



Bountiful City
Administrative Committee Agenda
Monday, December 01, 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 October 27, 2025
 - Review
 - Action
3. Meeting Minutes from November 10, 2025
 - Review
 - Action
4. Conditional Use Permit for a Detached Accessory Dwelling Unit at 263 East 900 North
Planning Technician Coleman
 - Review
 - Public Hearing
 - Action
5. 2026 Annual Meeting Schedule Public Notice
Planning Director Astorga
6. Adjourn

**Draft Minutes of the
BOUNTIFUL CITY ADMINISTRATIVE COMMITTEE
Monday, October 27, 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 |
| | Planning Technician Recording Secretary | Rachel Coleman Sam Harris |

1. Welcome

Chair Astorga called the meeting to order at 3:00 p.m. and welcomed everyone.

2. Conditional Use Permit for a Detached Accessory Dwelling Unit at 685 East 1825 South

Planning Technician Coleman presented the item as outlined in the packet.

Committee Member Frasier asked about the walkway material. Chair Astorga confirmed that the staff report identifies concrete as the proposed walkway material.

Chair Astorga opened the Public Hearing at 3:05 p.m. No comments were made. Chair Astorga closed the Public Hearing at 3:05 p.m.

Committee Member Clawson motioned to approve the Conditional Use Permit for a Detached Accessory Dwelling Unit 685 East 1825 South. 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 Cell Tower Upgrade at 120 West 1000 North

Planning Technician Coleman presented the item as outlined in the packet.

Committee Member Astorga asked for clarification on the height increase. Planning Technician Coleman confirmed that the modification is a twenty-five-foot (25') height increase in overall height.

Committee Member Frasier inquired whether the upgrade would accommodate additional customers. Planning Technician Coleman confirmed that the upgraded tower would have capacity to serve multiple additional customers.

Committee Member Clawson asked whether the terms “Services” or “Telecommunications” are defined. Committee Member Astorga requested that Recording Secretary Harris review the Land Use Code for definitions. Recording Secretary Harris reported that the Land Use Code does not define either term.

Chair Astorga opened the Public Hearing at 3:24 p.m. No comments were made. Chair Astorga closed the Public Hearing at 3:24 p.m.

Committee Member Astorga inquired about if the correct noticing was completed. Recording Secretary Harris confirmed that the noticing was completed in accordance with Utah State Code.

Committee Member Frasier motioned to approve the Conditional Use Permit for a Cell Tower Upgrade at 120 West 1000 North. Committee Member Astorga seconded the motion. The motion was approved with Committee Members Astorga, Clawson, and Frasier voting “aye.”

4. Adjourn

Chair Astorga adjourned the meeting at 3:26 p.m.

**Draft Minutes of the
BOUNTIFUL CITY ADMINISTRATIVE COMMITTEE
Monday, November 10, 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 Amber Corbridge Brad Clawson Jill Fraiser |
| | Planning Technician Recording Secretary | Rachel Coleman Sam Harris |

1. Welcome

Chair Corbridge called the meeting to order at 3:00 p.m. and welcomed everyone.

2. Meeting Minutes from October 06, 2025

Committee Member Clawson motioned to approve the minutes from October 06, 2025. Committee Member Frasier seconded the motion. The motion was approved with Committee Members Corbridge, Clawson, and Frasier voting “aye.”

3. Conditional Use Permit for a Home Occupation for a Contractor Business at 3424 Medford Drive

Planning Technician Coleman presented the item as outlined in the packet.

Committee Member Frasier asked about why some are required to obtain a Home Occupation Conditional Use Permit, and some are not. Planning Technician Coleman explained that Daycares/Preschools, Contractors, and Lawncare Services are just a few that are listed in the Land Use Code to be required to obtain a Home Occupation Conditional Use Permit.

Chair Corbridge opened the Public Hearing at 3:04 p.m. No comments were made. Chair Corbridge closed the Public Hearing at 3:04 p.m.

Committee Member Frasier motioned to approve the Conditional Use Permit for a Home Occupation for a Contractor Business at 3424 Medford Drive. Committee Member Clawson seconded the motion. The motion was approved with Committee Members Corbridge, Clawson, and Frasier voting “aye.”

- 47 **4. Adjourn**
48
49 Chair Corbridge adjourned the meeting at 3:07 p.m.

Administrative Committee Staff Report



Subject: Conditional Use Permit for a Detached Accessory Dwelling Unit at
263 East 900 North
Authors: Rachel Coleman, Planning Technician
Date: December 1, 2025

Background

The applicant, Erik Groethe submitted a Conditional Use Permit (CUP) application for a Detached Accessory Dwelling Unit (DADU) located at **263 East 900 North**. The site is located in the Single-Family Residential (R-4) subzone. The Bountiful City Administrative Committee reviews CUP applications for detached ADUs. The Bountiful City Land Use Code defines an ADU as “*A self-contained dwelling unit within an owner-occupied single-family residence or in a detached accessory structure located on an owner-occupied property. See Section 14-14-124.*”

Analysis

Section I - ADU Compliance. Staff reviewed the submitted application and finds that the proposed detached ADU complies with Land Use Code § 14-14-124(C) (below in italics). Staff findings for each standard are shown as underlined text.

1. *Shall be a conditional use only within the Single-Family Residential zone, Residential Multiple (RM) Family Zone, and the Downtown (DN) Mixed Use Zone; and shall not be permitted in any other zone.*

The single-family dwelling is located within the Single-Family Residential (R-4) subzone.

2. *It is unlawful to allow, construct, or reside in an accessory dwelling unit within a duplex or multi-family residential building or property.*

The site currently contains a single-family dwelling and the proposed ADU is in an accessory structure.

3. *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.*

The applicant has submitted a CUP application for this detached ADU in order to be authorized to apply for a building permit to construct the proposed ADU.

4. *A maximum of one (1) accessory dwelling unit shall be permitted on a qualifying lot.*

The applicant has submitted a CUP application for this one (1) detached ADU.

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.*

The site contains an existing single-family dwelling.

6. *A deed restriction limiting the use of a property to a single-family dwelling, prepared by the Bountiful City Planning Director, and signed by 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.*

The Planning Director will prepare a deed restriction once the Administrative Committee approves this request, and all applicable conditions of approval are met. According to online records of the Davis County Assessor's Office, the subject property, parcel no. 030230012, is owned by Erik & Tamara Groethe.

7. *The property owner must occupy either the principal unit or the accessory dwelling unit as their permanent residence and at no time receive rent for the owner-occupied unit. An application for an accessory dwelling unit shall include proof of owner occupancy as evidenced by voter registration, vehicle registration, driver's license, county assessor records or other similar means required by the Planning Department.*

The deed restriction will indicate that the property owner must either occupy the principal unit or the ADU as their permanent residence. The applicant is aware of the owner occupancy requirement.

8. *Separate utility meters shall not be permitted for the accessory dwelling unit.*

The deed restriction will indicate such.

9. *It is unlawful to construct an accessory dwelling unit, or to modify a structure to include an accessory dwelling unit, without a building permit, if applicable.*

Once the CUP is approved, the applicant will provide occupancy once the work is completed.

10. *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. In addition to the parking required for the principal unit at the time of construction, one (1) off-street parking space shall be provided for an accessory dwelling unit. Any additional occupant vehicles shall be parked off street in City Code compliant parking areas. On-street parking may be utilized in compliance with the current parking limitations outlined in the Bountiful Traffic Code regarding on-street parking.*

The current proposal requires a total of five (5) off-street parking spaces: four (4) for the primary residence and one (1) for the detached ADU. The site plan demonstrates that there is sufficient off-street parking to accommodate both the primary dwelling and the proposed ADU (See Attachment 1).

11. *Shall be at least three hundred fifty (350) square feet in size and shall not exceed one thousand two hundred fifty (1,250) square feet.*

The proposed ADU is 1000 square feet (See Attachment 1).

12. *Shall not be located on a lot with less than eight thousand (8,000) square feet buildable land.*

According to Davis County Assessor's Office online records the lot area is 0.63 acres which equates to 27,400 square feet.

13. *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.*

Based on the ADU's location and the placement of its windows and doors relative to surrounding properties, staff does not anticipate any privacy impacts. The north and east elevations, which are nearest to the adjoining property, contain no doorways, and all windows are located on the first floor. The proposed ADU has a minimum setback of twelve (12) feet from the adjacent property line to the east, and the windows are limited to a maximum size of four (4) feet by four (4) feet. (See Attachment 2 and Attachment 3).

14. *Shall meet all the setbacks required of an accessory structure.*

See item (b) below, under Standard Height and Setbacks, of Section 14-4-105(J)(2)

15. *Shall be located behind the front building line of the principal unit.*

The proposed ADU is approximately 118 feet behind the front building line of the principal unit (See Attachment 1).

16. *The separate entrance of the accessory dwelling unit may be visible from the front or corner lot side yard based on proximity and appropriate mitigation.*

The entrance of the proposed detached ADU is located completely behind the existing single-family dwelling and is approx. 150 feet from the front property line (See Attachment 1).

Section II - Accessory Structure Conditional Use Compliance. Staff reviewed the submitted application and finds that the proposed accessory structure complies with Bountiful City Land

Use Code Section 14-4-105(J)(2) (below in italics). Staff findings for each standard are shown as underlined text.

- a. *The total footprint of any and all accessory structures shall not exceed fifteen percent (15%) of the entire lot or parcel area, and no lot or parcel shall be reduced in area after the construction of an accessory building, such that it is in violation of this provision.*

The lot is 27,400 square feet. Fifteen (15%) of the lot is 4,110 square feet. The proposed ADU is approximately 1000 square feet. The total footprint of all existing and proposed accessory structures is 3,760 square feet. **Complies** (See Attachment 1).

- b. *An accessory structure shall comply with the following **Standard Height and Setbacks**:*

| <u>Height</u> | <u>Maximum</u> | <u>Proposed</u> |
|-----------------|----------------|---|
| Maximum Height | 20 feet | Average of four sides is 12.5 feet Complies |
| Sidewall Height | 15 feet | North Elevation 9 feet South Elevation 9 feet East Elevation 8 feet West Elevation 9 feet Complies |

The proposed ADU meets the Reduced Setback requirements, which states that the ADU must be at least 10 feet behind the front building line of the primary structure. It will be approximately 118 feet behind the front building line. The Reduced Setback standards are:

| <u>Setback</u> | <u>Minimum</u> | <u>Proposed</u> |
|----------------|----------------|-----------------------------|
| Side - Left | 3 feet | 80 feet (approx.), complies |
| Side - Right | 3 feet | 12 feet, complies |
| Rear | 3 feet | 20 feet, complies |

- c. *An accessory structure shall be located at least five (5) feet from a primary structure, including eaves, bay windows, chimneys and any other protrusion on either the accessory building or the primary structure.*

The accessory structure is located approx. 85 feet from the primary structure (See Attachment 1).

- d. *No part of an accessory structure, excluding the eaves, shall be closer than twelve (12) feet to any primary dwelling on an adjacent property.*

Based on aerial photography the existing accessory structure complies with this standard.

- e. *The eaves of an accessory structure shall be setback at least one (1) foot from any property line.*

Complies (See Attachment 1).

- f. *An accessory structure shall be designed and constructed so as to prevent roof runoff from impacting an adjacent property.*

Based on the distance from all property lines the ADU will not impact roof runoff onto adjacent properties.

- g. *An accessory structure shall meet all applicable provisions of the International Building Code.*

The proposed ADU shall comply with all applicable building codes.

- h. *An accessory structure shall not encroach on any easements, recorded or otherwise.*

The proposed structure does not encroach on any easements (see Attachment 1)

- i. *Accessory structures used or designed for vehicle parking shall be connected to the street by a paved driveway.*

Complies

Section III - CUP Mitigation. Staff reviewed the submitted application and finds that the proposed detached ADU is mitigated, as conditioned, based on Land Use Code § 14-2-506(C) (below in italics). Staff findings for mitigation are shown as underlined text.

- A. *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.*
- B. *If the reasonably anticipated detrimental effects of a proposed conditional use cannot be substantially mitigated by the proposal, or if the imposition of reasonable conditions to achieve compliance with applicable standards is not possible, the conditional use permit request may be denied.*
- C. *Standards applicable to conditional uses include all the requirements of this Title, and consideration of the following:*
1. *The location of the proposed use in relationship to other existing uses in the general vicinity.*

The proposed ADU is designed to reduce visual impact, maintain privacy for adjacent properties, and enhance the property's overall appearance (See Attachment 5).

2. *The effects of the proposed use and/or accompanying improvements on existing developments in the general vicinity;*

See Significant Impacts comment below.

3. *The appropriate buffering of uses and buildings, proper parking and traffic circulation, and the use of building materials and landscaping which are in harmony with the area.*

The material being used for the walls of the proposed ADU is brick, which is consistent with the aesthetics of the existing home and neighborhood character. (See Attachment 3 and Attachment 7).

Accessibility

Driveway provides a path from the front yard to the front of the proposed ADU. (see Attachment 1).

Department Review

This staff report was written by the Planning Technician and reviewed by the Planning Director.

Significant Impacts

The applicant plans to replace the existing two-story home with a new single-story residence and live in the ADU during construction. Demolition and building permits will be submitted together for efficiency. The project also includes replacing the concrete driveway and drive approach, which will be completed even if the home is not rebuilt.

Recommendation

Staff recommends that the Administrative Committee review the request, hold a public hearing, and approve the Conditional Use Permit allowing a detached accessory dwelling unit at **263 East 900 North**

1. The accessory dwelling unit shall meet all the standards in Section 14-14-124 of the City Land Use Code including, but not limited to, the following:
 - a. The owner(s) of the property shall continually occupy the principal dwelling or the accessory dwelling unit.
 - b. The property is to be used only as a single-family dwelling with a detached accessory dwelling unit and shall be subject to a deed restriction.
 - c. There shall be no separate utility service connections.

2. Complete and record the ADU deed restriction prior to applying for a building permit.
3. The Applicant shall apply separately for a building permit to be reviewed and inspected by Staff.

Attachments

1. Site Plan
2. Floor Plan
3. Elevations
4. Statement of Intent
- 5-7. Question and Response

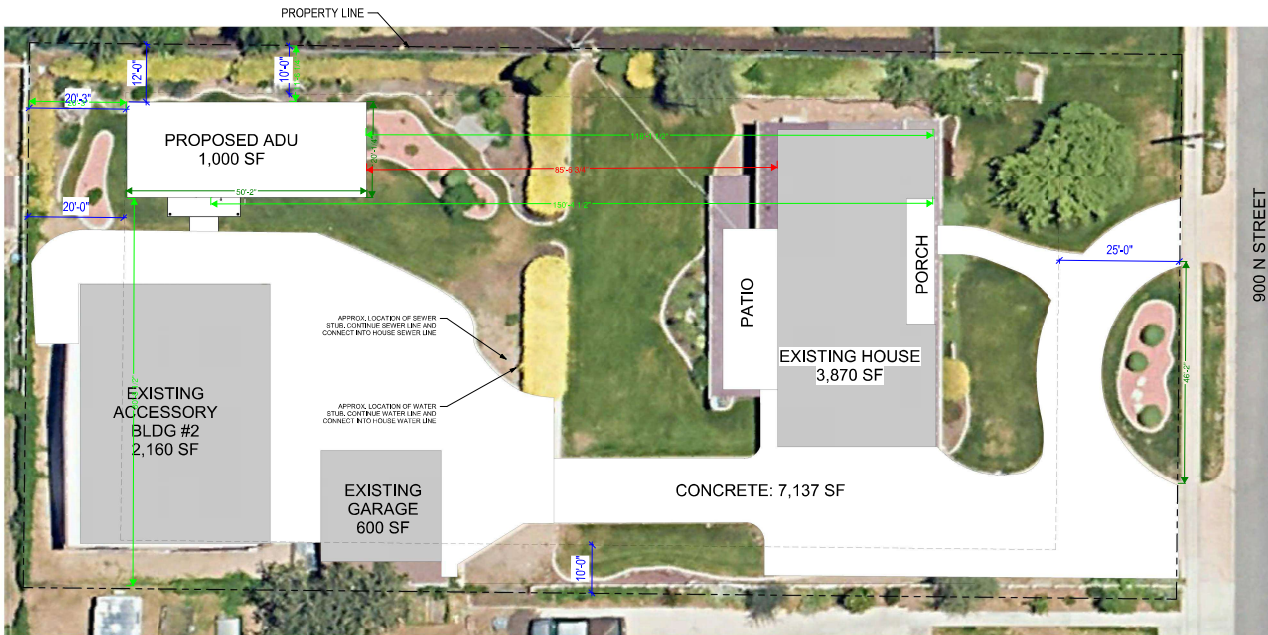
**Reviewed by Planning
Department**
Rachel Coleman, Planning Technician
11/03/2025 3:25:31 PM

OVERALL SITE AREA: .62 ACRES, 27,220.72 SF

ACCESSORY BLDG #1: 600 SF
ACCESSORY BLDG #2: 2,160 SF
SITE CONCRETE: 7,137 SF
MISC. CONCRETE/PATIO: 617 SF
EXISTING PRIMARY RESIDENCE: 3,870 SF
PROPOSED ADU: 1,000 SF
TOTAL HARD SURFACE: 15,384 SF

HARD SURFACE %: 56.52%

Proposed
ADU
Square
Footage



1 SITE PLAN-WORKING
SCALE 1" = 10'-0"

ERIK & TAMMY GROETHE
263 E 900 N
BOUNTIFUL, UT 84010

Date
08/01/2025

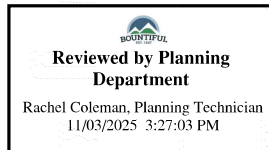
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SITE PLAN

A0-01

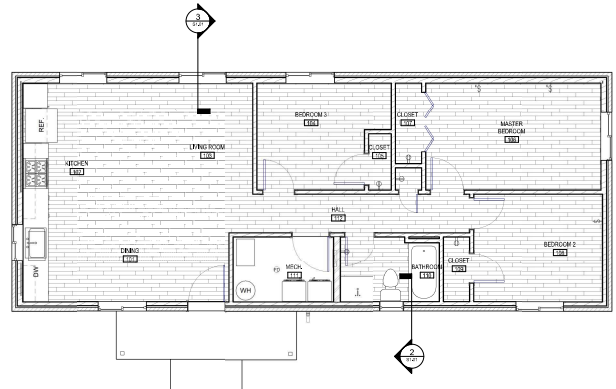
GENERAL NOTES

1. SEE SHEET 0101 FOR ARCHITECTURAL LOGOS, SYMBOLS, AND ABBREVIATIONS.
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
3. ALL FLOOR FINISH CHANGES OCCUR AT CENTER LINE OF DOORS AND CLOSET PARTITION WALLS.
4. COORDINATE LOCATION OF ALL FLOOR FINISHES WITH FINISHING PLANS.
5. SEE SHEET 0101 FOR WALL TYPES & DETAILS.

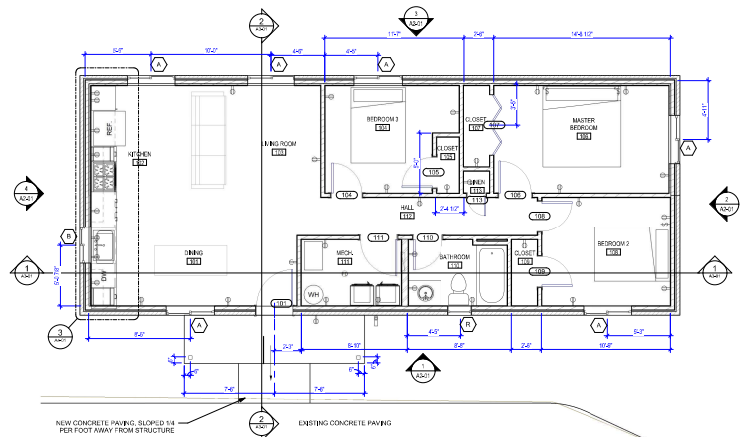


| DOOR SCHEDULE | | | | | |
|---------------|-------|--------|-----------------------|----------------------------------|--|
| MARK | WIDTH | HEIGHT | DOOR MAT'L & FIN. | COMMENTS | |
| 101 | 3'-0" | 6'-8" | WOOD, PAINTED | SOLID CORE WITH ENTRY LOCKSET | |
| 104 | 2'-6" | 6'-8" | WOOD, PAINTED | HOLLOW CORE WITH PRIVACY LOCK | |
| 105 | 2'-6" | 6'-8" | WOOD, PAINTED | HOLLOW CORE WITH CLOSET HARDWARE | |
| 106 | 2'-6" | 6'-8" | WOOD, PAINTED | HOLLOW CORE WITH PRIVACY LOCK | |
| 107 | 5'-0" | 6'-8" | WOOD, BIFOLD, PAINTED | | |
| 108 | 2'-6" | 6'-8" | WOOD, PAINTED | HOLLOW CORE WITH PRIVACY LOCK | |
| 109 | 2'-6" | 6'-8" | WOOD, PAINTED | HOLLOW CORE WITH CLOSET HARDWARE | |
| 110 | 2'-6" | 6'-8" | WOOD, PAINTED | HOLLOW CORE WITH PRIVACY LOCK | |
| 111 | 3'-0" | 6'-8" | WOOD, PAINTED | SOLID CORE WITH PRIVACY LOCK | |
| 113 | 1'-6" | 6'-8" | STAINED WOOD | | |

| WINDOW SCHEDULE | | | | | | | |
|-----------------|-------|-------|------|----------|--------|--------------|-------------|
| Type Mark | R.O. | | Type | Material | Finish | Glazing Type | Head Height |
| A | 4'-0" | 4'-0" | HSW | WFL | WFL | DOUBLE FRAME | 1'-0" |
| B | 3'-0" | 2'-0" | HSW | WFL | WFL | DOUBLE FRAME | 1'-0" |
| C | 2'-0" | 2'-0" | HSW | WFL | WFL | DOUBLE FRAME | 1'-0" |



2 FIRST FLOOR FINISH PLAN
SCALE: 1/4" = 1'-0"



1 FIRST FLOOR
SCALE: 1/4" = 1'-0"

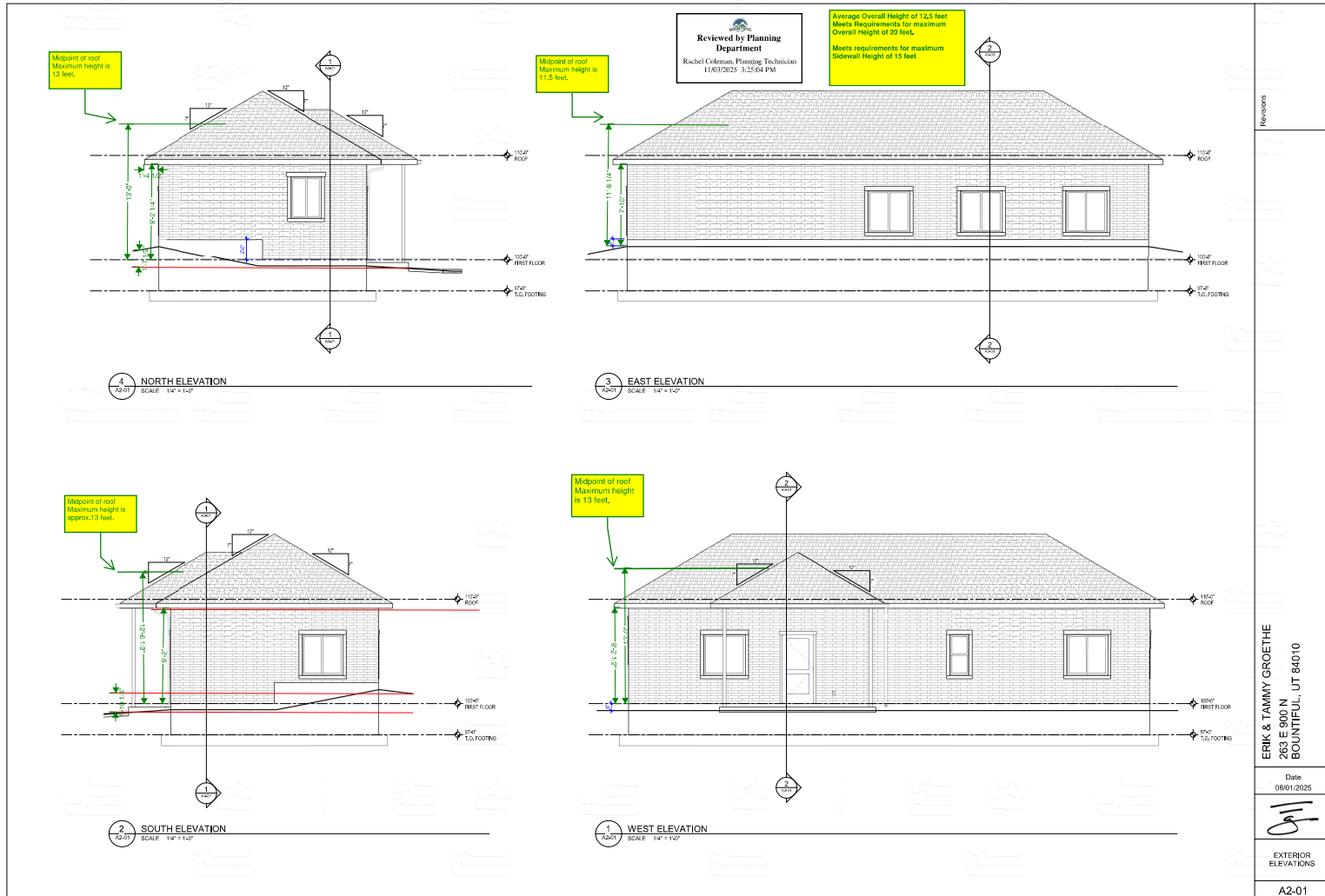
Revisions

ERIK & TAMMY GROETHE
263 E 900 N
BOUNTIFUL, UT 84010

Date
08/01/2025

MAIN FLOOR PLAN

A1-01



Statement of Intent

RE:
Tamara & Erik Groethe Residence
Accessory Dwelling Unit
263 E 900 N
Bountiful, UT 84010

October 22, 2025

To Whom It May Concern,

This letter serves as formal notice of intent for the property located at 263 E 900 N. The property was purchased on September 26, 2025. We are pursuing a permit application to construct a 1,000-square-foot detached Accessory Dwelling Unit (ADU) at the rear of the property, approximately 20 feet from the rear property line and 12 feet from the east side property line. The property has been professionally surveyed, and the proposed design has been reviewed for compliance with Bountiful City's zoning and setback requirements.

In the near future, we plan to replace the existing two-story primary residence with a new single-story residence. If this project proceeds, we intend to apply for demolition and building permits concurrently to allow continuous occupancy and efficient construction. During this phase, we would reside in the newly constructed ADU.

As part of the project, the existing concrete driveway and main drive approach located on the front half of the property will be removed and replaced. If the primary residence is not replaced, this driveway work will still be completed to maintain the property's overall condition and accessibility.

Sincerely,



Erik Groethe, AIA, NCARB
Property Owner
263 E 900 N
Bountiful, UT 84010
(385)319-2807
groethe@gmail.com

Questions and Responses

RE: In what ways does the project not fit with the surrounding properties and uses?

The primary distinction between the proposed project and the surrounding properties is the inclusion of a detached accessory dwelling unit, as most neighboring lots currently contain only a single primary residence. This project will also result in a total of four structures on the site, whereas adjacent properties generally contain two to three structures.

RE: In what ways does the project not fit with the surrounding properties and uses?

While this project adds a new structure to the site, the design has been carefully planned to remain consistent in scale, height, and materials with the existing home and the neighborhood character. The location of the ADU at the rear of the property minimizes visibility from the street and maintains appropriate separation from adjacent homes.

RE: How does the proposed project fit with the surrounding properties and uses?

The proposed project is designed to complement the existing neighborhood character and surrounding land uses. The new structure maintains appropriate setbacks, height, and scale consistent with nearby residential properties. Its placement and design are intended to minimize visual impact and preserve privacy for adjacent neighbors while enhancing the overall functionality and aesthetic of the property. The use—a detached accessory dwelling unit—is compatible with the residential nature of the area and supports the city's goals for increased housing diversity within established neighborhoods.

Administrative Committee Staff Report



Subject: Administrative Committee 2026 Annual Meeting Schedule – Public Notice
Authors: Francisco Astorga, AICP, Planning Director
Date: December 1, 2025

Background

Under Utah Code [§ 52-4-202\(2\)](#), part of the Open and Public Meetings Act, a public body that holds regular meetings scheduled in advance over the course of a year must give public notice at least once each year of its annual meeting schedule. This requirement applies to Administrative Committee meetings.

Analysis

The Administrative Committee meets on a regular basis, as determined by a vote of the members, and at such other times as members deem necessary. Staff recommends continuing the established practice of meeting on Monday evenings as needed.

Department Review

This staff report and the Public Notice (attachment 1) were written by the Planning Director.

Significant Impacts

There are no significant impacts from this procedural action other than ensuring compliance with state law.

Recommendation

Staff recommends that the Administrative Committee approve the Public Notice of the Bountiful City Administrative Committee 2026 meeting schedule, confirming that regular meetings will occur on Monday at 3:00 pm, as needed and as advertised.

Attachment

1. Public Notice of Bountiful City Administrative Committee 2026 Meetings

PUBLIC NOTICE

Pursuant to UCA 52-4-202(2), the City of Bountiful Administrative Committee hereby gives public notice of its annual meeting schedule for 2026. Regular meetings of the Administrative Committee shall take place on Monday evenings as needed, unless otherwise advertised by legal notice. All Administrative Committee meetings shall be held at the Bountiful City Hall located at 795 South Main Street, Bountiful, Utah 84010, until further notice or unless otherwise advertised. The meetings will begin promptly at 3:00 p.m., or as publicly noticed.

All meetings of the Administrative Committee shall be open to the public.

In addition to the above scheduled regular meetings, the Administrative Committee may, from time to time, meet in special sessions as needed, and such meetings will be advertised by legal notice to the public in accordance with UCA 52-4-202.

Dated this 1st day of December 2025.

Francisco Astorga, AICP
Bountiful City Planning Director