

Parowan City
HOME OCCUPATION PERMIT APPLICATION

Received 12/2
Letters Submitted:
12/03
2214-BL

Date: 12/2/25 Phone: 909 261-5432

Name & Address of Applicant Kevin Randall 162 N 750 W Parowan
UTAH 84761

FEE: \$50.00 (this fee includes the first year's business license, if approved)

Check List (FOR OFFICE USE ONLY)

Plat Map Received _____ Neighbors letters sent out _____
Site Plan Received _____ Correct P & Z Date _____

1. What is the proposed home occupation? bakery & farm stand
2. How many clients will be coming to the home as a result of this application at any one time during a day interval? 1-2
3. What provisions are available for off-street parking? curbside
4. What type of equipment, materials, machinery, tools and merchandise stock are involved in the home occupation? normal kitchen appliances
5. What type of modifications to the residential structure are anticipated because of the home occupation? none

**NOTE: ALL HOME OCCUPATIONS MUST COMPLY WITH THE
FOLLOWING REQUIREMENTS OF THE PAROWAN CITY
MUNICIPAL CODE 15.60 (TITLE 15, CHAPTER 60)**

Each and every one of the following conditions must be observed at all times by the holder of a Home Occupation Permit.

Initial (*Initials signify applicant has read and understood all of the following conditions*)

KR A. The home occupation will be conducted only by members of the family residing on the premises.

KR B. The home occupation shall be conducted wholly within the structures on the premises and shall not exceed twenty-five (25) percent of the total ground floor area of the home. The home occupation shall not occupy any area within said structures which is required for off-street parking by the provisions of this Chapter.

KR C. Inventory and supplies for the home occupation shall not occupy more than fifty (50) percent of the permitted area, or twelve (12) percent of the ground floor area of the home. (15.50.010)

KR D. Home occupation signs in residential areas are to be no larger than three (3) feet by four (4) feet in area, (not to exceed 1,728 square inches), may be attached to and parallel with the building wall which shall be securely affixed directly to the home's main structure, or posted within 2 feet of the homes' main structure, and shall not be directly illuminated, but rather any light emitted must be by a source which is diffusely reflected. (15.50.010)

KR E. No display of any kind shall be visible from the exterior of the premises.

KR F. The home occupation shall not generate pedestrian or commercial traffic in excess of that customarily associated with the zone in which the use is located. Off-street parking shall not exceed that specified for residential lots as noted in PCMC 15.52.

KR G. There shall be complete conformity with fire, building, plumbing, electrical and health codes and to all state and city laws and ordinances.

KR H. The home occupation shall not cause a demand for municipal or utility services or community facilities in excess of those usually and customarily provided for residential uses.

KR I. The home occupation shall not alter the residential character of the premises or unreasonably disturb the peace and quiet, including radio and television reception, of the neighborhood by reason of color, design, materials, construction, lighting, sounds, noises, vibrations, dust, odors, noxious fumes, etc.

- KJ J. Any special condition established by the Planning Commission and made of record in the Home Occupation Permit, as it deems necessary to carry out the intent of this Chapter shall be met.
- KK K. All Home Occupation activities which result in reported violations, complaints, or detrimental characteristics which may, in the opinion of the Planning Commission, require termination of said home occupation and revocation of the Home Occupation Permit, shall be subject to a hearing before the Planning Commission.
- KL L. Retail sales on the premises shall be limited to merchandise directly related to the services offered by the home occupation; otherwise, there shall be no delivery or resale to customers of retail merchandise on the premises.
- KM M. Premises shall be subject to inspection by the Planning Commission, after reasonable notice is given with due cause.
- KN N. Any Home Occupation Permit shall be revoked by the Planning Commission upon violation of any requirements of this Chapter, or upon failure to comply with any of the conditions or limitations of the permit, unless such violation is corrected within ten (10) days of receipt of written notice thereof. A permit may be revoked for repeated violations of the requirements of this Chapter, notwithstanding compliance to the violation notice.
- KO O. Applicants for Home Occupation Permits are required to give written notification to all property owners within three hundred (300) feet of the nearest point of the property involved in the pending action. The written notification should describe the location and nature of the proposed home occupation. The notification should be read and signed by the neighboring property owners to attest their understanding of its contents. The signed notifications should be attached to the application for the home occupation permit. Notification may be accomplished in person or by mail.

**** INSTRUCTIONS FOR MAILING NOTIFICATIONS****

Please prepare envelope by including:

- 'Notification to Neighbor' letter (page 5) with top portion completed by applicant
- Self-addressed, stamped envelope addressed to "Parowan City, PO Box 576 Parowan UT 84761".

Please bring unsealed, prepared letters to Parowan City Office to be mailed. Mailed notices will be given 21 days response time. Notification must be accomplished at the applicant's expense.

APPLICANT'S AFFIDAVIT

I, (print name) Kevin Randall being duly sworn, depose and say that I am the **OWNER*** or authorized agent of the owner of the property involved in the attached application and that the statements and answers therein contained in the information provided in the attached plans and other exhibits present thoroughly, to the best of my ability, the argument in behalf of the application herewith requested and that the statements and information above-referred to are in all respects true and correct to the best of my knowledge and belief.

Kevin Randall
Property Owner or Agent

**May be owner of record, contract owner, party of valid earnest money agreement, option to hold or have other legal control of the property.*

Procedure for Approving Home Occupation Permit: The Parowan City Building Administrator shall review each home occupation application for a home occupation permit and determine if it complies with all City criteria. Upon review of the same, the Building Administrator may approve of said home occupation permit, without further review, if (1) the Building Administrator determines that the application complies with all City requirements, (2) the applicant is not protested by any party within 300 feet of the applicant's property; and (3) the Building Administrator does not have any concerns regarding the Home Occupation Permit. The Building Administrator may issue a Home Occupation Permit subject to any conditions attached thereto, and any time limitations imposed thereon. In the event that a home occupation permit is denied or referred to the Parowan City Planning Commission by the Building Administrator, requires restrictions which the applicant disputes, or is protested by any property owner within 300 feet of the applicant, then the applicant shall be referred to the Parowan City Planning and Zoning Commission for approval.

Special Conditions for approval: _____

.....
Approval by Building Administrator/Planning & Zoning Board:

The above Home Occupation Permit was approved/denied by Zoning Administrator/Planning & Zoning on the _____ day of _____, _____.

Zoning Administrator

Planning & Zoning Chairman

APPLICANT ACKNOWLEDGES RECEIPT OF APPROVAL/DENIAL AND SPECIAL CONDITIONS OF THIS HOME OCCUPATION PERMIT.

Applicant's Signature

Date

REQUEST FOR HOME OCCUPATION PERMIT

NOTIFICATION TO NEIGHBORS

I am writing to inform you that I have applied for a Home Occupation Permit for the following:

Nature of Business: Bakery

Located at: 162 N 750 W Parowan UT 84761

If you have any questions, comments, or concerns regarding this request for a Home Occupation Permit, please feel free to attend the meeting or write any comments below. Your input is appreciated.

DATED 12 / 2, 2025

Kevin Randall
Applicant

I have been informed of the above applicant's request for a Home Occupation Permit.

Comments (if any) _____

Neighbor (Print Name)

Street Address

Date

Signature

**If application is submitted for approval at Planning Commission, you will be notified by applicant.*

PAROWAN CITY BUSINESS LICENSE APPLICATION

Business Name Mama Layne's Bakery and Farmstand
Business Location 162 N 750 W Parowan UT 84761
Business Mailing Address P.O. Box 1908 Parowan UT 84761
Owner's Name Kevin Randall
Owner's Mailing Address P.O. Box 1908 Parowan UT 84761
Business Phone 909 261-5432
Manager's Name Elayne Randall
Manager's Phone 909 261-5432
Fax # _____ Email Address mamalainesbakery@gmail.com
Nature of Business Baked Home Goods
State/Sales Tax # _____ EIN/Contractor's # 39-4924899
Total Number of Employees 1 Full Time _____ Part Time ✓
Party to Notify in Case of Emergency Elayne Randall
Phone # 909 261-5432

I, Kevin Randall, being the owner, partner or accountable office, understand that this form must be completed and returned to the Parowan City Office in order for me or the business I represent to legally and lawfully participate in business transactions in Parowan. No license shall be granted without strict compliance with the provisions contained within Chapter 5.02.050 of the Municipal Code and failure to maintain and obey all local, County, State and/or Federal laws shall result upon immediate revocation/denial of the business license until compliance has been verified and supplied by the business or applicant in writing to Parowan City. The information contained in the application shall not be subject or available to the general public and shall be deemed confidential in nature except for the information contained in Section 5.02.050.

Signed Kevin Randall Dated 12/2/2025

RETURN THIS FORM AND \$50.00 BUSINESS LICENSE FEE TO:

PAROWAN CITY CORPORATION
PO BOX 576 • 35 EAST 100 NORTH
PAROWAN UT 84761



Parowan City
35 East 100 North | PO Box 576
Parowan, UT 84761
(435) 477-3331

XBP Confirmation Number: 250598773

Transaction detail for payment to Parowan City.		Date: 12/02/2025 - 11:43:02 AM MT	
Transaction Number: 257708811			
Mastercard — XXXX-XXXX-XXXX-8939			
Status: Successful			
Account #	Item	Quantity	Item Amount
2214-BL	Business License 2214-BL	1	\$50.00

TOTAL: **\$50.00**

Billing Information
KEVIN RANDALL
84761

Transaction taken by: Admin cbiasi

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DATED 12/2, 2025

Kevin Randall
Applicant

I have been informed of the above applicant's request for a Home Occupation Permit.

Comments (if any) Please see attached concerns regarding the nature of this business?

Susan Sepe / Paul Sepe
Neighbor (Print Name)

186 N 750 W
Street Address

12/15/2025
Date

Susan Sepe Paul Sepe
Signature

**If application is submitted for approval at Planning Commission, you will be notified by applicant.*

December 15, 2025

Re: Home Occupation Permit – 162 N 750 W (Bakery)

TO WHOM IT MAY CONCERN:

Herein I will detail my concerns relative to the establishment of a home bakery within a residential R-1 community. They are as follows:

1. The amount of traffic that will impact our small cul de sac;
2. Client Base – Will the applicant be selling their goods as a “mom and pop” operation (selling to neighbors and friends) or selling to retail establishments?
3. As the applicant states that they will be running a bakery from their residence, I have been told by neighbors that they ran a catering business out of their home in the past. If this is true, a grease trap would be required and other health and safety requirements, i.e., air gap to sewer sink drain. The lack of such infrastructure could be the reason that they had plumbing work performed on their residence in this year.
4. What will be the impact on the City sewer system depending on the volume of business being conducted from their home?
5. How will the applicant be disposing of their waste? Will the waste from their business be dumped into their residential garbage receptacles?
6. Will they have employees for this business? According to Parowan City Ordinance, a home-based business cannot have employees.
7. If the applicant is selling to the public, how many parking spaces would be required and will handicap parking be available?
8. According to the Home-Based Business Regulations in Utah, paragraph 1 states: Zoning Approval: Home based businesses must be located in areas that are zoned for commercial or mixed-use purposes. The zoning of the applicant’s property is R-1.
9. Pursuant to Cottage Food Law, the home based business must: (a) register with the Utah Department of Agriculture (UDAF) before selling products; (b) Training: Individuals must complete a food handler training course approved by the UDAF; (c) Labeling: All food products must be properly labeled with specific information including the business name, address and ingredients; (d) Sales: Products can only be sold directly to consumer, either in person or through online sales and cannot be sold through third-party retailers.
10. Pursuant to Section 2 Paragraph 3 of the state’s Cottage Food Law Home Kitchen Inspection: Depending on the type of foods you plan to prepare, you may need to have your home kitchen inspected to ensure it meets health and safety standards. Would the applicant be required to submit a HACCP Plan? Why a HACCP Plan is important; it prevents illnesses, creates an industry standard, covers all stages of food handling and builds trust with the consumer.
11. Pursuant to Section 4 Paragraph 3 Kitchen Requirements: The kitchen used for food preparation must meet certain standards, such as having adequate ventilation, durable countertops, and proper storage facilities for ingredients and finished products.
12. Pursuant to Section 7 Paragraph 1 and 2, The home kitchen must be used solely for the purpose of the cottage food preparation and **must not** be used for any other domestic


activities and the kitchen must comply with local zoning and health department regulations.

13. Will the applicant be installing a commercial/industrial grade baking appliance for the production of their goods? My concern is that the use of a residential grade baking appliance will not sustain prolonged daily use and could potentially cause a fire and endanger the neighbors in direct proximity.
14. Who will be conducting inspections of this home-based business to ensure compliance with health code and City Ordinances to ensure that the applicant has not expanded their business to include other items of consumption?
15. Will the applicant be commercially insured?

Let me say that I may not be opposed to this business, but I do not have enough information to make an informed decision on whether this business will impact the residences and community surrounding same. A detailed description of their business plan, the wares they plan on selling and how their business may impact their neighbors should be required. Therefore, at this time, I am opposing this application.

Thank you for your consideration of the concerns aforementioned.

Regards,

Handwritten signatures of Paul and Susan Sepe in cursive script.

Paul and Susan Sepe
435-477-2079

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DATED 12/2, 2025

Kevin Randal
Applicant

I have been informed of the above applicant's request for a Home Occupation Permit.

Comments (if any) Just make sure there is no lose trash
from customers

Alex and Saniah Thurston
Neighbor (Print Name)

779 W 130 N Parowan UT
Street Address

12/4/2025
Date

Saniah Thurston
Signature

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DATED 12/2, 2025

Kevin Randall
Applicant

I have been informed of the above applicant's request for a Home Occupation Permit.

Comments (if any) _____

Aubrey & Michael Harris
Neighbor (Print Name)

771 W 200 N, Parowan
Street Address

12/10/2025
Date


Signature

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Kevin Randall
Applicant

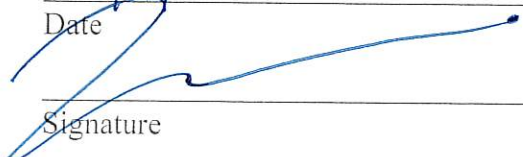
I have been informed of the above applicant's request for a Home Occupation Permit.

Comments (if any) _____

Carter + Tammi Miller
Neighbor (Print Name)

131 N 780 W
Street Address

12/4/25
Date


Signature

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Kevin Randall
Applicant

I have been informed of the above applicant's request for a Home Occupation Permit.

Comments (if any) _____

Tiffany Larsen
Neighbor (Print Name)

154 N 780 W
Street Address

12/7/25
Date

Tiffany
Signature

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DATED 12/2, 2025

Kevin Randall
Applicant

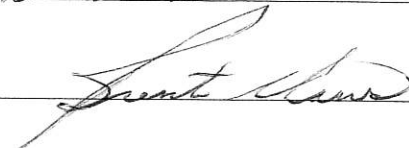
I have been informed of the above applicant's request for a Home Occupation Permit.

Comments (if any) ALL GOOD

BRENT HAWS
Neighbor (Print Name)

755 W 200 N
Street Address

12-4-25
Date


Signature

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Applicant

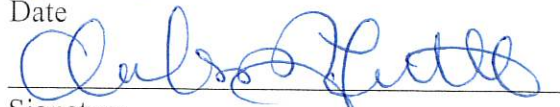
I have been informed of the above applicant's request for a Home Occupation Permit.

Comments (if any) _____

Anthony Tuttle
Neighbor (Print Name)

759 W 130N
Street Address

12-16-25
Date


Signature

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DATED 12/2, 2025

Kevin Randall
Applicant

I have been informed of the above applicant's request for a Home Occupation Permit.

Comments (if any) Go For IT

Ronnit D. Rogers
Neighbor (Print Name)

760 W 130 N
Street Address

12/8/25
Date

[Signature]
Signature

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Kevin Randall
Applicant

I have been informed of the above applicant's request for a Home Occupation Permit.

Comments (if any) Nice Neighbors, wish them success.

Jessica Huntington
Neighbor (Print Name)

166 N 750 W
Street Address

12.9.2025
Date

Jessica Huntington
Signature

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Applicant

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Comments (if any) _____

Cornell & Denise Orton
Neighbor (Print Name)

Sky Ranch 750W
Street Address

12/5/25
Date

[Signature]
Signature

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Called 1/05

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DATED 12/2, 2025

Kevin Randall
Applicant

I have been informed of the above applicant's request for a Home Occupation Permit.

Comments (if any) I fully support your entrepreneurial spirit,
I'm a bit worried about the potential increase in
Traffic and parking on our street. With more
vehicles, it might become
challenging for residents
to find parking and
navigate the area safely

Neighbor (Print Name)

161 N 750 W
Street Address

12-4-25
Date

Signature

Wayne C. Bueger 146 N 750 W
146 N 750 W

We are against this → Wayne C. Bueger
*If application is submitted for approval at Planning Commission, you will be notified by applicant.

590-8722
Ron 23

REQUEST FOR HOME OCCUPATION PERMIT
NOTIFICATION TO NEIGHBORS

Called
11/05

I am writing to inform you that I have applied for a Home Occupation Permit

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Comments (if any)

This is a residential area
We don't want strange people in our neighborhood

Residential area. Increased
traffic, as well as, fire
code safety issues.

Wayne Bergeson, Stacy Bergeson
Neighbor (Print Name)

146 N 750 W
Street Address

12/8/25
Date

Stacy Bergeson
Signature

Wayne Bergeson

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Comments (if any) _____

Robert Kovach
Neighbor (Print Name)

162 N 750 W
Street Address

12/2/2025
Date

[Signature]
Signature

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