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**Approved Minutes of the
BOUNTIFUL CITY ADMINISTRATIVE COMMITTEE
January 04, 2021**

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Present:	Committee members	Francisco Astorga (chair), Brad Clawson, and Scott Schlegel
	Assistant Planner	Kendal Black
	Recording Secretary	Jacinda Shupe

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1. Welcome and Introductions

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Chair Astorga opened the meeting at 5:05 p.m. and introduced all present.

2. Approve the 2021 Administrative Committee Meeting Calendar

MOTION: Committee Member Schlegel made a motion to APPROVE the Administrative Committee Meeting Schedule. Committee Member Clawson seconded the motion.

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

3. Consider approval of minutes for November 09, 2020

MOTION: Committee Member Clawson made a motion to APPROVE the minutes for November 09, 2020. Chair Astorga seconded the motion.

VOTE: Voting was 2-1-0 with Committee Members Astorga and Clawson voted aye and Committee Member Schlegel abstaining.

Note: Prior to moving forward with the Agenda. Chair Astorga clarified that item #6 on the agenda was noticed incorrectly and that it is not a detached dwelling.

4. Consider a Conditional Use Permit for an Accessory Dwelling Unit at 1561 North 700 East – Jace Riley, applicant

Mr. Riley, applicant, was present. Planner Black presented the item.

Planner Black indicated that the applicants are requesting a basement Accessory Dwelling Unit at 1561 North 700 East and that the residence meets all the city code requirements for parking, entrance in the rear, and pathway around to the entrance.

The new format of the staff report was discussed.

Committee Member Schlegel inquired about the parking spaces available. Planner Black discussed the requirements for the number of parking spaces due to the year the house was built. Committee Member Clawson had no further questions.

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1 Chair Astorga opened the public hearing at 5:14 p.m.

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3 There were no comments.

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5 Chair Astorga closed the public hearing at 5:14 p.m.

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7 MOTION: Committee Member Schlegel made a motion to APPROVE a Conditional Use
8 Permit for an Accessory Dwelling Unit located at 1561 North 700 East. Committee Member
9 Clawson seconded the motion.

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

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13 MOTION: Committee Member Clawson made a motion to APPROVE a Conditional Use
14 Permit **in written form** for an Accessory Dwelling Unit at 1561 North 700 East. Committee
15 Member Schlegel seconded the motion.

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

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19 **5. Consider a Conditional Use Permit for an Accessory Dwelling Unit at 4 East 1100 South**
20 **– Evan and Kamille Fox, applicant**

21
22 Ms. Fox, applicant, was present. Chair Astorga requested this item be moved to the end of
23 the meeting for a correction that needs to be made to the report. Ms. Fox agreed to move the
24 item to the end of the meeting.

25
26 **6. Consider a Conditional Use Permit for an Accessory Dwelling Unit at 1606 Vineyard**
27 **Drive – Gerald and Alice Giaque, applicant**

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29 Mr. and Mrs. Giaque, applicants, were present. Planner Black presented the item.

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31 Planner Black indicated that the applicants are requesting a basement Accessory Dwelling Unit
32 at 1606 Vineyard Drive. He indicated that the home meets all city code requirements including
33 required square footage, parking spaces, and side entrance is on the west side.

34
35 Committee Member Schlegel requested verification of the sidewalk and Committee Member
36 Clawson had no questions.

37
38 Chair Astorga opened the public hearing at 5:22 p.m.

39
40 Charles Reese, neighbor at 1654 Vineyard Drive, inquired about the property. Mr. Reese asked
41 if the property would now be considered a Multi Family residence or single-family home. Chair
42 Astorga expanded explaining the property would be a single-family home with an Accessory
43 Dwelling Unit and verified that there would not be a detached dwelling. Mr. Reed inquired
44 about the deed restriction being recorded with the County. Chair Astorga verified the Deed
45 would be taken to the county and recorded on the property. Mr. Reese was concerned about
46 other homes in the are that were not permitted for an Accessory Dwelling Units. Chair Astorga
47 informed Mr. Reese that the public is our eyes and if he has any knowledge of other

1 nonconforming properties then to send them in.

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3 There were no additional comments.

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5 Chair Astorga closed the public hearing at 5:26 p.m.

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7 MOTION: Committee Member Clawson made a motion to APPROVE a Conditional Use
8 Permit to Permit for an Accessory Dwelling Unit located at 1606 Vineyard. Committee
9 Member Schlegel seconded the motion.

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11 Vote: The motion passed unanimously (3-0).

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13 MOTION: Committee Member Schlegel made a motion to approve the Conditional Use Permit
14 **in written form** for an Accessory Dwelling Unit at 1606 Vineyard Drive. Committee Member
15 Clawson seconded the motion.

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17 Vote: The motion passed unanimously (3-0).

18
19 **7. Consider a Conditional Use Permit for a Home Occupation Daycare 12+ children at 893**
20 **East 250 North – Mary Carlisle, applicant**

21
22 Ms. Carlisle was present. Planner Black presented the item.

23
24 Planner Black indicated the residence at 893 East 250 North meets all the requirements in the
25 code for a Conditional use Permit for a Daycare of up to 12 children.

26
27 Chair Astorga opened the public hearing at 5:28 p.m.

28
29 There were no comments.

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31 Chair Astorga closed the public hearing at 5:28 p.m.

32
33 Committee Member Schlegel inquired about three houses on the same property. Planner
34 Black stated two of the homes were built in 1952 and third was built around 2010.

35
36 MOTION: Committee Member Schlegel made a motion to APPROVE the Conditional Use
37 Permit as drafted for an Accessory Dwelling unit located at 893 East 250 North as drafted and
38 **in written form**. Committee Member Clawson seconded the motion.

39
40 Vote: The motion passed unanimously (3-0).

41
42 **8. Consider a Conditional Use Permit for a Home Occupation Handyman at 393 West 200**
43 **North #1 – Deivis Ruiz, applicant**

44
45 Mr. Ruiz, the applicant, was present. Planner Black presented the item.

46
47 Planner Black indicated there will be one van that will be used for work and that the tools will

1 be kept inside the van or at storage unit. He also reported that no other employees will be at
2 the residence, no more than 5% of the residence will be used, and that the residence meets all
3 requirements.

4
5 Committee Member Schlegel asked for clarification on the available parking spaces for the
6 residence. Planner Black clarified there are two spaces, one would be for personal use and the
7 other for the van. Committee Member Schlegel asked if the applicant owned the residence.
8 Planner Black stated that we have a notarized affidavit from the owner.

9
10 MOTION: Committee Member Schlegel made a motion to APPROVE the Conditional Use
11 Permit as drafted and **in written form** for a Home Occupation Handyman Business located at
12 393 West 200 North #1. Committee Member Clawson seconded the motion.

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

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16 **9. Consider approval of a Lot Line Adjustment at 499 East 500 South and 485 East 500**
17 **South, CTR Partnership LP and David Bland representing Providential BBA Operating**
18 **LP, applicants**

19
20 The applicant was present. Planner Black presented the item.

21
22 Planner Black indicated CTR Partnership is giving a chunk of property from Lot 1 to Lot 2.

23
24 MOTION: Committee Member Clawson made a motion to approve the Lot Line **in written**
25 **form** and as drafted for a property located at 485 East 500 South and 499 East 500 South.
26 Committee Member Schlegel seconded the motion.

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

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30 **10. Continued from item 5 - Consider a Conditional Use Permit for an Accessory Dwelling**
31 **Unit at 4 East 1100 South – Evan and Kamille Fox, applicant**

32
33 Chair Astorga addressed the change of language from the packet and stated he would look
34 for a section of the code while the staff report is being presented.

35
36 Ms. Fox, applicant, was present. Planner Black presented the staff report.

37
38 Planner Black indicated this is for a detached Accessory Dwelling of 663 square feet which
39 meets the square footage requirement as well as parking. He also indicated that all
40 requirements of the Code are met and that a building permit has already been issued for the
41 remodel.

42
43 Committee Member Schlegel inquired about the one additional parking space requirement
44 which also meets code.

45
46 Chair Astorga discussed the changes to the language that needs to be made as he stated that
47 the property is zoned R4 not R3, and that page 18 2nd paragraph needs to be removed from

1 packet. He also stated that page 18 item #9 meets the criteria, while page 18 item #10 does
2 have an active building permit. Also, page 19 item #11 changed to six parking spaces not
3 five, and item #1 changed to Detached Accessory Dwelling consisting of 663 square feet.
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5 Chair Astorga opened the public hearing 5:46 p.m.
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7 Craig Olsen, neighbor, asked if there were any reasons this would not pass the committee and
8 whom they could rent to. Chair Astorga stated there are no reasons this would not meet
9 approval requirements and that the property owners would be able to rent to whomever they
10 saw fit for either long or short term. Mr. Olsen expressed his concerns for other Accessory
11 Dwelling Units in the neighborhood. Committee Member Schlegel recognized the concerns
12 of both sides. Chair Astorga added that there is currently a bill at the legislature being
13 reviewed that loosens current municipal Accessory Dwelling control.
14

15 Chair Astorga closed the public hearing at 5:53 p.m.
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17 Ms. Fox inquired about the corrections as she stated that they do not intend to use this for
18 renting out currently. She reported that they want to go about this legally as they remodel the
19 detached dwelling to make sure there are no issues in the future.
20

21 MOTION: Chair Astorga made a motion to APPROVE the Conditional Use Permit with staff
22 report update scheduled for the next upcoming meeting for an Accessory Dwelling Unit located
23 at 4 East 1100 South. Committee Member Schlegel seconded the motion.
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25 VOTE: The motion passed unanimously (3-0).
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27 Chair Astorga ascertained there were no further items of business. The meeting was adjourned
28 at 5:59 p.m.
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Francisco Astorga
Administrative Committee Chair

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