

1 **Approved Minutes of the**  
2 **BOUNTIFUL CITY ADMINISTRATIVE COMMITTEE**  
3 **March 08, 2021**

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5 Present: Committee members Francisco Astorga (Chair), Brad Clawson, and Dave  
6 Badham  
7 City Planner Curtis Poole  
8 Recording Secretary Jacinda Shupe  
9  
10 Excused Assistant City Planner Kendal Black  
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14 **1. Welcome and Introductions.**

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16 Chair Astorga opened the meeting at 5:03 p.m. and introduced all present.  
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18 **2. Consider approval of minutes for January 04, 2021**

19  
20 MOTION: Committee Member Clawson made a motion to APPROVE the minutes for January  
21 04, 2021. Chair Astorga seconded the motion. Committee Member Badham was not present  
22 during the January 04, 2021 meeting.  
23

24 VOTE: The motion passed 2-1-0 with Committee Member Badham abstaining.  
25

26 **3. Consider approval of minutes for February 08, 2021**

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28 MOTION: Committee Member Badham made a motion to APPROVE the minutes for  
29 February 08, 2021. Committee Member Clawson seconded the motion. Chair Astorga was not  
30 present during the February 8, 2021 meeting.  
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32 VOTE: The motion passed 2-1-0 with Chair Astorga abstaining.  
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34 **4. Consider a Conditional Use Permit for a Home Occupation Handyman at 913 East 800**  
35 **South – Michael P Russell, applicant**

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37 Mr. Russell, applicant, was present. Planner Poole presented the item.  
38

39 Planner Poole indicated that the applicant would have no employees and keep all tools in a  
40 trailer and personal truck that are to be parked in the garage or on the driveway with less than  
41 30% of the home used for the business.  
42

43 Committee Member Badham and Clawson inquired about the applicant's ability to park on  
44 the side of the house on the existing gravel pad. It was determined that if the gravel were to  
45 be converted to either concrete or asphalt this would comply with City Code. Committee  
46 Member Clawson had no further questions.  
47

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

1 There were no comments.

2

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

4

5 MOTION: Committee Member Badham made a motion to APPROVE a Conditional Use  
6 Permit for a Home Occupation Handyman at 913 East 800 South as recommended by staff.  
7 Committee Member Clawson seconded the motion.

8

9 CONDITIONS OF APPROVAL:

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

20

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

22

23 **5. Consider a Conditional Use Permit for an Accessory Dwelling Unit at 3453 Lexington**  
24 **Drive–LaWane Boltz, applicant**

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26 Mr. Boltz, applicant, was present. Planner Poole presented the item.

27

28 Planner Poole indicated that the applicant is requesting a basement Accessory Dwelling Unit  
29 at 3453 Lexington Drive. He indicated that the home meets all city code requirements as far  
30 as parking and basement Accessory Dwelling Unit.

31

32 Chair Astorga requested Planner Poole discuss the new state legislation for those present.

33

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

35

36 There were no comments.

37

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

39

40 MOTION: Committee Member Clawson made a motion to APPROVE a Conditional Use  
41 Permit to Permit for an Accessory Dwelling Unit located at 3453 Lexington Drive as  
42 recommended by staff and in WRITTEN form. Chair Astorga seconded the motion.

43

44 CONDITIONS OF APPROVAL:

- 45 1. The accessory dwelling unit shall meet all the standards in Section 14-14-124 of the City  
46 Land Use Code including the following:

- a. The owner(s) of the property must continually occupy the principal dwelling or the accessory dwelling unit.
  - b. The property is to be used only as a Single-Family dwelling with an accessory dwelling unit and shall be subject to a Deed Restriction.
  - c. There shall be no separate utility service connections.
  - d. The Applicants shall apply separately for a building permit to be reviewed and inspected by Staff.
2. The required walkway and all other applicable aspects of the ADU conversion are to be inspected, including the required walkway, proper window egress, proper door width, that the ADU is an independent unit from the main dwelling, etc. Building codes shall be inspected prior to the City signing the deed restriction.
  3. The Conditional Use Permit for the accessory dwelling unit is solely for this property and is non-transferable to another property.
  4. The Deed Restriction shall be signed within six (6) months of the date of approval.

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

**6. Consider approval of a Lot Line Adjustment at 4738 and 4756 Spring Meadow Circle, Lewis M Evans and Mark & Angela Bassett, applicants**

No Applicants were present. Chair Astorga presented the item stating that 217.8 square feet would be sold from Bassett to Evans.

MOTION: Committee Member Badham made a motion to APPROVE the Lot Line in WRITTEN form and as drafted for a property located at 4738 and 4756 Meadow Circle. Committee Member Clawson seconded the motion.

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

**7. Consider the written approval for a Conditional Use Permit for Home Occupation Welding at 325 West Center Street–Vernon C Taylor Jr., applicant**

MOTION: Committee Member Badham made a motion to APPROVE the WRITTEN form for a Conditional Use Permit to Permit for a Home Occupation Welding at 325 West Center Street. Committee Member Clawson seconded the motion.

Vote: The motion passed 2-1-0 with Chair Astorga abstaining

Chair Astorga ascertained there were no further items of business. The meeting was adjourned at 5:36 p.m.



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Francisco Astorga  
Administrative Committee Chair