

Mayor
Kenneth Romney

WEST BOUNTIFUL CITY

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City Recorder
Remington Whiting

City Engineer
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THE WEST BOUNTIFUL CITY COUNCIL WILL HOLD A REGULAR MEETING AT 7:30 PM ON TUESDAY, SEPTEMBER 15th, 2026, AT THE CITY OFFICES

Invocation/Thought –Kelly Enquist; Pledge of Allegiance – Jenn Nielsen

1. Approve Agenda.
2. Public Comment - Two minutes per person; five minutes if on behalf of a group.
3. Proclamation Designating September 17-23, 2026, as Constitution week in West Bountiful.
4. Ordinance 515-26 – An Ordinance Amending Title 17 of The West Bountiful Municipal Code Related to Accessory Dwelling Units.
5. Ordinance 516-26 – An Ordinance Amending Title 16 and Title 17 of the West Bountiful Municipal Code Related to Appeal Authorities.
6. Lakeside Golf Course Report.
7. Consider Purchase Approval for Driving Range Equipment.
8. Monthly Financial Report.
9. Meeting Minutes from September 1st, 2026.
10. Staff Reports–Police, Public Works, Engineering, Admin & Community Development.
11. Mayor/Council Reports.
12. Closed Session, if necessary, for the Purpose of Discussing Items Allowed Pursuant to UCA § 52-4-205.
13. Adjourn.

This agenda was posted on the State Public Notice website (Utah.gov/pmnn), the city website (WBCityut.gov), posted at city hall, and emailed to the Mayor and City Council on September 11th, 2026.



West Bountiful City

Proclamation

A PROCLAMATION DESIGNATING SEPTEMBER 17 THROUGH SEPTEMBER 23, 2026, AS CONSTITUTION WEEK IN WEST BOUNTIFUL

WHEREAS, September 17, 2026, marks the two hundred and thirty-ninth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17th through 23rd as Constitution Week.

NOW THEREFORE, I, Kenneth Romney, Mayor of West Bountiful City, on behalf of the City Council, do hereby proclaim September 17 through September 23, 2026, as Constitution Week and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

Dated this 15th day of September 2026.

Mayor Kenneth Romney

Attest:

Remington Whiting, City Recorder

MEMORANDUM



TO: City Council

DATE: Sept. 11, 2026

FROM: City Staff

RE: **Detached Accessory Dwelling Units – Proposed Code**

The purpose of this memo is to introduce a proposed city code for Accessory Dwelling Units (ADUs) with an emphasis on regulations for Detached ADUs, which previously have not been permitted in West Bountiful.

Background

Utah Code now requires municipalities to adopt regulations that permit Detached Accessory Dwelling Units (DADUs) on lots or parcels that are at least 11,000 square feet in size and contain an existing single-family dwelling. These regulations must be in place by October 1, 2026.

The city council and planning commission have held two joint sessions to discuss policy direction on DADUs, and the planning commission discussed drafts at several meetings. After a public hearing on Sept, 8th, the planning commission forwarded a unanimous recommendation for the proposed code.

Proposed Code

The attached proposed code is based on the planning commission's work. Highlights included:

- The proposed language updates the entire ADU code to ensure consistency with internal ADUs (IADUs) and DADUs.
- The definition of an IADU is updated to clarify what “attached” means, eliminating the use of breezeways or roof extensions for purposes of attaching an IADU.
- DADUs under the proposed code:
 - Must have property owner live on the property;
 - Are limited to one ADU per property;
 - Minimum lot size 10,000 square feet*;
 - Minimum DADU size is 201 square feet;
 - Maximum DADU size is governed by allowable space in backyards*;
 - Must have 1 additional parking space if smaller than 650 sq ft, and 2 additional spaces if larger;
 - Setbacks*
 - In the A-1 and R-1-22 zones, 30' from back property line, 10' from side property line, 20' from street side property line, and 8' from primary dwelling.;
 - In in the R-1-10 zone, 20' from back property line, 10' from side property line, 20' from street side property line, and 8' from primary dwelling.

- Height is governed by height requirements for primary structures in the underlying zone*;
- Short term rentals are prohibited;

* denotes available alternative language.

Alternative Language

Based on council discussion at the joint work sessions, staff has also included alternative language that places an emphasis on ensuring that DADUs are “accessory” in nature. The alternative language includes:

- Limiting DADUs to lots of at least 11,000 square feet, as contemplated by state code;
- Setting a maximum size of the DADU to no more than 50% of the primary dwelling and in no case larger than 800 square feet (or any other size the city council deems appropriate) and clarifying how the DADU size is to be measured;
- Additional options for setbacks;
- Setting a maximum height of 1 story and 20’;

Final Adoption

The city council may now adopt the language proposed by the planning commission or make any necessary changes prior to final adoption. If the city council does not adopt language at the Sept 15th meeting, a special meeting will be needed prior to Oct 1.

City	Min. Lot Size	Parking Requirement >650 sq ft	Parking Requirement <650 sq ft	Parking Requirement (pre UCA 10-21-304)	Min. Size	Max. Size	Height	Lot Coverage	Rear Setback	Side Setback	Other Structure Setback	Front Yard/Street Side Yard	STR	# ADUs	Owner Occupancy	Setback Standards
Bountiful	8,000 Sq Ft	1 additional	1 additional	1 Additional	350 Sq Ft	1,250 Sq Ft	20'	10%	3'	3	5'	25', 20'	No	1	Yes	Accessory Structure Setbacks
North Salt Lake	Single Family Zone, but may not cover more than 25% of rear yard.	1 Additional	2 Additional	2 Additional	300 Sq Ft	1200 sq ft	20'	25%	10ft, under certain circumstances 5ft	8'	NA	30"	Yes	1	Yes	Side - Must meet primary dwelling setbacks. Rear - 10ft unless no windows, doors, or other openings are adjacent to property line, in which case setback is 5 ft.
Farmington	10,000 Sq Ft	1 Additional	1 Additional	1 Additional	Subordinate or equal to primary dwelling.	Subordinate or equal to primary dwelling.	15'	25%	5'	5'	NA	25', 20'	No	1	Yes	Accessory Structure Setbacks
West Point	10,000 Sq Ft	1 Additional	2 Additional	2 Additional	N/A	650 Sq Ft on lots less than 12,000 Sq Ft. 800 Sq Ft on Lots greater than 12,000 Sq Ft.	No taller than primary dwelling	NA	10'	10'	NA	30' 10'	No	1	Yes	Side - 10' Rear - 10'
West Haven	May not cover more than 25% of rear yard.	1 Additional	2 Additional	2 Additional	300 Sq Ft	1200 Sq Ft	35'	25%	20ft, under certain circumstances 15ft	5'	NA	5'	Yes	1	Yes	Side - Must meet primary dwelling setbacks. Rear - 20ft unless no windows, doors, or other openings are adjacent to property line, in which case setback is 15 ft.
Centerville - Working Draft	8,500 Sq Ft	1 Additional	2 Additional		350 sq ft	1250 sq ft	20', No 2nd Story	standard	8'	standard	6'	standard	No	1	Yes	
WEST BOUNTIFUL PLANNING COMMISSION	10,000 Sq Ft	1 Additional	2 additional	2 additional	201 Sq ft	Must not exceed maximum percentage of 35% of rear yard.	No taller than maximum height of Accessory Structure.	35% of rear yard	20' - R1-1-10 30' R-1-22 & A-1	10'	NA	30', 20'	No	1	Yes	Front and rear, must meet primary dwelling setbacks.
WBC PC GOAL/JUSTIFICATION	PC is open to owners in the R-1-10 zone having a DADU if they can meet other requirements			.	A building permit must be obtained for any structure over 200 square feet.	Will be limited by allowed lot coverage percentage	Current height standard should apply to all accessory structures	Currently allowed for accessory structures	Restrictive, but allows residents to build if they have ample space.	Restrictive, but allows residents to build if they have ample space.	PC believes current code does not require accessory structures to be a certain distance away from other accessory structures.	Restrictive, but allows residents to build if they have ample space.	No, current code does not allow for STRs. Maybe in the future.	Do not want multiple units being rented out on property.	Current WBMC Regulation	Restrictive, but allows residents to build if they have ample space.

WEST BOUNTIFUL CITY

ORDINANCE #515-26

AN ORDINANCE AMENDING TITLE 17 OF THE WEST BOUNTIFUL MUNICIPAL CODE RELATED TO ACCESSORY DWELLING UNITS

WHEREAS, West Bountiful City is empowered to adopt and amend general laws and land use ordinances pursuant to Utah State law (§10-20-101 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 meet the needs of its residents and comply with state law; and

WHEREAS, it was determined that there was need for modifications to West Bountiful City Code related to accessory dwelling units; and

WHEREAS, the West Bountiful Planning Commission held a public hearing on September 8, 2026, to consider the proposed modifications, and forwarded a recommendation to the City Council.

NOW THEREFORE, BE IT ORDAINED by the City Council of West Bountiful that the West Bountiful Municipal Code 17.82 be replaced as shown in Exhibit A.

This Ordinance shall take effect immediately upon signing and posting.

Adopted September 15, 2026.

By:

Kenneth 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

Chapter 17.82 ACCESSORY DWELLING UNITS (ADU)

17.82.010 Purpose.

The purpose of this chapter is to establish use and development regulations for accessory dwelling units (ADUs). These regulations are adopted for the following purposes:

- A. To accommodate such housing in single family residential neighborhoods in accordance with state law.
- B. To provide an alternative housing option.
- C. To provide uniform standards for ADUs.

17.82.020 Definitions.

As used in this chapter, the following terms have the following definitions:

“Accessory dwelling unit,” or “ADU,” means a habitable living unit added to, created or existing within, or detached from, a single-family dwelling and contained on one lot or parcel.

"Detached accessory dwelling unit" or “detached ADU” means an accessory dwelling unit located on the same lot or parcel as the primary dwelling that is not attached to or within a primary dwelling.

"Internal accessory dwelling unit" or “internal ADU” means a separate accessory dwelling unit, created or existing within or physically incorporated into or structurally connected to a primary dwelling. To be physically incorporated into or structurally connected means it shares at least one common wall, floor, or ceiling with the primary dwelling. A dwelling unit connected solely by a breezeway, porch, deck, patio, carport, covered walkway, roof extension, or similar feature does not constitute an internal accessory dwelling unit.

“Primary dwelling” means a detached single-family dwelling unit that constitutes the primary residential use of a lot or parcel and to which an accessory dwelling unit is subordinate. Where more than one dwelling unit exists on a lot or parcel, the principal dwelling is the dwelling unit designated or recognized by West Bountiful City as the primary dwelling for purposes of administering this chapter.

17.82.030 Accessory Dwelling Unit Permit Required.

An ADU meeting the development standards, as specified within this chapter, is a permitted use in any zone that allows for single-family housing as a permitted use after approval of an accessory dwelling unit permit by the Land Use Administrator.

17.82.040 Internal Accessory Dwelling Unit Development Standards. The following development standards apply to internal ADUs, in addition to any other applicable standards under the Municipal Code.

- A. Owner Occupied. The owner of the property on which the ADU is located, as listed in the County Recorder's Office, must reside on the property as the owner's principal residence, except for business, medical, military service, or religious reasons for a continuous time period not exceeding three years. If an absence is warranted due to the above reasons, an on-site manager shall be designated for the period of the absence. At no time shall both the ADU and the primary dwelling be rented as separate units.
- B. Number of Accessory Dwelling Units. A maximum of one (1) ADU shall be allowed on any lot or parcel.
- C. Parking. Adequate off-street parking shall be made available to accommodate the residential use of an ADU, subject to the residential use parking requirements of Chapter 17.52 of the West Bountiful Municipal Code and state law. Parking spaces may include garage and driveway space. If the ADU is created within a garage or carport, sufficient off-street parking must be provided to replace the parking contained within the garage or carport. Parking stalls outside of a garage shall be paved with concrete, masonry, asphalt, or concrete pavers; gravel parking stalls or driveways are also allowed.
 - 1. A minimum of one (1) additional off-street parking space shall be provided and designated for an internal ADU.
- D. Utility Metering. No separate utility metering for the ADU shall be allowed, and the utility service shall be in the property owner's name.
- E. Construction Codes. An ADU shall comply with the construction housing codes in effect at the time the ADU is constructed, designated as an ADU, or remodeled. This shall include obtaining a building permit or other permits as the codes may require.
- F. Entrance. A separate entrance to the ADU shall not be allowed to face the front yard. Any separate entrance shall be located to the side or rear of the primary dwelling.
- G. ADU Agreement. Each ADU shall be subject to an ADU agreement on a form provided by the City and recorded with the County Recorder. The ADU agreement shall run with the land and bind any subsequent owner of the property. If the owner of record of a property changes, the new owner shall be required to submit a new ADU application and occupy the property as the owner's primary residence; otherwise, the ADU shall be immediately vacated and shall no longer be used as an ADU. The recorded ADU agreement shall acknowledge that the owner must reside in the primary dwelling or ADU, subject to allowed absences under this chapter.
- H. Separate Address. The ADU shall be identified with a separate address using the letter "B" to provide clarity for emergency purposes. A second mailbox is recommended but not required.

- I. Lease Agreement. If the ADU is leased, language that the lease will terminate upon sale of the property will be included in any lease documents.
- J. Lot Coverage. Any additions to an existing building shall not exceed the allowable lot coverage standard for the underlying zone or encroach into the required setbacks.
- K. Short Term Rentals. By applying for an ADU, the property owner shall agree that the main dwelling and the proposed ADU will not be used as a short-term rental.
- L. Penalties. Penalties may be imposed to assure compliance with this chapter as per Section 17.08.050.

17.82.050 Detached Accessory Dwelling Unit Development Standards. The following development standards apply to detached ADUs, in addition to any other applicable standards under the Municipal Code.

- A. Owner Occupied. The owner of the property on which the ADU is located, as listed in the County Recorder's Office, must occupy either the primary dwelling or the ADU as the owner's principal residence, except for business, medical, military service, or religious reasons for a continuous time period not exceeding three years. If an absence is warranted due to the above reasons, an on-site manager shall be designated for the period of the absence. At no time shall both the ADU and the primary dwelling be rented as separate units.
- B. Number of Accessory Dwelling Units. A maximum of one (1) ADU shall be allowed on any lot or parcel.
- C. Lot Size. The minimum lot size required for a detached ADU in all single-family residential zones shall be ten thousand (10,000) square feet.

ALTERNATE LANGUAGE: The minimum lot size required for a detached ADU in all single-family residential zones shall be **eleven** thousand (**11,000**) square feet.

- D. ADU Size. The minimum size of the ADU shall be two hundred one (201)square feet.

The maximum size of a detached ADU shall comply with the maximum allowable lot coverage requirements for accessory structures located within the required rear yard, as established in WBM 17.16.050(D), 17.20.050(F) and 17.24.045(F). In no case shall a detached accessory dwelling unit combined with any other accessory structure occupy more than thirty-five percent (35%) of the rear yard in which it is located.

ALTERNATE LANGUAGE: The gross floor area of the ADU shall be less than fifty percent (50%) of the square footage footprint of the primary dwelling and in no case

shall exceed eight hundred (800) square feet. The minimum size of the ADU shall be 300 square feet.

For purposes of determining compliance with the maximum floor area permitted for a detached ADU, the gross floor area of the entire detached accessory structure containing the ADU shall be counted, regardless of how the structure is divided or used. Floor area devoted to garages, workshops, storage areas, studios, recreational space, or other uses within the same structure shall be included in the detached ADU's total gross floor area.

E. Parking. Adequate off-street parking shall be made available to accommodate the residential use of an ADU, subject to the residential use parking requirements of Chapter 17.52 of the West Bountiful Municipal Code and state law. Parking spaces may include garage and driveway space. If the ADU is created within a garage or carport, sufficient off-street parking must be provided to replace the parking contained within the garage or carport. Parking stalls outside of a garage shall be paved with concrete, masonry, asphalt, or concrete pavers; gravel parking stalls or driveways are also allowed.

1. A minimum of one (1) additional off-street parking space shall be provided and designated for an ADU that is smaller than 650 square feet.
2. A minimum of two (2) additional off-street parking spaces shall be provided and designated for an ADU that is larger than 650 square feet.

F. Yard Regulations.

1. Detached ADUs shall not be located in the front yard of the primary dwelling.
2. Detached ADUs in the A-1 and R-1-22 zones must adhere to the following setbacks:
 - i. Rear Yard: Thirty feet (30') from property line.
ALTERNATE LANGUAGE: Ten feet (10') from property line.
 - ii. Side Yard: Ten feet (10') from property line.
 - iii. Street Side Yard: Twenty feet (20') from property line.
 - iv. Primary dwelling: Eight feet (8') from primary dwelling.
3. Detached ADUs in the R-1-10 zone must adhere to the following setbacks:
 - i. Rear Yard: Twenty feet (20') from property line.
ALTERNATE LANGUAGE: Ten feet (10') from property line.
 - ii. Side Yard: Ten feet (10') from property line.
 - iii. Street Side Yard: Twenty feet (20') from property line.
 - iv. Primary dwelling: Eight feet (8') from primary dwelling.

G. Height. The maximum height for detached ADUs shall comply with the maximum height requirements for a main structure within the applicable zoning district.

ALTERNATE LANGUAGE: The maximum height for detached ADUs is limited to one story and twenty feet (20') or the height of the primary dwelling, whichever is less.

- H. Conversion of Existing Accessory Structures. Conversion of existing accessory buildings (such as detached garages) may only occur where the existing accessory building was legally constructed and meets the setback and height requirements for a detached ADU.
- I. Construction Codes. An ADU shall comply with the construction housing codes in effect at the time the ADU is constructed, designated as an ADU, or remodeled. This shall include obtaining a building permit or other permits as the codes may require, and adherence to the following:
 - 1. The ADU shall be connected to the sanitary sewer serving the primary dwelling.
 - 2. Septic tanks and other onsite wastewater disposal systems shall not be permitted for an ADU.
- J. Short Term Rentals. By applying for an ADU, the property owner shall agree that the main dwelling and the proposed ADU will not be used as a short-term rental.
- K. ADU Agreement. Each ADU shall be subject to an ADU agreement on a form provided by the City and recorded with the County Recorder. The ADU agreement shall run with the land and bind any subsequent owner of the property. If the owner of record of a property changes, the new owner shall be required to submit a new ADU application and occupy the property as the owner's primary residence; otherwise, the ADU shall be immediately vacated and shall no longer be used as an ADU. The recorded ADU agreement shall acknowledge that the owner must reside in the primary dwelling or ADU, subject to allowed absences under this chapter.
- L. Separate Address. The ADU shall be identified with a separate address using the letter "B" to provide clarity for emergency purposes. A second mailbox is recommended but not required.
- M. Lease Agreement. If the ADU is leased, language that the lease will terminate upon sale of the property will be included in any lease documents.
- N. Lot Coverage. Any additions to an existing building shall not exceed the allowable lot coverage standard for the underlying zone or encroach into the required setbacks.
- O. Penalties. Penalties may be imposed to assure compliance with this chapter as per Section 17.08.050.

MEMORANDUM



TO: City Council

DATE: September 11, 2026

FROM: City Staff

RE: Land Use Appeal Authority – Proposed Code

The purpose of this memo is to introduce proposed revisions to West Bountiful City's land use appeal authority provisions in response to recent changes to Utah State Code.

Background

The West Bountiful City Council has served as the land use appeal authority for many years. Per 2026's SB 284, most municipalities may no longer designate the city council as the appeal authority for land use decisions. Instead, cities are required to establish one or more independent appeal authorities to hear:

- Requests for variances from land use ordinances;
- Appeals from land use decisions applying a land use ordinance; and
- Appeals from certain land use fees.

Proposed Code

The proposed code includes concepts discussed by the city council at their meeting in July and the planning commission at following meetings. Highlights include:

- References to the city council are replaced with "appeal authority."
- The appeal authority is defined as one or more hearing officers appointed by the city council
 - Legal counsel recommended that this language be left flexible.
- Qualifications for the hearing officer(s) are outlined.

The proposed language received a review by legal counsel.

Recommendation

The planning commission held a public hearing on September 4th, 2026, and afterwards unanimously forwarded a positive recommendation.

The city council may now adopt or amend this proposed language or table for additional consideration.

WEST BOUNTIFUL CITY

ORDINANCE #516-26

AN ORDINANCE AMENDING TITLE 16 AND TITLE 17 OF THE WEST BOUNTIFUL MUNICIPAL CODE RELATED TO APPEAL AUTHORITIES

WHEREAS, West Bountiful City is empowered to adopt and amend general laws and land use ordinances pursuant to Utah State law (§10-20-101 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 meet the needs of its residents and comply with state law; and

WHEREAS, it was determined that there was need for modifications to West Bountiful City Code related to appeal authorities; and

WHEREAS, the West Bountiful Planning Commission held a public hearing on September 8, 2026, to consider the proposed modifications, and forwarded a recommendation to the City Council.

NOW THEREFORE, BE IT ORDAINED by the City Council of West Bountiful that the West Bountiful Municipal Code Section 16 and 17 be amended as shown in Exhibit A.

This Ordinance shall take effect immediately upon signing and posting.

Adopted September 15, 2026.

By:

Kenneth 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

West Bountiful City Ordinance #516-26 - Exhibit A

16.24.010 Appeal Authority

- A. For purposes of requests for a variance under Section 16.24.020, appeals under Section 16.24.030, or appeals from a fee charged under this title in accordance with the Utah Municipal Land Use, Development, and Management Act, as amended, the appeal authority shall be ~~the city council~~ [a hearing officer appointed as set forth in Chapter 17.08](#). ~~Notwithstanding the foregoing, in appeals under Section 16.24.030 or from a fee charged under this title, the city council a hearing officer will act as appeal authority concerning any issue on which the city council has not acted as land use authority. To the extent of any issue on which the city council acted as land use authority, any appeal shall be made to district court in the manner provided by law.~~
- B. The appeal authority shall act in a quasi-judicial manner, shall serve as the final arbiter of issues involving the interpretation or application of land use ordinances under this title, and shall respect the due process rights of each of the participants in the appeal or request for variance. Except as otherwise specifically provided in this chapter, the procedures for appeal, including time for appeal, burden of proof, and standard of review, shall be those set forth in Chapter 17.08.

16.24.020 Variances

- A. Any subdivider desiring a waiver or modification of the requirements of this title as applied to the property to be subdivided may apply to the ~~city council, acting as the~~ appeal authority, for a variance from the terms of this title.
- B. The ~~city council~~ [appeal authority](#) may grant a variance only if:
 - 1. Literal enforcement of the provisions of this title would cause an unreasonable hardship for the applicant that is not necessary to carry out the general purpose of the city's land use ordinances;
 - 2. There are special circumstances attached to the property that do not generally apply to other properties in the same zoning district;
 - 3. Granting the variance is essential to the enjoyment of a substantial property right possessed by other property in the same zoning district;
 - 4. The variance will not substantially affect the general plan and will not be contrary to the public interest; and

West Bountiful City Ordinance #516-26 - Exhibit A

5. The spirit of the land use ordinance is observed and substantial justice is done.
- C. In determining whether or not enforcement of the provisions of this title would cause unreasonable hardship under Subsection B(1), the ~~city council~~ [appeal authority](#) may not find an unreasonable hardship unless the alleged hardship:
 1. Is located on or associated with the property for which the variance is sought; and
 2. Comes from circumstances peculiar to the property, not from conditions that are general to the neighborhood.
- D. In determining whether or not enforcement of the land use ordinance would cause unreasonable hardship under Subsection B(1), the ~~city council~~ [appeal authority](#) may not find an unreasonable hardship if the hardship is self-imposed or economic.
- E. In determining whether or not there are special circumstances attached to the property under Subsection B(2), the ~~city council~~ [appeal authority](#) may find that special circumstances exist only if the special circumstances:
 1. Relate to the hardship complained of; and
 2. Deprive the property of privileges granted to other properties in the same zone.
- F. The applicant shall bear the burden of proving that all of the conditions justifying a variance have been met.
- G. Variances run with the land.
- H. The ~~city council~~ [appeal authority](#) may not grant a use variance.
- I. In granting a variance, the city council may impose additional requirements on the applicant that will:
 1. Mitigate any harmful effects of the variance; or
 2. Serve the purpose of the standard or requirement that is waived or modified.
- J. The ~~city council~~ [appeal authority](#) shall issue a written decision, including findings, with respect to the request for variance. Such written decision will be final when issued, and may thereafter be appealed to district court in accordance with applicable law.

West Bountiful City Ordinance #516-26 - Exhibit A

16.24.030 Appeals

Any person aggrieved by any decision, determination, or requirement of the ~~planning commission, zoning administrator, or city engineer~~ land use authority, under this title, or by a fee charged under this title in accordance with the Utah Municipal Land Use, Development, and Management act, as amended, may appeal such decision, determination, requirement or fee to the ~~city council~~ appeal authority under this chapter in accordance with the appeal procedures set forth in Chapter 17.08. Any person aggrieved by any decision, determination, or requirement of the ~~city council~~ appeal authority under this title may appeal such decision to district court in the manner provided by law.

17.08.120 Appeal From Decision of Land Use Authority

A. Exclusive Procedure. Notwithstanding any provision of the Municipal Code to the contrary, any appeal from the decision of a land use authority administering or interpreting a land use ordinance or from a fee charged under this title in accordance with the Utah Municipal Land Use, Development, and Management Act, as amended, may be made only in accordance with the provisions of this section and any applicable section in Title 16. Any appeal from the decision of a land use authority administering or interpreting the city's geologic hazards ordinance may be made only in accordance with the provisions of this section, subject to applicable provisions of State law, including the Utah Municipal Land Use, Development, and Management Act, as amended. Only those decisions in which a land use authority has applied a land use ordinance to a particular application, person, or parcel may be appealed to the appeal authority.

B. Appeal Authority. ~~The City Council will One or more~~ A hearing officer will serve as appeal authority for purposes of any appeal from a decision of the zoning administrator, planning commission, or other land use authority under this title. The appeal authority will respect the due process rights of each of the participants in the appeal proceedings. ~~If the City Council has acted as the land use authority regarding the subject matter of the appeal, there shall be no appeal authority and any appeal shall be made to district court in the manner provided by law.~~ The appeal authority shall operate in accordance with the following provisions:

1. Qualification and Selection

West Bountiful City Ordinance #516-26 - Exhibit A

- a. One or more hearing officers shall be appointed by the mayor with the advice and consent of the city council.
- b. The hearing officers shall be or have been a professional in law, land use, or public administration, and shall have the knowledge, training and experience necessary to effectively conduct administrative hearings regarding variances, and appeals of land use decisions, including knowledge and familiarity with the requirements of constitutional due process.
- c. The hearing officers shall not live within the limits of West Bountiful City.
- d. The mayor, with the advise and consent of the city council, may remove a hearing officer for any reason; provided, that such removal will not affect any pending decision of the hearing officer.

~~B.~~

- C. Time of Appeal. The city, a board or officer of the city, or any person adversely affected by a land use authority's decision administering or interpreting a land use ordinance may file a written notice of appeal with the city recorder within ten (10) days after the land use authority's decision is issued. All appeal rights are waived if the notice of appeal is not filed within that time frame.
- D. Notice of Appeal—Contents. The notice of appeal shall contain a brief statement of all alleged grounds for appeal, including every theory of relief the adversely affected party can raise in district court, together with any supporting documentation and legal argument. The appellant waives any ground, theory, or argument not raised in the notice of appeal. Unless the appeal authority orders otherwise for good cause, the appellant will be precluded from presenting as evidence at the appeal hearing any document or other information that is not included in the notice of appeal.
- E. Response to Notice of Appeal. At its option, the city or any party opposing the appeal may file a written brief, together with any supporting documentation, responding to the notice of appeal prior to the appeal hearing. Failure to file a responsive brief or submit supporting documentation will not preclude the party from responding to the notice of appeal at the appeal hearing.
- F. Burden of Proof. The appellant bears the burden of proving that the land use authority erred.

West Bountiful City Ordinance #516-26 - Exhibit A

- G. Standard of Review. The appeal authority shall determine the correctness of the land use authority's decision interpreting or applying a land use ordinance. The appeal authority shall review de novo the evidence and arguments on appeal, without deference to any findings or conclusions of the land use authority.
- H. Hearing on Appeal. The appeal authority will hear the appeal at a ~~regular City Council meeting, scheduled at the convenience of the council~~ hearing that shall be open to the public. The city will provide notice of the hearing to the appellant and any party that has filed a responsive brief. At the hearing, each party will be allowed a reasonable time, as determined by the appeal authority, to present evidence, by way of live testimony and documentary evidence (including affidavits), and arguments supporting the party's position. In the interest of fairness, the appeal authority, in its discretion, may continue the hearing to another ~~City Council meeting~~ hearing or allow the parties to submit supplemental materials addressing any information raised at the hearing.
- I. Final Decision. Following the hearing the appeal authority may affirm, reverse, affirm in part and reverse in part, or modify the decision of the land use authority; or the appeal authority may remand the matter to the land use authority for further proceedings. The written decision of the appeal authority constitutes a final decision and will be binding on all parties when issued.
- J. Further Appeal. The city, a board or officer of the city, or any person adversely affected by the decision of the appeal authority may appeal to district court as provided by law.

17.08.130 Variances

- A. Any person or entity desiring a waiver or modification of the requirements of this title as applied to a parcel of property that he owns, leases, or in which he holds some other beneficial interest may apply to ~~the City Council, acting as~~ the appeal authority, for a variance from the terms of the ordinance.
- B. The ~~City Council~~ appeal authority may grant a variance only if:
1. Literal enforcement of the provisions of this title would cause an unreasonable hardship for the applicant that is not necessary to carry out the general purpose of the city's land use ordinances;

West Bountiful City Ordinance #516-26 - Exhibit A

2. There are special circumstances attached to the property that do not generally apply to other properties in the same zoning district;
 3. Granting the variance is essential to the enjoyment of a substantial property right possessed by other property in the same zoning district;
 4. The variance will not substantially affect the general plan and will not be contrary to the public interest; and
 5. The spirit of the land use ordinance is observed and substantial justice is done.
- C. In determining whether or not enforcement of the provisions of this title would cause unreasonable hardship under Subsection B(1), the ~~City Council~~ [appeal authority](#) may not find an unreasonable hardship unless the alleged hardship:
1. Is located on or associated with the property for which the variance is sought; and
 2. Comes from circumstances peculiar to the property, not from conditions that are general to the neighborhood.
- D. In determining whether or not enforcement of the land use ordinance would cause unreasonable hardship under Subsection B(1), the ~~City Council~~ [appeal authority](#) may not find an unreasonable hardship if the hardship is self-imposed or economic.
- E. In determining whether or not there are special circumstances attached to the property under Subsection B(2), the ~~City Council~~ [appeal authority](#) may find that special circumstances exist only if the special circumstances:
1. Relate to the hardship complained of; and
 2. Deprive the property of privileges granted to other properties in the same zone.
- F. The applicant shall bear the burden of proving that all of the conditions justifying a variance have been met.
- G. Variances run with the land.
- H. The ~~City Council~~ [appeal authority](#) may not grant a use variance.

West Bountiful City Ordinance #516-26 - Exhibit A

- I. In granting a variance, the ~~City Council~~ appeal authority may impose additional requirements on the applicant that will:
 - 1. Mitigate any harmful effects of the variance; or
 - 2. Serve the purpose of the standard or requirement that is waived or modified.
- J. The ~~City Council~~ appeal authority shall issue a written decision, including findings, with respect to the request for variance. The written decision will be final when issued, and may thereafter be appealed to district court in accordance with applicable law.

2026 Mid-Year Golf Course Report

Summary

The 2026 season has continued the strong growth Lakeside has experienced over the past several years. A warmer-than-normal winter and favorable early-season weather played a significant role in this year's growth, allowing us to generate additional rounds and revenue during months that traditionally see limited play.

Financially, we are having another very strong year, with every major golf revenue category ahead of last year through August. Growth has been across the board in all major categories, including green fees, carts, driving range, and merchandise sales.

Participation has also continued to grow. Our Ladies League and Junior League have both seen significant increases, while Men's League membership remains strong with a slight increase in total members and an improved show-through rate. Men's League tournaments have also been very successful, with all but one event selling out so far this season.

Overall, 2026 has been another strong year for Lakeside. While favorable weather has contributed significantly to our financial growth, we are also seeing continued improvement in league participation, tournament and event demand, online booking, and overall utilization of the golf operation.

Highlights

- Ladies League: 35% increase
- Junior League: 20% increase
- Men's League: Slight growth in membership with an improved show-through rate. League play remained extremely strong throughout the season.
- Men's League Events: All but one event has sold out so far this season.
- Online Booking: More than 50% of non-league tee times are now being paid for online.
- Tournaments: Nearly 20% increase in events.

2026 Focus

One of our primary focuses for revenue growth in 2026 was to increase online traffic and, more specifically, online tee-time bookings. We have continued to use technology, including AI-assisted booking on our website, along with social media and local influencers to increase exposure and make it easier for customers to book and pay online. Increasing

online bookings remains a priority as we look to improve efficiency, reduce labor costs, and make the booking process more convenient for our customers.

Another major area of emphasis has been increasing driving range revenue. We have focused on additional advertising and promotions, as well as finding more opportunities to add range balls to both general green fees and tournament/event packages. These efforts have produced strong results, with driving range revenue showing significant growth over last year. We will continue looking for ways to increase range traffic and maximize the revenue potential of this part of the facility.

Looking Ahead

Overall, Lakeside continues to move in a positive direction. Financial growth remains strong, and we will continue to focus on growing participation across all our leagues and events. Moving forward, our goal is to build on this momentum by increasing revenue while improving operational efficiency. We will do this while providing a quality experience and great value for every golfer at Lakeside Golf Course.

Management would like to thank the City Council, Mayor, city staff, residents, and golfers for their continued support and for another successful year. The future remains bright at Lakeside Golf Course.

Green Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD	% Growth
2026	\$17,331	\$26,528	\$38,648	\$96,242	\$159,242	\$148,329	\$151,535	\$162,268	\$800,123	31%
2025	\$1,199	\$10,296	\$43,057	\$81,070	\$123,491	\$107,257	\$133,133	\$113,004	\$612,506	-2%
2024	\$4,133	\$11,036	\$36,127	\$73,985	\$108,289	\$129,313	\$135,333	\$129,853	\$628,069	
Carts/Rentals	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD	% Growth
2026	\$4,787	\$8,993	\$21,168	\$42,868	\$71,852	\$65,650	\$67,365	\$65,906	\$348,589	16%
2025	\$0	\$739	\$9,835	\$36,545	\$54,437	\$62,996	\$73,094	\$61,765	\$299,411	14%
2024	\$942	\$704	\$9,109	\$22,758	\$43,331	\$61,730	\$62,991	\$60,156	\$261,721	
Range	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD	% Growth
2026	\$386	\$5,956	\$31,430	\$37,949	\$47,305	\$43,880	\$29,251	\$33,478	\$229,635	25%
2025	\$0	\$3,534	\$27,391	\$25,754	\$32,122	\$34,634	\$28,811	\$31,052	\$183,297	7%
2024	\$0	\$2,216	\$1,168	\$31,968	\$38,133	\$41,704	\$27,984	\$27,787	\$170,960	
Merchandise	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD	% Growth
2026	\$4,098	\$3,074	\$9,209	\$18,639	\$23,890	\$52,759	\$38,122	\$55,718	\$205,510	23%
2025	\$2,370	\$1,100	\$13,702	\$15,784	\$26,457	\$26,265	\$32,271	\$48,919	\$166,867	-5%
2024	\$7,104	\$6,799	\$9,950	\$17,188	\$20,893	\$34,433	\$32,583	\$46,476	\$175,426	
TOTAL REVENUES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD	% Growth
2026	\$26,602	\$44,552	\$128,007	\$192,642	\$298,835	\$304,669	\$284,258	\$312,664	\$1,592,229	26%
2025	\$3,569	\$15,668	\$93,984	\$159,152	\$236,507	\$231,152	\$267,308	\$254,740	\$1,262,081	2%
2024	\$12,179	\$20,755	\$56,354	\$145,899	\$210,646	\$267,180	\$258,891	\$264,272	\$1,236,176	

MEMORANDUM



TO: Mayor and City Council

DATE: Sept 11, 2026

FROM: Duane Huffman

RE: **Expenditure Approvals – Driving Range Equipment**

The city's procurement code requires that certain expenditures of \$10,000 or more first be approved by the city council. Approval is requested for the following:

1. Driving Range Picking Equipment – Golf Fund - \$16,247

The FY 27 budget includes \$15,000 in the Golf Fund for a new “picker” for the driving range. The attached quote shows the price for a new Yamaha U-MAX (a commercial-grade light utility vehicle built on an upgraded golf cart platform) and the associated attachments (cage and picker) necessary to outfit the vehicle. The equipment is from a vendor under state contract.

Staff recommend the approval of this purchase.

If the council consents to this proposal, a simple motion authorizing the expense is sufficient.

HIGHLAND GOLF

3653 South 500 West

Salt Lake City, UT 84115

www.highlandgolf.net

Phone: 801-322-4653 Fax: 801-328-9311

Quote**Bill To** 801-541-8155**Lakeside Golf Course****550 N 800 W****West Bountiful, UT 84087**

ORDER NO: 61284	ACCOUNT NO: lakeside.CustSale
DATE: 7/14/2026	YOUR P.O. NO:
SVC / SHIP DATE: 7/14/2026	REFERENCE: attn:Dallas
DUE DATE: 8/3/2026	CUSTOMER PHONES: 801-295-1019 Work 298-3693 Mike Hom
TERMS: NET 20 DAYS	SHIPPING METHOD: Highland Truck

Project / Ship To 295-1019**Lakeside Golf Course****1201 North 1100 West****West Bountiful, UT 84087**Salesperson Hicken Gavin *TROY PARSONS*

Instructions: 2026 Umax with Range Cage and Picker attachment

QTY.	DESCRIPTION	UNIT PRICE	AMOUNT
1 Each	New Yamaha U-MAX Part No: UMAX Notes: Golf Course Pricing	\$12,799.00 Discount: \$1000.00	\$11,799.00
1 Each	Metal Range Cage for 2017 up Umax Part No: range picker cage for UMAX Loc: TS	\$4,999.00 Discount: \$1000.00	\$3,999.00
1 Each	Picker attachment for 2nd Gen Umax Part No: SWS PICKER Mount UMAX 2nd Gen Loc: O1	\$499.00 Discount: \$50.00	\$449.00
1 Each	Delivery & Pick Up Fee Part No: Delivery & Pick Up	\$75.00 Discount: \$75.00	\$0.00
Discounted By: \$2125.00			

Subtotal	\$16,247.00
Tax	\$0.00
Total	\$16,247.00
Pmts/Adj	\$0.00
Balance	\$16,247.00

LATE FEES: 2% PER MONTH LATE FEE FOR ALL PAST DUE PAYMENTS. RETURN POLICY: No returns permitted on electrical parts and/or components. No returns permitted on non-stock items and/or special order items. All returns must be pre-approved by Highland Golf. In order for parts to be considered for return, parts must be in original package and in sellable condition. A re-stocking charge of 20% may be made for all items accepted for return.

PENDING – Not Yet Approved

Minutes of the West Bountiful City Council meeting held on **September 1st, 2026**, at West Bountiful City Hall, 550 N 800 West, Davis County, Utah.

Those in attendance:

CITY COUNCIL: Mayor Kenneth Romney, Council members James Ahlstrom, Dell Butterfield, Kelly Enquist, Jenn Nielsen, and Julie Thompson

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

PUBLIC: Alan Malan, Haven Dickson, Todd Willey, Rich Eggett, Pat Soper, Nathan Halling, Haven Dickson, Reagan Tidwell, Lanita Rodabaugh, Matt Rodabaugh, Richmond Thornley, Esly Rodabaugh, Ella Rodabaugh, Nicole Williams, Clay Williams, Lincoln Taylor, Chester Rodgers, Loujane Rodgers

EXCUSED:

Regular Meeting

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

1. Approve Agenda

MOTION: *Kelly Enquist made a motion to approve the agenda with removal of item 5 and the switching of items 2 and 3. Jenn Nielsen seconded the Motion which PASSED by unanimous vote of all members present.*

2. Youth City Council Swearing In – 2026-2027 Term.

3. Public Comment.

Rich Eggett – 1358 W Millbridge Lane – Shared concern over the order of public comment and items that were on the agenda, specifically siting the proposed Height Regulations in Residential Zones.

Todd Willey – 1280 W Highgate Avenue – Mr. Willey expressed his opposition to the proposed code change for the Height Restrictions in the A-1 zone.

Clay Williams – 154 S Steelman Circle – Stated that proposed changes would affect their plans and drastically affect what they were planning on accomplishing with the building of their home.

Lincoln Taylor – Voiced that a small number of individual complaints should not lead to a code change that would affect people’s property rights.

4. Presentation - 2026 West Bountiful Wellbeing Survey.

Duane explained that the city participated in a citywide wellbeing survey conducted by Utah State University and introduced Britton Miller as the presenter.

Britton Miller thanked the City Council for the city’s participation in the survey. He reviewed the goals of the survey and provided an overview of the survey demographics. He reported that the average personal wellbeing score for West Bountiful was 4.20 out of 5, while community wellbeing was rated at 4.06. Community connection with the city received an average rating of 3.53.

Miller also reviewed residents’ recreational activities, perceptions of population growth, and economic development. Many residents indicated that the level of economic development in the community was “just right.” The three primary concerns identified by residents were air quality, water supply, and the Great Salt Lake.

Miller discussed factors that could improve wellbeing in West Bountiful, including additional trail systems, a greater variety of outdoor recreational activities, and improved access to the Front Runner station. He also reviewed the amenities most preferred by residents.

~~**5. Presentation – Davis County Animal Care.**~~

6. Discussion – Height Regulations in Residential Zones.

Duane presented the proposed code change and provided background on the request. He explained that the matter initially began as a code change application. After the Planning Commission issued a negative recommendation, the City Council identified specific portions of height code it wanted to review further. The planning commission was asked to specifically review the height exceptions and the combined setbacks for structures between 35 and 40 feet in height. He clarified that the commission had only reviewed the height of main structures.

Councilmember Thompson asked if the effective date could be delayed. She also shared her belief that the code change application process is sufficient, specifically addressing concerns that were voiced during the public comment period.

The council stated that they would like to continue reviewing the proposed code and discuss it more closely during futures meeting before an ordinance is brought for adoption.

7. Meeting Minutes from August 18th, 2026.

MOTION: *Julie Thompson made a motion to approve the meeting minutes from August 18th, 2026. Jenn Nielsen seconded the motion which PASSED by unanimous vote of all members present.*

95
96 **8. Staff Reports**

97 Police Department – Brandon Erikson

- 98 • Chief Erikson reported that the monthly police stats had been forwarded to the city council
99 earlier that day.

100 Public Works – Steve Maughan

- 101 • Child Park is progressing and the first of the concrete was poured. Playground equipment has
102 started to arrive.
103 • Ivory Homes has finished their water line at the bottom of 400 North, and it is in the testing
104 phase.
105 • Highgate 2 subdivision asphalt is scheduled for next week.
106 • Seal coats are nearing completion, and the striping has been updated.
107 • Enbridge continues their 500 S project. Many council members voiced their concern over
108 unnecessary road closures due to the project.

109 Engineering – Kris Nilsen

- 110 • The hauling trucks that have been seen on 2200 N have received a permit for a grading
111 project.
112 • An amended plat petition has been received for Highgate 2. The applicant intends to combine
113 3 lots into 1.

114 Community Development/Administration – Duane Huffman

- 115 • Staff are working on an update to the Annexation Policy Plan that would include a property
116 adjacent to Bountiful Pond.
117 • WinCo has received a Conditional Use Permit but is still in the early stages of the remaining
118 land use applications. The applicant is currently working to resolve parking-related issues.
119

120 **9. Mayor/Council Reports**

121 James Ahlstrom:

- 122 • Nothing to Report.

123 Dell Butterfield:

- 124 • The Recreation District will hold a meeting next Monday.

125 Kelly Enquist:

- 126 • Invited the council to the September 11th Founder's Day Arts Council Concert.
127 • Mayor Romney will unveil a display that will be placed in the city hall. The display features
128 a flag that was flown on a ship during WWII.

129 Jenn Nielsen:

- 130 • A Wasatch Integrated meeting was held this month. Wasatch Integrated is not currently
131 proposing a tax increase and is expected to reduce several fees.
132 • Wasatch Integrated entered into an agreement with Layton City to create a dog park on the
133 berms.
134 • There is a possibility that the city will receive a grant to provide green waste cans.
135 • The Youth City Council (YCC) is working to increase participation and encourage more
136 youth to attend.
137 • Councilwoman Thompson and Nielsen coordinated the Bike Parade as part of the America
138 250 Celebration.
139 • On September 19th, the city will host an event for residents where they will help create a
140 mural.

Julie Thompson:

- Next Tuesday, the planning commission will hold a public hearing for Detached Accessory Dwelling Units.

Kenneth Romney:

- The Sewer Board met and continued discussions regarding the proposed tax increase, including the amount of the increase, which has fluctuated, and the methods by which the increase could be collected.

10. Closed Session.

MOTION: *James Ahlstrom made a motion to go into closed session to discuss the sale, use or purchase of property in the police training room and to have the adjournment of that meeting be the adjournment of this meeting. Julie Thompson seconded the motion which PASSED.*

The vote was recorded as follows:

James Ahlstrom – Aye

Dell Butterfield – Aye

Kelly Enquist – Aye

Jenn Nielsen – Aye

Julie Thompson – Aye

The foregoing was approved by the West Bountiful City Council by unanimous vote of all members present on September 15th, 2026.

Remington Whiting, City Recorder