, other than office related operations, will be performed at this site.

The Conditional Use Permit was approved on February 12, 2018, and this written form was approved this 12th day of March, 2018.

Chad Wilkinson
Planning Director

ATTEST: Julie Holmgren
Recording Secretary