

**Approved Minutes of the
BOUNTIFUL CITY ADMINISTRATIVE COMMITTEE
Monday, October 06, 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 3:01 p.m. and welcomed everyone.

2. Meeting Minutes from April 14, 2025

Committee Member Clawson motioned to approve the minutes from April 14, 2025. Chair Astorga seconded the motion. The motion was approved with Committee Members Astorga, Clawson, and Frasier voting “aye.”

3. Meeting Minutes from September 29, 2025

Committee Member Frasier motioned to approve the minutes from September 29, 2025. Committee Member Clawson seconded the motion. The motion was approved with Committee Members Astorga, Clawson, and Frasier voting “aye.”

4. Conditional Use Permit for a Detached Accessory Dwelling Unit at 521 West 3500 South

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

Planning Technician Coleman gave an update on the amended code regarding the height restrictions on Accessory Dwelling Units.

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

Committee Member Frasier asked if the item had been noticed properly. Planning Technician Coleman confirmed that it was properly noticed by Administrative Assistant Sam Harris.

Committee Member Frasier expressed concerns regarding the fencing surrounding the pool. Chair Astorga confirmed that the applicant must submit a Building Permit as a condition of approval. Chair Astorga explained the building code regarding swimming pools and fencing. Lisa Hicks, Applicant, confirmed that there is an automatic gate, six foot (6') fencing around the perimeter of the property, and an automatic cover over the pool. Chair Astorga suggested that the language be changed in recommendation number 2:

~~2. The Applicant shall apply separately for a building permit to be reviewed and inspected by Staff.~~

2. The Applicant shall apply separately for a building permit to be reviewed and inspected by Staff, also addressing any impacts of the existing swimming pool.

Committee Member Frasier motioned to approve the Conditional Use Permit for a Detached Accessory Dwelling Unit at 521 West 3500 South with Chair Astorga's suggestion. Committee Member Clawson seconded the motion. The motion was approved with Committee Members Astorga, Clawson, and Frasier voting "aye."

5. Adjourn

Chair Astorga adjourned the meeting at 3:18 p.m.