

1 **Administrative Land Use Authority (ALUA)**

2 **Minutes –July 22nd, 2026 – 1:30 pm**

3 Providence City Office Building, 164 North Gateway Drive, Providence UT 84332

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5 **Call to Order:** Skarlet Bankhead, Chair

6 **ALUA Members:** Rob Stapley, Skarlet Bankhead & Steven Wood.

7 **Staff in Attendance:** City Manager Ryan Snow, Zoning & Stormwater Specialist Colton Love & City Recorder
8 Ty Cameron.

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10 **Approval of the Minutes:** The Administrative Land Use Authority will approve the minutes of the last
11 meeting, which was held on July 15th, 2026. **(MINUTES)**

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13 • Chair Bankhead called for the approval of the minutes of July 15th, 2026.

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15 **Motion to approve the minutes of July 15th, 2026 – Steven Wood. 2nd- Rob Stapley.**

16 **Vote:**

17 **Yea- Rob Stapley, Skarlet Bankhead & Steven Wood.**

18 **Nay-**

19 **Abstained-**

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21 **Motion passed unanimously, minutes approved.**

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23 **Discussion Items:**

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25 ➤ **Item No. 1 LeBaron Music Studio Conditional Use:** The ALUA will review, discuss and may take
26 action on a conditional use for the LeBaron Music Studio located in the general area of 634 N 200 E
27 here in Providence UT. The intent of the applicant is to use the basement to teach music group music
28 classes to children. **(APPLICATION)**

- 29 • Chair Bankhead introduced the item, describing it as a conditional use application for the
30 LeBaron Music Studio, located in the general area of 634 North 200 East, Providence, Utah. She
31 noted that upon approval of the conditional use, the applicant would be able to complete the
32 business license application process.
- 33 • Colton Love presented the staff report. The applicant, Patricia LeBaron, is requesting a
34 conditional use permit for a small in-home business providing music lessons at 634 North 200
35 East, located within the R-1-6 zoning district. The application was received on July 13, 2026,
36 and included a Providence City conditional use application form and a proposed business plan.
- 37 • Colton cited the applicable regulations governing the application, including Utah Code Title 10,
38 Chapter 20, Part 506 (Conditional Uses); Providence City Code 3-4-5 (Home Businesses);
39 Providence City Code 10-6-1 (Use Regulations); and Providence City Code 10-C-5 (Standards
40 for Reasonable Conditions). He summarized the conclusions of law, noting that Providence City
41 has adopted ordinances in compliance with state code, which allows the city to impose
42 reasonable conditions on conditional uses. He outlined the proposed conditions of approval,
43 which included the applicant obtaining a business license pursuant to Providence City Code 3-1-
44 5, complying with all home business requirements under Code 3-4-5, operating in accordance
45 with the submitted business description plan, and continuing to meet all applicable federal, state,
46 county, and city laws and ordinances.
- 47 • Chair Bankhead invited the applicant to address the Authority. Patricia LeBaron described the
48 nature of her proposed business, which operates under a licensing agreement with a company
49 called Let's Play Music. She teaches two curricula: Sound Beginnings, designed for children ages

zero to four accompanied by a parent or grandparent, and a piano-focused program for children ages four to six. The younger-age classes run thirty minutes once per week and are focused on early music education in a playful, informal setting. The older-age classes run up to one hour per week and are structured around a three-year piano curriculum using electric keyboards, with the volume kept at a low setting. Classes are held in the basement of her residence. The applicant indicated that her proposed schedule, to begin in late August, was outlined in the submitted application.

- Chair Bankhead initiated a discussion regarding the applicant's traffic and parking plan. The applicant confirmed that she had built at least a ten-minute buffer between consecutive class sessions to allow arriving and departing families to avoid significant overlap. She also stated that she instructs parents not to come inside the home until five minutes before the scheduled start time to minimize loitering in the driveway.
- Regarding parking, the applicant noted that her property features a two-door garage and a one-door garage, providing approximately three on-site parking spaces. Parents are directed to park in her driveway, and her onboarding materials explicitly instruct parents not to park in neighboring driveways. The applicant acknowledged, however, that her classes allow a maximum of eight enrolled students, which could theoretically result in up to eight individual vehicles if all families arrived separately.
- City Engineer Wood raised substantive concerns about parking capacity. He noted that with up to eight vehicles potentially present during a class session, the three on-site parking stalls leave a deficit of approximately five vehicles that would need to utilize street parking. He expressed concern about the suitability of residential streets for routine, recurring commercial-adjacent parking activity and noted the particular challenges posed during winter months, when snow plowing, snow accumulation from driveway clearing, mail and garbage truck access, and the narrowing of effective road width all reduce available on-street parking. He also raised a safety concern regarding families with young children loading and unloading from street-side parking positions rather than dedicated off-street stalls. Mr. Wood acknowledged that he could not identify a specific provision in the code that directly regulates commercial parking in this residential conditional use context but expressed that the situation warranted careful consideration.
- Public Works Director Stapley sought clarification on the nature and intensity of the classes, noting some initial uncertainty about whether the setting resembled something closer to a daycare or a more active music rehearsal environment. The applicant clarified that the sessions are calm, structured, and low-volume, and that the older-age classes are more analogous in character to a daycare drop-off scenario than any kind of amplified or ensemble performance setting.
- Chair Bankhead drew the Authority's attention to a relevant provision in the Providence City Code. Under the definitions section pertaining to home businesses, the code requires that a home business provide sufficient parking for employees and customers entirely on the homeowner's land containing the primary dwelling, or on an adjacent parcel owned by the homeowner. Chair Bankhead noted that this provision means street parking cannot be relied upon as a primary accommodation, and that the available on-site parking must be sufficient for the anticipated demand of each class session.
- The Authority briefly discussed whether the nearby subdivision clubhouse parking lot could serve as overflow parking. City Engineer Wood estimated the clubhouse to be approximately a quarter mile away. Chair Bankhead acknowledged that while this might be workable in fair weather, it would be an impractical solution during winter conditions. The Authority agreed that

simply reducing class size might address the issue, but the applicant indicated she was uncertain whether her licensing agreement with the curriculum provider would permit classes below a certain minimum enrollment, noting that four students per class may be too few to meet curriculum efficacy requirements.

- City Engineer Wood suggested an alternative approach: rather than reducing class size, the applicant could explicitly structure her enrollment agreements to require a defined number of participants per class to commit to non-vehicular transportation — such as walking, biking, or carpooling — so that the number of vehicles on-site at any time would remain within the three available parking stalls. The applicant indicated this was a genuine possibility given that a number of her prospective clients reside within the immediate neighborhood and have already expressed interest in walking to sessions.
- Chair Bankhead raised the question of whether the applicant had consulted with her homeowners association (HOA) regarding the proposed business use. The applicant confirmed she had not yet done so. Chair Bankhead expressed the view that this step was important, as the subdivision's CC&Rs may contain restrictions relevant to home-based business operations. She clarified that while Providence City does not enforce CC&Rs, the Authority did not wish to approve a conditional use that conflicts with the HOA's governing documents, only for the applicant to encounter a separate compliance conflict after the city's process is complete. City Engineer Wood echoed this sentiment, emphasizing the city's interest in seeing the business succeed within the full framework of applicable rules.
- Chair Bankhead proposed continuing the item for one week to allow the applicant time to consult with the HOA, verify the minimum enrollment requirements under her licensing agreement, and review the relevant Providence City Code provisions — specifically Code 1-3-2 (definitions, under the home business definition) and Code 3-4-5 (home businesses) — with the goal of returning with a revised or confirmed business plan that satisfies the on-site parking requirement. City Engineer Wood and Public Works Director Stapley both expressed support for the continuance. Chair Bankhead directed the applicant to submit any new information or revised materials to her via email in advance of the next meeting, noting that while she could receive and distribute materials through City Recorder Cameron, the Authority cannot engage in substantive dialogue about the application outside of a duly noticed public meeting.

Motion to continue Item No. 1, the LeBaron Music Studio Conditional Use, to the next regularly scheduled Administrative Land Use Authority meeting for further discussion, was made by City Engineer Steven Wood and seconded by Public Works Director Rob Stapley.

Vote:

Yea- Rob Stapley, Skarlet Bankhead & Steven Wood.

Nay-

Abstained-

Motion passed unanimously, and the item continued.

Motion to adjourn was made by Public Works Director Rob Stapley and seconded by City Engineer Steven Wood. The motion carried unanimously.

Vote:

Yea- Rob Stapley, Skarlet Bankhead & Steven Wood.

Nay-

Abstained-

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144 **Motion passed unanimously, meeting adjourned.**
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148 **Minutes approved by vote of ALUA on _____ day of _____ 2026.**
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152 **I swear these minutes are true and correct to the best of my knowledge.**
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156 _____
157 **Ty Cameron, City Recorder**