

**Bountiful City  
Administrative Committee Minutes  
January 4, 2016**

**Present:** Chairman – Chad Wilkinson; Committee Members – Lloyd Cheney and John Marc Knight; Assistant Planner – Andy Hulka; Recording Secretary – Julie Holmgren.

**1. Welcome and Introductions.**

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

**2. Consider approval of minutes for December 14, 2015.**

Mr. Knight made a motion to approve the minutes for December 14, 2015. Mr. Cheney seconded the motion.

  A      Mr. Wilkinson

  A      Mr. Cheney

  A      Mr. Knight

Motion passed 3-0.

**3. PUBLIC HEARING: Consider approval of a Conditional Use Permit to allow for Solar Panels at 2941 Maple Cove Drive, Clayton Killpack, applicant.**

Kade Blatter (Intermountain Wind & Solar), representing the applicant, was present.

Andy Hulka 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-F 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 8.8 kilowatts (8,800 watts), requiring a conditional use permit.

The application submitted indicates the proposed installation of 1 photovoltaic array with a total of 32 panels. The installation will occur in two phases over a six month period. The arrays will occupy approximately 576 square feet, which is smaller than the 50% maximum roof coverage. The southeast facing roof will have all 32 panels with the first phase including 2 rows with 9 panels each and the second phase with 1 row of 8 panels and 1 row of 6 panels. The panels will be connected to the roof by a Snap N Rack mounting system. The roof is of truss construction, has a slope of 8:12, and the shingles are in good condition. 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:

1. The applicant shall obtain a building permit.
2. The panels must be installed only as proposed in the application.
3. Construction must commence within 180 days and must not be suspended or abandoned for a period of 180 days after work is commenced.
4. This conditional use permit is solely for this site and is non-transferable.

Mr. Blatter asked for clarification of condition three and was told that he would need to have an inspection within 180 days of the commencement of each phase of the project.

**PUBLIC HEARING:** Chairman Wilkinson opened and closed the Public Hearing at 5:04 p.m. with no comments from the public.

Mr. Knight noted that the project will be completed in two phases and inquired if the project would be operational after the first phase. Mr. Blatter acknowledged that is the case.

Mr. Cheney made a motion for approval of a Conditional Use Permit to allow for Solar Panels at 2941 Maple Cove Drive, Clayton Killpack, applicant. Mr. Knight seconded the motion.

  A      Mr. Wilkinson  
  A      Mr. Cheney  
  A      Mr. Knight

Motion passed 3-0.

4. **PUBLIC HEARING: Consider approval of an amendment to the Conditional Use Permit for Solar Panels at 235 South 400 East, Judson Wall (Dental Solutions Inc.), applicant.**

Matt Sovic, representing the applicant, was present.

Andy Hulka 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 (H) Hospital 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 21.75 kilowatts (21,750 watts), requiring a conditional use permit. After an analysis of the electrical system, Bountiful City Light and

Power determined that a solar system at this property could be sized up to 23.3 kilowatts (23,300 watts).

This applicant was approved for a conditional use permit for solar panels at this property with a different configuration on December 14, 2015. The new application indicates the proposed installation of 75 panels, with 1 large photovoltaic array of 66 panels, 1 array of 3 panels, and 1 array of 6 panels. The arrays will occupy approximately 2,110 square feet, which is less than the 50% maximum roof coverage. 66 panels will be arranged in a grid covering the roof, with 13 rows ranging between 3 and 8 (11) panels per row. An array with 3 panels will be positioned on the south portion of the roof above the patio and another array with 6 panels will be positioned on the west facing roof over the front entrance. The panels will be connected to the roof by a ballasted racking system. The roof is of joist construction and is 2 years old. The roof is flat (1/4" per foot slope), except the areas over the patio and front entrance, which have a slope of 2:12. 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:

1. The applicant shall obtain a building permit.
2. The panels must be installed only as proposed in the application.
3. System shall be set up in accordance with Bountiful City Power requirements.
4. This conditional use permit is solely for this site and is non-transferable.

**PUBLIC HEARING:** Chairman Wilkinson opened and closed the Public Hearing at 5:08 p.m. with no comments from the public.

Mr. Knight inquired regarding the mounting system to be used on the shingled portion of the roof. Mr. Sovic said a racking system would be used. A discussion ensued regarding a "standing seam" notation on the plans and it was determined that this is a shingle roof and not a standing seam metal roof. Mr. Sovic indicated that was not going to be used on this project. Mr. Wilkinson noted the solar panels on the shingled roof was the reason this project was brought back to the Administrative Committee as it represented a major change to the original plans, especially in regard to those panels which face the street.

Mr. Knight made a motion for approval of an amendment to the Conditional Use Permit for Solar Panels at 235 South 400 East, Judson Wall (Dental Solutions Inc.), applicant. Mr. Cheney seconded the motion.

A Mr. Wilkinson  
A Mr. Cheney  
A Mr. Knight

Motion passed 3-0.

5. **PUBLIC HEARING: Consider approval of a Conditional Use Permit to allow for a Home Occupation Construction Business (masonry) at 518 East 650 North, David Shelley, applicant.**

David Shelley, applicant, was present.

Andy Hulka presented a summary of the staff report (the full staff report follows).

The property where the home occupation masonry business is to be located is in the R-4 Single Family Zone. Home Occupation Construction Businesses are classified in the City Ordinance as a conditional use in the R-4 zone, requiring a Conditional Use Permit.

The applicant's proposal is to use a 100 square foot room in the home at 518 East 650 North as an office for his masonry business and, in the future, to park a trailer on the paved area to the east of the garage. This applicant was approved for a conditional use permit for this home occupation construction business at a different location in Bountiful on October 19, 2015. The applicant has indicated that the home office will only be used for billing, receiving, mail, and other office work. All masonry will take place off-site and all equipment will be stored at an off-site storage facility. The applicant plans to purchase a dump-style trailer in the future that would only occasionally be parked on the property in between jobs. No customers will visit the property unless dropping off plans. The applicant has no employees that will be using this site and will not be placing any signs on the property. The applicant has applied to renew his business license with Bountiful City for 2016.

Based on the findings, staff recommends approval with the following conditions.

1. The applicant keeps a current Bountiful City Business License.
2. The Conditional Use Permit is for this location only and is non-transferable.
3. No onsite storage of materials or equipment will occur at the property, with exception for one trailer to be stored in the parking area indicated on the site plan.
4. The applicant shall not use the property for outside storage.

**PUBLIC HEARING:** Chairman Wilkinson opened and closed the Public Hearing at 5:15 p.m. with no comments from the public.

Mr. Wilkinson asked Mr. Shelley what types of things he intends to store on the trailer. Mr. Shelley remarked that between jobs there might be scaffolding stored on the trailer but that would only be overnight and not long term. Mr. Wilkinson emphasized that trailer parking on the street is not allowed. Mr. Cheney asked Mr. Shelley if he had purchased the home, and Mr. Shelley acknowledged that he was the owner. Mr. Hulka reported that one neighbor had

phoned and expressed concern regarding the possibility of additional traffic in the neighborhood as a result of the home business. Mr. Hulka explained to this neighbor that no employees or customers should visit the home in conjunction with this home business. Mr. Wilkinson advised Mr. Shelley that if he desires to expand the driveway in the future to come to the city for a proper permit. A discussion ensued regarding the city's 50/50 program for repairing driveway approaches, and Mr. Cheney noted that the program does not cover driveway expansions.

Mr. Knight made a motion for approval of a Conditional Use Permit to allow for a Home Occupation Construction Business (masonry) at 518 East 650 North, David Shelley, applicant. Mr. Cheney seconded the motion.

A Mr. Wilkinson  
A Mr. Cheney  
A Mr. Knight

Motion passed 3-0.

6. **Consider approval of a Conditional Use Permit, in written form, to allow for Solar Panels at 235 South 400 East, Judson Wall (Dental Solutions Inc.), applicant.**

In light of the fact that the Administrative Committee considered approval of an *amendment* to the Conditional Use Permit for Solar Panels at 235 South 400 East, Judson Wall (Dental Solutions Inc.), applicant, at the Administrative Committee meeting held this day (January 4, 2016), Mr. Wilkinson made a motion that the Committee forgo approval of the Conditional Use Permit, in written form, which was approved on December 14, 2015. Mr. Cheney seconded the motion.

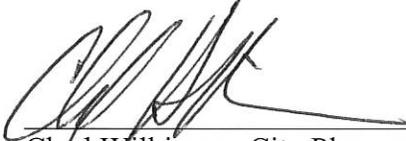
A Mr. Wilkinson  
A Mr. Cheney  
A Mr. Knight

Motion passed 3-0.

7. **Miscellaneous business and scheduling.**

Mr. Wilkinson ascertained there were no further items of business.

The meeting was adjourned at 5:20 p.m.

  
Chad Wilkinson, City Planner