

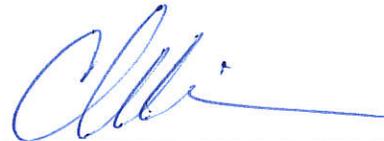
## ADMINISTRATIVE COMMITTEE

**Monday, September 14, 2015**  
**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 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 August 3, 2015 and August 31, 2015.
3. Consider approval of a Lot Line Adjustment at 296 East 900 North and 306 East 900 North, Jody and Jamie Jenkins, applicants.
4. Consider approval of a Conditional Use Permit, in written form, to allow for a Home Occupation Group Instruction with up to 12 children at 211 East 750 North, Karen Davis, applicant.
5. Miscellaneous business and scheduling.



---

Chad Wilkinson, City Planner

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

**Bountiful City  
Administrative Committee Minutes  
August 3, 2015**

**Present:** Chairman – Chad Wilkinson; Committee Member – John Marc Knight; Recording Secretary – Julie Holmgren.

**Excused:** Lloyd Cheney

**1. Welcome and Introductions.**

Chairman Wilkinson opened the meeting at 5:01 p.m. and introduced all present.

**2. Consider approval of minutes for July 13, 2015 and July 20, 2015.**

Approval of minutes for July 13, 2015 and July 20, 2015 was tabled.

**3. PUBLIC HEARING: Consider approval of a Conditional Use Permit to allow for Solar Panels at 3039 South 600 West, Roger Beattie, applicant.**

Justin Munk (Intermountain Wind & Solar) was present, representing Roger Beattie.

Chairman Wilkinson presented a summary of the staff report (the full staff report follows).

The property where the solar panels are to be installed is located in the R-4 Single Family Zone. Solar power panels are classified in the city ordinance as “private power plants” and require a conditional use permit if they are over 10 watts. The applicant has indicated that the photovoltaic system to be installed will produce 7.94 kilowatts (7,940 watts), requiring a conditional use permit.

The application submitted indicates the proposed installation of 1 photovoltaic array for a total of 23 panels. The arrays will occupy approximately 460 square feet, which is smaller than the 50% maximum roof coverage. The South facing roof will have 23 panels with 4 panels on the lowest row, 5 panels on the second row, 6 panels on the third row, and 8 panels on the highest row. The panels will be connected to the roof by a Snap N Rack 3.5 x 5/8 Lag Screw roof mount system. The roof is of truss construction, has a slope of 5/12, and is 8 years old. A review of information provided in the application indicates that all engineering requirements for the construction of solar panels in Bountiful City will be met. A reflection analysis of the roof pitch indicates that photovoltaic panels should not produce a reflection nuisance to surrounding properties.

Based on the 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:

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

1. The applicant shall obtain a building permit.
2. The panels must be installed only as proposed in the application.
3. This Conditional Use Permit is solely for this site and is non-transferable.

**PUBLIC HEARING:** Chairman Wilkinson opened the Public Hearing at 5:04 p.m. Holly Green was present with her Boy Scout son. She did not express any concerns regarding Mr. Beattie’s solar project but made a few general inquiries regarding solar panels in the City of Bountiful. Messrs. Wilkinson, Knight and Munk each took part in answering Ms. Green’s questions. The Public Hearing was closed at 5:06 p.m. with no public concerns raised.

Mr. Knight made a motion for approval of a Conditional Use Permit to allow for Solar Panels at 3039 South 600 West, Roger Beattie, applicant. Mr. Wilkinson seconded the motion.

  A      Mr. Wilkinson  
  A      Mr. Knight

Motion passed 2-0.

4. **Consider approval of a Conditional Use Permit, in written form, to allow for Solar Panels at 828 Oakwood Circle, Ted Liou, applicant.**

Mr. Knight made a motion for approval of a Conditional Use Permit, in written form, to allow for Solar Panels at 828 Oakwood Circle, Ted Liou, applicant. Mr. Wilkinson seconded the motion.

  A      Mr. Wilkinson  
  A      Mr. Knight

Motion passed 2-0.

5. **Miscellaneous business and scheduling.**

Chairman Wilkinson ascertained there were no further items of business.

The meeting was adjourned at 5:07 p.m.

---

Chad Wilkinson, City Planner

**Bountiful City  
Administrative Committee Minutes  
August 31, 2015**

**Present:** Chairman – Chad Wilkinson; Committee Member – Lloyd Cheney; Recording Secretary – Julie Holmgren.

**Absent:** Committee Member – John Marc Knight

**1. Welcome and Introductions.**

Chairman Wilkinson opened the meeting at 5:00 p.m. and introduced all present.

**2. Consider approval of minutes for August 3, 2015 and August 24, 2015.**

Minutes for August 3, 2015 were tabled.

Mr. Cheney made a motion to approve the minutes for August 24, 2015. Mr. Wilkinson seconded the motion.

  A      Mr. Wilkinson  
  A      Mr. Cheney

Motion passed 2-0.

**3. PUBLIC HEARING: Consider approval of a Conditional Use Permit to allow for a Home Occupation Group Instruction with up to 12 children at 211 East 750 North, Karen Davis, applicant.**

Karen Davis, applicant, was present.

Chairman Wilkinson presented a summary of the staff report (the full staff report follows).

The applicant, Karen Davis, is applying for a Conditional Use Permit for a Home Occupation Group Instruction to allow for a preschool to have up to 12 children located at 211 East 750 North.

The preschool would be run from the applicant’s home, which is located in an R-4 single-family residential zone. The applicant currently has a license for up to 8 children in the preschool. The conditional use permit would allow up to 12 children per session. The applicant indicates that there will be no more than two sessions per day which will run Tuesday through Thursday from 9:00 am to 11:15 am and 1:00 pm to 3:15 pm. The interior area to be used is 530 square feet which meets the required 35 square feet per child. The outdoor play area exceeds the requirement of 40 square feet per child. The area to be used for group instruction does not exceed 50 percent of the ground floor square footage as required

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

by Code. The applicant has noted that her location on a corner lot lends itself to pick-ups and drop-offs very well.

Staff recommends approval of a Conditional Use Permit to allow a Home Occupation Group Instruction to allow for a preschool to have up to 12 children with the following conditions:

1. Pick-up and drop-off procedures approved by the Committee must be followed.
2. The applicant must comply with the requirements for a Home Occupation Business License and the Conditional Use Permit.
3. The applicant must comply with the Rules and Guidelines for Preschool set forth by the Davis County Health Department.
4. The permit is for this applicant at this site and is not transferable.

Mr. Wilkinson inquired regarding the drop off and pick up procedures for the preschool. Ms. Davis explained that rules for drop off and pick up are explained to the parents at the beginning of the school year. Children do not have to cross the street in order to enter the preschool, and there is plenty of street parking for the parents. The drop off procedure requires parents to walk their children to the preschool. Likewise, the pick up procedure requires parents to get out of their car and chaperone their child back to the car. The Committee approved this plan.

**PUBLIC HEARING:** Chairman Wilkinson opened the Public Hearing at 5:05 p.m., and the hearing was closed at 5:05 p.m. with no comment from the public.

Mr. Cheney made a motion for approval of a Conditional Use Permit to allow for a Home Occupation Group Instruction with up to 12 children at 211 East 750 North, Karen Davis, applicant. Mr. Wilkinson seconded the motion.

A Mr. Wilkinson  
A Mr. Cheney

Motion passed 2-0.

**4. Consider approval of a Conditional Use Permit, in written form, to allow for Solar Panels at 503 Indian Springs Road, Greg Mace, applicant.**

Mr. Cheney made a motion for approval of a Conditional Use Permit, in written form, to allow for Solar Panels at 503 Indian Springs Road, Greg Mace, applicant. Mr. Wilkinson seconded the motion.

A Mr. Wilkinson  
A Mr. Cheney

Motion passed 2-0.

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

**5. Miscellaneous business and scheduling.**

Chairman Wilkinson ascertained there were no further items of business.

The meeting was adjourned at 5:06 p.m.

---

Chad Wilkinson, City Planner

Pending



# BOUNTIFUL

*City of Beautiful Homes and Gardens*

MAYOR  
RANDY LEWIS

CITY COUNCIL  
RICHARD HIGGINSON  
BETH HOLBROOK  
JOHN M. (MARC) KNIGHT  
KENDALYN HARRIS  
JOHN PITT

CITY MANAGER  
GARY R. HILL

## Memo

Date: September 10, 2015  
To: Administrative Committee  
From: Andy Hulka, Planning Assistant  
Re: Staff Report for the Administrative Committee Meeting on Monday, September 14<sup>th</sup>, 2015

## Overview

3. Consider approval of a Lot Line Adjustment at 296 East 900 North and 306 East 900 North, Jody & Jamie Jenkins, applicants.

## Item #3

### Background

The applicants are applying for a Lot Line Adjustment between their properties at 296 East 900 North and 306 East 900 North in Bountiful, Utah. A property line adjustment was previously approved for these parcels on July 22, 2015. The notice of approval for the previous property line adjustment was recorded by the City, but a deed or other device must be recorded at the county in order to recognize the new configuration. The new proposal will supersede the previous approval. The applicant owns both properties which are located in the R-4 Single-Family Residential Zone. The purpose of the property line adjustment is to convey approximately 16,700 square feet (0.38 acres) from the parcel at 306 East 900 North (Parcel A), west to the parcel at 296 East 900 North (Parcel B), increasing the size of Parcel B to 1.375 acres (59,895 square feet) and reducing the size of Parcel A to 0.191 Acres (8,338 square feet).

### Findings

No new lots are being created. The property located at 306 East 900 North currently doesn't meet the minimum lot width requirement of 80 feet. The lot is considered to be an existing legal nonconforming parcel and the amendment to the property will not increase the degree of non-conformity. Both properties would still conform to the required lot sizes for this zone required in the City's Land Use Ordinance.

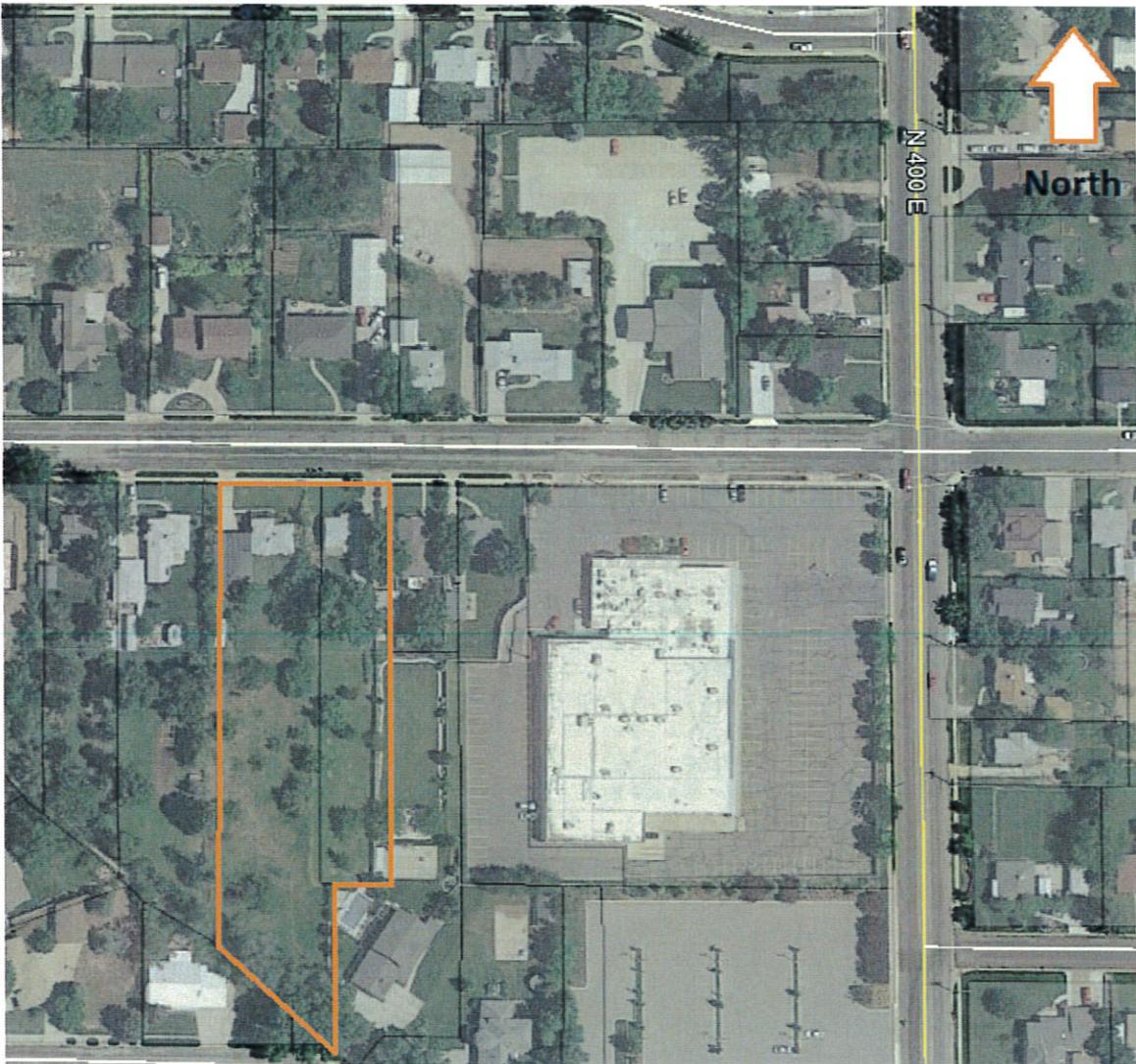
No public easements will be affected on either property.

**Recommendation**

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

1. The approved lot line adjustment is recorded with the County. **Note:** Approval of the property line adjustment does not act as a conveyance of property.

# 296 East 900 North & 306 East 900 North



9/14/15



# BOUNTIFUL

City of Beautiful Homes and Gardens

## LOT LINE ADJUSTMENT APPLICATION

Date of Submittal: 9-3-15

Property Address(s): 306 East 900 North

Applicant Name(s): Jody & Jamie Jenkins

Applicant Address(s): 306 East 900 North  
Bountiful, UT 84010

Applicant(s) Phone #: 801-718-1007

*jody.jenkins@gmail.com*

### 1. Items that shall be included with any Lot Line Adjustment Application:

- a. A Bountiful City Lot Line Adjustment Application completed in detail and notarized. The application must be signed and notarized by each property owner or authorized agent(s).
- b. Payment of Filing Fee: \$50 AC/\$100 PC
- c. A survey by a licensed Utah Surveyor - one (1) 24 x 36, and one (1) 11x17 copy or one (1) .PDF file of the proposed site plan drawn at 1:10 scale or as required by the City Planner or City Engineer. A site plan shall include:
  - I. A north arrow, the scale of the drawing, and the date of the drawing.
  - II. Street names and addresses.
  - III. All existing easements, rights-of-way, and any other restrictions on the use of the property.
  - IV. Existing buildings and other significant features within 50' of the boundaries to be adjusted.
  - V. Legal description of existing property boundaries and the area to be adjusted.
  - VI. When required by the City Planner or City Engineer, a survey including contours of the land at intervals of two feet (2') or better.

### 2. Processing Procedure:

- a. The application will first be submitted to the Bountiful Planning Staff for review.
- b. If the application is complete, it will be placed on the first available agenda for consideration by the Administrative Committee.







RANDY C. LEWIS  
MAYOR

CITY COUNCIL  
Kendalyn Harris  
Richard Higginson  
Beth Holbrook  
John Marc Knight  
John S. Pitt

CITY MANAGER  
Gary R. Hill

## **Bountiful City, Utah Conditional Use Permit**

A public hearing was held on August 31, 2015, at Bountiful City Hall to consider the request of Karen Davis, for a Conditional Use Permit allowing a Home Occupation Group Instruction with up to 12 children per session, operating at the following location:

**211 East 750 North, Bountiful City, Davis County, Utah**

**ALL OF LOT 25, STONE CREEK NO 2 SUB. CONT. 0.215 ACRES.**

**Parcel 03-055-0025**

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 group instruction business meets the letter and the intent of the specific requirements in §14-2-506 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 Karen Davis to operate a daycare located at 211 East 750 North in Bountiful, Davis County, Utah, with the following conditions:

1. Pick-up and drop-off procedures approved by the Committee must be followed.
2. The applicant must comply with the requirements for a Home Occupation Business License and the Conditional Use Permit.
3. The applicant must comply with the Rules and Guidelines for Preschool set forth by the Davis County Health Department.
4. The permit is for this applicant at this site and is not transferable.

The Conditional Use Permit was approved on August 31, 2015, and this written form was approved this 14<sup>th</sup> day of September, 2015.

---

Chad Wilkinson  
Planning Director

---

ATTEST: Julie Holmgren  
Recording Secretary