

**Bountiful City  
Administrative Committee Minutes  
July 11, 2016**

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

**Absent:** Committee Member – Dave Badham

**1. Welcome and Introductions.**

Chairman Wilkinson opened the meeting at 5:03 p.m. and introduced all present.

**2. Consider approval of minutes for June 27, 2016 and July 5, 2016.**

[Note: Item #3 was heard before approval of the minutes.]

Mr. Wilkinson clarified that the committee would be considering approval of minutes from the June 27, 2016 and July 5, 2016 meetings, but the committee would not be reapproving any decisions made in those two meetings.

Mr. Christensen made a motion to approve the minutes for June 27, 2016. Mr. Knight seconded the motion.

\_\_\_ Mr. Wilkinson (Abstained)  
\_\_\_ Mr. Cheney (Abstained)  
A Mr. Knight  
A Mr. Christensen

Motion passed 2-0. Messrs. Wilkinson and Cheney were not present for the June 27, 2016 Administrative Committee meeting and, therefore, abstained on this vote.

Mr. Cheney made a motion to approve the minutes for July 5, 2016. Mr. Knight seconded the motion.

A Mr. Wilkinson  
A Mr. Cheney  
A Mr. Knight  
\_\_\_ Mr. Christensen (Abstained)

Motion passed 3-0. Mr. Christensen was not present for the July 5, 2016 Administrative Committee meeting and, therefore, abstained on this vote. [Following approval of the minutes, Mr. Christensen excused himself from the meeting.]

3. **PUBLIC HEARING: Consider approval of a Conditional Use Permit to allow for Solar Panels at 4309 South Foothill Drive, Jeff Hawkes, applicant.**

Joshua Gravitt (Century Electric), 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 9.8 kilowatts (9,800 watts), requiring a conditional use permit.

The application submitted indicates the proposed installation of 2 photovoltaic arrays with a total of 35 panels. The arrays will occupy approximately 922 square feet, which is smaller than the 50% maximum roof coverage. The first array will be located on the southwest facing portion of the roof and will include 8 panels. The second array will be located on the southeast facing portion of the roof and will include 27 panels. The roof is of rafter construction and has a slope of 6:12. The applicant has indicated that the asphalt shingles are 10 years old. The panels will be connected to the roof using lag bolts. 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. This conditional use permit is solely for this site and is non-transferable.

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

Mr. Cheney inquired regarding panel placement location. A discussion ensued regarding why a certain segment of the south facing roof had not been utilized in the solar site plan. Mr. Gravitt explained that he was not certain regarding particulars of the plan designed but stated he believed that glare, system efficiency, and aesthetics might have all been taken into account.

Mr. Cheney made a motion for approval of a Conditional Use Permit to allow for Solar Panels at 4309 South Foothill Drive, Jeff Hawkes, applicant. Mr. Knight seconded the motion.

A Mr. Wilkinson  
A Mr. Cheney  
A Mr. Knight  
\_\_\_\_\_ Mr. Christensen (Abstained)

Motion passed 3-0.

4. **Consider approval of Findings of Fact for approval of a variance to allow disturbance of areas with slopes greater than 30 percent for property addressed 2234 South Wood Hollow Way, Kristopher Clayton, applicant.**

Mr. Preston Menlove (2190 Wood Hollow Way, Bountiful) was present for this agenda item.

Mr. Wilkinson explained that Findings of Fact are the written form of the committee's decision regarding Kristopher Clayton's variance application. He also stated that he had reviewed the Findings and found them to be an accurate reflection of the committee's findings in relation to this matter.

Mr. Cheney made a motion for approval of the Findings of Fact for approval of a variance to allow disturbance of areas with slopes greater than 30 percent for property addressed 2234 South Wood Hollow Way, Kristopher Clayton, applicant. Mr. Knight seconded the motion.

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

Motion passed 3-0.

Mr. Wilkinson noted that the Findings of Fact would be signed by John Marc Knight who had served as Acting Chairman of the Administrative Committee at the June 27, 2016 and July 5, 2016 meetings. Further, he noted the process for appealing the variance decision was outlined in the Findings and emphasized that any appeal must be filed within 14 days of the written decision.

5. **Miscellaneous business and scheduling.**

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

Mr. Cheney made a motion to adjourn. Mr. Knight seconded the motion. The meeting was adjourned at 5:14 p.m.



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Chad Wilkinson, City Planner