ADMINISTRATIVE COMMITTEE

Monday, August 27, 2018 5:00 p.m.

NOTICE IS HEREBY GIVEN that the Bountiful City Administrative Committee will hold its regular meeting in the Conference Room at City Hall, 790 South 100 East, Bountiful, Utah, 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.

AGENDA

- 1. Welcome and Introductions.
- 2. Consider approval of minutes for July 23, 2018.
- 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.
- 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.
- 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.
- 6. Miscellaneous business and scheduling.

Chad Wilkinson, City Planner

<u>Pending minutes have not yet been approved by the Administrative Committee and are</u> subject to change until final approval has been made.

Bountiful City Administrative Committee Minutes July 23, 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 5:05 p.m. and introduced all present.

2. Consider approval of minutes for June 25, 2018.

Mr. Cheney made a motion for approval of the minutes for June 25, 2018. Mr. Wilkinson seconded the motion.

A Mr. Wilkinson Mr. Cheney

Motion passed 2-0.

3. Consider approval of a Lot Line Adjustment at 3210 Fred's Place and 3242 South 200 West, James & Margaret Barnes and HNJ Investment LLC (Harv Jeppson), applicants.

Neither of the applicants were present.

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

The applicants are applying for a Lot Line Adjustment between their properties at 3210 S 250 W (Barnes property) and 3242 S 200 W (H N J Investment LLC/ Jeppson Subdivision property) in Bountiful, Utah. Both properties are located in the R-4 zone. The purpose of the property line adjustment is to convey 12,327 square feet (0.283 acres), shown as Parcel A on the lot line adjustment plan, from the H N J Investment LLC/Jeppson Subdivision property to the Barnes property, bringing the H N J Investment LLC/Jeppson Subdivision property Lot 1 to 23,435 square feet (0.538 acres) and bringing the Barnes Property to 24,055 square feet (.552 acres). The lot line adjustment does not create a new lot.

- 1. No new lots are being created in this transfer so this does not need to be an amended subdivision plat.
- 2. No new building permits have been issued or proposed for the newly created lot.

Based on findings, Staff recommends approval for a lot line adjustment, with the following conditions:

<u>Pending minutes have not yet been approved by the Administrative Committee and are subject to change until final approval has been made.</u>

- 1. Complete the redline corrections required on the plat.
- 2. The approved lot line adjustment shall be recorded with Davis County.

<u>Note:</u> Approval of the property line adjustment by the City does not act as a conveyance of real property and appropriate conveyance documents must be prepared and recorded by the county.

Mr. Cheney made a motion for approval of a Lot Line Adjustment at 3210 Fred's Place and 3242 South 200 West, James & Margaret Barnes and HNJ Investment LLC (Harv Jeppson), applicants. Mr. Wilkinson seconded the motion.

A Mr. Wilkinson Mr. Cheney

Motion passed 2-0.

4. PUBLIC HEARING: Consider approval of a Conditional Use Permit to allow for a Home Occupation Contractor Business at 3222 South Bountiful Boulevard, Ryon Hays, applicant.

Ryon Hays, applicant, was present.

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

The property for the proposed Home Occupation request is located in the R-4 Zone. Home Occupations in this zone are permitted in the City Code, 14-4-103, as requiring a Conditional Use Permit.

The application submitted indicates that the property will be used to operate a handyman business. The applicant will use the garage and a basement room for the business office. The applicant indicated that all construction tools, painting equipment, and most other equipment pertaining to the business will be stored in his truck, which will be parked in the driveway. One of the five bedrooms of the home will be used as an office for the business. The applicant indicated that there will be no additional employees involved in the business. Less than 50% of the home will be used for the business and does appear incidental and secondary to the use of the dwelling and shall not change the appearance, character, or condition of the property.

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 applicant shall maintain an active Bountiful City business license.
- 2. The Home Occupation will not create nuisances discernible beyond the premises (e.g. noise, dust, odors, noxious fumes, glare, traffic, etc.).
- 3. 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.

<u>Pending minutes have not yet been approved by the Administrative Committee and are subject to change until final approval has been made.</u>

4. The Conditional Use Permit is solely for this site and is non-transferable.

PUBLIC HEARING: Mr. Wilkinson opened and closed the Public Hearing at 5:10 p.m. with no comments from the public.

Mr. Wilkinson emphasized that home businesses should be invisible to neighbors. Mr. Cheney stressed that the code prohibits parking of businesses vehicles on the street and that there should be no congregating of employees at the home.

Mr. Cheney made a motion for approval of a Conditional Use Permit to allow for a Home Occupation Contractor Business at 3222 South Bountiful Boulevard, Ryon Hays, applicant. Mr. Wilkinson seconded the motion.

A Mr. Wilkinson Mr. Cheney

Motion passed 2-0.

5. Consider approval of a Conditional Use Permit, in written form, to allow for a Home Occupation Contractor and Landscaping Business at 2960 South Maple Cove Lane, Jacob Stout, applicant.

Mr. Cheney made a motion for approval of a Conditional Use Permit, in written form, to allow for a Home Occupation Contractor and Landscaping Business at 2960 South Maple Cove Lane, Jacob Stout, applicant. Mr. Wilkinson seconded the motion.

A Mr. Wilkinson 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 5:12 p.m.

Chad Wilkinson, City Planner



RANDY C. LEWIS MAYOR

CITY COUNCIL Kendalyn Harris Richard Higginson Beth Holbrook John Marc Knight Chris R. Simonsen

CITY MANAGER Gary R. Hill

Memo

Date:

August 21, 2018

To:

Administrative Committee

From:

Curtis Poole, Assistant Planner

Re:

Staff Report for the Administrative Committee Meeting on Monday, August 27,

2018

Overview

3. PUBLIC HEARING - Consider approval of a Conditional Use Permit to allow improvements to an existing building for a proposed private school use at 95 North Main Street for Liberty Hills Academy, Jill Thompson, applicant.

Background

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.

Findings

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.

Staff Recommendation

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

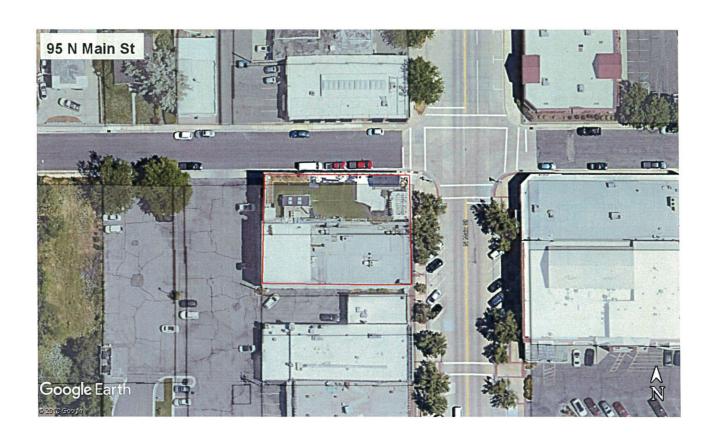
- 1. The applicant shall maintain a current Bountiful City Business License.
- 2. The Conditional Use Permit is for this location only and is non-transferable.
- 3. The applicant shall obtain a building permit and meet all required codes prior to any renovations to the building.
- 4. Student loading 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.

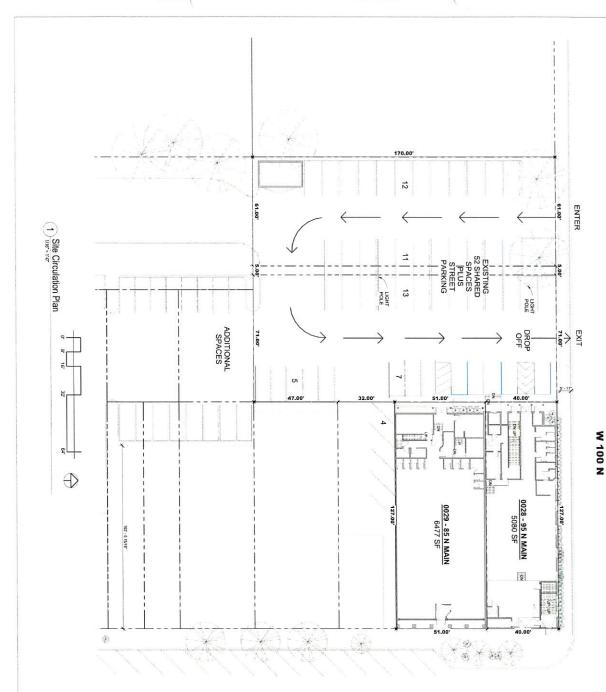
Bountiful Land Use Ordinance

Section 14-7-103, regarding the Permitted, Conditional and Prohibited Uses of the Downtown Zone, will be amended by City Council to allow schools subject to the approval of a Conditional Use Permit.

Section 14-2-104, authorizes the Administrative Committee as the review body for Conditional Use Permits for commercial business operations that do not require a new and or amended site plan.

95 North Main Street





N Main St

TOTAL	RETAIL	RECEPTION STAFF	EVENING USES	TOTAL	RETAIL - SF	EDUCATIONAL STAFF AND FACULTY ASSEMBLY	DAYTIME USES	AVAILABLE SHARED PARKING	PARKING CALCULATION
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RANDY C. LEWIS

CITY COUNCIL Kendalyn Harris Richard Higginson Beth Holbrook John Marc Knight Chris R. Simonsen

CITY MANAGER Gary R. Hill

Memo

Date:

August 21, 2018

To:

Administrative Committee

From:

Curtis Poole, Assistant Planner

Re:

Staff Report for the Administrative Committee Meeting on Monday, August 27,

2018

Overview

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.

Background

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.

Findings

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.

Staff Recommendation

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.

Bountiful Land Use Ordinance

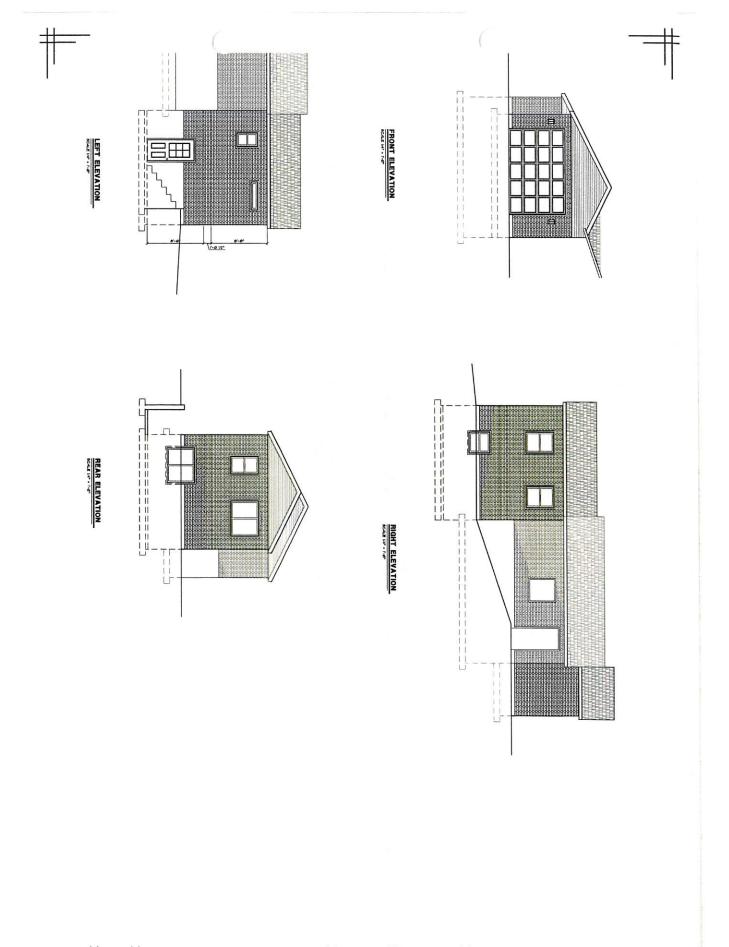
14-14-124 ACCESSORY DWELLING UNIT

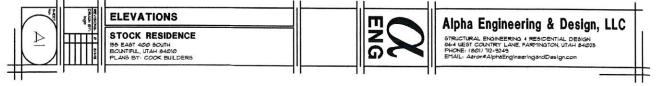
- A. An accessory dwelling unit shall only be approved as a conditional use.
- B. An accessory dwelling unit shall not be approved, and shall be deemed unlawful, unless it meets all of the following criteria:
 - 1. An accessory dwelling unit shall be conditionally permitted only within a singlefamily residential zone, and shall not be permitted in any other zone.
 - It is unlawful to allow, construct, or reside in an accessory dwelling unit within a duplex or multi-family residential building or property.
 - It is unlawful to reside in, or allow to reside in, an accessory dwelling unit that has not received a conditional use permit or without written authorization from the Bountiful City Planning Department.
 - A maximum of one (1) accessory dwelling unit shall be permitted as a conditional use on any lot or parcel in a single-family zone.
 - 5. It is unlawful to construct, locate, or otherwise situate an accessory dwelling unit on a lot or parcel of land that does not contain a habitable single-family dwelling.
 - 6. A deed restriction limiting the use of a property to a single-family use, prepared and signed by the Bountiful City Planning Director and all owners of the property on which an accessory dwelling unit is located, shall be recorded with the Davis County Recorder's Office prior to occupancy of the accessory dwelling unit. If a building permit is required, then said deed restriction shall be recorded prior to issuance of the building permit.
 - 7. Those that reside in the accessory dwelling unit shall be members of the immediate family of the principal owner-occupants of the dwelling and shall be limited only to legal dependents, children, parents, siblings, grandchildren, and grandparents.
 - 8. Separate utility service connections shall not be allowed.
 - Any property and any structure that contains an approved accessory dwelling unit shall be designed and maintained in such a manner that the property maintains the appearance of a single-family residential use.
 - It is unlawful to construct an accessory dwelling unit, or to modify a structure to include an accessory dwelling unit, without a building permit and a conditional use permit.
 - Adequate off-street parking shall be provided for both the primary residential use and the accessory dwelling unit, and any driveway and parking area shall be in compliance with this Title.
- C. An attached accessory dwelling unit shall be deemed unlawful and shall not be occupied unless all of the following criteria are met:
 - Shall not exceed twenty five percent (25%) of the total square footage of the primary dwelling structure
 - 2. Shall not exceed five percent (5%) of the buildable land of the lot,
 - 3. Shall be at least three hundred fifty (350) sq ft in size,

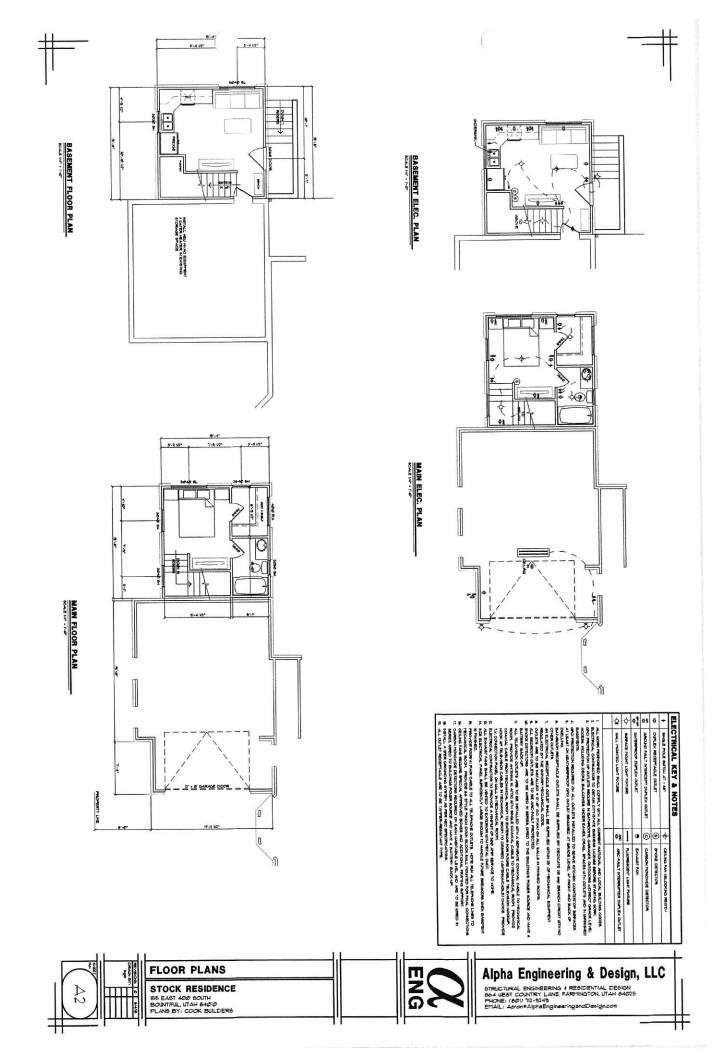
- Shall meet all of the requirements of the International Building Code relating to dwelling units,
- An attached accessory dwelling unit shall meet all of the required setbacks for a primary dwelling.
- Shall not have a room used for sleeping smaller than one hundred twenty (120) square feet, exclusive of any closet or other space,
- 7. The owner shall record a deed restriction on the property stating that the use of the property is for a single-family dwelling, and that the accessory dwelling unit shall only be used in accordance with the provisions of the Bountiful City Land Use Ordinance as it may be amended from time to time.
- D. A detached accessory dwelling unit shall meet all of the above criteria, plus the following:
 - Shall require a conditional use permit, reviewed and approved by the Bountiful City Administrative Committee.
 - Shall not be located on a lot with less than eight thousand (8,000) square feet buildable land.
 - Shall be configured so that any exterior doors, stairs, windows, or similar features are located as far away from adjoining properties as is reasonably possible to provide privacy to those properties.
 - Shall meet all of the setbacks required of a detached accessory structure requiring a conditional use permit.

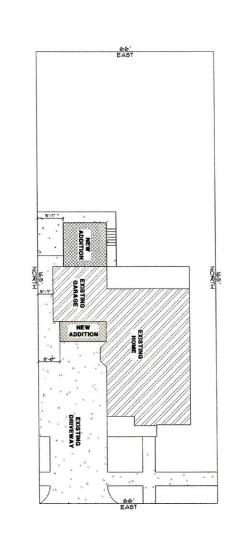
155 East 400 South

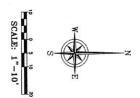












SITE PLAN

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SITE PLAN

STOCK RESIDENCE
155 EAST 400 SOUTH
EOUNTFUL, UTAN 14610
PLANS BY, COOK BUILDERS



Alpha Engineering & Design, LLC STRUCTURAL ENGINEERING & REGIDENTIAL DESIGN, SAA BEST CONNEY LAW FARTINGTON, UTAH AADTS PROME (1809) 117 EAST PROME (1809)



Bountiful City, Utah Conditional Use Permit

RANDY C. LEWIS MAYOR

CITY COUNCIL Kendalyn Harris Richard Higginson Beth Holbrook John Marc Knight Chris R. Simonsen

CITY MANAGER Gary R. Hill

A public hearing was held on July 23, 2018, at Bountiful City Hall to consider the request of Ryon Hays, for a Conditional Use Permit allowing a Home Occupation Contractor Business at the following location:

3222 South Bountiful Boulevard, Davis County, Utah

ALL OF LOT 949, CHELSEA COVE PLAT NO 9B. CONT. 0.30 ACRES.

Parcel 01-010-0949

The Bountiful City Administrative Committee heard the matter and considered the statements of the applicant, the City staff, and the public. As a result, the Administrative Committee makes the following findings:

- 1. This matter is properly heard before the Administrative Committee.
- 2. Appropriate public notice has been provided and a public hearing held.
- 3. The proposed request to operate a contractor business meets the letter and the intent of the specific requirements in §14-17 et seq. (Conditional Use Permit provisions) of the Bountiful City Land Use Ordinance.

The Bountiful City Administrative Committee hereby grants this Conditional Use Permit for Ryon Hays to operate a contractor business located at 3222 South Bountiful Boulevard, in Bountiful, Davis County, Utah, with the following conditions:

- 1. The applicant shall maintain an active Bountiful City business license.
- 2. The Home Occupation will not create nuisances discernible beyond the premises (e.g. noise, dust, odors, noxious fumes, glare, traffic, etc.).
- 3. 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.
- 4. The Conditional Use Permit is solely for this site and is non-transferable.

The Conditional Use Permit was approved on July 23, 2018, and this written form was approved this 27th day of August, 2018.

Chad Wilkinson	ATTEST: Julie Holmgren
Planning Director	Recording Secretary