

Mayor
Kenneth Romney

WEST BOUNTIFUL CITY

City Administrator
Duane Huffman

City Council
James Ahlstrom
Dell Butterfield
Kelly Enquist
Jenn Nielsen
Julie Thompson

550 North 800 West
West Bountiful, Utah 84087

Phone (801) 292-4486
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City Recorder
Remington Whiting

City Engineer
Kris Nilsen

Public Works Director
Steve Maughan

THE WEST BOUNTIFUL CITY COUNCIL WILL HOLD A REGULAR MEETING AT 7:30 PM ON TUESDAY, MAY 5TH, 2026, AT THE CITY OFFICES

Invocation/Thought – Jenn Nielsen; Pledge of Allegiance – Dell Butterfield

1. Approve Agenda.
2. Public Comment - Two minutes per person; five minutes if on behalf of a group.
3. Resolution 589-26 – A Resolution Amending the Bylaws of the West Bountiful Youth City Council.
4. Consider Recommendation from the Planning Commission for Jed Fisher Proposed Code Change Regarding the Employment of Non-Resident in Home Occupations.
5. Ordinance 510-26 – An Ordinance Amending Title 2.36 of the West Bountiful Municipal Code Regarding Planning Commission Provisions.
6. Ordinance 511-26 – An Ordinance Amending Title 17 of the West Bountiful Municipal Code Regarding the New or Unlisted Business Process and Model Homes.
7. Filing of Fiscal Year 2026/2027 Tentative Budget.
8. Meeting Minutes from April 21st, 2026.
9. Staff Reports–Police, Public Works, Engineering, Admin & Community Development.
10. Mayor/Council Reports.
11. Closed Session, if necessary, for the Purpose of Discussing Items Allowed Pursuant to UCA § 52-4-205.
12. Adjourn.

This agenda was posted on the State Public Notice website (Utah.gov/pmnl), the city website (WBCityut.gov), posted at city hall, and emailed to the Mayor and City Council on May 1ST, 2026.

MEMORANDUM



TO: City Council
DATE: May 1st, 2026
FROM: Remington Whiting
RE: Proposed Youth City Council Bylaw Amendment

This memo introduces a proposed amendment to the bylaws of the West Bountiful City Youth City Council.

Background

In 2011, the West Bountiful Youth City Council adopted bylaws establishing rules and procedures for the organization. Recently, the council has expressed interest in amending provisions related to GPA requirements and participation by individuals residing outside city limits. The council has indicated that being a dedicated and engaged citizen is more important than academic performance. Additionally, the council believes that non-resident students who attend Viewmont High School may have an interest in participating but are currently ineligible due to the residency requirement.

Proposal

On Thursday, April 23rd, 2026, the youth city council discussed the following proposed bylaw amendment:

Article 2 - Membership

I. Representation

All qualified applicants will be welcomed to serve on the youth council. The city council will appoint adult advisors whether they be city council members, city staff, or a city citizen.

II. Membership Qualifications

All members must live within the city limits [or attend Viewmont High](#) and must be in 7th to 12th grade, or equivalent ages, at the start of the school year following their appointment to the youth council. ~~Members must have a GPA of at least 3.0, or a GPA of at least 2.5 if their GPA increases each school term after their appointment to the youth council until they have achieved a GPA of 3.0.~~

Term

WEST BOUNTIFUL CITY

RESOLUTION #589-26

A RESOLUTION AMENDING THE BYLAWS OF THE WEST BOUNTIFUL YOUTH CITY COUNCIL

WHEREAS, the West Bountiful City Council has established a Youth City Council and adopted bylaws establishing their roles and duties in the community; and

WHEREAS, the Youth City Council finds it necessary to amend certain sections of the bylaws to better meet current practices.

NOW THEREFORE, BE IT RESOLVED by the City Council of the West Bountiful City that the West Bountiful Youth City Council Bylaws are amended as reflected in the attached Exhibit A.

EFFECTIVE DATE. This resolution shall take effect immediately passing.

Passed and approved by the City Council of West Bountiful City this 5th day of May, 2026.

Ken Romney, Mayor

Voting by the City Council: Aye Nay

| | | |
|----------------------------|-------|-------|
| Council member Ahlstrom | _____ | _____ |
| Council member Butterfield | _____ | _____ |
| Council member Enquist | _____ | _____ |
| Council member Nielsen | _____ | _____ |
| Council member Thompson | _____ | _____ |

Attest:

Remington Whiting, City Recorder

West Bountiful Youth City Council Bylaws

Mission Statement

The mission of the West Bountiful Youth City Council is to make a difference in our community by giving youth the opportunity to serve, develop leadership abilities and skills, and grow to become educated and responsible citizens. As we serve, we will strengthen our community and promote a spirit of pride in our city. In the future, we will responsibly perform our duty as citizens of the United States.

Article 1 – City Council and Youth City Council Relationship

I. Role of the City Council

The West Bountiful City Council (“**city council**”) shall receive recommendations from the West Bountiful Youth City Council (“**youth council**”). The city council shall provide support staff to the youth council to assist them in carrying out their duties. The city council shall appoint a city council liaison as a youth advisor and communicate upcoming issues to the youth council, so they may respond accordingly.

II. Role of the Youth Council

The youth council shall provide such services to the community that would draw the community together serving the youth, young adult, and senior community with wholesome activities. The youth council shall provide opportunities to explore the duties and responsibilities of the city council in order to be prepared to serve in the community in the future.

Article 2 – Membership

I. Representation

All qualified applicants will be welcomed to serve on the youth council. The city council will appoint adult advisors whether they be city council members, city staff, or a city citizen.

II. Membership Qualifications

All members must live within the city limits [or attend Viewmont High](#) and must be in 7th to 12th grade, or equivalent ages, at the start of the school year following their appointment to the youth council. ~~Members must have a GPA of at least 3.0, or a GPA of at least 2.5 if their GPA increases each school term after their appointment to the youth council until they have achieved a GPA of 3.0.~~

III. Term Limits

There is no limit to the number of terms a member may serve as long as the individual upholds the requirements as stated in the entirety of these bylaws. Members must reapply for each term. Membership will be dissolved if the member moves out of the city or submits a letter of resignation.

IV. Application Process

Members of the youth council shall be chosen through an application process. Interested parties shall complete a simple application found on the city website or at city hall. Applications shall be submitted to the youth mayor, youth advisor(s) or dropped off at city hall. Applications are due by a posted date prior to interviews for each term. Except as otherwise provided for an additional application period, below, the interview process will take place before the new term begins. Applicants shall be interviewed by the youth mayor, youth mayor pro tem, and youth advisor(s). After the new term has begun, an additional application period may be opened by a majority vote of all youth council members.

V. Conduct

Members of the youth council must conduct themselves in a positive, respectable, friendly, and law-abiding manner at all times. There will be no smoking, drinking alcoholic beverages, or using illegal drugs by any member of the youth council. Such behavior will not be tolerated and is grounds for dismissal from the youth council.

Article 3 – Offices

I. Offices

The youth council consists of the following officers: mayor, mayor pro tem, recorder, secretary/communications, treasurer, and historian.

II. Officer Duties

The duties of the officers shall include but are not limited to the following:

Mayor: Preside over and conduct all youth council meetings and activities subject to Utah Open Meetings laws (UCA 52-4), provide to the city recorder an agenda 48 hours prior to each meeting, communicate with and report to the city council, and perform other such necessary duties as they arise.

Mayor Pro Tem: Assist the mayor in all duties, perform the duties of the youth mayor in his/her absence, prepare to assume all duties as mayor for the following term, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Secretary/Communications: Provide notice of meetings and activities to members at least 24 hours in advance, organize and keep all necessary items, perform the duties of the recorder in his/her absence, write articles for the city newsletter, update and maintain social media accounts, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Recorder: Take minutes of each meeting complying with the requirements of Utah Code Ann. 52.4.203, report the minutes of the prior meeting and sign when approved by vote of the youth council, maintain copies of all minutes making them available to city officials upon request, provide original approved documents to the City Recorder; maintain a list of all members and

their contact information; fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Treasurer: Maintain a record of all expenses, report financial changes at meetings, manage and direct all financial affairs, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Historian: Document all activities in a binder for each term, photograph activities, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

III. Election and Appointment of Officers

The following officers shall be appointed by the youth mayor, youth mayor pro tem, and youth advisor(s): secretary/communications, recorder, treasurer, and historian. The office of mayor shall be assumed by the mayor pro tem of the prior term. In the event the youth mayor pro tem of the prior term is unable to assume the office of youth mayor, the position will be filled by the same application and interview process as defined herein. Officer positions shall be filled by application and interview process. Any member interested in this office shall fill out an application which shall be turned in to the youth advisor(s). The applicant will then be interviewed by the youth mayor, youth mayor pro tem, and youth advisor(s). Officers shall be chosen by majority vote of the interview panel.

IV. Term of Offices

Term length is one year beginning in June and ending in June of the following year. Interviews will be conducted, and members will be notified before June each year.

V. Vacancies of Offices

Should a vacancy occur in an office of the youth council by resignation, removal, or any other reason, the office shall be filled by appointment of the interview panel at the next regular meeting.

Article 4 – Meetings

I. Regular Meetings

Regular meetings of the youth council shall be held monthly, at 5pm on the second Thursday of each month, unless canceled or changed by agreement of youth leadership and youth advisors. Additional meetings can be called as necessary with a minimum of 72 hours' notice to members. The principal meeting place of the youth council shall be at West Bountiful City Hall. The meeting will follow a formal agenda that has been posted pursuant to Utah Open Meetings laws (UCA 52-4). The agenda can be altered by majority vote at any time during the meeting. All meeting dates and times shall be posted on the city's website and the city's marquee. All meetings of the youth council shall be open to the public and be subject to all requirements of Utah open meetings laws.

II. Emergency Meetings

Emergency meetings may be called by the youth mayor or youth advisors upon good cause. Prior

notification of at least forty-eight hours shall be given by the secretary.

III. Quorum and Voting

A simple majority of unexcused members of the council must be present for a meeting to be held. Decisions will be made by motion. Any member may make a motion and a second to the motion is necessary before the motion may be discussed or a vote taken. A majority of those present must vote in the affirmative for a motion to pass.

IV. Order of Business

The youth mayor shall preside over and conduct all meetings when present; when not present the youth mayor pro tem will assume these duties. Meetings will follow the approved agenda; each meeting will include the Pledge of Allegiance and a prayer or thought. Attendance shall be taken at each meeting and a list of attendees will be included in the minutes of the meeting. Excused and unexcused members will also be listed.

V. Recordings of Meetings

Written minutes and an audio recording shall be kept of the proceedings of council meetings by the youth recorder; if not present, the secretary shall assume these duties. Written minutes shall be provided to the city recorder once approved. Minutes will be made available to the public upon request.

VI. Attendance

Each member of the youth council is required to attend all meetings and activities. If they are unable to attend due to extenuating circumstances, they must notify the youth mayor or youth advisor(s) in advance of the meeting or activity.

If a member of the youth council accrues five unexcused absences from meetings or three unexcused absences from activities, the youth mayor and youth council advisers will recommend the member's dismissal to the city council. In the event the city council accepts the recommendation and dismisses the member, the member would not thereafter ethically be allowed to reference service on the youth council for that term in future resumes or job/school applications.

Article 5 – Bylaws and Amendments

The bylaws of the youth council shall be reviewed once each term. The bylaws may be amended at any time throughout a term if a proper need is found. Amendments must be approved by a majority vote through a roll call vote. Any changes or amendments shall be approved by resolution of the city council.

Adopted October 5, 2021

Amended December 17th, 2024

Amended May 6th, 2025

MEMORANDUM



TO: City Council

DATE: May 1st, 2026

FROM: Staff

RE: Home Occupation Resident Restriction Code Change Application

This memo introduces a text change amendment application from Mr. Jed Fisher to change the city's home occupation requirements regarding the restriction of employment of individuals not residing in the home. After reviewing the proposal, the planning commission provided a negative recommendation.

Background

West Bountiful Municipal Code 5.28.040(A) states that "A person who is not a resident of the dwelling shall not work in the home occupation"

Research suggests that this requirement dates to at least July of 1997. When the 1997 ordinance update was discussed by the council, the topic of employees was specifically noted, with potential exceptions being made for daycares through a conditional use permit. Staff cannot find justification for such exceptions in the written language of the 1997 code or the current iteration.

Application

On March 23rd, 2026, Mr. Jed Fisher submitted a Text Change Application proposing an exception to the restriction on non-resident employees in home occupations (attached).

The application requests that home occupations involving personal services provided by appointment only (including cosmetology, barbering, hairstyling, nail care, or similar state-licensed services) permit one (1) non-resident service provider to operate within the dwelling subject to the following conditions:

- The home occupation business license is held by a resident of the dwelling.
- No more than one non-resident service provider may work on the premises at any time.
- All services must be by appointment only, with no walk-in clientele.

Planning Commission Review and Recommendation

The planning commission discussed the application on April 14th and April 28th with a public hearing being held on the 28th. Following the public hearing, the planning commission forwarded a negative recommendation for the code change for the following reasons:

- Difficulty with enforcing the proposed regulations.

- Concerns about impacts to surrounding neighborhoods and maintaining residential character.
- Concerns with allowing commercial use within residential areas through leased space.
- Challenges in setting clear guidelines for which types of businesses would be allowed.

City Council Considerations

In reviewing the application, the city council may consider:

- Consistency with intent of Home Occupations
 - Does the proposed change maintain the purpose of the Home Occupation regulations, which is to protect the residential character and lifestyle of residential zoning districts within the City?
 - Would allowing a non-resident service provider change the character of the use?
 - If an outside employee is appropriate for a “personal service”, would it be appropriate for other types of home occupations?
- Enforcement
 - How would the city effectively enforce the proposed exceptions?

Council Action

As a legislative proposal, the Council has the discretion to approve, modify, or deny the proposed code change. Appropriate motions at this time may include:

1. A motion to direct staff to bring back an ordinance adopting the changes as proposed.
2. A motion to direct staff to bring back an ordinance adopting a modified version of the proposed changes
3. A motion to return the proposal to the planning commission for further work.
4. A motion to deny the request per the planning commission’s recommendation.



APPLICATION TO REZONE/CHANGE TEXT

West Bountiful City
PLANNING AND ZONING
550 N 800 W
West Bountiful, UT 84087
(801) 292-4486
www.WBCity.org

PROPERTY ADDRESS: N/A **DATE OF APPLICATION:** 3/20/2026

PARCEL NUMBER: N/A **CURRENT ZONE:** N/A **PROPOSED ZONE:** N/A

LEGAL DESCRIPTION ATTACHED: YES NO

Applicant Name(s): Jedidiah Fisher

Applicant Address (if different than above): [Redacted] ghts, UT 84037

Primary p [Redacted]

Describe in detail the request being made and the reasons why the change will benefit the people of West Bountiful. A separate sheet with additional information may be submitted if necessary.

Please see attached page for proposed change to West Bountiful Municipal Code 5.28.040, subsection A

I hereby apply to change text in the West Bountiful Municipal Code, or rezone the property identified above in accordance with the provisions of Utah State Code 10-9a-503. I certify that the above information is true and correct to the best of my knowledge.

Date: 3/20/2026

Applicant Signature:

FOR OFFICIAL USE ONLY

Application & \$150 Fee Received Date: _____ **Public Hearing Date:** _____

Letters sent to affected neighbors: _____ **Public Notice Sign Placed** _____

Planning Commission Approval: _____ **City Council Approval:** _____

Current Code: 5.28.040

A. A person who is not a resident of the dwelling shall not work in the home occupation.

Proposed change:

A. Except as provided below, a person who is not a resident of the dwelling shall not work in the home occupation.

1. Limited Personal Service Exception

Notwithstanding subsection A above, a home occupation involving personal services that are provided by appointment only (including cosmetology, barbering, hairstyling, nail care, or similar state-licensed services) may permit one (1) non-resident independent service provider to operate within the dwelling at any time provided that:

- a. The home occupation business license is held by a resident of the dwelling;
- b. No more than one non-resident service provider may work on the premises at any time;
- d. All services must be by appointment only, with no walk-in clientele;

Benefit to West Bountiful City

I am submitting a proposed amendment to Section 5.28.040(A) of the West Bountiful Municipal Code to allow a narrowly defined exception for certain home-based personal service businesses.

This amendment enables residents to make practical use of existing space within their homes to support micro-business activity. It allows for modest supplemental income without introducing commercial intensity or expansion.

Many homes already contain dedicated areas (such as basement salons or home gyms) designed for personal services. Allowing limited use of these spaces avoids the need for additional commercial development while keeping activity contained and appropriate.

The proposed language includes strict limitations—such as:

- Only one non-resident provider working in the home at any time
- Appointment-only services (no walk-ins, ensuring no home generates storefront-like foot traffic)
- No additional traffic/parking beyond typical home occupation levels

These safeguards ensure the activity remains incidental and indistinguishable from other already permitted home occupations.

Many homes have these spaces that are not currently being used, such as those who have retired from their profession but still maintain a usable space within their home. This allows them to continue to put these spaces to use (such as a salon booth rental) even after they themselves are no longer working.

Importantly, this wording preserves the city oversight and control of what businesses are allowed. The proposals retains the authority of the zoning committee to impose reasonable conditions ensuring that each situation can be evaluated for compatibility with the surrounding neighborhood.

This proposal is intentionally narrow in scope and designed to allow only the lowest-impact form of non-resident participation in a home occupation and does not open the door to commercial-scale operations in residential zones.

Instead, it provides a practical and controlled option for residents to utilize their homes in a way that is economically beneficial while remaining fully consistent with the character and expectations of West Bountiful neighborhoods.

MEMORANDUM



TO: City Council

DATE: May 1st, 2026

FROM: City Staff

RE: SB284 – Updated Land Use Regulations

This memo gives the city council an overview of three potential code amendments in response to the 2026 legislative session and the passage of SB 284. Each amendment addressed an area where state law now requires updates to the city's land use code. Redlined versions of the proposed changes are attached for your review.

Planning Commission Provisions – 10-20-301

- Effective May 6th, 2026
- See Exhibit A
- Utah State Code now requires cities to include the following procedures and descriptions in their codes related to the planning commission:
 - A procedure for removing a planning commission member, while specifically citing 10-3b-301 which states that the commissioner would be removed by a 6-member council.
 - A description of the causes for which a planning commissioner may be removed.
 - Requirements for when a planning commission member should recuse themselves from deliberating or voting on certain land use applications.

New / Unlisted Businesses – 10-20-507

- Effective May 6th, 2026
- See Exhibit B
- Requires cities to amend the process for reviewing and appealing new or unlisted business types.

The proposed changes:

 - Shift the responsibility of determining whether a proposed business fits into an existing use category from the planning commission to city staff. State code is no longer allows the planning commission to be part of this review process.
 - The applicant will forward the application to the city council for review and request that the legislative body adopt a land use ordinance that permits the business.
 - Notify the applicant of the process for appealing the legislative body's decision.
- NOTE: Another update will be needed before July 1, 2026, to address changes to the appeal authority under state code.

Model Home Regulations – 10-20-625

- Effective May 6th, 2026
- See Exhibit C
- Requires cities to update the definition of “Model Home” and add a definition for “Open House”.

Planning Commission Review and Recommendation

The Planning Commission reviewed the proposed code update on April 14th and 28th and held a public hearing on April 28th. Following the hearing, the Commission unanimously forwarded a positive recommendation to the city council.

Council Action

Staff recommend approval and adoption of Ordinance 510-26 and 511-26.

WEST BOUNTIFUL CITY

ORDINANCE #510-26

AN ORDINANCE AMENDING TITLE 2.36 OF THE WEST BOUNTIFUL MUNICIPAL CODE REGARDING PLANNING COMMISSION PROVISIONS

WHEREAS, West Bountiful City is empowered to adopt and amend general laws and land use ordinances pursuant to Utah State law (§10-9a-101 et seq.) and under corresponding sections of the West Bountiful City Code; and

WHEREAS, the West Bountiful City Council desires to maintain land use regulations that are current and accurate; and

WHEREAS, it was determined that there was need for modifications to West Bountiful City Code to comply with current state code; and

WHEREAS, the West Bountiful Planning Commission held a properly noticed public hearing on April 28th, 2026, to consider the proposed modifications and forwarded a positive recommendation to the City Council.

NOW THEREFORE, BE IT ORDAINED by the City Council of West Bountiful that the West Bountiful Municipal Code be modified as shown in exhibit A.

This Ordinance shall take effect immediately upon signing and posting.

Adopted May 5th, 2026.

By:

Ken Romney, Mayor

| | | |
|-----------------------------|------------|------------|
| Voting by the City Council: | <u>AYE</u> | <u>NAY</u> |
| Councilmember Ahlstrom | _____ | _____ |
| Councilmember Butterfield | _____ | _____ |
| Councilmember Enquist | _____ | _____ |
| Councilmember Nielsen | _____ | _____ |
| Councilmember Thompson | _____ | _____ |

ATTEST:

Remington Whiting, City Recorder

2.36.010 Terms Of Office: Appointment, Compensation And, Removal And Recusation

- A. There shall be a planning commission consisting of five members, which shall include four voting commissioners and a voting chairperson.
- B. Members shall be appointed to four-year terms of office, except that members may be appointed to shorter terms when necessary to ensure staggered terms of office.
- C. Members of the planning commission shall be appointed by the mayor, with the advice and consent of the city council.
- D. The city council may fix compensation for members of the planning commission for meetings actually attended and may authorize their reimbursement for expenses actually incurred in the performance of their duties.
- E. The city council may remove members of the planning commission from office for cause, in accordance with applicable state law, including Section 10-3b-301 and subject to any delegation of authority under subsection 10-3b-303(1). Causes for removal include:
 - 1. Using public funds for political purpose under Title 20A, Chapter 11, Part 12, Political Activities of Public Entities Act;
 - 2. Violating a provision of Title 10, Chapter 3, Pater 13, Municipal Officers' and Employees' Ethics Act; and
 - 1-3. Acting with the intent to influence a land use decision or an appeal of a pending land use application in a manner that creates actual impermissible bias or an acceptable risk of impermissible bias in the planning commission member's administrative or quasi-judicial duties.

but may not do so A planning commission member deliberating about a specific land use application in a planning commission meeting with municipal staff, an elected official or the land use application is not cause for removing a planning commission member from the planning commission. A member may not be removed without a public hearing if such is requested by the member.

WEST BOUNTIFUL CITY

ORDINANCE #511-26

AN ORDINANCE AMENDING TITLE 17 OF THE WEST BOUNTIFUL MUNICIPAL CODE REGARDING THE NEW OR UNLISTED BUSINESS PROCESS AND MODEL HOMES

WHEREAS, West Bountiful City is empowered to adopt and amend general laws and land use ordinances pursuant to Utah State law (§10-9a-101 et seq.) and under corresponding sections of the West Bountiful City Code; and

WHEREAS, the West Bountiful City Council desires to maintain land use regulations that are current and accurate; and

WHEREAS, it was determined that there was need for modifications to West Bountiful City Code to comply with current state code; and

WHEREAS, the West Bountiful Planning Commission held a properly noticed public hearing on April 28th, 2026, to consider the proposed modifications and forwarded a positive recommendation to the City Council.

NOW THEREFORE, BE IT ORDAINED by the City Council of West Bountiful that the West Bountiful Municipal Code be modified as shown in exhibit A.

This Ordinance shall take effect immediately upon signing and posting.

Adopted May 5th, 2026.

By:

Ken Romney, Mayor

| | | |
|-----------------------------|----------------|----------------|
| Voting by the City Council: | <u> AYE </u> | <u> NAY </u> |
| Councilmember Ahlstrom | _____ | _____ |
| Councilmember Butterfield | _____ | _____ |
| Councilmember Enquist | _____ | _____ |
| Councilmember Nielsen | _____ | _____ |
| Councilmember Thompson | _____ | _____ |

ATTEST:

Remington Whiting, City Recorder

17.12.080 New or Unlisted Business Classification Process

A. Purpose

The purpose of this section is to establish a clear process for evaluating proposed business uses that are new, unlisted, or not clearly classified in the city's land use code.

B. Application Required

1. Applicants proposing a new or unlisted business use shall submit a New/Unlisted Business Use Application on a form provided by the City.
2. The application shall include:
 - a) a detailed description of the proposed business and its operations;
 - b) Hours of operation and number of employees;
 - c) Description of materials, used or stored, including hazardous materials;
 - d) Site plan or floor plan, if applicable;
 - e) Description of which listed use the proposed use best aligns and why;
 - f) Any other information required on the form or requested by staff that relates to the business.

C. Staff ~~and Planning Commission~~ Review

1. ~~Once the city determines an application is complete, staff shall review the application. Staff shall present the application to the planning commission at the next available planning commission meeting. City staff shall act as the land use authority and shall review the application.~~
2. ~~The planning commission is the land use authority for determining whether a proposed new or unlisted business use aligns with an existing land use category. City staff is the land use authority for determining whether a proposed new or unlisted business aligns with an existing land use category.~~
3. ~~The planning commission. City staff~~ will make its decision based on the following criteria:
 - a) Similarity of Primary Activities

- b) Operational Characteristics
- c) Impact of Public Infrastructure
- d) Environmental and Nuisance Impacts
- e) Hazardous Materials and Safety Considerations
- f) Compatibility with surrounding land uses
- g) Purpose and Intent of the Zoning District

The decision must be made within 60 days after a complete application is submitted.

- 4. If ~~the planning commission city staff~~ determines that the proposed use aligns with an existing use, it will issue a written decision allowing the proposed use to proceed under the regulations of the existing use.
- 5. If ~~the planning commission city staff~~ determines that the proposed use is a new or unlisted business use, ~~the applicant shall forward the application to the city council requesting approval of the new or unlisted business use and adoption of a land use ordinance permitting the use as a permitted or conditional use.~~
 - ~~a) The planning commission shall schedule a public hearing for the next available planning commission meeting.~~
 - ~~b) Following the public hearing, the planning commission shall treat the application as an application for a land use code amendment, including any necessary text additions or modifications.~~
 - ~~c) The planning commission will then forward the application and either a positive or negative recommendation to the city council for a potential new business use.~~
- 6. If ~~the planning commission city staff~~ denies an application for a proposed new or unlisted business use, or if an applicant disagrees with ~~planning commission's city staff's~~ classification of the proposed use, ~~city staffthe planning commission~~ shall notify the applicant in writing of each reason for the classification or denial, and offer the applicant an opportunity to challenge the classification or denial through the appeal process as outlined in ~~Chapter Section~~ 17.08.120 of City Code ~~and applicable state law~~.

D. City Council Review

1. The city council shall review recommendations from the planning commission involving new businesses as legislative land use decisions. The city council shall review applications city staff has determined to involve new or unlisted business uses.
2. The city council shall determine whether the new or unlisted business use should be added to the land use code.
3. The city council shall approve or deny the application within 60 days after a complete application is submitted, as long as the applicant responds to each request for additional information within 10 days of the request, and appears at all required hearings.
4. If approved, the city council shall designate the appropriate zone or zones in which the use is permitted or conditional.
5. If the city council denies the application, the city council shall notify the applicant in writing of each reason for the denial and inform the applicant of the process for appealing the decision through the city's land use appeal authority in accordance with Section 17.08.120 of City Code and applicable state law.

17.74.020 Definitions

As used in this chapter, the following terms are defined as follows:

"Model home" means ~~a dwelling used as a temporary on-site sales office for a residential development under construction;~~ a single-family home that the homebuilder uses to promote the sale or lease of another single-family home; or a unit within a multi-family residential structure that the owner uses to promote the sale or lease of another unit within the multi-family residential structure.

"Open house" means an event held by a homeowner, including an event in association with a real estate agent, architect, builder, or developer to showcase a home, including the outdoor landscaping around the home

"Sales trailer" means a trailer used as a temporary on-site sales office for a residential development until a model home can be constructed.

PENDING – Not Yet Approved

Minutes of the West Bountiful City Council meeting held on **April 21st, 2026**, at West Bountiful City Hall, 550 N 800 West, Davis County, Utah.

Those in attendance:

MEMBERS: Mayor Kenneth Romney, Council members Dell Butterfield, Jenn Nielsen, and Julie Thompson

STAFF: Duane Huffman (City Administrator), Brandon Erikson (Chief of Police), Steve Maughan (Public Works Director), Kris Nielsen (City Engineer), and Remington Whiting (City Recorder)

PUBLIC: Alan Malan, Aaron Perry, Tif Miller, Richmond Thornley, Spencer Llewelyn, Chance Pope, Simon Mortenson

EXCUSED: Council members James Ahlstrom, Kelly Enquist, Duane Huffman (City Administrator), Steve Maughan (Public Works Director)

Regular Meeting

Mayor Romney called the meeting to order at 7:33 pm. Jenn Nielsen gave an invocation, and the Pledge of Allegiance was led by Julie Thompson.

1. Approve Agenda

MOTION: *Dell Butterfield made a motion to approve the agenda. Julie Thompson seconded the Motion which PASSED by unanimous vote of all members present.*

2. Public Comment.

Aaron Perry – Non-Resident – Mr. Perry introduced himself and shared that he is running for Davis County Sheriff.

3. South Davis Recreation District Presentation.

Mr. Tif Miller thanked the council for the opportunity to speak and expressed appreciation for the city's support. He shared that 2025 has been a successful year for the Recreation Center. He provided an overview of current programs and highlighted recent improvements. Mr. Miller also discussed future projects and noted an increase in participation numbers. He also reviewed membership data, specifically comparing West Bountiful residents to overall membership numbers. The council inquired about advertising for the center as well as the status of the ice rink.

47 **4. Consider Request to Defer the Construction of Public Improvements for Pope Property**
48 **at 1188 West 400 North.**

49 Kris presented the deferral request from Mr. Pope. He explained that the new subdivision
50 would require public improvements such as road widening, storm drainage, curb, sidewalk
51 and streetlight; however, installing them now would not connect to the existing infrastructure.
52

53 **MOTION:** *Dell Butterfield made a motion to approval the deferral and that the city*
54 *council finds city council finds that there are compelling reasons, as*
55 *described in the staff memo, why the city’s interests are better served by*
56 *deferring the construction of certain public improvements road widening,*
57 *storm drainage, curb, sidewalk and streetlight related to the proposed Pope*
58 *Subdivision at 1188 West 400 North, and that the mayor is hereby*
59 *authorized to execute the city’s standard deferral agreement, subject to*
60 *review by the city engineer and city attorney. Julie Thompson seconded the*
61 *motion which PASSED.*
62

63 The vote was recorded as follows:

64 Dell Butterfield – Aye

Jenn Nielsen – Aye

65 Julie Thompson – Aye
66
67

68 **5. Consider Request to Defer the Construction of Public Improvements for Russell**
69 **Property at 1257 West 1200 North.**

70 Kris presented the deferral request from Mr. Russell. He explained that the applicant is
71 constructing an addition to their home that would increase the total square footage by more
72 than 50%. Required public improvements include road widening, storm drainage, curb and
73 sidewalk; however, installing them now would not connect to the existing infrastructure.
74

75 Under city code, these improvements are required for permit approval but may be deferred by
76 agreement if the council determines deferral better services the city’s interests.
77

78 **MOTION:** *Jenn Nielsen made a motion that the city council finds that there are*
79 *compelling reasons why the city’s interests are better served by deferring the*
80 *construction of certain public improvements related to the proposed*
81 *Building Permit at 1257 West 1200 North , and that the mayor is hereby*
82 *authorized to execute the city’s standard deferral agreement, subject to*
83 *review by the city engineer and city attorney. Julie Thompson seconded the*
84 *motion which PASSED.*
85

86 The vote was recorded as follows:

87 Dell Butterfield – Aye

Jenn Nielsen – Aye

88 Julie Thompson – Aye
89
90

91 **6. Resolution 588-26 – A Resolution Authorizing the Execution of the Interlocal**
92 **Cooperation Agreement with Davis County Relating to the Conduct of Community**
93 **Development Block Grant Program for Federal Fiscal Years 2027, 2028, and 2029.**

94 A memo from Davis County was presented to the council. The memo explained that the
95 Interlocal Agreement and resolution were necessary to ensure that West Bountiful remains
96 eligible for the Community Development Block Grant for fiscal years 2027-2029.
97

98 **MOTION:** *Jenn Nielsen made a motion to award the 2026 Concrete Replacement*
99 *Project JMR Construction. Dell Butterfield seconded the motion which*
100 *PASSED.*

101
102 The vote was recorded as follows:

103 Dell Butterfield – Aye

Jenn Nielsen – Aye

104 Julie Thompson – Aye
105
106

107 7. Meeting Minutes from April 7th, 2026.

108
109 **MOTION:** *Julie Thompson made a motion to approve the meeting minutes from April*
110 *7th, 2026. Dell Butterfield seconded the motion which PASSED by*
111 *unanimous vote of all members present.*
112
113

114 8. Staff Reports

115 Police Department – Brandon Erekson

- 116 • Several candidates have been interviewed for the open officer position.
- 117 • New crossing guard will start next week.

118 Engineering – Kris Nilsen

- 119 • 1000 N is now under construction.
 - 120 • Miscellaneous concrete project is underway.
 - 121 • Kris and Steve are working on the 700 N and 975 N water replacement estimates.
 - 122 • Kris continues to review Belmont Farms 2A and Highgate 2 for final approval.
- 123
124

125 9. Mayor/Council Reports

126
127 Kenneth Romney:

- 128 • There will need to be another bond for the Sewer Plant.
- 129 • Thanked the police department for the way they handled a situation near the elementary
130 school.

131 Dell Butterfield:

- 132 • Discussed the increase in revenue throughout the last 2 years of the Recreation District.

133 Jenn Nielsen:

- 134 • Will attend a Wasatch Integrated Waste Management meeting next week.
 - 135 • Parade is moving forward and a meeting is scheduled for Monday. Carnival preparations are
136 going well.
 - 137 • Dignitaries for the parade will be picked soon.
 - 138 • YCC is undergoing some changes, and they are excited about the future.
- 139

140 Julie Thompson:

- 141 • Arts Council held a guitar club concert and it was not the Art Council's usual stuff.
142 • Planning Commission has requested that a committee is put together to discuss the ADUs
143 and put together a template.
144 • Next meeting will have discussion on non-residents being employed within home
145 occupations.

146
147 **10. Adjourn.**

148
149 **MOTION:** *Dell Butterfield made a motion to adjourn the meeting of the West*
150 *Bountiful City Council. Jenn Nielsen seconded the motion which PASSED*
151 *by unanimous vote of all members present.*

152
153 -----

154
155 *The foregoing was approved by the West Bountiful City Council by unanimous vote of all members*
156 *present on May 5th, 2026.*

157
158
159 _____
160 Remington Whiting, City Recorder