



Bountiful City
Administrative Committee Agenda
Monday, December 16, 2024
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, located at 795 South Main Street, Bountiful, Utah, 84010, on the date and time provided. The public is invited to attend.

1. Welcome
2. Meeting Minutes from August 05, 2024
 - Review
 - Action
3. Home Occupation Conditional Use Permit for a Construction Business at 1653 North Pages Place Drive
Assistant Planner DeAnne Morgan
 - Review
 - Public Hearing
 - Action
4. Meeting Schedule for 2025
 - Review
 - Action
5. Adjourn

1 **Draft Minutes of the**
2 **BOUNTIFUL CITY ADMINISTRATIVE COMMITTEE**
3 **Monday, August 05, 2024 – 5:00 p.m.**

4
5 Official notice of the Administrative Committee Meeting was given by posting an agenda at City
6 Hall, and on the Bountiful City Website and the Utah Public Notice Website.
7

8 **Planning Conference Room**
9 795 South Main Street, Bountiful, Utah 84010

10
11 Present: Administrative Committee Chair Francisco Astorga
12 Andrew Hill
13 Lloyd Cheney
14
15 Assistant Planner Jonah David Hadlock
16 Planning Technician DeAnne Morgan
17 Recording Secretary Sam Harris
18

19 **1. Welcome**

20
21 Chair Astorga called the meeting to order at 5:00 p.m. and welcomed everyone.
22

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

24
25 Committee member Hill motioned to approve the minutes from January 08, 2024, and Chair
26 Astorga seconded the motion. The motion was approved unanimously (3-0).
27

28 **3. Consideration to Approve meeting minutes from January 16, 2024**

29
30 Committee member Hill motioned to approve the minutes from January 16, 2024, and Chair
31 Astorga seconded the motion. The motion was approved unanimously (3-0).
32

33 **4. Conditional Use Permit request for a Contractor (Roofing) Home Occupation at 1985**
34 **South 50 West**

35
36 The committee addressed the Conditional Use Permit request for a Contractor Home Occupation
37 at 1985 South 50 West as presented by Assistant Planner Hadlock.
38

39 Committee member Hill had a general question regarding all home occupations and the storing
40 of equipment and materials, and if it's an issue, who polices that. Assistant Planner Hadlock
41 stated that it is code enforcement, and its complaint based. Chair Astorga inquired about the
42 noticing requirements for this public hearing. Assistant Planner Hadlock stated that there is a
43 sign posted fourteen (14) days prior and it is posted on the public notice website ten (10) days
44 prior to the meeting date.
45

46 Chair Astorga opened the Public Hearing at 5:07pm. No comments were made. Chair Astorga
47 closed the Public Hearing at 5:08pm.

48
49 Committee member Cheney motioned to approve the Conditional Use Permit for the Contractor
50 Home Occupation at 1985 South 50 West. Committee member Hill seconded the motion. The
51 motion was approved unanimously (3-0).

52
53 **5. Conditional Use Permit request for a detached Accessory Dwelling Unit at 473 Pages**
54 **Lane**

55
56 The committee addressed the Conditional Use Permit request for a detached Accessory Dwelling
57 Unit at 473 Pages Lane as presented by Planning Technician Morgan.

58
59 Committee member Hill questioned the hardscaping requirements in the City code. Chair
60 Astorga explained the code and that it does meet the code requirements. Committee member
61 Cheney had concerns about the driveway only going part of the way back to the Accessory
62 Dwelling Unit with no walking pathway as we do require paved walking and vehicular access.
63 The applicant stated that it is hardscaped and was previously used as a roadway of some sort.

64
65 Chair Astorga opened the Public Hearing at 5:28pm. No comments were made. Chair Astorga
66 closed the Public Hearing at 5:28pm.

67
68 Committee member Hill motioned a conditional approval upon the extension of the approved
69 paved surface reaching all the way to the Accessory Dwelling Unit. Committee member Cheney
70 seconded the motion. The motion was approved unanimously (3-0).

71
72 **6. Adjourn**

73
74 Chair Astorga adjourned the meeting at 5:29 p.m.



Administrative Committee Staff Report

Subject: Home Occupation Conditional Use Permit for a Construction Business
located at 1653 North Pages Place Drive
Authors: DeAnne Morgan, Assistant City Planner
Date: December 16, 2024

Background

The applicant, Sarah Marie O Durham and Nick Berry submitted a Conditional Use Permit (CUP) for a Home Occupation – Construction for their tiling business located at 1653 North Pages Place Drive, located in the Residential Multiple (RM-13) subzone. Home Occupations are listed as conditional use in the RM-13 subzone. A CUP was previously issued in 2017 for this same business and location; however, a business license was last issued in 2022. A condition of approval for Home Occupation CUPs is that an active business license must be maintained, as outlined in Bountiful City Code § 14-16-103. There are no changes to the site from what was approved with the previously issued Home Occupation CUP.

Analysis

Bountiful City Land Use Code § 14-17-108 Home Occupation Conditional Uses states that construction and/or contracting requires CUP approval. The Bountiful City Administrative Committee reviews all CUPs for Home Occupation - Construction. The proposed tiling business is considered a construction and/or contracting business. Staff reviewed the submitted application and finds that the proposed Home Occupation CUP complies with Bountiful City Land Use Code § 14-17-105 Home Occupations Requirements (below in italics). Staff findings for each standard are shown as underlined text.

- 1. 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 the 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 (1) small room in the interior.

- 2. 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 tiling business home office will be conducted within a single room within the dwelling and no other employees will be working onsite.

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

The applicant has indicated that the use is limited to the home office and only a personal vehicle, consisting of a personal sport utility vehicle (SUV), will be parked in an approved garage. Any other typical personal vehicle may be utilized for this home occupation, the largest type being a pick-up truck or a full-size van.

- 4. 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.

- 5. 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 has stated that the use is confined to a home office and will not create any nuisances.

- 6. 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 not include flammable, explosive, or dangerous materials.

- 7. The use shall not involve mechanical or electrical apparatus, equipment, or tools not commonly associated with a residential use or as a re customary to home crafts.*

The applicant states that the use is confined to a home office and will include typical office supplies commonly found in residential dwellings.

- 8. 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 business will be conducted elsewhere.

- 9. 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 a different location.

10. *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 these requirements.

11. *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 these requirements.

Department Review

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

Significant Impacts

None.

Recommendation

Staff recommends that the Administrative Committee review the submitted application, hold a public hearing, and approve the requested Home Occupation Contractor Conditional Use Permit at 1653 North Pages Place Drive subject to the following conditions of approval:

1. The applicant shall maintain an active Bountiful City business license.
2. The applicant shall ensure that the Home Occupation shall comply with all home occupation requirements found in § 14-17-105 including:
 - a. Home Occupation will not create nuisances discernible beyond the premises (e.g. noise, dust, fumes, glare, traffic, etc.).
 - b. 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.
3. The Home Occupation Conditional Use Permit is solely for this site and is non-transferable.
4. Any other typical personal vehicle may be utilized for this home occupation, the largest type being a pick-up truck or a full-size van.

Attachments

1. Drafted Approval
2. Submitted Application

Statement of intent

The intentions of my in home business are to conduct the actual business at the homes of my clients and to make invoices at my home in my office.

My tools and any other business related materials are stored at another location.

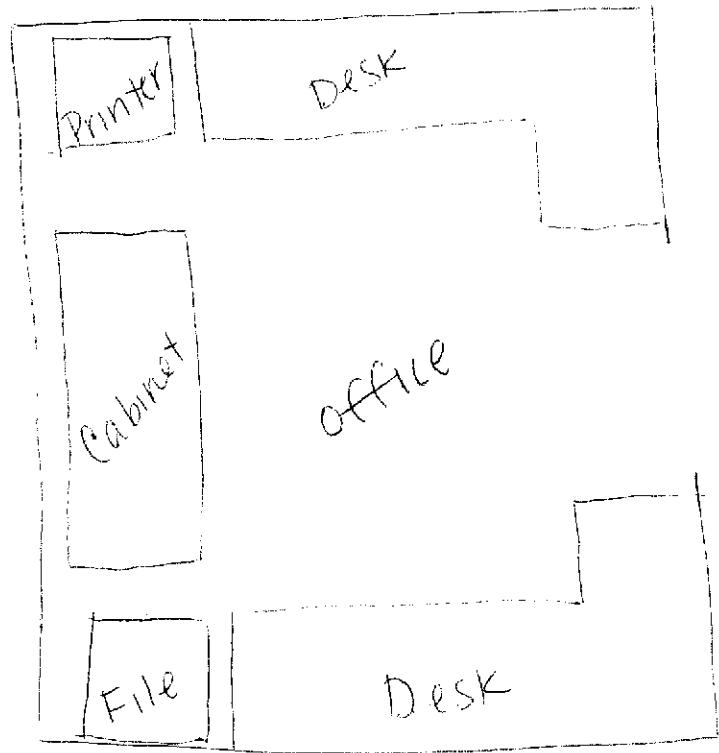
NO clients will visit my home for any reason and I have no other employees besides my daughter who lives at home with me.

I use my personal vehicle to drive to work and I park in my home garage after work.

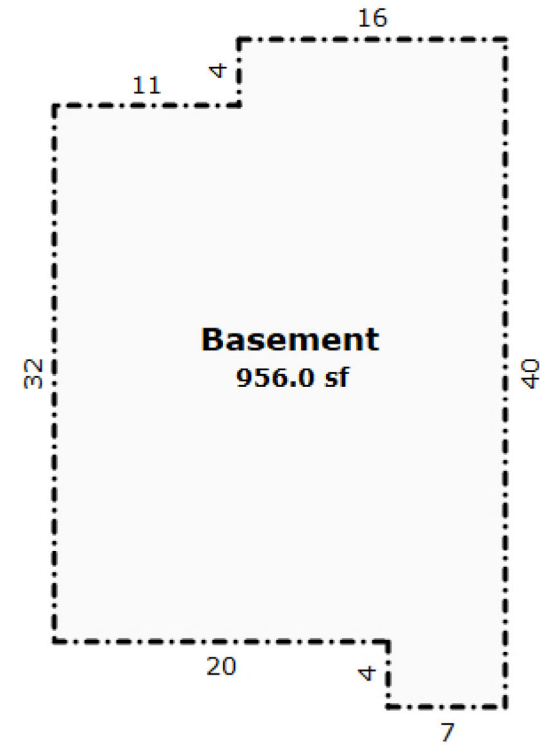
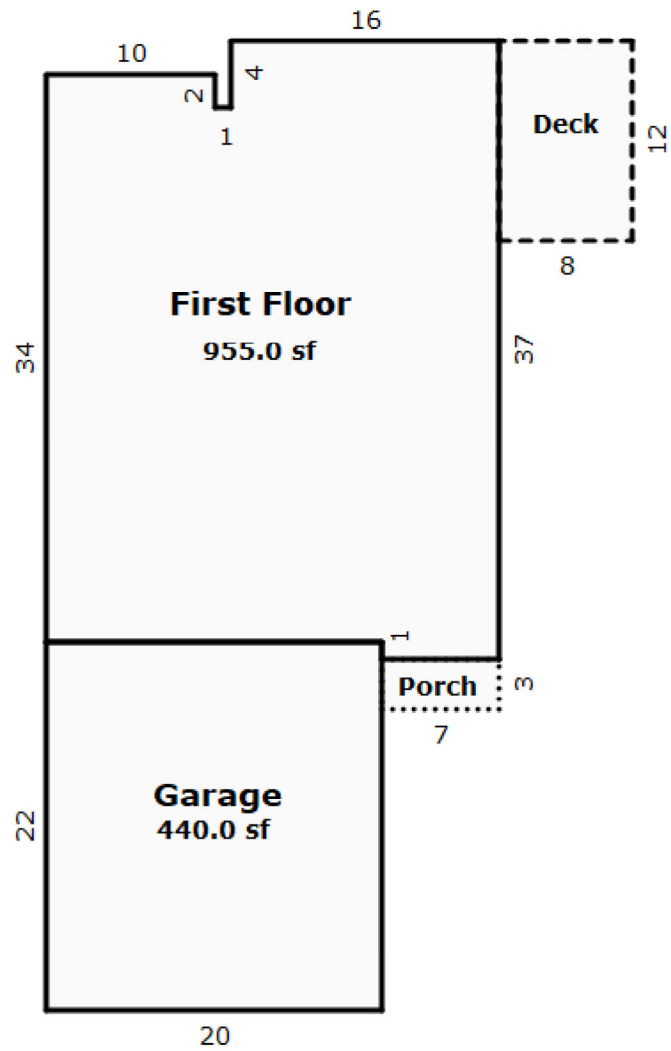
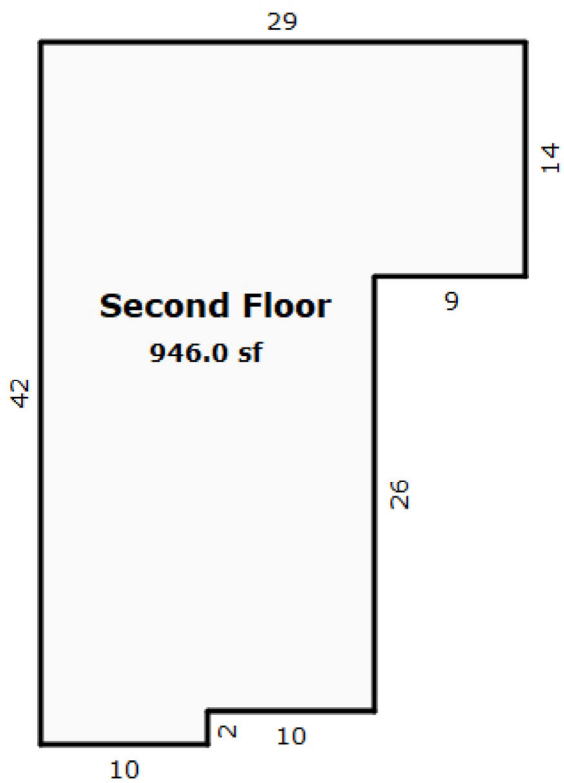
The only thing I will use my home for is creating estimates and invoices in my office.

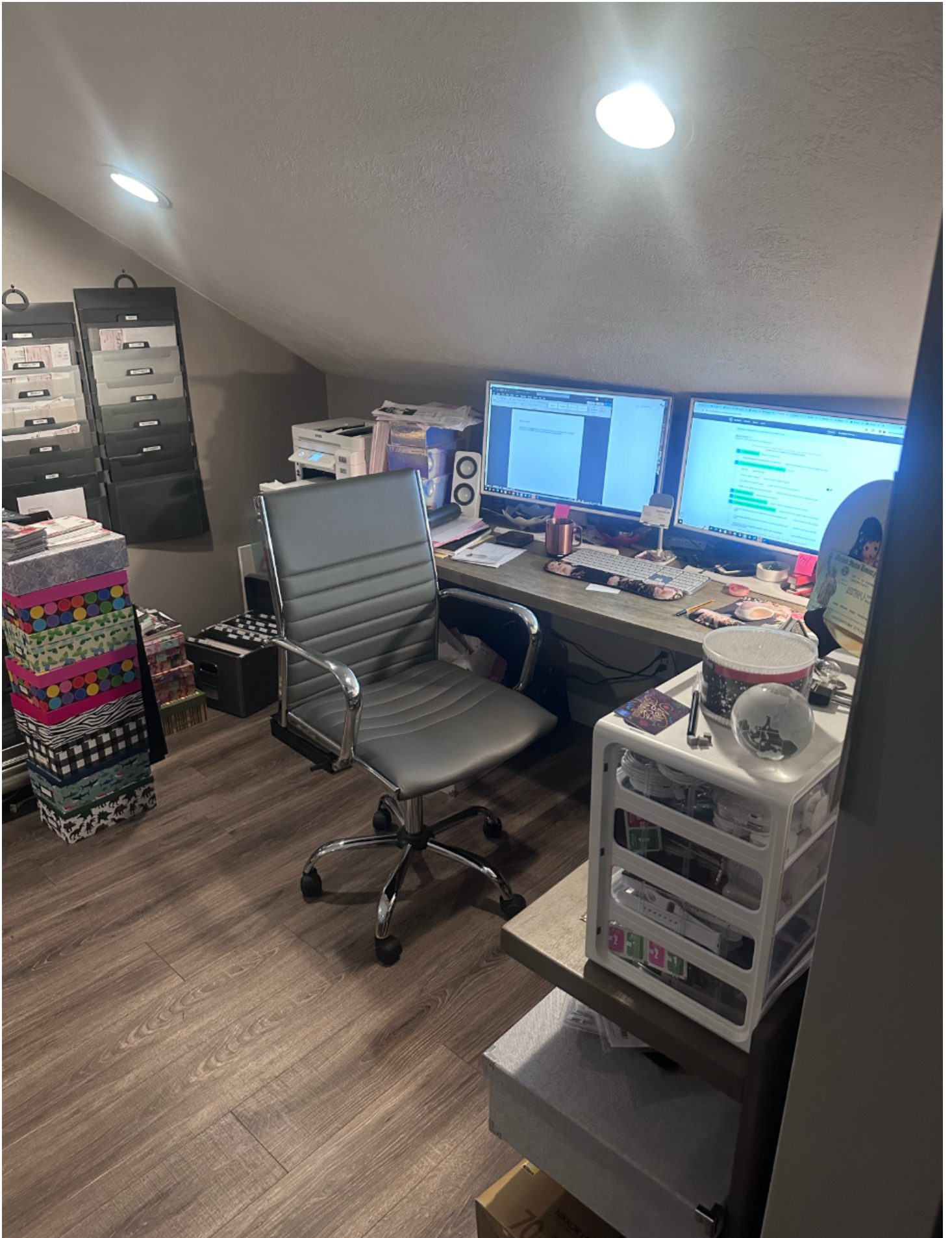






master
bedroom







Administrative Committee Staff Report



Subject: Public Notice of Administrative Committee’s 2025 Meeting Schedule
Authors: Francisco Astorga, AICP, Planning Director
Date: December 16, 2024

Background

Under Utah Code [Section 52-4-202 \(2\)](#), (Chapter 4 Open and Public Meetings Act) “*a public body which holds regular meetings that are scheduled in advance over the course of a year shall give public notice at least once each year of its annual meeting schedule as provided in this section.*” This section applies to Planning Commission meetings.

Analysis

The Administrative Committee is to meet on a regular basis, as determined by a vote of the members, and at such other times as Committee members may determine. Staff recommends maintaining the current schedule of meeting on Monday evenings as needed.

Department Review

This staff report and the Public Notice (attachment 1) were written by the Planning Director.

Significant Impacts

There are no significant impacts from this procedural action other than complying with state requirements.

Recommendation

Staff recommends that the Administrative Committee approve the Public Notice of Bountiful City Administrative Committee 2025 meetings schedule to meet on Monday evenings at as needed.

Attachment

1. Public Notice of Bountiful City Administrative Committee 2025 Meetings

PUBLIC NOTICE

Pursuant to UCA 52-4-202(2), the City of Bountiful Administrative Committee hereby gives public notice of its annual meeting schedule for 2025. Regular meetings of the Administrative Committee shall take place on Monday evenings as needed, unless otherwise advertised by legal notice. All Administrative Committee meetings shall be held at the Bountiful City Hall located at 795 South Main Street, Bountiful, Utah 84010, until further notice or unless otherwise advertised. The meetings will begin promptly at 5:00 p.m.

All meetings of the Administrative Committee shall be open to the public.

In addition to the above scheduled regular meetings, the Administrative Committee may, from time to time, meet in special sessions as needed, and such meetings will be advertised by legal notice to the public in accordance with UCA 52-4-202.

Dated this 16th day of December 2024.

Francisco Astorga, AICP
Bountiful City Planning Director