

Bountiful City
Administrative Committee Minutes
August 27, 2018

Present: Chairman – Chad Wilkinson; Committee Members – Lloyd Cheney; Assistant Planner – Curtis Poole; Recording Secretary – Julie Holmgren

Excused: Committee Member – Beth Holbrook

1. Welcome and Introductions.

Chairman Wilkinson opened the meeting at 5:00 p.m. and introduced all present.

2. Consider approval of minutes for July 23, 2018.

Mr. Cheney made a motion for approval of the minutes for July 23, 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 for improvements to an existing building in conjunction with a proposed private school use at 95 North Main Street for Liberty Hills Academy, Jill Thompson, applicant.

Jill Thompson, applicant, and John Brunt, architect, were present.

Mr. Wilkinson explained that the conditional use approval is contingent on the City Council’s decision at their August 28, 2018 meeting where they will determine if this matter is a conditional or a permitted use.

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

The applicant is requesting a Conditional Use Permit for the purpose of making improvements to the Wight House for a proposed private school. Liberty Hills Academy was previously housed in the old Sandcastle Theatre in Woods Cross. The applicant applied for a zoning text amendment for the Downtown zone because schools were not a permitted use in that zone. The City Council approved the request to add schools as an allowed use and is currently amending permitted and conditional uses for the Downtown zone, to allow for schools subject to the approval of a Conditional Use Permit.

According to City Code, 14-2-506, a Conditional Use Permit shall be approved if reasonable conditions are proposed, or can be imposed, to mitigate the reasonably anticipated detrimental effects of the proposed use in accordance with the applicable standards. A Conditional Use Permit may be denied or revoked if the proposed conditions to achieve compliance are not met. The Wight House is in the Downtown zone, which the City Council

is amending to allow for schools subject to the approval of a Conditional Use Permit. The applicant has submitted plans for student loading and unloading, and parking. The applicant has shown vehicles loading and unloading students will enter from and exit onto 100 north. School hours are between 8:30 and 2:30, with the loading and unloading occurring just outside those time frames. The circulation plan uses the City parking area to the west as well as the shared parking area immediately adjacent to the subject property. To limit impacts to businesses located to the south (including Zion's Bank) a condition has been added requiring that loading and unloading traffic occur only as shown on the submitted plan. The parking plan shows a daytime use for 49 spaces, including staff and required school parking. According to City Code 14-18-107, schools are required to have 1 parking stall for each staff and 1 parking stall for every 4 auditorium or assembly seats. The parking plan submitted by the applicant shows a daytime use for 49 spaces, 15 for staff and 5 for the required assembly parking. The applicant is calculating seating for 20 for assemblies; however, the school indicates that it has 50 students enrolled. If parking is required for assembly seating of 50 it would increase the required daytime parking by 8 stalls. Applicant should clarify total assembly seating.

Based upon the above findings, staff recommends approval of the Conditional Use Permit with the following conditions:

1. The applicant shall maintain a current Bountiful City Business License.
2. The Conditional Use Permit is for this location only and is non-transferable.
3. The applicant shall obtain a building permit and meet all required codes prior to any renovations to the building.
4. Student loading and unloading circulation shall only occur as shown on the submitted plan and shall not cross properties to the south to exit or enter from Center Street. Student loading and unloading shall only occur to the rear (west) of the building and no loading or unloading of students shall occur on 100 North or Main Street so as to negatively impact traffic flow.
5. The applicant shall adhere to all parking requirements outlined in the Bountiful Land Use and Bountiful City Codes. City owned (Redevelopment Agency) parking may be used to meet the minimum parking requirements for the use; however, use of the parking area does not grant any rights of possession, any real estate interest or contract right, or right of way on any Redevelopment Agency property. Parking on this lot is public parking and shall be on a first-come-first-served basis, and should not be considered solely for the use of the applicant.
6. Applicant shall adhere to all applicable state laws and Utah State Administrative Codes related to the school use.

Mr. Wilkinson inquired regarding the anticipated number of parking stalls to be utilized during assemblies. Mr. Brunt explained that none of the students are licensed drivers so student parking for them is not an issue and occasionally a parent will utilize parking in order to meet with a teacher. Ms. Thompson stated that even though there are 50 students that does not mean there would be 50 cars parked during an assembly. That number would likely be much lower since many families carpool and there are about 20 families represented in the student body. Ms. Thompson also stated that most school assemblies take place in the evening, so impact on parking will generally not be significant.

Mr. Wilkinson explained the city's future plans include additional parking in that area. Mr. Cheney pointed out that properties behind the businesses in the area are private, and those property owners would be entitled to utilize the RDA parking.

A discussion ensued regarding student drop-off and pick-up. Ms. Thompson stated that if a child is not ready to be picked up, parents will be instructed to circle and re-queue. She also explained that children will be escorted to the pick-up area by school staff. It was suggested that traffic cones be utilized for purposes of training parents for student drop-off and pick-up.

PUBLIC HEARING: Mr. Wilkinson opened and closed the Public Hearing at 5:14 p.m. with no comments from the public.

Mr. Wilkinson stated that the conditions outlined by staff address the main concerns, but he cautioned that other concerns may arise once the school officially opens. Mr. Cheney noted that as the school grows, drivers exiting the parking lot might need to be instructed to perform a right turn only. Mr. Wilkinson re-emphasized that most of the parking is city owned and the school should not expect exclusivity for school parking.

Mr. Cheney made a motion for approval of a Conditional Use Permit for improvements to an existing building in conjunction with a proposed private school use at 95 North Main Street for Liberty Hills Academy, Jill Thompson, applicant. Mr. Wilkinson seconded the motion.

A Mr. Wilkinson
A Mr. Cheney

Motion passed 2-0.

4. PUBLIC HEARING: Consider approval of a Conditional Use Permit to allow for an Accessory Dwelling Unit at 155 East 400 South, Curt and Teri Stock, applicants.

Jeff Cook, a contractor representing the Stocks, was present.

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

The applicants are proposing an addition on the back of their garage for the purpose of providing living space to their son with medical disabilities. Plans submitted show a separate entrance to the unit at the back of the home. There is a living room and kitchen space on the first level and stairs leading up to a bedroom and bathroom on the second level. There will not be an internal connection from this unit to the existing home.

According to City Code, 14-4-124, a Conditional Use Permit for Accessory Dwelling Units (ADU) is required to meet all of the criteria listed in the Code. The plans submitted by the applicants show the home is located in the R-4 Single Family Residential zone and the existing home is a single family dwelling and will be maintained as such by the applicants. This will be the only ADU located on this property. The ADU is for the purpose of providing living space for their son with medical disabilities. There will only be one utility connection located at this property. The ADU will not exceed 25% of the primary dwelling square

footage, and meets all of the setback and lot building square footage requirements. The lot is .245 acres and should have minimal impact on the neighboring properties.

Based upon the above 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 principal owner(s) of the property must occupy the primary structure.
2. The entrance to the accessory dwelling unit must be located on the side or rear of the garage and not facing the street in order to maintain the appearance of a single family home.
3. The property is to be used only as a single-family use and shall be subject to a deed restriction.
4. Occupants of the Accessory Dwelling Unit shall be limited to: Legal dependents, children, parents, siblings, grandchildren, or grandparents of the primary occupant.
5. There will be no separate utility service connections
6. The ADU shall meet all the criteria in 14-14-124 of the city Ordinance
7. The Conditional Use Permit is solely for this property and is non-transferable.

PUBLIC HEARING: Mr. Wilkinson opened and closed the Public Hearing at 5:21 p.m. with no comments from the public.

Mr. Wilkinson explained that a deed restriction has been prepared and must be signed by the Stocks prior to issuance of the building permit.

Mr. Cheney made a motion for approval of a Conditional Use Permit to allow for an Accessory Dwelling Unit at 155 East 400 South, Curt and Teri Stock, applicants. Mr. Wilkinson seconded the motion.

 A Mr. Wilkinson
 A Mr. Cheney

Motion passed 2-0.

5. **Consider approval of a Conditional Use Permit, in written form, to allow for a Home Occupation Contractor Business at 3222 South Bountiful Boulevard, Ryon Hays, 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 3222 South Bountiful Boulevard, Ryon Hays, 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 5:23 p.m.



Chad Wilkinson, City Planner