

Mayor
Kenneth Romney

**City Engineer/ Land
Use Administrator**
Kris Nilsen

City Recorder
Remington Whiting

**City Council
Representative**
Dell Butterfield

WEST BOUNTIFUL PLANNING COMMISSION

550 North 800 West
West Bountiful, Utah 84087

Phone (801) 292-4486
FAX (801) 292-6355
www.WBCityut.gov

Chairman
Alan Malan

Vice Chairman
Corey Sweat

Commissioners
Laura Mitchell
Dennis Vest
Robert Merrick
Tyler Payne

**THE PLANNING COMMISSION WILL HOLD A REGULAR MEETING
AT 7:30 PM ON TUESDAY, JULY 22nd, 2025 AT THE CITY OFFICES.**

*Invocation/Thought – Commissioner Payne
Pledge of Allegiance – Commissioner Mitchell*

1. Confirm Agenda
2. Preliminary Discussion on Detached Accessory Dwelling Units (ADUs).
3. Approve Meeting Minutes from July 8th, 2025.
4. Staff Reports.
5. Adjourn.

This agenda was posted on the State Public Notice website (Utah.gov/pmn), the city website (WBCityut.gov), and posted at City Hall on July 18th, 2025 by Remington Whiting, City Recorder.

MEMORANDUM



TO: Planning Commission

DATE: July 18th, 2025

FROM: City Staff

RE: Preliminary Discussion on Accessory Dwelling Units (ADUs)

Chairman Malan has requested that the Planning Commission hold a preliminary discussion regarding detached Accessory Dwelling Units (ADUs). The purpose of this discussion is to gather initial input from commission members on potential future code updates related to detached ADUs. This is an opportunity to share thoughts, concerns, and ideas.

No formal action will be taken during this meeting. The goal is to facilitate an open dialogue and better understand the Commission's priorities and considerations moving forward.

PENDING – NOT APPROVED

Posting of Agenda - The agenda for this meeting was posted on the State of Utah Public Notice website, on the West Bountiful City website, and at city hall on July 3, 2025, per state statutory requirement.

Minutes of the Planning Commission of West Bountiful City held on Tuesday, July 8, 2025, at West Bountiful City Hall, Davis County, Utah.

MEMBERS ATTENDING: Chairman Alan Malan, Commissioners Corey Sweat, Dennis Vest, Laura Mitchell, Robert Merrick, and Tyler Payne (Alternate).

MEMBERS/STAFF EXCUSED: Council member Dell Butterfield.

STAFF ATTENDING: Kris Nilsen (City Engineer), Remington Whiting (Community Development), and Debbie McKean (Secretary).

PUBLIC ATTENDING: Mike Sowby, Laura Torres,

Thought/Invocation by Commissioner Sweat
Pledge of Allegiance- Commissioner Payne

1. Confirm Agenda

Chairman Malan reviewed the proposed agenda. Corey Sweat moved to approve the agenda as presented. Dennis Vest seconded the motion. Voting was unanimous in favor among all members present.

2. Conditional Use Permit Application- Jenny's Daycare

Commissioner packets included a memorandum from Staff dated July 3, 2025 regarding Conditional Use Permit Application – Jenny's Daycare 450 N 1100 West with an attached application and site plan.

Remington Whiting introduced the conditional use application submitted by Laura Torres submitted on June 9th, 2025, to reopen and operate a daycare at her home at 450 N 1100 West. He reminded the commission that State law requires a certificate for a childcare provider when continuous care and supervision of 5 or more unrelated children is provided in place of care ordinarily provided by a parent in the parent's home, for less than 24 hours a day.

He informed the commission that Ms. Torres is currently in the application process with the state, but a certificate cannot be issued until the childcare provider obtains a West Bountiful business license.

The following requirements for issuing a home occupation day care license have been addressed:

- Ms. Torres intends to care for up to 8 children, as allowed by state law. Some of these children are her grandchildren.
- Ms. Torres has notified surrounding neighbors in person, received signatures and the city has received no objections.
- Ms. Torres has completed a criminal history background check as part of her state license application.
- The Davis County Health Department has inspected the home and approved it for meal preparation.
- The property is fenced.
- The property has 2 driveways, one on each side of the home which can be used when dropping off and picking up the children.

Corey Sweat noted that there are some concerns from neighbors regarding the disrepair of the property and the animals that live on this property. There are also some questions about the fence not being able to keep an animal inside. Neighbors have recently reported that animals are being neglected and there is junk all over the property.

Tyler Payne asked if the fence has been inspected recently. He suggested that it be a condition for final approval.

Some discussion took place regarding newly found information on the property reported from neighbors today.

Action Taken:

Corey Sweat moved to table the conditional use permit for Laura Torres, Jenny's Daycare located at 450 North 1100 West with the following conditions, that staff will collect more information regarding the fence around the property and the animal conditions and obtain a report from animal control. Dennis Vest seconded the motion, and voting was unanimous in favor.

Corey Sweat wanted to note in the minutes that this is the first time he has ever been concerned about an application for daycare and feels the allegations learned today are serious enough to warrant denial and investigation. It has been reported that today an incident occurred resulting in the death of a dog dying on the said property.

3. Approve Meeting Minutes from June 10, 2025.

Action Taken:

Laura Mitchell moved to approve the minutes from the June 10, 2025, Planning Commission Meeting as presented. Corey Sweat seconded the motion, and voting was unanimous in favor.

4. Staff Reports

a. Engineering (Kris Nilsen)

- Working with Belmont Phase I -A -working with staff on their proposal tying down ingress/egress. Small but it has a big impact on several aspects of that area. Application has been received and under review.
- 800 West will have a small flag lot to be reviewed next time.
- 1450 looking at designing an active road to develop property in that area.
- 1100 West project is wrapping up- some landscape and fencing needed still in a few areas.
- 660 moving along. The water line has been approved. Need storm drain and road.
- Public Works has almost disposed of all the fluoride.

b. Community Development (Remington Whiting)

- Building Permits for Wholesome Foods for indoor drive through
- Honey Baked ham wants to open a store in the Common's area by Cookie Cutters and needs approval since it is not a listed approval business for that area.
- Lifetime is opening a store in the Cinemark Property once was.
- Still working on Code Enforcement and illegal signage around the city.
- City Attorney is working on a purposed code enforcement for better enforcement mechanisms.
- 4th of July was very successful.

Dennis Vest suggested that the commission re-address detached ADU's and discussing how we want to move forward sooner than later.

5. Adjourn.

Action Taken:

Corey Sweat moved to adjourn the regular session of the Planning Commission meeting at 8:15 pm. Laura Mitchell seconded the motion. Voting was unanimous in favor.

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The foregoing was approved by the West Bountiful City Planning Commission, by unanimous vote of all members present.

