



Bountiful City
Administrative Committee Agenda
Monday, August 05, 2024
5:00 p.m.

NOTICE IS HEREBY GIVEN that Bountiful City Administrative Committee will hold a meeting in the Planning Department Conference Room, Bountiful City Hall, 795 South Main, Bountiful, Utah, 84010, at the time and on the date given above. The public is invited to attend. 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.

1. Welcome and Roll Call
2. Consideration to Approve the meeting minutes from January 08, 2024
 - Review
 - Action
3. Consideration to Approve the meeting minutes from January 16, 2024
 - Review
 - Action
4. Conditional Use Permit for a Contractor (Roofing) Home Occupation at 1985 South 50 West
Assistant Planner Jonah David Hadlock
 - Review
 - Public Hearing
 - Action
5. Conditional Use Permit for a Detached Accessory Dwelling Unit at 473 Pages Lane
Planning Technician DeAnne Morgan
 - Review
 - Public Hearing
 - Action
6. Adjourn

**Draft Minutes of the
BOUNTIFUL CITY ADMINISTRATIVE COMMITTEE
Monday, January 8, 2024 – 5:00 p.m.**

Official notice of the Administrative Committee Meeting was given by posting an agenda at City Hall, and on the Bountiful City Website and the Utah Public Notice Website.

Planning Conference Room
795 South Main Street, Bountiful, Utah 84010

Present:	Administrative Committee	Chair Francisco Astorga
		Andrew Hill
		Brad Clawson
		Todd Christensen
	Assistant Planner	Jonah David Hadlock
	Recording Secretary	Sam Harris
	City Recorder	Shawna Andrus
	Mayor	Kendalyn Harris

1. Welcome

Chair Astorga called the meeting to order at 5:02 p.m. and welcomed everyone. Francisco Astorga chaired the meeting with Todd Christensen and Andrew Hill present. Hill was sworn in during the meeting by Shawna Andrus.

2. Consideration to Approve meeting minutes from July 31, 2023

Todd Christensen motioned to approve the minutes from July 31, 2023, and Francisco Astorga seconded the motion. The motion was approved unanimously (3-0).

3. Conditional Use Permit request of a Contractor Home Occupation at 324 West 1300 North

They then discussed a conditional use permit request for a contractor home occupation at 324 West 1300 North, presented by Rebecca Navarro. The committee reviewed the application against code requirements, including considerations for neighborhood impact. Andrew Hill requested clarification about the applicant and the business owner being her husband. It was clarified that she is a property owner as well and that she will be doing the home occupation portion of it. Brad Clawson motioned to approve the Conditional Use Permit for 324 West 1300 North. Andrew Hill seconded the motion. The motion was approved unanimously (3-0).

4. Conditional Use Permit request to remodel an existing accessory building into a detached Accessory Dwelling Unit at 2941 South 100 West

The committee discussed the conditional use permit request to remodel an existing accessory building into a detached accessory dwelling unit at 2941 South 100 West, submitted by Daniella

Angel. They reviewed the application and plans provided, addressing setbacks, utilities, and the applicant's intent to reside on the property. Concerns were raised about the access road and its intended use. Chair Astorga motioned to continue the discussion on Tuesday, January 16, 2024, at 5:00 pm, to obtain clarification from the applicant. Andrew Hill seconded the motion. The motion was approved unanimously (3-0).

5. Adjourn

Chair Astorga adjourned the meeting at 5:41 p.m.

**Draft Minutes of the
BOUNTIFUL CITY ADMINISTRATIVE COMMITTEE
Monday, January 16, 2024 – 5:00 p.m.**

Official notice of the Administrative Committee Meeting was given by posting an agenda at City Hall, and on the Bountiful City Website and the Utah Public Notice Website.

Planning Conference Room
795 South Main Street, Bountiful, Utah 84010

Present:	Administrative Committee	Chair Francisco Astorga Andrew Hill Brad Clawson
	Assistant Planner Recording Secretary	Jonah David Hadlock Sam Harris

1. Welcome

Chair Astorga called the meeting to order at 5:01 p.m. and welcomed everyone. Francisco Astorga chaired the meeting.

2. Consideration to Approve meeting minutes from January 8, 2024

We continued this item until the next meeting,

3. Conditional Use Permit request to remodel an existing accessory building into a detached Accessory Dwelling Unit at 2941 South 100 West

The committee addressed the Conditional Use Permit request for a property at 2941 South 100 West, which had been continued from the previous meeting. The committee sought clarification on future access and reviewed the plat map, noting a 12-foot strip on the property being suitable for a driveway. Chair Francisco Astorga noted that the driveway would have to consist of hard surfaces like asphalt or concrete and that gravel would not suffice. Andrew Hill and Brad Clawson commended Jonah Hadlock for providing thorough information. The committee then opened the public hearing, inviting comments from the property owner, Daniela Angel. With no further comments, the public hearing was closed. Andrew Hill motioned to approve the Conditional Use Permit for 2941 South 100 West, referencing the conditions outlined by Jonah Hadlock. Brad Clawson seconded the motion. The motion was approved unanimously (3-0).

4. Adjourn

Chair Astorga adjourned the meeting at 5:10 p.m.

Administrative Committee Staff Report



Subject: Home Occupation – Conditional Use Permit
Property: 1985 South 50 West
Author: Jonah David Hadlock, Assistant Planner
Date: August 5, 2024

Background

The applicant, Jose Landaverde, is requesting a conditional use permit for a home occupation in his home at 1985 South 50 West, in the Residential (R-4) Zone. The proposed home occupation is a roofing business office (construction and/or contracting). The applicant has stated that tools or equipment will not be stored at the home.

Analysis

Bountiful City Code §14-17-108 Home Occupation Conditional Uses states that construction and/or contracting requires Conditional Use Permit approval. The proposed roofing business is considered a construction and/or contracting business. Staff reviewed the submitted application and finds the following comments complying with Bountiful City Code § 14-17-105 Home Occupations Requirements (*italicized underlined* text is City Code):

- A. *The use shall be clearly incidental and secondary to the use of the dwelling and shall not change the appearance, character, or condition thereof. There shall be no displays, advertisements, stock in trade, or signs related to the business except for: one (1) flat wall sign placed on the dwelling that shall not exceed four (4) square feet in size, and any sign required by State Law and/or which meet the provisions of this Title.*

The applicant's submittal shows that the exterior of the structure is not being altered in any way and that the use is incidental to its primary purpose as a residential dwelling. The office will take up one small room in the interior.

- B. *The use shall be conducted entirely within a dwelling, except for work performed offsite. Only members of the family related by blood, marriage, or adoption, and who reside in the dwelling, may work onsite. The only exception is that one (1) additional person may be employed as a secretary, apprentice, or assistant where there are no more than five (5) family members actively engaged in the home occupation. Employees who are not family members and/or who do not reside at the dwelling shall not meet, park, or otherwise congregate at the home or in the general vicinity. Additional outside employees are not allowed if there is more than one home occupation at the property.*

The applicant stated that the proposed use, a roofing home office, will be conducted within one (1) specific room (office) within the existing single-family dwelling and that no other employees will be working onsite.

C. The use shall not involve more than 50% of the entire dwelling.

The aerial photograph shows that the home office will be conducted only in one small area identified as a business office.

D. The use shall not involve the area of required, covered, off-street parking.

The applicant has indicated that the use is confined to the home office and that its use will not take up any of the required parking spaces for residential properties.

E. No product or commodity shall be stored onsite, and no customer may physically visit the site of a home occupation to take delivery of a product or commodity. Commodities may be produced on the premises and sold offsite.

The applicant has stated that no tools or equipment will be stored onsite. The applicant has also stated business is conducted elsewhere except for office duties.

F. The use shall not create noise, dust, odors, noxious fumes, glare, or other nuisances, including interruption of radio and/or television reception, which are discernable beyond the premises.

The applicant states that the use is confined to a home office and will not create these types of nuisances.

G. The use shall not involve using or storing flammable material, explosives, or other dangerous materials, including gun powder.

The applicant states that the use is confined to a home office and will include typical office supplies (e.g., computer, desk, paper, etc.).

H. The use shall not involve mechanical or electrical apparatus, equipment, or tools not commonly associated with a residential use or as are customary to home crafts.

The applicant states that the use is confined to a home office and will include typical office supplies (e.g., computer, desk, paper, etc.) – all items commonly found in residential dwellings.

I. The use shall not generate traffic in greater volumes than would normally be expected in a residential neighborhood nor involve the use of commercial vehicles other than standard delivery vehicles for delivery of materials to or from the premises.

The applicant has stated that most of the business will be conducted elsewhere.

J. The use shall not involve the parking of equipment or motor vehicles having a gross weight of twelve thousand (12,000) pounds or more directly at the residence.

The applicant has stated that tools and equipment will be stored offsite at another location.

K. The use shall be in compliance with all applicable fire, building, plumbing, electrical and life safety and health codes of the State of Utah, Davis County, and the City of Bountiful.

The applicant is willing to comply with all these requirements.

L. The residence and property may be inspected from time to time to determine continued compliance with the provisions of this Code and other applicable codes.

The applicant is willing to comply with all these requirements.

Department Review

This staff report was written by the Assistant Planner and reviewed by the Senior Planner.

Significant Impacts

The applicant has stated that tools or equipment will not be stored onsite and that the use of a home office is not out of character in the vicinity.

Recommendation

Staff recommends that the Administrative Committee review the submitted application, hold a public hearing, and approve the requested home occupation conditional use permit for a roofing business office at 1985 South 50 West.

Attachments

1. Drafted Action Letter
2. Statement of Intent
3. Explanation of impacts
4. Site/floor plan (hand-drawn)

To whom it may concern,

I Jose Landaverde would like to register my roofing business out of our home. We will only be using the home for office work. All the materials will be delivered directly to the site where the roof would be done. At home we will have our Toyota Tacoma Truck that will be registered to the business for the use of the business. This business is a Sole Proprietor LLC we will not have any employees at this time. The name of the business is LANDAVERDE ROOFING LLC.

Thank you,

Jose Landaverde

How does the proposed project fit with the surrounding properties and uses?

It is an office in a room of the house. It will not affect any other structure in the house or neighboring structure.

In what ways does the project not fit with the surrounding properties and uses?

It will not affect any of the surrounding properties and uses at all.

What will you do to mitigate the potential conflicts with surrounding properties and uses?

There is nothing that needs to be done to mitigate the potential conflicts with surrounding properties because everything will be done in the one room in the home that is in red on the satellite view picture included above.



Satellite View & Map

Street Satellite Map 5k

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Leaflet | © OpenStreetMap

Administrative Committee Staff Report



Subject: Conditional Use Permit for a Detached Accessory Dwelling Unit
Authors: DeAnne Morgan, Planning Technician
Address: 473 West Pages Lane
Date: July 17, 2024

Background

The applicant, Rose Romero, the owner, submitted for a detached Accessory Dwelling Unit (ADU) on their property located at 673 West Pages Lane. Bountiful City Administrative Committee Reviews Conditional Use Permits (CUPs) for detached ADUs. The Bountiful City Land Use Code defines an ADU as a self-contained dwelling unit within an owner-occupied single-family residence or in a detached accessory structure located on an owner-occupied property.

Analysis

Detached ADUs are subject to the Bountiful City Land Use Code (BCLUC) § 14-14-124 as outlined below:

1. Shall be a conditional use only within the Single-Family Residential Zone, Residential Multiple (RM) Family Zone, and the Downtown (DN) Mixed Use Zone; and shall not be permitted in any other zone.
 - *The property is in the Single-Family Residential (R-4) Zone.*
2. It is unlawful to allow, construct, or reside in an accessory dwelling unit within a duplex or multi-family residential building or property.
 - *The property contains a single-family dwelling.*
3. It is unlawful to reside in, or allow to reside in, an accessory dwelling unit that has not received a conditional use permit or without written authorization from the Bountiful City Planning Department.
 - *The proposed structure has not yet been built and requires approval of a CUP, as well as building permit review, etc.*
4. A maximum of one (1) accessory dwelling unit shall be permitted on a qualifying lot.
 - *Only one (1) ADU is being proposed.*
5. It is unlawful to construct, locate, or otherwise situate an accessory dwelling unit on a lot or parcel of land that does not contain a habitable single-family dwelling.
 - *The property contains an existing single-family dwelling.*

6. A deed restriction limiting the use of a property to a single-family dwelling, prepared by the Bountiful City Planning Director, and signed by all owners of the property on which an accessory dwelling unit is located, shall be recorded with the Davis County Recorder's Office prior to occupancy of the accessory dwelling unit. If a building permit is required, then said deed restriction shall be recorded prior to the issuance of the building permit.
 - *The required deed-restriction is to be recorded prior to issuance of a Certificate of Occupancy (CO) and only after approval of the CUP by the Administrative Committee.*

7. The property owner must occupy either the principal unit or the accessory dwelling unit as their permanent residence and at no time receive rent for the owner-occupied unit. An application for an accessory dwelling unit shall include proof of owner occupancy as evidenced by voter registration, vehicle registration, driver's license, county assessor records or other similar means required by the Planning Department.
 - *According to Davis County records, found online, the subject site is listed as a primary residency classification.*

8. Separate utility meters shall not be permitted for the accessory dwelling unit.
 - *Additional utility meters are not being requested.*

9. It is unlawful to construct an accessory dwelling unit, or to modify a structure to include an accessory dwelling unit, without a building permit, if applicable.
 - *The applicants would need to submit a building permit if this CUP is approved.*

10. Adequate off-street parking shall be provided for both the primary residential use and the accessory dwelling unit, and any driveway and parking area shall be in compliance with this Title. In addition to the parking required for the principal unit at the time of construction, one (1) off-street parking space shall be provided for an accessory dwelling unit. Any additional occupant vehicles shall be parked off street in City Code compliant parking areas. On-street parking may be utilized in compliance with the current parking limitations outlined in the Bountiful Traffic Code regarding on-street parking.
 - *The subject site has two existing drive approaches that meet the drive access code requirements for width, surface, and separation. The site plan proposes installing and paving a driveway surface, accessed by the existing drive approach located on the west end of the property. The proposed drive access is proposed as follows:*
 - *It would be 12 feet wide, which exceeds the minimum requirement of 8 feet.*
 - *It would be paved with concrete pavers, which will meet the requirement of concrete or comparable hard surface.*

- It would extend back 50 feet from the front property line, meeting the requirement that the legal parking pad be located behind the front yard setback of 25 feet.



Shall be at

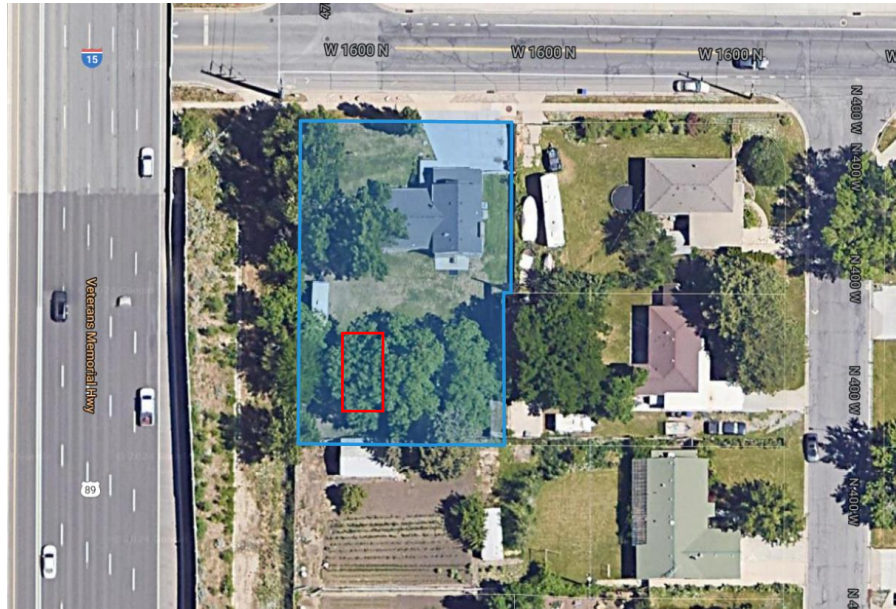
least three hundred fifty (350) square feet in size and shall not exceed one thousand two hundred fifty (1,250) square feet.

- The proposed ADU is ~439 square feet.

12. Shall not be located on a lot with less than eight thousand (8,000) square feet buildable land.

- The subject property is ~1,7163 Square feet and will meet the minimum buildable land requirement.

13. Shall be configured so that any exterior doors, stairs, windows, or similar features are located as far away from adjoining properties as is reasonably possible to provide privacy to those properties.
- *The nearest main structure is more than 12 feet away and there is significant screening from existing trees. The west wall of the ADU will be facing I-15, the south wall will face an accessory structure on the neighboring property. The east wall is screened by trees.*



14. Shall meet all the setbacks required of an accessory structure.
- *The proposed structure meets all required setbacks. See accessory structure section.*
15. Shall be located behind the front building line of the principal unit.
- *The proposed structure is behind the front building line.*
16. The separate entrance of the accessory dwelling unit may be visible from the front or corner lot side yard based on proximity and appropriate mitigation proposed by the applicant and approved by the Administrative Committee.
- *Based on the proposed location of the detached ADU and its proximity to the front property line Staff does not find that additional mitigation is required.*

Accessory structures, including this detached ADU, are subject to BCLUC section 14-4-105(J)(1) as outlined below:

- a. The total footprint of all accessory structures shall not exceed ten percent (10%) of the entire lot or parcel area, and no lot or parcel shall be reduced in area after the construction of an accessory building, such that it is in violation of this provision.
 - *The total footprint of all accessory structures is 2% (439 square feet).*
- b. An accessory structure shall meet all the setbacks of a primary structure, or it shall be setback at least ten (10) feet behind the front building line of a primary structure and shall be setback at least three (3) feet from a rear or interior side property line, and at least twenty (20) feet from a street side yard property line.
 - *The proposed ADU is more than 80 feet behind the front building line, 15 feet from the side property line, and 12 feet from the rear property line.*
- c. An accessory structure shall be located at least five (5) feet from a primary structure, including eaves, bay windows, chimneys, and any other protrusion on either the accessory building or the primary structure.
 - *The ADU will be ~48 feet from the main structure.*
- d. No part of an accessory structure, excluding the eaves, shall be closer than twelve (12) feet to any primary dwelling on an adjacent property.
 - *The ADU will not be located near any primary dwelling on an adjacent property.*
- e. The eaves of an accessory structure shall be setback at least one (1) foot from any property line.
 - *The eaves will be no closer than 12 feet.*
- f. An accessory structure shall be designed and constructed so as to prevent roof runoff from impacting an adjacent property.
 - *Distance of building from property lines will mitigate impact.*
- g. An accessory structure shall meet all applicable provisions of the International Building Code.
 - *Applicant shall apply for building permit review after potential issuance of CUP.*
- h. An accessory structure shall not encroach on any easements, recorded or otherwise.
 - *No recorded easements are affected.*
- i. The sidewall of an accessory structure shall not exceed fifteen (15) feet in height, as measured from the average slope of the ground to the point where the undersides of the eaves connect to the top of the sidewall. For a flat or mansard roof, the sidewall shall be measured from the average slope of the ground to the highest point of the roof, including any coping, parapet, or similar feature.
 - *The ADU sidewall is 8 feet 3 inches.*
- j. The height of an accessory structure shall not exceed twenty (20) feet.

- *The ADU total height is 11 feet 5 Inches.*
- k. Accessory structures used or designed for vehicle parking shall be connected to the street by a paved driveway.
 - *Site plan shows plan for one (1) paved spot along the west property line.*

Staff Recommendation

Based on the above findings, Staff recommends approval of the CUP for a detached ADU located at 473 West Pages Lane.

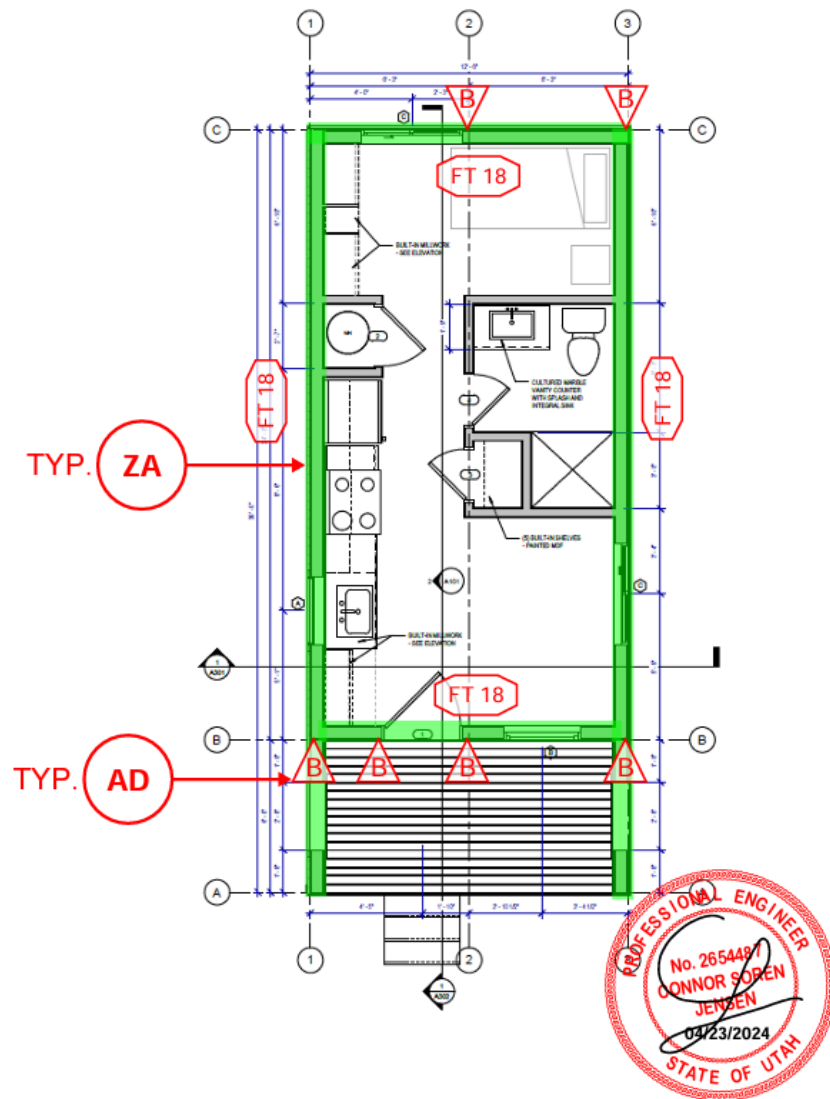
Attachments

1. Site Plan
2. Floor Plan
3. Elevations
4. Conditional Use Permit Application

Attachment 1 – Site Plan



Attachment 2 – Floor Plan



FOOTING/FOUNDATION PLAN
NO SCALE

GENERAL NOTES:

1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

2. FINISHES AND MATERIALS TO BE DETERMINED BY THE ARCHITECT.

3. THE ARCHITECT'S DESIGN SHALL BE SUBJECT TO THE APPROVAL OF THE CITY OF BOUNTIFUL.

4. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.

5. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY SURVEY DATA.

6. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY ENGINEERING DATA.

7. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY GEOTECHNICAL DATA.

8. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY ENVIRONMENTAL DATA.

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LEFT ELEVATION

RIGHT ELEVATION

FRONT ELEVATION

REAR ELEVATION

TRP SECTION

FOR ALL LOCATIONS

APPROVED TO PERMIT

BOUNTIFUL CITY ENGINEER

11/15/2024 10:12:34 AM

PLAN NUMBER

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The holder/general contractor (construction professional) must be responsible for the plan. In the event of a discrepancy, refer to the best of construction. Creations West is not responsible for the holder/general contractor's errors and omissions.

Attachment 4 – Conditional Use Permit Application



**Bountiful City
Planning Approval**

Application Accepted Date: 06/04/2024 Type of Improvement: Detached Accessory Dwelling Unit Description: (DADU) / CUP Tenant / Project Name: Rose Bldg. Address: 473 West Pages Lane City: Bountiful State: Utah Zip: 84010 Subdivision: Phase: Block: Lot #: Parcel ID #: Property Owner: Rose Rose Romero Permit Contact: daniel leon P:(636) 373-2641 Email: leoncustomslic@gmail.com	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Valuation</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="3" style="text-align: center;">PERMIT FEES</td> </tr> <tr> <td>Application Fee</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">425.00</td> </tr> <tr> <td>Sub Total:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">425.00</td> </tr> <tr> <td>Permit Total:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">425.00</td> </tr> <tr> <td>Amount Paid:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">425.00</td> </tr> <tr> <td>Remaining Due:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">0.00</td> </tr> </table>	Valuation	\$	0.00	PERMIT FEES			Application Fee	\$	425.00	Sub Total:	\$	425.00	Permit Total:	\$	425.00	Amount Paid:	\$	425.00	Remaining Due:	\$	0.00															
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APPLICATION NUMBER: PLANDADU24-004 <small>This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regarding construction or the performance of construction and that I make this statement under penalty of perjury. Maintenance Deposit is refundable after final inspection if: 1) site is kept clean 2) building is NOT occupied prior to final inspection and issuance of Certificate of Occupancy.</small>																																					
Applicant Name: Daniel leon Signature of Applicant/company/Authorized Agent Date: or Owner:																																					
Application Approved By: Date:																																					
Application Issued By: Date:																																					
Receipt #:																																					