



**Bountiful City**  
**Administrative Committee Agenda**  
**Monday, November 10, 2025**  
**3:00 p.m.**

**Notice is hereby given** that the Bountiful City Administrative Committee will hold a meeting in the Planning Department Conference Room, Bountiful City Hall, located at 795 South Main Street, Bountiful, Utah, 84010, on the date and time provided. The public is invited to attend.

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1. Welcome
2. Meeting Minutes from October 06, 2025
  - Review
  - Action
3. Conditional Use Permit for a Home Occupation for a Contractor Business at 3424 Medford Drive  
*Planning Technician Coleman*
  - Review
  - Public Hearing
  - Action
4. Adjourn



**Draft 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.

# Administrative Committee Staff Report



**Subject:** Conditional Use Permit for a Home Occupation  
Contractor Business at 3424 Medford Drive  
**Authors:** Rachel Coleman, Planning Technician  
**Date:** November 10, 2025

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## **Background**

The applicant, Graig Peck has submitted a Conditional Use Permit (CUP) for a Home Occupation – Contractor services for his electrical contractor business at 3424 Medford Drive, located in the R-3 (Single-Family Residential) zone.

## **Analysis**

Bountiful City Land Use Code 14-17-108 Home Occupation Conditional Uses states that an electrical contractor business requires CUP approval. Bountiful City Administrative Committee reviews all CUPs for Home Occupation – Contractors. Staff reviewed the submitted application and finds that a Home Occupation for electrical contractor business meets all the following standards below shown in *italics*. Staff findings for each standard are shown as underlined text.

1. *The use shall be clearly incidental and secondary to the use of the dwelling and shall not change the appearance, character, or condition thereof. There shall be no displays, advertisements, stock in trade, or signs related to the business except, for: one (1) flat wall sign placed on the dwelling that shall not exceed four (4) square feet in size, and any sign required by State Law and/or which meet the provisions of the Title.*

The applicant's submittal shows that the exterior of the structure is not being altered in any way and that the use is incidental to its primary purpose as a residential dwelling. The applicant has stated that there will be no business operations taking place within the dwelling.

2. *The use shall be conducted entirely within a dwelling, except for work performed offsite. Only members of the family related by blood, marriage, or adoption, and who reside in the dwelling, may work onsite. The only exception is that one (1) additional person may be employed as a secretary, apprentice, or assistant where there are no more than five (5) family members actively engaged in the home occupation. Employees who are not family members and/or who do not reside at the dwelling shall not meet, park, or otherwise congregate at the home or in the general vicinity. Additional outside employees are not allowed if there is more than one home occupation at the property.*

The applicant has stated that the electrical contractor business home office will be conducted within a single room within the dwelling and no other employees will be working onsite.

3. *The use shall not involve the area of required, covered, off-street parking.*

The applicant has stated that only personal vehicles will be parked in the driveway of the residence.

4. *The use shall not involve more than 50% of the entire dwelling.*

The applicant has stated that the electrical contractor business home office will be conducted within a single bedroom within the dwelling.

5. *No product or commodity shall be stored onsite, and no customer may physically visit the site of a home occupation to take delivery of a product or commodity. Commodities may be produced on the premises and sold offsite.*

The applicant has stated that no products, equipment, or inventory will be stored on the property.

6. *The use shall not create noise, dust, odors, noxious fumes, glare, or other nuisances, including interruption of radio and/or television reception, which are discernable beyond the premises.*

The applicant has stated that there will be no business operations taking place on the property.

7. *The use shall not involve using or storing flammable material, explosives, or other dangerous materials, including gun powder.*

The applicant has stated that no flammable materials, explosives, or other dangerous substances will be stored on the property.

8. *The use shall not involve mechanical or electrical apparatus, equipment, or tools not commonly associated with a residential use or as a re customary to home crafts.*

The applicant has stated that no mechanical or electrical equipment related to the landscaping business will be stored on the property.

9. *The use shall not generate traffic in greater volumes than would normally be expected in a residential neighborhood nor involve the use of commercial vehicles other than standard delivery vehicles for delivery of materials to or from the premises.*

The applicant has stated that there will be no business operations taking place on the property.

10. *The use shall not involve the parking of equipment or motor vehicles having a gross weight of twelve thousand (12,000) pounds or more directly at the residence.*

The applicant has stated that only personal vehicles will be parked in the driveway of the residence.

11. *The use shall be in compliance with all applicable fire, building, plumbing, electrical and life safety and health codes of the State of Utah, Davis County, and the City of Bountiful.*

See Recommendations below

### **Significant Impacts**

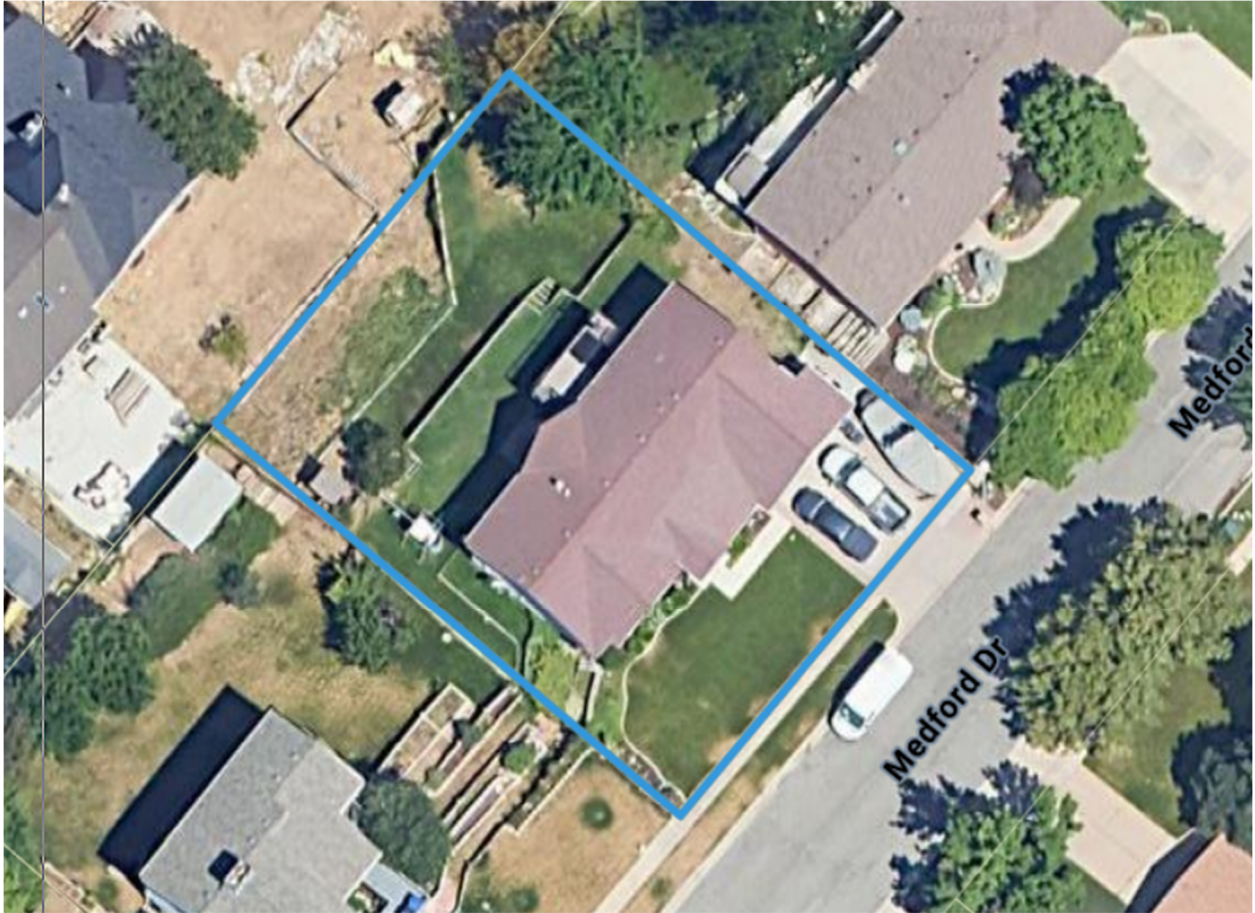
The applicant has stated that there will be no business operations taking place on the property.

### **Recommendation**

Staff recommends that the Administrative Committee review the submitted application, hold a public hearing and approve the requested Home Occupation Conditional Use Permit for an electrical contractor business at 3424 Medford Drive subject to the following conditions of approval:

1. The applicant shall maintain an active Bountiful City business license.
2. The Home Occupation will not create nuisances discernible beyond the premises (e.g. noise, dust, fumes, glare, traffic, etc.).
3. The use will comply with all applicable fire, building, plumbing, electrical, and life safety and health codes in the State of Utah, Davis County, and Bountiful City.
4. The Conditional Use Permit is solely for this site and is non-transferable.

# 3424 Medford Drive



## Attachments

- Attachment 1. Statement of Intent
- Attachment 2: Floor Plan
- Attachment 3-4: Question and Response About Code Requirements
- Attachment 5: Photo of Home Office



# Attachment 1

Sept. 24, 2025

In Tech Electric Inc.

3424 S. Medford Dr., Bountiful, Utah 84010

Graig Peck, Owner

801-209-4802



**Reviewed by Planning  
Department**

Rachel Coleman, Planning Technician  
10/23/2025 12:25:07 PM

## STATEMENT OF INTENT

I'd like to renew my business license which we let lapse inadvertently. I am an electrical contractor and use my home office for billing my customers.

My home is not a construction site or a storage facility for supplies.

Thank you for your expedited response.

Graig Peck

[graipeck@gmail.com](mailto:graipeck@gmail.com)

[Sheripeck@msn.com](mailto:Sheripeck@msn.com)



Rachel Coleman, Planning Technician  
10/27/2025 1:47:25 PM

## An aerial photograph of a residential neighborhood in Medford, Oregon. A street labeled 'Medford Dr' runs diagonally from the bottom center towards the top right. A red pin is placed on a large, light-colored building located just north of the intersection of Medford Dr and a street labeled '100 E'. The surrounding area is filled with other houses, trees, and some commercial buildings. The 'mapbox' logo is visible in the bottom left corner.

## Questions and Response About Code Requirements

1. The use shall be clearly incidental and secondary to the use of the dwelling and shall not change the appearance, character, or condition thereof. There shall be no displays, advertisements, stock in trade, or signs related to the business except for: one (1) flat wall sign placed on the dwelling that shall not exceed four (4) square feet in size, and any sign required by State Law and/or which meet the provisions of the Title.

***True, I intend to do paperwork out of a bedroom in my home.***

2. The use shall be conducted entirely within a dwelling, except for work performed offsite. Only members of the family related by blood, marriage, or adoption, and who reside in the dwelling, may work onsite. The only exception is that one (1) additional person may be employed as a secretary, apprentice, or assistant where there are no more than five (5) family members actively engaged in the home occupation. Employees who are not family members and/or who do not reside at the dwelling shall not meet, park, or otherwise congregate at the home or in the general vicinity. Additional outside employees are not allowed if there is more than one home occupation at the property.

***True, I intend to do paperwork out of a bedroom in my home.*** 3. The use shall not involve the area of required, covered, off-street parking.

4. The use shall not involve more than 50% of the entire dwelling.

***True, I intend to do paperwork out of a bedroom in my home.***

5. No product or commodity shall be stored onsite, and no customer may physically visit the site of a home occupation to take delivery of a product or commodity. Commodities may be produced on the premises and sold offsite.

***True, I intend to do paperwork out of a bedroom in my home.***

6. The use shall not create noise, dust, odors, noxious fumes, glare, or other nuisances, including interruption of radio and/or television reception, which are discernable beyond the premises.

***True, I intend to do paperwork out of a bedroom in my home.***

# Attachment 4

7. The use shall not involve using or storing flammable material, explosives, or other dangerous materials, including gun powder.

***True, I intend to do paperwork out of a bedroom in my home.***

8. The use shall not involve mechanical or electrical apparatus, equipment, or tools not commonly associated with a residential use or as a re customary to home crafts.

***True, I intend to do paperwork out of a bedroom in my home.***

9. The use shall not generate traffic in greater volumes than would normally be expected in a residential neighborhood nor involve the use of commercial vehicles other than standard delivery vehicles for delivery of materials to or from the premises.

***True, I intend to do paperwork out of a bedroom in my home.***

10. The use shall not involve the parking of equipment or motor vehicles having a gross weight of twelve thousand (12,000) pounds or more directly at the residence.

***True, I intend to do paperwork out of a bedroom in my home.***

11. The use shall be in compliance with all applicable fire, building, plumbing, electrical and life safety and health codes

***True, I intend to do paperwork out of a bedroom in my home.***

On Tue, Oct 21, 2025 at 1:13 PM Rachel Coleman <[rcoleman@bountiful.gov](mailto:rcoleman@bountiful.gov)> wrote:

Graig,

I've attached the code requirements for the Home Occupation – Contractor.

If you could answer the questions listed (most are yes/no), it will help me review your application more quickly, if your responses show that the requirements are met.

Respectfully,

Rachel Coleman



## Photo of Home Office

