



BOUNTIFUL CITY
ADMINISTRATIVE COMMITTEE AGENDA
April 25, 2022
5:00 p.m.

NOTICE IS HEREBY GIVEN that the Bountiful City Administrative Committee will hold a meeting in the Planning Department Conference Room, Bountiful City Hall at 795 South Main Street, Bountiful, Utah, 84010, 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.

1. Welcome
2. Consider approval of minutes for March 14, 2022
3. Consider approval of minutes for March 21, 2022
4. Consider approval of a Lot Line Adjustment at 2190 and 2234 Wood Hollow Way, Preston Menlove & Daniel Scarlett, applicants.
 - a. Review
 - b. Action
5. Consider approval of a Lot Line Adjustment at 1239 East 700 North, 1253 East 700 North, 1267 East 700 North, Brent Moon, applicants.
 - a. Review
 - b. Action
6. Adjournment

**Draft Minutes of the
BOUNTIFUL CITY ADMINISTRATIVE COMMITTEE
March 14, 2022**

Present: Committee members Francisco Astorga (Chair), Brad Clawson, and Dave Badham
Assistant City Planner Nicholas Lopez
Recording Secretary Hanna Welch

1. Welcome and Introductions

Chair Astorga opened the meeting at 5:08 p.m. and introduced all present.

2. Review and approval of minutes for February 14, 2022

MOTION: Committee Member Clawson made a motion to APPROVE the minutes for February 14, 2022. Committee Member Badham seconded the motion.

VOTE: The motion passed (3-0).

3. 160 East 100 North #6 – Conditional Use Permit for a Home Occupation Construction, Kim Bascom, Applicant

Mr. Bascom, applicant, was present.

Assistant City Planner Lopez presented that with the purposed permit the Contractor/ Handyman would store (park) vehicle on the site in designated spot. All tools and equipment will be stored off site.

Mr. Bascom, Applicant had nothing further to add.

MOTION: Committee Member Badham made a motion to APPROVE the Lot Line as drafted in the staff report with conditions out lined in the Recommendations & Conditions of Approval in Background. Chair Astorga seconded the motion.

CONDITIONS OF APPROVAL:

1. The applicant shall maintain an active Bountiful City Business License.
2. The Home Occupation shall not create nuisances discernible beyond the premises (e.g., dust, orders, noxious fumes, glare, traffic, outdoor storage, ect.).
3. Any storage of Material in connection with the business shall be in accordance with standards of the Bountiful City Land Use Codes.
4. The use shall Comply with all the applicable fire, building, plumbing, electrical, life safety, and health codes in the State of Utah, Davis County and Bountiful City.
5. Any signage connected with the business shall meet the standards of the Sign Code and receive approval through a separate permit.
6. The Conditional Use Permit is solely for this site and in non-transferable.

1 VOTE: The motion passed unanimously (3-0).
2

3 **4. 535 South Mian – Seasonal Use permit for the Green House at Cal Ranch, Mark**
4 **Lawrenson, Manager/ Applicant**
5

6 Mr. Lawrenson, Manager/applicants, was present.
7

8 Assistant Planner Lopez indicated that the proposed structure will be placed in the parking lot
9 of Cal Ranch and operated from March to August. The proposed structure is metal with plastic
10 overlay and weighed down with water bladders.
11

12 Committee Member Badham expressed the need for written language on temporary structures
13 in code and what additional permits and building codes may be required/apply for the short-
14 term structure.
15

16 Mr. Lawson submitted additional Photos of the short-term structure of the viewing of
17 committee to determine the need of building codes.
18

19 MOTION: Committee Member Clawson made a motion to APPROVE the Seasonal Use
20 Permit with conditions. Chair Astorga seconded the motion.
21

22 **CONDITIONS OF APPROVAL:**

- 23 1. The applicant shall maintain an active Bountiful City Business License.
- 24 2. The Home Occupation shall not create nuisances discernible beyond the premises (e.g.,
25 dust, orders, noxious fumes, glare, traffic, outdoor storage, ect.).
- 26 3. Any storage of Material in connection with the business shall be in accordance with
27 standards of the Bountiful City Land Use Codes.
- 28 4. The use shall Comply with all the applicable fire, building, plumbing, electrical, life
29 safety, and health codes in the State of Utah, Davis County and Bountiful City.
- 30 5. Any signage connected with the business shall meet the standards of the Sign Code and
31 receive approval through a separate permit.
- 32 6. The Seasonal Use Permit is solely for this site and in non-transferable
33

34 VOTE: The motion passed unanimously (3-0).
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36 **5. 2190 and 2234 Wood Hollow Way – Lot line Adjustment, Preston Menlove and Daniel**
37 **Scarlett, applicants**
38

39 Mr. Menlove, applicant, was present.
40

41 Assistant City Planner, Lopez indicated that the proposed lot adjustment would transfer.020
42 Acres of land. The plot doesn't not meet the R-F lot standards before or after the adjustment,
43 however; with the Lot 1 would be brought closer to compliance with the adjustment. Lot # 2
44 would then be less than the standard (20,000 Square feet) before and after the adjustment.
45
46

1 Assistant City Planner, Nicholas Lopez, expressed that the use of land is not brought into
2 question because of steep grade of the land topography.

3
4 Chair, Astorga and Committee member Badham suggested that the landowners find a
5 solution that does not further hinder the compliance of the square footage for lot #2.

6
7 Mr. Menlove expressed concern because of the runoff into the proposed adjustment could
8 create damage to lot #1 and would be advantageous for Menlove to have access to proposed
9 parcel A for repairs in such cases. Mr. Menlove indicated that he has topography from the
10 surveyor that can be submitted for review.

11
12 MOTION: Chair Astorga made a motion to CONTINUE the lot adjustment to a future date
13 with a topographic survey between lots #1 and #2 with recommendations from surveyor/
14 Professional with an explanation. Committee Member Badham seconded the motion.

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16 VOTE: The motion passed unanimously (3-0).

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18 **6. 506 South 12 East & 501 South 1150 East- Lot line adjustment, Richard Lamb & Brent**
19 **and Caroline Barton, applicants**

20 Mr. Lamb & Mr./Mrs. Barton, applicant, were not present.

21
22 Assistant City Planner Lopez presented that the adjustment would decrease the square footage
23 for the lot #2 under the standard for the zone (11,000 square feet). Also, lot #2 rear set back
24 would be reduced to 3'. Plot # 1 Compliance would not reduce.

25
26 Chair Astorga expressed that caution was needed for the proposed lot adjustment because the
27 owner was been notified and was not in attendance and with the staff's negative
28 recommendation.

29 Chair Astorga determined that a courtesy period be provided for presentation by Lamb &
30 Barton.

31
32 MOTION: Committee Member Badham made a motion to CONTINUE the Lot Line
33 Adjustment as drafted in the staff report till MARCH 21, 2022, and after communication with
34 the owners had been established in regard to the proposal. Committee Member Clawson
35 seconded the motion.

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37 VOTE: The motion passed unanimously (3-0).

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39 Chair Astorga ascertained there were no further items of business. The meeting was adjourned
40 at 5:19 p.m.

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45 _____
46 Francisco Astorga
Administrative Committee Chair

**Draft Minutes of the
BOUNTIFUL CITY ADMINISTRATIVE COMMITTEE
March 21, 2022**

Present: Committee members Francisco Astorga (Chair), Brad Clawson, and Todd Christensen
Assistant City Planner Nicholas Lopez
Recording Secretary Hanna Welch

1. Welcome and Introductions

Chair Astorga opened the meeting at 5:02 p.m. and introduced all present.

2. Minutes from previous meeting- March 14, 2022, to be approved at a future meeting

3. 506 South 1200 East & 501 South 1150 East- Lot Line Adjustment, Richard Lamb & Brent and Caroline Barton, Applicants-

Mr. Lamb, Mr. and Mrs. Barton, applicants, were not present.

Assistant Planner Lopez presented the item. He noted to the Committee that the proposed 642 square feet has been deeded to Lot #2 before being considered by the Administrative Committee.

The Lot Line Adjustment is continued from previous meeting.

Applicants, Lamb and Barton, and their Attorneys, Sarah Bouley and Wayne Bennett, have been notified via e-mail March 16, 2022.

Committee Member, Badham and Chair Astorga restated from previous meeting that the Lot Line Adjustment will not make Lot # 2 conform to meet the minimum requirements for setbacks.

Chair Astorga informed the Committee Members of the Land Use Code for the R-4 Zone before reading the Staff Recommendations and Findings.

MOTION: Committee Member Bedham, made a motion to DENY the Lot Line Adjustment as drafted in the staff report for property located at 506 South 1200 East & 501 South 1150 East based off the findings and recommendations given to the committee by staff. Chair Astorga seconded the motion.

VOTE: The motion passed unanimously (3-0).

Chair Astorga ascertained there were no further items of business. The meeting was adjourned at 5:23 p.m

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Francisco Astorga
Administrative Committee Chair



Administrative Committee Staff Report

Subject: Lot Line Adjustment Request
Address: 1239,1253,1267 East 700 North
Author: Nicholas Lopez, Assistant City Planner
Date: April 25th, 2022

Background & Overview

Consider approval of a Lot Line Adjustment between 1239, 1253, & 1267 East 700 North involving Brent Moon (1253), Mark & Ann Marie Taylor Leavitt (1239), and Matthew & Audra McCallum (1267).

Analysis

The Applicants request a Lot Line Adjustment between their three (3) properties located at 1239, 1253, 1267 East 700 North. Lot 1 is the Leavitt's property (1239), Lot 2 is the Moon property (1253), and Lot 3 is the McCallum property (1267). Lot 3 will be giving a piece of Lot 2 marked as Parcel C (512.51 square feet). Lot 1 will acquire Parcel A (1,075.87 square feet) and Parcel B (307.70 Square Feet) will go to Lot 2. Parcel D (1212.99 square feet) is currently a part of Lot 1 however the line separating the piece will be erased by this adjustment. Approval of the Lot Line Adjustment by the City does not act as a conveyance of real property and appropriate conveyance documents must be prepared by the applicant and recorded by the Davis County Recorder's Office.

Findings

All new lots are in conformance with City standards regarding minimum lot size, setbacks, and lot widths.

1. The proposed lot area of Lot 1 is 13,657 square feet (0.313 acres).
2. The proposed lot area of Lot 2 is 11,129 square feet (0.255 acres).
3. The proposed lot area of Lot 3 is 13,323 square feet (0.305 acres).

Recommendation

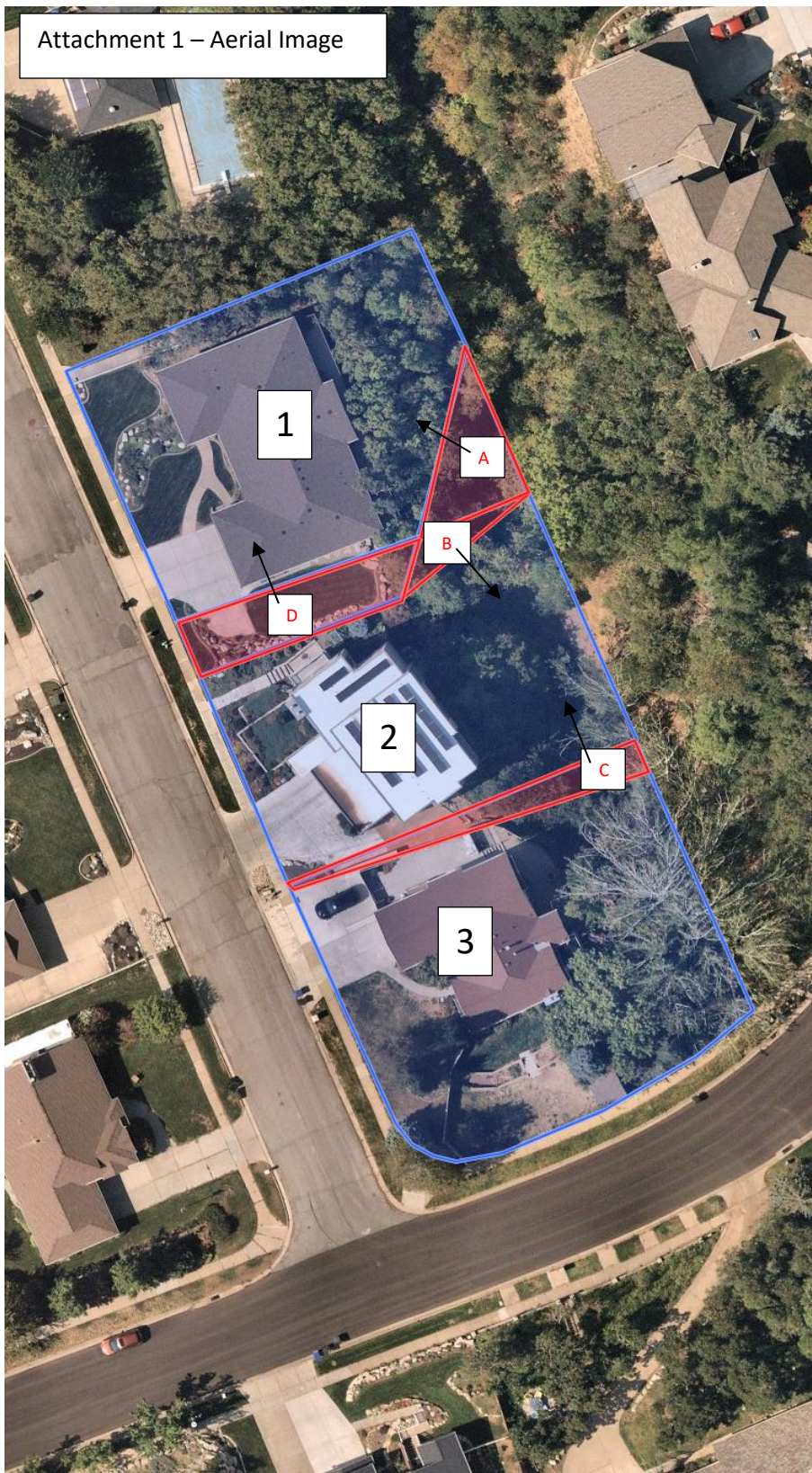
Based on the above findings, Staff recommends approval of the Lot Line Adjustment, with the following conditions:

1. The approved Lot Line Adjustment shall be recorded with Davis County.

Attachments

1. Aerial Map
2. Survey

Attachment 1 – Aerial Image





Administrative Committee Staff Report

Subject: Lot Line Adjustment
Authors: Nicholas Lopez, Assistant Planner
Address: 2190 & 2234 Wood Hollow Way
Date: April 25th, 2022

Background & Overview

The applicants, Preston Menlove & MCJS LLC, submitted a Lot Line Adjustment application between Menlove (2190) & MCJS LLC (2234) Wood Hollow Way. The intent of this adjustment is to acquire land to bring both homes into conformity with proper setbacks and more accurately portray the geographic contours of the lots.

On March 14th, 2022 approved with conditions that the line be changed, however the applicant contested it and met with the Planning Director and City Engineer to discuss the original proposal, which the parties agreed to.

Analysis

The Applicants request a Lot Line Adjustment between 2190 Wood Hollow Way and 2234 Wood Hollow Way. Both properties, shown as Lot 1 (2190) and Lot 2 (2234), are in the R-F Single-Family Zone. The proposal includes transferring 871.2 square feet (0.020 Acres), shown as Parcel A, from Lot 2 (2234) to Lot 1 (2190).

The proposal does not create new lots; therefore, an amended subdivision plat is not necessary. Approval of the Lot Line Adjustment by the City does not act as a conveyance of real property and appropriate conveyance documents must be prepared by the applicant and recorded by the Davis County Recorder's Office.

Findings

Lot 2 does not meet minimum R-F lot standards (minimum 20,000 square feet) before or after the adjustment. However, Lot 1 will be brought into further compliance with the minimum side yard setback being created. The minimum lot size requirements for the time when the subdivision was created were 8,000 square feet.

1. The proposed lot area of Parcel 1 is 21,910 square feet (0.503 acres)
2. The proposed lot area of Parcel 2 is 17,859 square feet (0.410 acres)

Staff Recommendation

Based on the above findings, Staff recommends approval of the Lot Line Adjustment

Attachments

1. Aerial Map
2. Drawing

Attachments

1. Aerial Map



