



**Bountiful City
Administrative Committee Agenda
Monday, January 26, 2025
3:00 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 December 22, 2025
 - Review
 - Action
3. Short-Term Rental Permit within an Accessory Dwelling Unit at 36 West 1350 North
Assistant Planner Leech
 - Review
 - Public Hearing
 - Action
4. Adjourn

Draft Minutes of the
BOUNTIFUL CITY ADMINISTRATIVE COMMITTEE
Monday, December 22, 2025 – 3:00 p.m.

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

Planning Conference Room

795 South Main Street, Bountiful, Utah 84010

Present:	Administrative Committee	Chair Francisco Astorga Brad Clawson Jill Fraiser
	Assistant Planner Recording Secretary	Chaz Leech Sam Harris

1. Welcome

Chair Corbridge called the meeting to order at 3:01 p.m. and welcomed everyone.

2. Meeting Minutes from December 01, 2025

Committee Member Clawson motioned to approve the minutes from December 01, 2025. Committee Member Frasier seconded the motion. The motion was approved with Committee Members Astorga, Clawson, and Frasier voting “aye.”

3. Conditional Use Permit for a Home Occupation Construction Business at 2048 South Bluebell Drive

Chair Astorga opened the Public Hearing at 3:08 p.m. No comments were made. Chair Astorga closed the Public Hearing at 3:09 p.m.

Committee Member Frasier motioned to approve the Conditional Use Permit for a Home Occupation Construction Business at 2048 Bluebell Drive adding a Condition of Approval on the vehicle. Committee Member Clawson seconded the motion. The motion was approved with Committee Members Astorga, Clawson, and Frasier voting “aye.”

4. Adjourn

Chair Astorga adjourned the meeting at 3:11 p.m.



Administrative Committee

Staff Report

Subject: Short-Term Rental Permit within an Accessory Dwelling Unit

Author: Chaz Leech, Assistant City Planner

Address: 36 West 1350 North

Date: January 26, 2026

Background

Delta Dwell LLC ,(Todd and Natalie Campbell), request a permit to operate a short-term rental for their internal accessory dwelling unit located in the basement level of their home located at 36 West 1350 North .

Analysis

A short-term rental is a dwelling unit rented for periods less than thirty (30) consecutive days.

The Bountiful Municipal Code states that a short-term rental shall not be allowed unless a Short-Term Rental Permit is approved and is found in compliance with the following standards ([Bountiful City Land Use Code § 14-14-128](#)):

1. Short-term rentals are allowed within the Single-Family Residential (R) Zone, Residential Multiple-Family (RM) Zone, and Downtown (DN) Mixed Use Zone; and shall not be permitted in any other zone.
 - The property is in the Single-Family Residential 4 Units/Acre (R-4) Zone.
2. Short-term rentals are only allowed within approved Accessory Dwelling Units. It is unlawful to allow, construct, or reside in a short-term rental within an entire single-family dwelling, duplex, or multi-family residential dwelling or property.
 - An Internal Accessory Dwelling was approved by the City Planning Department on March 10, 2025.
3. A maximum of one (1) short-term rental shall be permitted on a qualifying lot.
 - Only one (1) short-term rental is being proposed.
4. It is unlawful to construct, locate, or otherwise situate a short-term rental on a lot or parcel of land that does not contain a habitable single-family dwelling.
 - The lot contains a habitable single-family dwelling.

5. If an Accessory Dwelling Unit is approved as a short-term rental, the parking for the Accessory Dwelling Unit shall be governed by the Accessory Dwelling Unit Ordinance. The site shall comply with the current parking limitations outlined in the Bountiful Traffic Code regarding on-street parking.
 - The site currently can accommodate the four (4) required spaces, two (2) of which are required in the garage. A two (2) car garage exists with a driveway approximately Thirty-two (32) feet long. An additional concrete parking pad Thirty-four (34) feet long and Eleven (11) feet wide, was installed at the time of the ADU construction, therefore providing ample parking to any tenants on site.
6. The site shall comply with the current Noise Ordinance. The use of sound equipment, sound related activities, and/or noise heard from the property line from 11:00 PM to 6:00 AM shall be prohibited.
 - The approval is subject to compliance with the Noise Ordinance and the 11:00 PM to 6:00 AM restrictions shall be adhered. The property owner is responsible for notifying all tenants of this restriction, see item 8 below.
7. The site shall not exceed International Building Code (IBC) occupancy standards based on unit square footage.
 - The proposed short-term rental is limited to four (4) occupants. This number is based on the size of the internal Accessory Unit being Seven hundred fifty-four (754) square feet and the IBC standard of 200 square feet of living space for every individual.
8. Prior to short-term rental occupancy the property owner shall place a notice behind the main short-term rental door to make occupants aware of parking standards and noise restrictions, etc. The Planning Department will produce the notice after approval. It is the property owner's responsibility to maintain the notice, and to share applicable regulations with renters by other means utilized by the property owner, such as onsite booklet, e-mail communications, website, rental agreement, etc.
 - The Applicant is aware that it is the property owner's responsibility to maintain the (door) notice, and make all tenants aware of restrictions regarding parking notice, etc., via onsite booklet, e-mail communications, website, rental agreement, etc.
9. A short-term rental within an accessory dwelling unit shall meet all development standards found in Bountiful City Land Use Code 14-14-124 Accessory Dwelling Units, any applicable codes, etc.

- The site was found in compliance with Land Use Code § 14-14-124 Accessory Dwelling Units.

10. A short-term rental shall not be approved unless it is compliant with all State and local laws, ordinances, rules, and regulations. This includes all applicable zoning and building codes. A short-term rental shall be prohibited within a non-conforming use or non-compliant structure.

- The site was found in compliance with ordinances, rules, and regulations.

Staff Recommendation

Based on the above findings, Staff recommends that the Administrative Committee approve the requested Short-Term Rental Permit at 36 W 1350 N.

Attachments

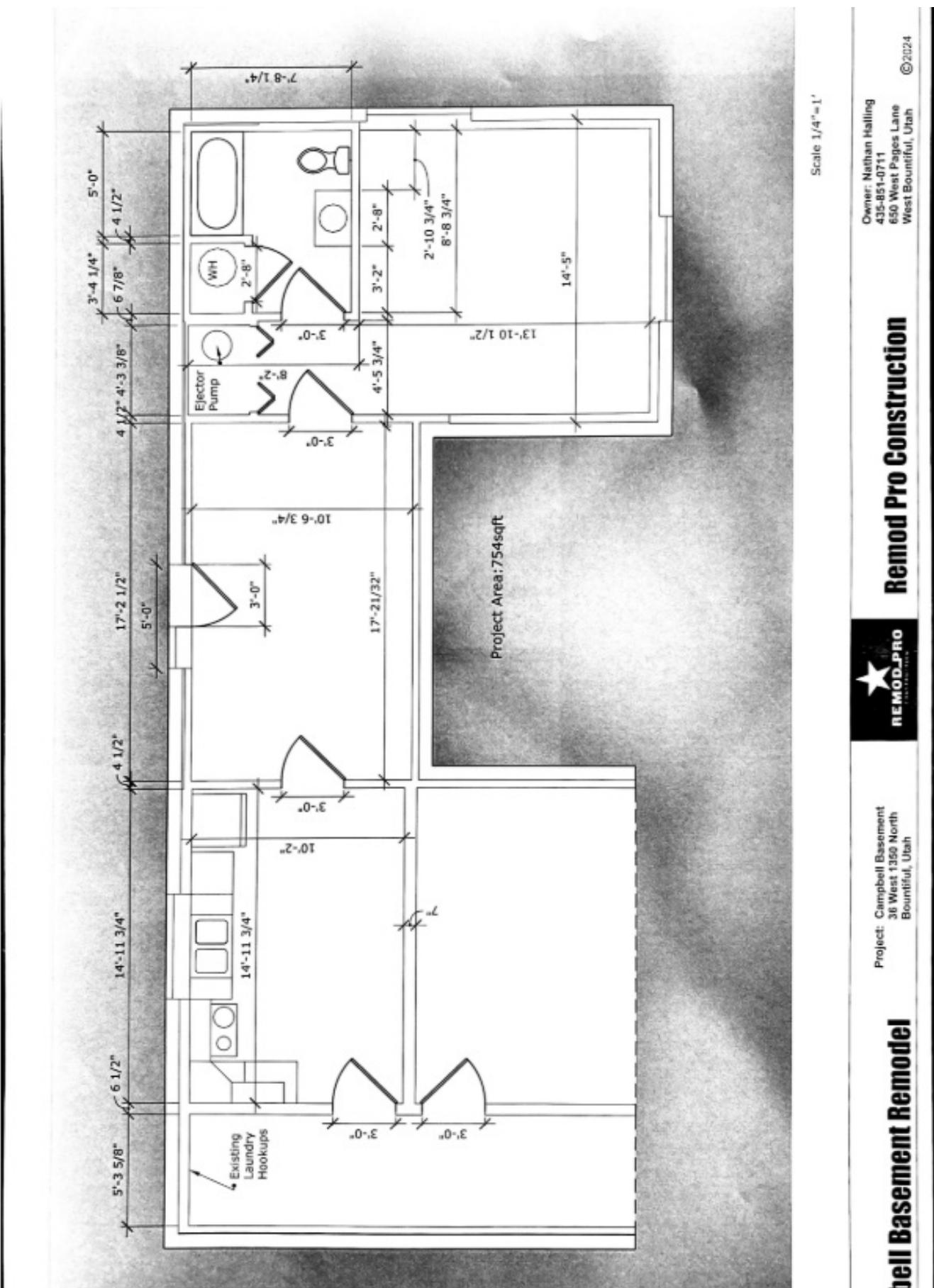
1. Aerial Imagery
2. Floor Plan
3. Site Plan
4. Owner Affidavit
5. ADU Deed Restriction

36 West 1350 North

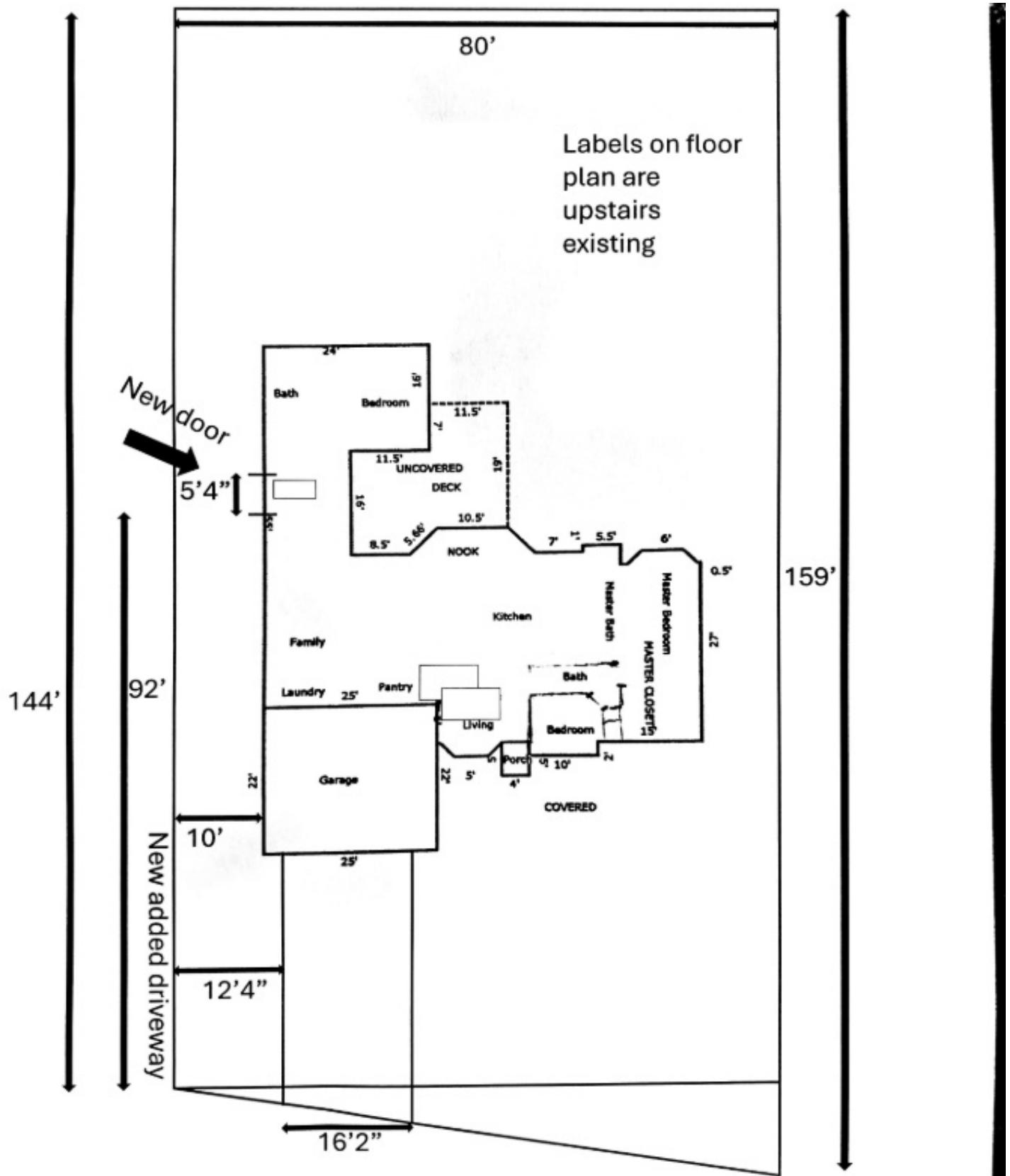


Near map aerial image taken September 2025

Approved Internal ADU Floorplan



Site Plan submitted by applicant



AGENT AUTHORIZATION/ PROPERTY OWNER'S AFFIDAVIT

I Natalie Campbell, the owner of the real property located at
36 W 1350 N (address), in Bountiful City, Utah 84010, do hereby appoint
Natalie Campbell (applicant), as my agent to represent me regarding this
application affecting the above-described real property and authorize the agent to appear on my
behalf before any City considering this application.

Natalie Campbell

Owner's Signature

State of Utah)

County of Davis)

On this 10 day of March, in the year 2025, before me, a notary public, personally
appeared Natalie Campbell, proved on the basis of satisfactory evidence to the
person whose name is subscribed to this instrument, and acknowledged he/she executed the
same.

Witness my hand and official seal.

Samantha Harris

(notary signature)



(seal)

By: Francisco Astorga
Francisco Astorga, Bountiful City Planning Director

County of Davis)
State of Utah)

The foregoing instrument was acknowledged before me this 10 day of March 2025, by
Francisco Astorga.



Samantha Harris
Notary Public

By: Natalie Campbell
Todd or Natalie Campbell

County of Davis)
State of Utah)

The foregoing instrument was acknowledged before me this 10 day of March 2025, by
property owner.



Samantha Harris
Notary Public

RETURNED
MAR 10 2025



E 3600608 B 8702 P 1077-1078
KELLY A. SILVESTER
DAVIS COUNTY, UTAH RECORDER
3/10/2025 2:53 PM
FEE 40.00 Pgs: 2
DEP AJH REC'D FOR BOUNTIFUL
CITY

Notice of Use Restriction by Bountiful City Regarding an Internal Accessory Dwelling Unit Within a Single-Family Dwelling

Subject to the exceptions stated herein, notice is hereby given that under Bountiful City Code the property and structure located at the address listed below shall be used as a single-family dwelling with an internal accessory dwelling unit and shall not be used as a two-family (duplex) or multi-family dwelling or for another unlawful purpose.

36 WEST 1350 NORTH

PARCEL # 03-158-0092

ALL OF LOT 92, BOUNTIFUL SHADOWS NO 2. CONTAINS 0.275 ACRES

An Internal Accessory Dwelling Unit (IADU) was approved for this property by the Bountiful City Planning Department on Monday, March 10, 2025. This site is currently located in the Single-Family Residential (R-4) Zone. Use of the IADU shall only be allowed in accordance with the standards found in Section 14-14-124 of the Bountiful City Land Use Code. The property owner must occupy either the principal unit (Basement) as their permanent residence and at no time receive rent for the owner-occupied unit.

This document does not constitute the issuance of a building permit. Additionally, this document shall not restrict nor limit any future action of the City to rezone this property or to modify the Land Use Code.

Dated this 10th March, 2025.

Notary Blocks are on second page.

By: Francisco Astorga
Francisco Astorga, Bountiful City Planning Director

County of Davis)
State of Utah)

The foregoing instrument was acknowledged before me this 10 day of March 2025, by
Francisco Astorga.



Samantha Harris
Notary Public

By: Natalie Campbell
Todd or Natalie Campbell

County of Davis)
State of Utah)

The foregoing instrument was acknowledged before me this 10 day of March 2025, by
property owner.



Samantha Harris
Notary Public