



BOUNTIFUL CITY COUNCIL

Tuesday, September 22nd, 2026

6:00 p.m. – Work Session

7:00 p.m. - Regular Session

NOTICE IS HEREBY GIVEN on the Utah Public Notice Website, the Bountiful City Website and at Bountiful City Hall not less than 24 hours prior to the meeting that the City Council of Bountiful, Utah will hold its regular Council meeting at City Hall, 795 South Main Street, Bountiful, Utah, at the time and on the date given above. The public is invited to all open meetings. Deliberations will occur in the meetings. Persons who are disabled as defined by the Americans with Disabilities Act may request an accommodation by contacting the Bountiful City Manager at 801.298.6140. Notification at least 24 hours prior to the meeting would be appreciated.

If you are not on the agenda, the Council will not be able to discuss your item of business until another meeting. For most items it is desirable for the Council to be informed of background information prior to consideration at a Council meeting. If you wish to have an item placed on the agenda, contact the Bountiful City Manager at 801.298.6140

The meeting is also available to view online, and the link will be available on the Bountiful City website homepage (www.bountiful.gov) approximately one hour prior to the start of the meeting.

AGENDA

6:00 p.m. – Work Session

1. Public Safety Investigation Methodology Discussion – Chief Edward Biehler pg. 3

7:00 p.m. – Regular Meeting

1. Welcome, Pledge of Allegiance and Thought/Prayer
2. Public Comment – If you wish to make a comment to the Council, please use the podium and clearly state your name and city of residency, keeping your comments to a maximum of two minutes. Public comment is limited to no more than ten minutes per meeting. Please do not repeat positions already stated. Public comment is a time for the Council to receive new information and perspectives.
3. Council reports
4. Consider approval of:
 - a. Expenditures greater than \$1,000 paid on September 2nd and 9th, 2026 pg. 11
 - b. July 2026 Financial Reports pg. 15
5. Recognize John Cook as a recipient of the JustServe & America 250 Heart of Service Medallions for his dedicated service with the BCYC
6. Consider approval of the construction of a modified pedestrian crossing at the intersection of 400 North and 200 East – Mr. Lloyd Cheney pg. 31
7. Consider approval of the Echo Transmission line operation – Mr. Allen Johnson pg. 35
8. Consider approval of the purchase of one 2027 Ford F-550 chassis and one 2027 Ford F-350 chassis from Performance Ford Truck Country in the total amount of \$134,822 – Mr. Allen Johnson pg. 41
9. Consider approval of the purchase of two Dakota Service Bodies from Mountain States Industrial Services in the total amount of \$117,899 – Mr. Allen Johnson pg. 45
10. Consider approval of a system overhaul by Webb Integration in the total amount of \$52,074 – Mr. Greg Martin pg. 49
11. Consider approval of Ordinance 2026-08, a land use code text amendment relating to detached accessory dwelling units – Mr. Francisco Astorga pg. 51
12. Consider approval of Ordinance 2026-09, the Planning Commission Code and Rules of Order and Procedure – Mr. Francisco Astorga pg. 63
13. Adjourn


City Recorder

City Council Staff Report

Subject: Public Safety Investigation Methodology Work Session

Author: Chief Ed Biehler

Department: Police

Date: 9-15-26



Background

The Bountiful Police Department currently utilizes License Plate Recognition (LPR) technology as an investigative tool to support criminal investigations, identify vehicles associated with criminal activity, locate missing or endangered persons, and improve overall public safety. LPR systems use specialized cameras and optical character recognition software to capture license plates visible from public roadways. It is used as a targeted investigative tool, not a system for tracking.

The Department currently operates three LPR cameras within the city. These cameras are provided by Motorola and have been utilized since early 2025. The system is managed by the Detective Sergeant, who is responsible for user access, oversight, training compliance, and annual auditing of system activity. Access to the system is limited to seven investigators and six patrol supervisors, for a total of thirteen authorized users.

The use of LPR technology is governed by Utah Code §41-6a-2001 through §41-6a-2006, Department Policy 435, and data-sharing agreements established through the Statewide Information and Analysis Center (SIAC) Memorandum of Understanding (MOU).

Analysis

LPR technology has become a commonly used law enforcement tool throughout Utah and the nation. The technology assists investigators by identifying vehicles that may be associated with criminal activity and providing objective vehicle-related evidence that may not otherwise be available.

Under Utah law, LPR systems may only be used for the following purposes:

- As part of an active criminal investigation.
- To apprehend an individual with an outstanding warrant.
- To locate a missing or endangered person.
- To locate a stolen vehicle.

While Utah law and Department Policy establish the authorized uses and management requirements for License Plate Recognition technology, the Bountiful Police Department has chosen to implement several operational practices that are more restrictive than those minimum requirements. These measures are intended to provide additional accountability, oversight, and privacy protections while preserving the investigative value of the system.

Examples of Bountiful PD practices that are more restrictive than minimum legal and policy requirements include:

- Utah law and Department policy permit broader access to LPR information by authorized law enforcement personnel. The Bountiful Police Department limits access to investigators and patrol supervisors, resulting in only thirteen authorized users.
- Utah law permits LPR technology to be used for locating stolen vehicles and accessing vehicle information. In practice, the Department uses LPR data to support Bountiful Police Department criminal investigations and investigative leads.
- State law and Department policy require periodic auditing of LPR system use. While annual audits satisfy those requirements, the Department conducts audits on a semi-annual basis to provide additional oversight and accountability.
- Although Utah law and Department policy permit data retention for up to nine months, the Department has elected to limit retention to 90 days.
- LPR alerts are not used (**stolen vehicles**, no insurance, registration violations).
- The Department maintains ownership and control of its data and shares information only with agencies operating under approved MOU's and compliance requirements.
- No LPR vehicles are being used.

These practices reflect the Department's commitment to balancing the public safety benefits of LPR technology with accountability and respect for individual privacy. The Department's actual use of the system is more narrowly focused than the full scope of authority allowed under state law and Department policy.

The Bountiful Police Department primarily utilizes LPR technology in investigations involving:

- Theft
- Burglary
- Vehicle-related crimes
- Hit-and-run incidents
- Missing persons
- Child abductions
- Other criminal investigations where vehicle information may assist investigators.

The Department's LPR system requires every search to be associated with a valid case number and documented law enforcement purpose. This creates an audit trail that identifies who conducted the search, when it occurred, and why the information was accessed. All searches and system activity are logged, reviewed by a supervisor, and audited.

During the period of January 1, 2026 through August 10, 2026, authorized investigators used LPR technology for 82 separate investigations. Each case routinely includes multiple searches involving different search criteria (vehicles partial plates, descriptions, dates, etc.).

The LPR system provides several public safety benefits:

- Assists in locating missing or endangered individuals.
- Provides investigative leads in property crimes and crimes against persons.
- Identifies vehicles associated with criminal activity.
- Supports regional investigations that cross jurisdictional boundaries.
- Improves investigative efficiency by reducing time spent manually reviewing vehicle information.
- Reduces larger scaled vehicle stops due to a more specific identified vehicle.

As with any technology, concerns have been raised regarding privacy, data retention, data sharing, and government surveillance. These concerns are reasonable and understandable.

Common concerns include:

- Collection of vehicle location information from law-abiding citizens.
- Potential misuse by authorized users.
- Long-term retention of data.
- Data security and unauthorized access.
- Sharing of information with other agencies.

The Department has implemented several safeguards to address these concerns:

- Access limited to authorized supervisors and investigators.
- Mandatory training before system access is granted.
- A documented case number and reason required for every search.
- User activity logs maintained for auditing purposes.
- Annual audits performed by the Detective Sergeant.
- Data retention requirements governed by Utah law and Department policy (Nine months allowed by law and policy. Our settings are 90 days).
- Publicly available Department policy regarding LPR use.
- CJIS-compliant data storage and security measures.

Information Sharing Considerations

The Bountiful Police Department participates in a statewide LPR information-sharing network through a Memorandum of Understanding with participating law enforcement agencies. Agencies must enter into the MOU and maintain a written policy governing the use, management, and auditing of their LPR systems before participating.

One concern frequently raised regarding LPR programs is the sharing of information with outside agencies. While Bountiful Police Department maintains direct oversight of its own personnel and system use, the Department does not supervise employees of outside agencies. Participating agencies are responsible for complying with state law, agency policy, auditing requirements, and the terms of the MOU governing system use.

The Department limits sharing to agencies that use the same Motorola LPR system, have currently entered into a formal MOU, and may discontinue sharing relationships if concerns arise. No federal agencies currently have direct access to Bountiful Police Department LPR cameras or locally controlled LPR data. Access is limited to participating law enforcement agencies operating under the requirements established by Utah law and the MOU.

Current Program Summary

The current LPR program includes the following oversight measures:

- Three LPR cameras operating within the city.
- One designated system administrator (Detective Sergeant).
- Thirteen authorized users.
- Required case number and justification for every search.
- Annual compliance audits.
- Formal data-sharing agreements.
- Publicly available Department policy.
- Compliance with Utah law governing LPR systems.
- Bountiful retains 100% control of ownership and control of the data.
- Hardware and data is encrypted by Motorola.
- Utah is one of thirteen states that makes it a criminal offense to misuse the system (Class B misdemeanor).
- Utah is one of thirteen states that requires an auditing process.

Department Review

This report was prepared by the police chief and reviewed by the City Manager and City Attorney

Significant Impacts

This item is for information only. There are no significant financial impacts.

Recommendation

No action is requested. Staff is providing this information to the City Council and welcomes any questions or direction regarding LPR technology and the Police Department's implementation of the program.

Attachments

Bountiful Police Department Policy 435.

Automated License Plate Readers (ALPRs)

435.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage, and use of digital data obtained through the use of the automated license plate reader (ALPR) technology (Utah Code 41-6a-2003).

435.2 ADMINISTRATION

The ALPR technology, also known as license plate recognition (LPR), allows for the automated detection of license plates. It is used by the Bountiful City Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates, and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction, and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Investigations Division Commander. The Investigations Division Commander will assign personnel under their command to administer the day-to-day operation of the ALPR equipment and data.

435.2.1 SPECIAL USE PERMITS

The Investigations Division Commander or the authorized designee shall obtain required special use permits before the installation of stationary ALPR equipment when applicable (Utah Code 41-6a-2003; Utah Code 72-1-212).

435.3 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use or allow others to use the equipment or database records for any unauthorized purpose.

- (a) An ALPR shall only be used for official and legitimate law enforcement business (Utah Code 41-6a-2003).
- (b) Particular consideration should be given to using ALPR-equipped vehicles to canvass areas around homicides, shootings, and other major incidents that qualify for use of an ALPR. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (c) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (d) If practicable, the officer should verify an ALPR response through the appropriate law enforcement database before taking enforcement action that is based solely upon an ALPR alert.
- (e) No ALPR operator may access confidential department, state, or federal data unless otherwise authorized to do so.

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Automated License Plate Readers (ALPRs)

435.3.1 LIMITATIONS ON USE

ALPR data shall only be used for the following official law enforcement business (Utah Code 41-6a-2003):

- (a) As part of an active criminal investigation as defined by Utah Code 41-6a-2002
- (b) To apprehend an individual with an outstanding warrant
- (c) To locate a missing or endangered person
- (d) To locate a stolen vehicle

An ALPR system may be used to access the Utah Criminal Justice Information System to verify vehicle registration or insurance information, confirm vehicle identification, or identify a stolen vehicle (Utah Code 41-6a-2003).

435.4 DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the Bountiful City Police Department and because such data may contain confidential information, it is not open to public review. ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law (Utah Code 41-6a-2004).

The Investigations Division Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

The Investigations Division Commander or the authorized designee shall take steps to have all ALPR data that is not reasonably related to official law enforcement business purged in an unrecoverable manner as soon as practicable. In no event shall this data be maintained longer than nine months unless it is subject to a warrant, preservation request, or disclosure order (Utah Code 41-6a-2004). Data that will not be purged should be downloaded from the server onto portable media and booked into evidence.

435.4.1 NON-GOVERNMENTAL AGENCY ALPR

ALPR data captured by a non-governmental agency device may only be obtained pursuant to a warrant or a court order (Utah Code 41-6a-2005).

435.5 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Bountiful City Police Department will observe the following safeguards regarding access to and use of stored data:

- (a) All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time.
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data

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Automated License Plate Readers (ALPRs)

relate to a specific criminal investigation or department-related civil or administrative action.

- (c) The number of ALPR data searches conducted by members as well as the crime type and incident numbers associated with each search shall be recorded and preserved for at least five years (Utah Code 41-6a-2005).
- (d) ALPR system audits should be conducted on a regular basis.

435.6 POLICY

The policy of the Bountiful City Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

435.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

- (a) The agency makes a written request for the ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.
 - 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Investigations Division Commander or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.

435.8 PUBLIC ACCESS

This policy and any special use permits obtained for stationary ALPRs shall be published on the City website or on the Utah Public Notice Website if the Department does not have access to a City website (Utah Code 41-6a-2003; Utah Code 72-1-212).

City Council Staff Report

Subject: Expenditures for Invoices > \$1,000 paid
September 2 & 9, 2026

Author: David Burgoyne, Finance Director

Department: Finance

Date: September 22, 2026



Background

This report is prepared following the weekly accounts payable run. It includes payments for invoices hitting expense accounts equaling or exceeding \$1,000.

Payments for invoices affecting only revenue or balance sheet accounts are not included. Such payments include: those to acquire additions to inventories, salaries and wages, the remittance of payroll withholdings and taxes, employee benefits, utility deposits, construction retention, customer credit balance refunds, and performance bond refunds. Credit memos or return amounts are also not included.

Analysis

Unless otherwise noted and approved in advance, all expenditures are included in the current budget. Answers to questions or further research can be provided upon request.

Department Review

This report was prepared and reviewed by the Finance Department.

Significant Impacts

None

Recommendation

Council should review the attached expenditures.

Attachments

Weekly report of expenses/expenditures for invoices equaling or exceeding \$1,000, paid September 2 & 9, 2026.

Expenditure Report for Invoices (limited to those outlined in staff report) >\$1,000.00
Paid September 2, 2026

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESC</u>	<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
1035	ADS, LLC	Light & Power	535300 474515	M&E Echo	228,181.08	252782	54197,081,726	Echo Flowmeters - Cust ID C-10742
1164	ANIXTER, INC.	Light & Power	535300 448631	Hydro Transmission	1,102.50	252784	6788712-10	Misc. Parts/Supplies - Cust # 6000052
1164	ANIXTER, INC.	Light & Power	535300 448631	Hydro Transmission	4,065.00	252784	6788712-11	Misc. Parts/Supplies - Cust # 6000052
15944	ASTEC	Streets	454410 474500	Machinery & Equipment	596,518.72	252785	10111674	Road Paver approved by council- Acct #194017
1453	BRADY INDUSTRIES	Police	104510 426000	Bldg & Grnd Suppl & Maint	1,058.13	252788	1196119158	Cleaning Supplies - Cust ID 552207
16326	DATAWORKS PLUS, LLC	Legislative	104210 429200	Computer Software	7,850.00	252874	26-1186	Livescan Plus, card printer
1883	DAVIS CHAMBER OF COM	Information Technology	104110 421000	Books Subscr & Mmbrshp	2,500.00	252796	4204	Annual fee for Davis Chamber of Commerce
1924	DELL MARKETING L.P.	Light & Power	104136 425000	Equip Supplies & Maint	3,620.88	252797	10889897190	27" P275SD Monitors - Cust # 13129956
9982	DIAMOND TREE EXPERTS	Trails	535300 448632	Distribution	12,480.28	252798	76674	Tree Trimming
16312	DIRT TEK TRAILS, LLC	Trails	454550 473103	Improv. Other Than Bldg-Grant\$	41,606.00	252799	1095	Bountiful Trails Project
2229	FRODSHAM BETTER LAWN	Parks	104510 426000	Bldg & Grnd Suppl & Maint	1,045.00	252806	172280	Lawn Treatment - Cust # 38652
2229	FRODSHAM BETTER LAWN	Parks	104510 426000	Bldg & Grnd Suppl & Maint	2,125.00	252806	172227	Lawn Treatment - Cust # 38652
2229	FRODSHAM BETTER LAWN	Parks	104510 426000	Bldg & Grnd Suppl & Maint	2,500.00	252806	172281	Lawn Treatment - Cust # 38652
14162	INSIGHT PUBLIC SECT	Computer Maintenance	616100 429200	Computer Software	6,453.80	252816	1101416936	Server License - Acct # 11064483
2607	INTERMOUNTAIN BOBCAT	Streets	454410 474500	Machinery & Equipment	65,082.35	252818	E00838	Skid Steer Loader - Acct # BOUNTO06
2727	JOHNSON, ALLEN R	Light & Power	535300 423000	Travel & Training	1,076.05	252820	08282026	Trvl&Train expense for UAMPS member conference
2727	JOHNSON, ALLEN R	Light & Power	535300 423002	Travel Board Members	1,721.68	252822	08282026	Trvl&Train expense for UAMPS member conference
8137	LAKEVIEW ASPHALT PRO	Streets	104410 441200	Road Matl Patch/ Class C	1,512.00	252822	17198	Patching - Cust # BOUNO2610
8137	LAKEVIEW ASPHALT PRO	Streets	104410 441200	Road Matl Patch/ Class C	2,690.82	252822	17225	Patching - Cust # BOUNO2610
16386	RELIABL	Light & Power	535300 424002	Office & Warehouse	6,825.06	252822	17214	Patching - Cust # BOUNO2610
16386	RELIABL	Light & Power	535300 448614	Power Plant Equipment Repairs	3,472.16	252875	PG-INVD00831	UPS Syst. Maintenance - Cust # CG00469
5272	REVOLUTION GEAR & TR	Landfill Operations	535300 425000	Equip Supplies & Maint	53,353.65	252875	PG-INVD01052	Plant Batteries - Cust # CG00469
3972	SOLAR TURBINES, INC.	Light & Power	555820 425000	Equip Supplies & Maint	1,256.00	252846	200451	Misc. Parts/Supplies
3972	SOLAR TURBINES, INC.	Light & Power	535300 448614	Power Plant Equipment Repairs	2,162.00	252848	AFS10107746	Repalced GCGM - Acct # 400000596
16389	SORENSEN COMPANIES	Licenses & Permits	535300 448614	Power Plant Equipment Repairs	3,894.00	252848	AFS10107747	Repalced GCGM - Acct # 400000596
4051	STATE OF UTAH	Streets	102000 322600	Street Opening Permits	1,188.00	252849	09012026	Refunded for street patching
4229	TOM RANDALL DIST. CO	Streets	104410 441300	Street Signs	48,424.73	252851	2754000043	State furnished materials
5000	U.S. BANK CORPORATE	Fiber	104410 425000	Equip Supplies & Maint	3,733.05	252859	0423386	Bulk Oil - Acct # 000275
15372	WCF MUTUAL INSURANCE	Workers' Comp Insurance	505000 484000	Paying Agents Fees	1,600.00	252860	8310634	Admin Fee's - Acct # 235645000
15372	WCF MUTUAL INSURANCE	Workers' Comp Insurance	646400 451150	Liability Claims/Deductible	5,999.05	252869	8417432	Premium Payment - Acct # 257435
15372	WCF MUTUAL INSURANCE	Workers' Comp Insurance	646400 451150	Liability Claims/Deductible	12,277.00	252877	8419445	Additional Premium Due - Acct # 257435
TOTAL:					1,127,373.99			

Expenditure Report for Invoices (limited to those outlined in staff report) >\$1,000.00
Paid September 9, 2026

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESC</u>	<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
7365	AM SIGNAL, LLC	Streets	104410 441300	Street Signs	2,785.01	252882	M32781	Street Sign parts
1220	AT&T MOBILITY	Streets	104410 428000	Internet & Telephone Expense	1,230.18	252884	X08282026	Account # 287314361186
11636	BLACK FOREST PAVING	Streets	454410 472500	Road Reconstruction	83,076.48	252887	090202026	Paving for Bountiful City - App #2
16394	BROOKS, MITCHELL	Liability Insurance	636300 451150	Liability Claims/Deductible	2,219.20	252891	09082026	Accident Claim reimbursement
16191	CANYON CONSTRUCTION	Streets	454410 473500	Road Reconstruction	6,301.25	252894	1273	Service and Materials for Bountiful City
16191	CANYON CONSTRUCTION	Streets	454410 473500	Road Reconstruction	7,806.00	252894	1272	Service and Materials for Bountiful City
1685	CIVICPLUS LLC	Legislative	104110 429200	Computer Software	7,371.66	252897	388213	Annual Municipal Website
1836	CUSTOM FENCE CO.	Light & Power	535300 474790	CIP 09 Dist Sub NW Substation	11,877.00	252898	K6651	NW Sub Fence
5351	DEERE CREDIT, INC.	Streets	104410 425000	Equip Supplies & Maint	1,706.02	252900	262606	Hydraulic Cylinder - Acct # BOUNT002
9982	DIAMOND TREE EXPERTS	Light & Power	535300 448632	Distribution	12,593.36	252901	76675	Tree Trimming for 8/24-8/29/2026
6959	JANI-KING OF SALT LA	Light & Power	535300 424002	Office & Warehouse	1,883.10	252914	SIC09260038	Janitorial Services for Sept. 2026
8137	LAKEVIEW ASPHALT PRO	Streets	104410 441200	Road Mat Patch/ Class C	4,026.24	252916	17180	Patching - Cust # BOUN02610
8137	LAKEVIEW ASPHALT PRO	Streets	104410 441200	Road Mat Patch/ Class C	9,078.48	252916	17165	Patching - Cust # BOUN02610
16391	LANDMARK AQUATIC	Parks	104510 426000	Bldg & Grnd Suppl & Maint	11,323.26	252916	17146	Patching - Cust # BOUN02610
8635	LARSEN LARSEN NASH &	Legal	104120 431100	Legal And Auditing Fees	4,539.63	252917	24653REV	Grate Radial 12 WT & Fasteners - Cust # BOUN05
15142	OLYMPUS REFUSE	Refuse Collection Operations	585800 425000	Equip Supplies & Maint	5,700.00	252918	08312026	Legal Fee's for Aug. 2056
10033	PINETOP ENGINEERING	Streets	104410 441300	Street Signs	5,724.02	252928	627343	Garbage truck hydraulic cylinders
10033	PINETOP ENGINEERING	Streets	104410 441300	Street Signs	1,845.88	252935	6183	Work completed in July 2026 for Bountiful City
13120	RECYCLE IT	Landfill Operations	585820 448000	Operating Supplies	7,619.98	252935	6221	Work completed in Aug. 2026 for Bountiful City
16334	ROLFE EXCAVATING	Water	515100 473110	Water Mains	218,028.02	252942	10892	Mattress Recycling for Aug. 2026
3898	SHERMAN &REILLY INC	Light & Power	535300 448636	Special Equipment	1,615.26	252945	2001296	Work completed in Aug. 2026 for Bountiful City
3898	SHERMAN &REILLY INC	Light & Power	535300 448636	Special Equipment	2,149.10	252949	66537	Brackets - Cust # 210950
3972	SOLAR TURBINES, INC.	Light & Power	535300 448614	Power Plant Equipment Repairs	2,162.00	252952	2720PP0006	String Blocks - Cust # 210950
4051	STATE OF UTAH	Light & Power	535300 448614	Power Plant Equipment Repairs	1,051.03	252953	2720PP0006	Emissions Check
4051	STATE OF UTAH	Landfill Operations	585820 431300	Environmental Monitoring	2,890.69	252953	2720PP0159	Emissions Inventory Fee
4171	THATCHER COMPANY	Parks	104510 426000	Bldg & Grnd Suppl & Maint	1,287.20	252956	2026100108361	Emissions Inventory Fee - Cust ID C000000044H
4229	TOM RANDALL DIST. CO	Streets	104410 425000	Equip Supplies & Maint	39,218.54	252959	0423494	T-Chlor - Cust # C4426
4451	VERMEER MOUNTAIN WES	Light & Power	535300 448635	Vehicles	3,173.85	252964	07250244	Fuel - Acct # 000275
15372	WCF MUTUAL INSURANCE	Workers' Comp Insurance	666400 451150	Liability Claims/Deductible	5,857.60	252966	8420309	Misc. Parts/Supplies - Acct # BOUNT002
15839	WM RECYCLE AMERICA	Recycle Collection Operations	585810 431550	Recycling Processing Fees	6,641.17	252967	IAC85825093	Deductible - Acct # 257435
TOTAL:					6,641.17			Recycling Service - Acct # AC9718

City Council Staff Report

Subject: July 2026 Financial Reports
Author: David Burgoyne, Finance Director
Department: Finance
Date: September 22, 2026



Background

These reports include summary revenue, expense, and budget information for all City funds. Both revenues and expenses, including capital outlay, have been included. These financials are presented to the City Council for review.

Analysis

Data within the reports and graphs presented provide detail of revenue, expense, and budget results for the associated period. Additional revenue and expense graphs are provided that give comparative data for FY2027 through July as compared to the past three fiscal year periods through that same timeframe.

The FY2027 budget portion of these reports is the originally adopted FY2027 budget approved by the City Council in June of 2026.

Department Review

These reports were prepared and reviewed by the Finance Department.

Significant Impacts

Financial information to aid in legislative and operational decision making.

Recommendation

Council is encouraged to review the attached revenue, expense, and budget reports.

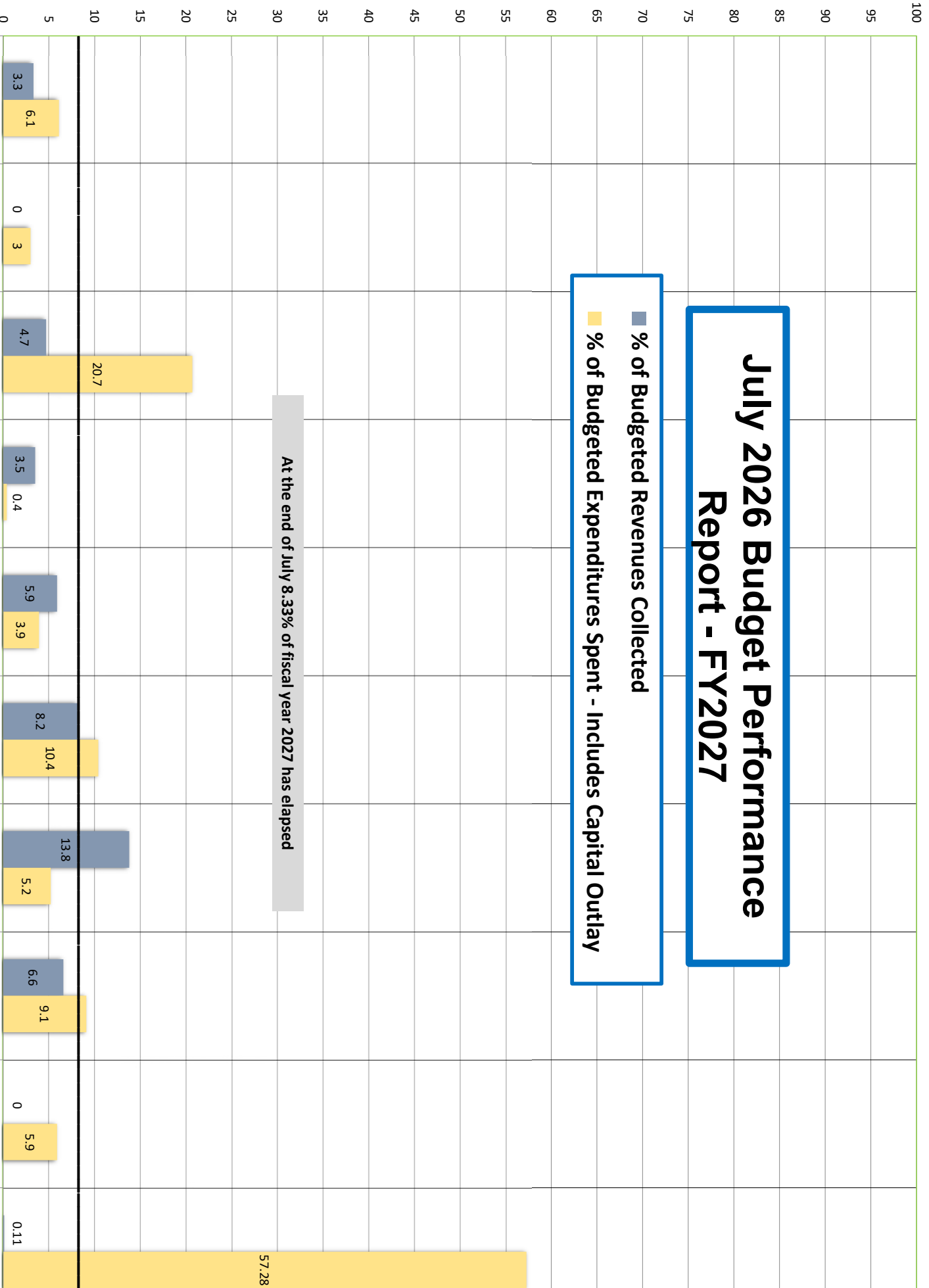
Attachments

- July 2026 Revenue & Expense Reports – Fiscal 2027 YTD

July 2026 Budget Performance Report - FY2027

■ % of Budgeted Revenues Collected
■ % of Budgeted Expenditures Spent - Includes Capital Outlay

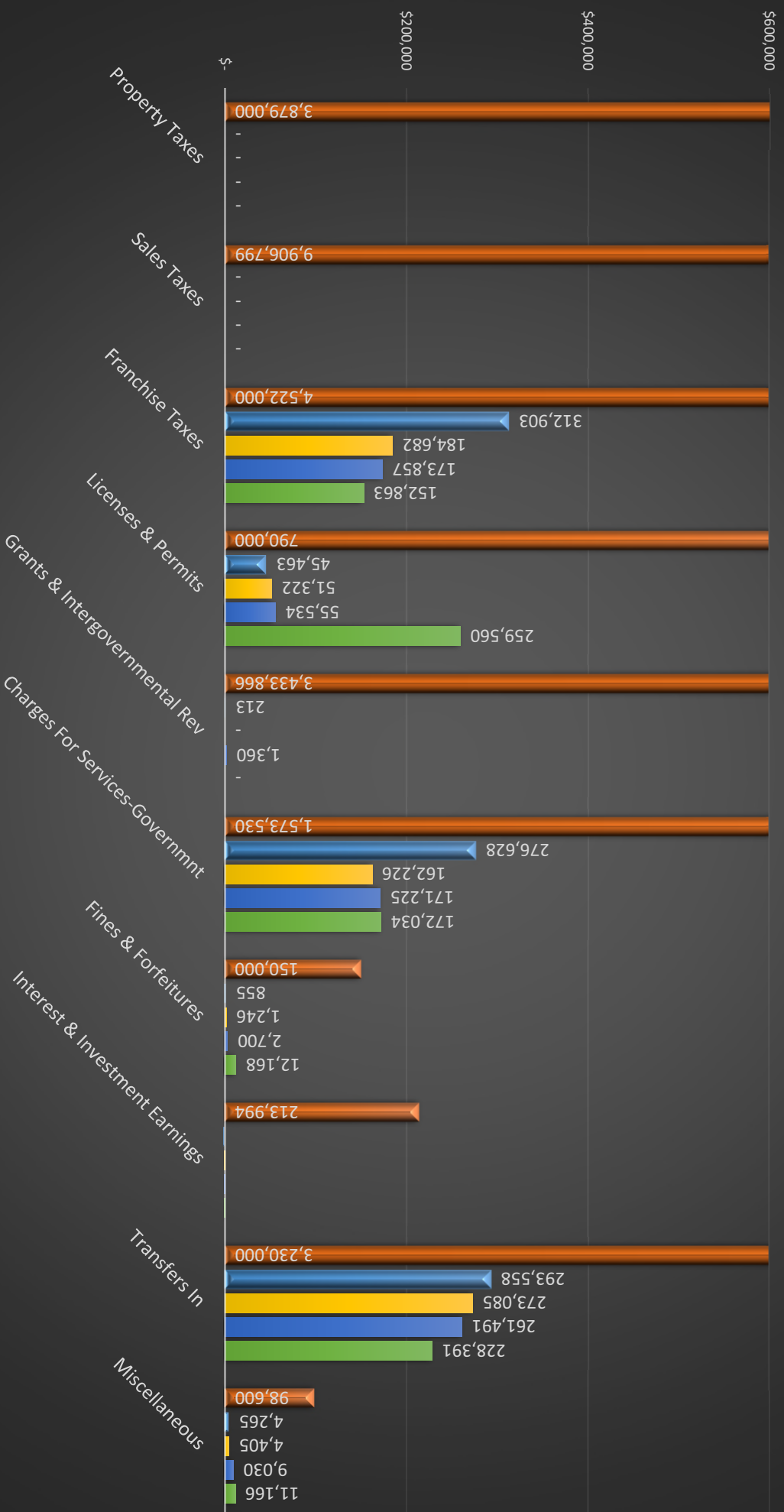
At the end of July 8.33% of fiscal year 2027 has elapsed



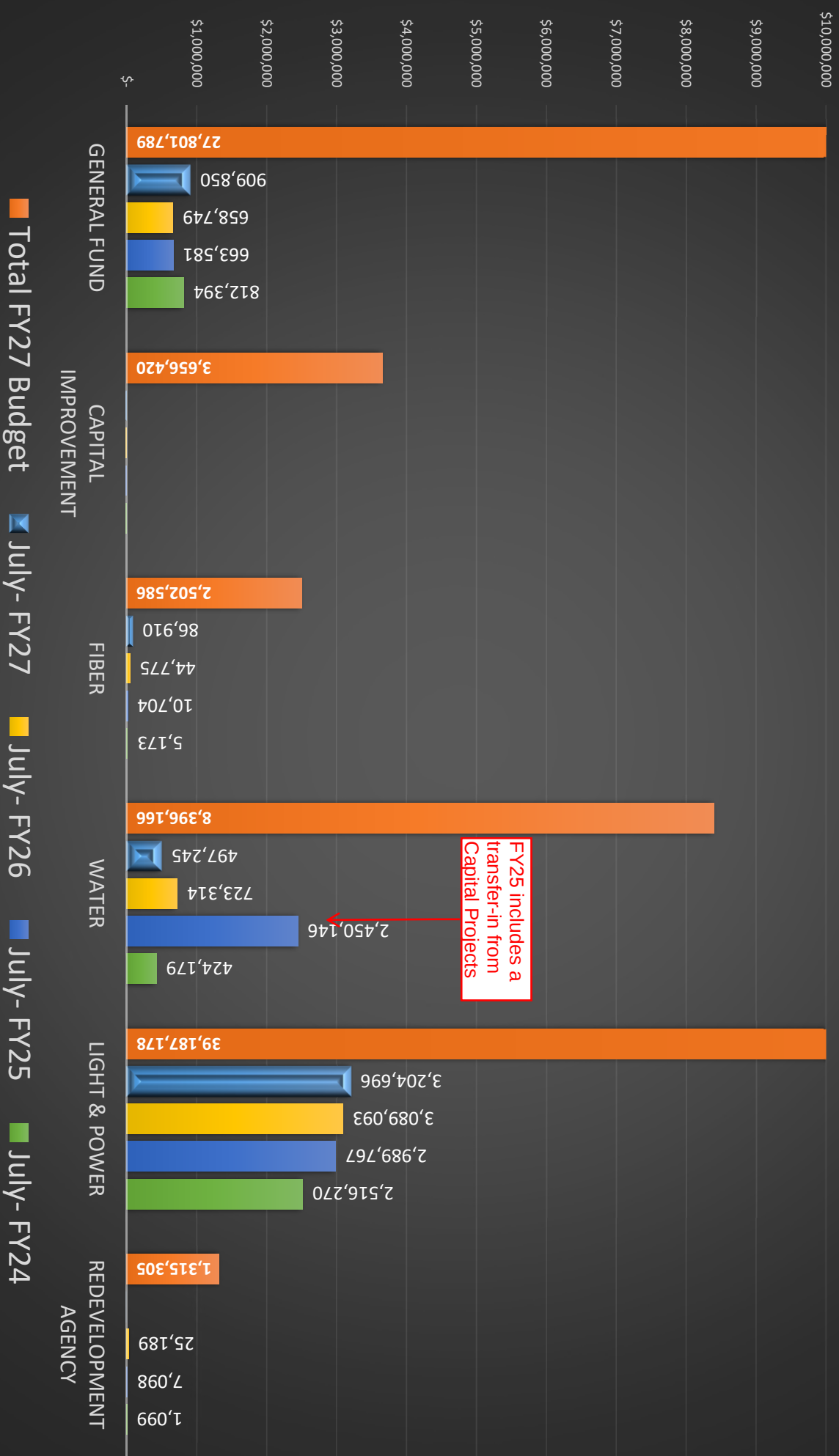
General Fund Detailed Revenues - July 2026

YTD Revenues (Fiscal Year 2027) Compared to Budget and also the Revenues of the Same Timeframe of the Past Three Fiscal Years

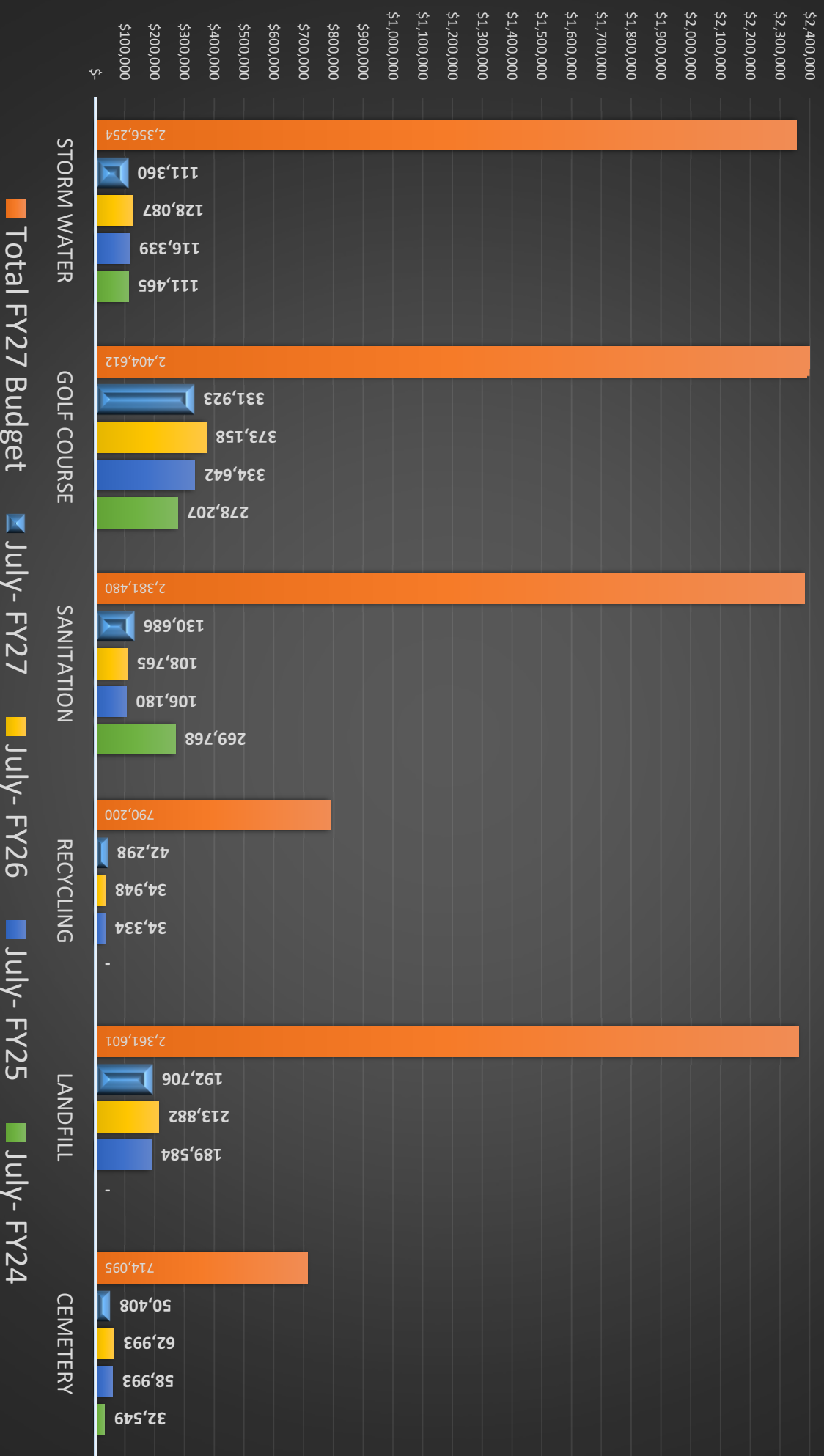
■ Total FY27 Budget
 ■ July- FY27
 ■ July- FY26
 ■ July- FY25
 ■ July- FY24



July 2026 YTD Revenues (Fiscal 2027) Compared to Budget and also the Revenues of Same Timeframe of the Past Three Fiscal Years



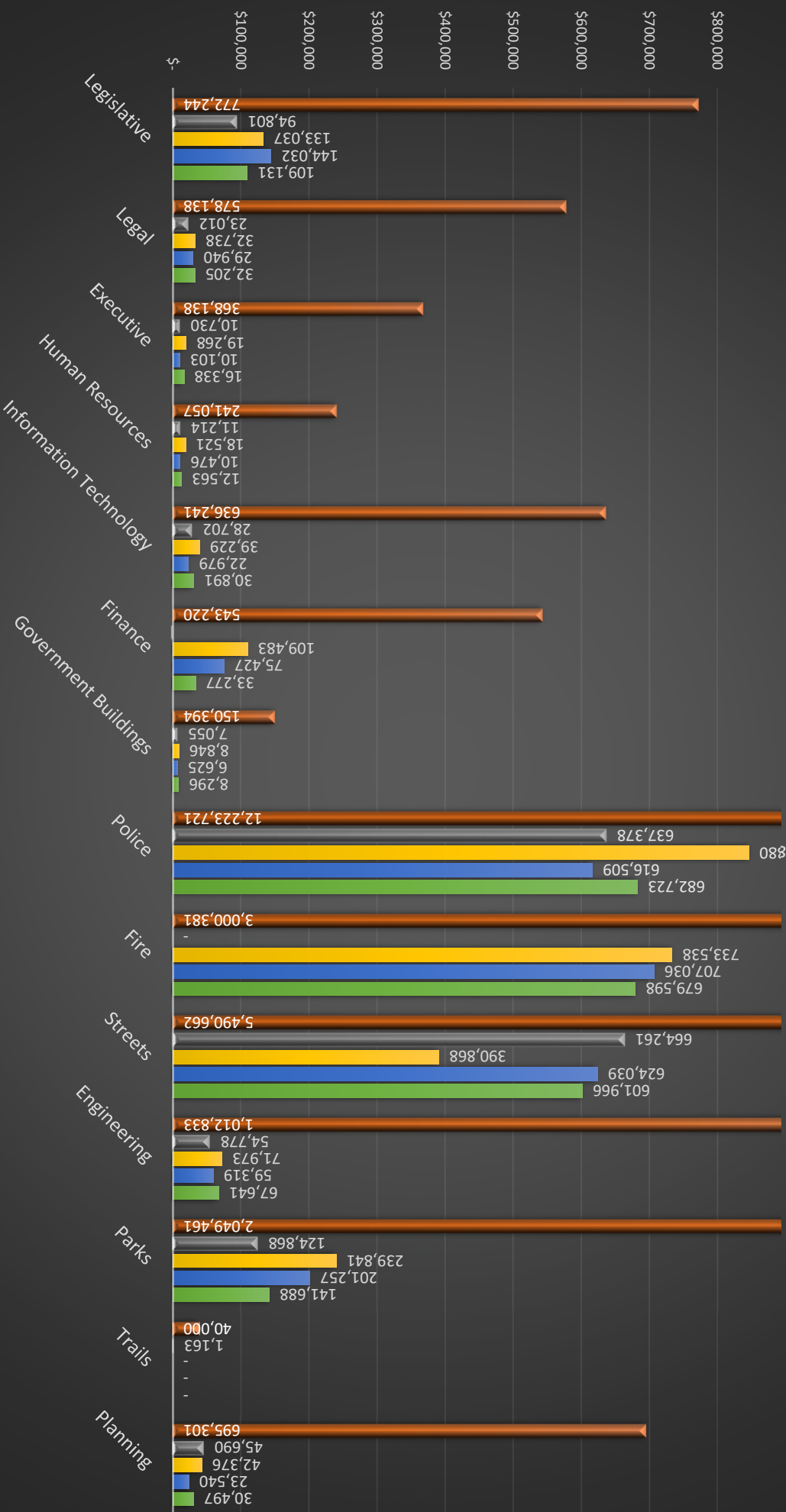
July 2026 (Fiscal 2027) YTD Revenues Compared to Budget and also the Revenues of Same Timeframe of the Past Three Fiscal Years



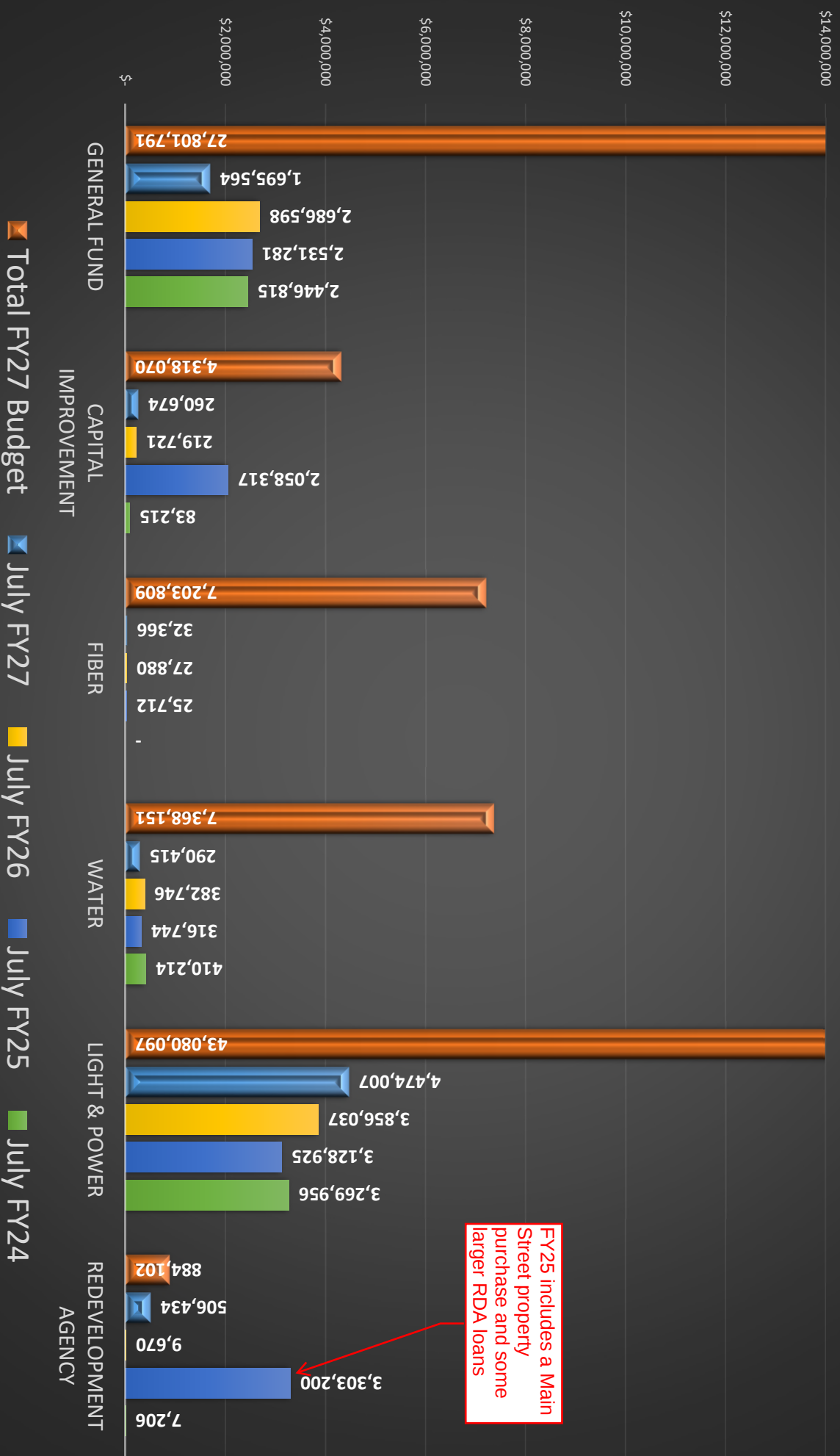
General Fund Detailed Expenditures - July 2026

Fiscal 2027 YTD Expenditures Compared to Budget and also the Expenditures of the Same Timeframe of the Past Three Fiscal Years

■ Total FY27 Budget
 ■ July FY27
 ■ July FY26
 ■ July FY25
 ■ July FY24

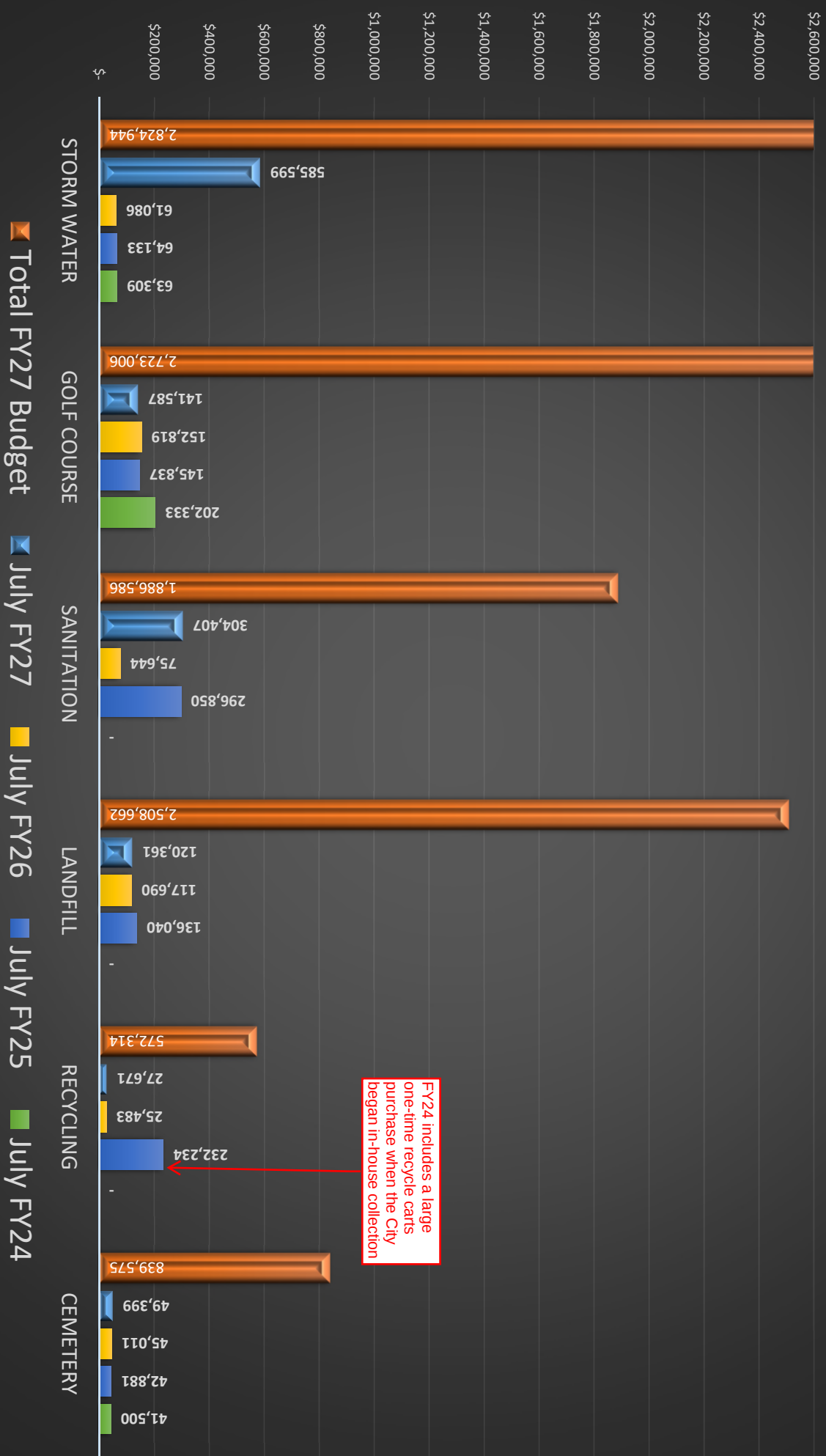


July 2026 YTD (Fiscal 2027) Expenditures Compared to Budget and also the Expenditures of the Same Timeframe of the Past Three Fiscal Years



FY25 includes a Main Street property purchase and some larger RDA loans

July 2026 YTD (Fiscal 2027) Expenses Compared Budget and also the Expenses of the Same Timeframe of the Past Three Fiscal Years



Bountiful City Corporation



JULY 2026 - FY2027 REVENUE & EXPENSE

FOR 2027 01

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10 GENERAL FUND							
1010 Property Tax Revenues	-3,879,000	-3,879,000	.00	.00	.00	-3,879,000.00	.0%
1020 Sales Tax Revenues	-9,906,799	-9,906,799	.00	.00	.00	-9,906,799.00	.0%
1030 Franchise Tax Revenues	-4,522,000	-4,522,000	-312,902.55	-312,902.55	.00	-4,209,097.45	6.9%
1040 Property Tax Incremental Revenue	-4,000	-4,000	.00	.00	.00	-4,000.00	.0%
2000 License & Permit Revenues	-790,000	-790,000	-45,463.14	-45,463.14	.00	-744,536.86	5.8%
3000 Grants & Intergovernmental Re	-3,433,866	-3,433,866	-212.60	-212.60	.00	-3,433,653.40	.0%
3100 Fine & Forfeiture Revenue	-150,000	-150,000	-854.52	-854.52	.00	-149,145.48	.6%
4000 Charges For Services-Rev-Gover	-1,573,530	-1,573,530	-276,627.63	-276,627.63	.00	-1,296,902.37	17.6%
4110 Legislative Expenditures	772,244	772,244	94,800.64	94,800.64	.00	677,443.36	12.3%
4120 Legal Expenditures	578,138	578,138	23,011.90	23,011.90	.00	555,126.10	4.0%
4130 Executive Expenditures	368,138	368,138	10,729.63	10,729.63	.00	357,408.37	2.9%
4134 Human Resources Expenditures	241,057	241,057	11,214.44	11,214.44	.00	229,842.56	4.7%
4136 Information Technology Expend	636,241	636,241	28,701.59	28,701.59	.00	607,539.41	4.5%
4140 Finance Expenditures	543,220	543,220	-8,087.28	-8,087.28	.00	551,307.28	-1.5%
4160 Government Buildings Expendit	150,394	150,394	7,055.38	7,055.38	.00	143,338.62	4.7%
4210 Police Expenditures	9,131,743	9,131,743	519,428.58	519,428.58	.00	8,612,314.42	5.7%
4215 Reserve Officers Expenditures	10,287	10,287	.00	.00	.00	10,287.00	.0%
4216 Crossing Guards Expenditures	204,689	204,689	.00	.00	.00	204,689.00	.0%
4217 School Resource Officer Expen	529,701	529,701	13,470.33	13,470.33	.00	516,230.67	2.5%
4218 Liquor Control Expenditures	55,026	55,026	1,188.91	1,188.91	.00	53,837.09	2.2%
4219 PSAP - E911 Expenditures	2,292,275	2,292,275	103,290.24	103,290.24	.00	2,188,984.76	4.5%
4220 Fire/EMS Expenditures	3,000,381	3,000,381	.00	.00	.00	3,000,381.00	.0%
4410 Streets Expenditures	5,490,662	5,490,662	664,261.10	664,261.10	.00	4,826,400.90	12.1%
4450 Engineering Expenditures	1,012,833	1,012,833	54,777.72	54,777.72	.00	958,055.28	5.4%
4510 Parks Expenditures	2,049,461	2,049,461	124,867.88	124,867.88	.00	1,924,593.12	6.1%
4550 Trails Expenditures	40,000	40,000	1,163.42	1,163.42	.00	38,836.58	2.9%
4610 Planning Expenditures	695,301	695,301	45,689.69	45,689.69	.00	649,611.31	6.6%
6000 Miscellaneous	-98,600	-98,600	-4,264.53	-4,264.53	.00	-94,335.47	4.3%
6010 Interest & Investment Earning	-213,994	-213,994	24,033.19	24,033.19	.00	-238,027.19	-11.2%
8010 Transfers In	-3,230,000	-3,230,000	-293,557.78	-293,557.78	.00	-2,936,442.22	9.1%
TOTAL GENERAL FUND	2	2	785,714.61	785,714.61	.00	-785,712.61	%
TOTAL REVENUES	-27,801,789	-27,801,789	-909,849.56	-909,849.56	.00	-26,891,939.44	
TOTAL EXPENSES	27,801,791	27,801,791	1,695,564.17	1,695,564.17	.00	26,106,226.83	
1010 Property Tax Revenues	-565,419	-565,419	.00	.00	.00	-565,419.00	.0%

30 DEBT SERVICE

JULY 2026 - FY2027 REVENUE & EXPENSE

FOR 2027 01

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
4710 Debt Service	570,177	570,177	144,723.90	144,723.90	.00	425,453.10	25.4%
6010 Interest & Investment Earning	-995	-995	-107.30	-107.30	.00	-887.70	10.8%
TOTAL DEBT SERVICE	3,763	3,763	144,616.60	144,616.60	.00	-140,853.60	3843.1%
TOTAL REVENUES	-566,414	-566,414	-107.30	-107.30	.00	-566,306.70	
TOTAL EXPENSES	570,177	570,177	144,723.90	144,723.90	.00	425,453.10	
45 CAPITAL IMPROVEMENT							
1020 Sales Tax Revenues	-1,793,250	-1,793,250	.00	.00	.00	-1,793,250.00	.0%
4110 Legislative Expenditures	285,000	285,000	.00	.00	.00	285,000.00	.0%
4140 Finance Expenditures	21,000	21,000	1,480.37	1,480.37	.00	19,519.63	7.0%
4160 Government Buildings Expendit	70,000	70,000	.00	.00	.00	70,000.00	.0%
4210 Police Expenditures	424,668	424,668	.00	.00	.00	424,668.00	.0%
4410 Streets Expenditures	2,480,125	2,480,125	190.00	190.00	.00	2,479,935.00	.0%
4510 Parks Expenditures	290,000	290,000	104,280.00	104,280.00	.00	185,720.00	36.0%
4550 Trails Expenditures	247,100	247,100	10,000.00	10,000.00	.00	237,100.00	4.0%
6000 Miscellaneous	-48,286	-48,286	-3,948.18	-3,948.18	.00	-44,337.82	8.2%
6010 Interest & Investment Earning	-1,667,884	-1,667,884	94,010.71	94,010.71	.00	-1,761,894.71	-5.6%
6020 Sale of Capital Assets	-55,000	-55,000	.00	.00	.00	-55,000.00	.0%
8000 Contribution Revenue	-5,000	-5,000	-278.57	-278.57	.00	-4,721.43	5.6%
8010 Transfers In	-87,000	-87,000	.00	.00	.00	-87,000.00	.0%
TOTAL CAPITAL IMPROVEMENT	161,473	161,473	205,734.33	205,734.33	.00	-44,261.33	127.4%
TOTAL REVENUES	-3,656,420	-3,656,420	89,783.96	89,783.96	.00	-3,746,203.96	
TOTAL EXPENSES	3,817,893	3,817,893	115,950.37	115,950.37	.00	3,701,942.63	
49 STORM WATER							
4900 Storm Water Expenses	2,824,944	2,824,944	585,599.18	585,599.18	.00	2,239,344.82	20.7%
6000 Miscellaneous	-5,800	-5,800	.00	.00	.00	-5,800.00	.0%
6010 Interest & Investment Earning	-171,697	-171,697	16,385.12	16,385.12	.00	-188,082.12	-9.5%
7000 Charge For Services Rev.-Prop	-2,178,757	-2,178,757	-127,745.46	-127,745.46	.00	-2,051,011.54	5.9%
TOTAL STORM WATER	468,690	468,690	474,238.84	474,238.84	.00	-5,548.84	101.2%
TOTAL REVENUES	-2,356,254	-2,356,254	-111,360.34	-111,360.34	.00	-2,244,893.66	
TOTAL EXPENSES	2,824,944	2,824,944	585,599.18	585,599.18	.00	2,239,344.82	
50 FIBER							

JULY 2026 - FY2027 REVENUE & EXPENSE

FOR 2027 01

50	FIBER	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
5000	Fiber Expenses	7,203,809	7,203,809	32,366.14	32,366.14	.00	7,171,442.86	.4%
6010	Interest & Investment Earning	-141,586	-141,586	392.23	392.23	.00	-141,978.23	-.3%
7000	Charge For Services Rev.-Prop	-2,361,000	-2,361,000	-87,302.56	-87,302.56	.00	-2,273,697.44	3.7%
	TOTAL FIBER	4,701,223	4,701,223	-54,544.19	-54,544.19	.00	4,755,767.19	-1.2%
	TOTAL REVENUES	-2,502,586	-2,502,586	-86,910.33	-86,910.33	.00	-2,415,675.67	
	TOTAL EXPENSES	7,203,809	7,203,809	32,366.14	32,366.14	.00	7,171,442.86	
51 WATER								
3000	Grants & Intergovernmental Re	-750,000	-750,000	290,415.13	290,415.13	.00	-750,000.00	.0%
5100	Water Expenses	7,368,151	7,368,151	75.00	75.00	.00	7,077,735.87	3.9%
6000	Miscellaneous	-2,000	-2,000	11,537.46	11,537.46	.00	-175,703.46	-7.0%
6010	Interest & Investment Earning	-164,166	-164,166	25,000.00	25,000.00	.00	-25,000.00	.0%
6020	Sale of Capital Assets	-25,000	-25,000	-503,733.84	-503,733.84	.00	-6,831,266.16	6.9%
7000	Charge For Services Rev.-Prop	-7,335,000	-7,335,000	-1,447.36	-1,447.36	.00	-38,552.64	3.6%
7010	Connection & Servicing Revenue	-40,000	-40,000	-3,676.00	-3,676.00	.00	-46,324.00	7.4%
8020	Impact Fee Revenue	-50,000	-50,000	.00	.00	.00	-30,000.00	.0%
8030	Capital Contributions/Donatio	-30,000	-30,000	.00	.00	.00		
	TOTAL WATER	-1,028,015	-1,028,015	-206,829.61	-206,829.61	.00	-821,185.39	20.1%
	TOTAL REVENUES	-8,396,166	-8,396,166	-497,244.74	-497,244.74	.00	-7,898,921.26	
	TOTAL EXPENSES	7,368,151	7,368,151	290,415.13	290,415.13	.00	7,077,735.87	
53 LIGHT & POWER								
5300	Light & Power Expenses	43,080,097	43,080,097	4,474,006.82	4,474,006.82	.00	38,606,090.18	10.4%
6000	Miscellaneous	-123,000	-123,000	-10,073.09	-10,073.09	.00	-112,926.91	8.2%
6010	Interest & Investment Earning	-671,146	-671,146	76,935.29	76,935.29	.00	-748,081.29	-11.5%
6020	Sale of Capital Assets	-45,000	-45,000	.00	.00	.00	-45,000.00	.0%
7000	Charge For Services Rev.-Prop	-36,367,119	-36,367,119	-3,264,814.79	-3,264,814.79	.00	-33,102,304.21	9.0%
7010	Connection & Servicing Revenue	-100,000	-100,000	-6,743.23	-6,743.23	.00	-93,256.77	6.7%
7030	Equipment & Facility Rent Rev	-96,816	-96,816	.00	.00	.00	-96,816.00	.0%
8030	Capital Contributions/Donatio	-1,784,097	-1,784,097	.00	.00	.00	-1,784,097.00	.0%
	TOTAL LIGHT & POWER	3,892,919	3,892,919	1,269,311.00	1,269,311.00	.00	2,623,608.00	32.6%
	TOTAL REVENUES	-39,187,178	-39,187,178	-3,204,695.82	-3,204,695.82	.00	-35,982,482.18	
	TOTAL EXPENSES	43,080,097	43,080,097	4,474,006.82	4,474,006.82	.00	38,606,090.18	
55 GOLF COURSE								

JULY 2026 - FY2027 REVENUE & EXPENSE

FOR 2027 01

55	GOLF COURSE	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
5500	Golf Course Expenses	2,723,006	2,723,006	141,586.72	141,586.72	.00	2,581,419.28	5.2%
6000	Miscellaneous	-3,000	-3,000	-797.29	-797.29	.00	-2,202.71	26.6%
6010	Interest & Investment Earning	-48,612	-48,612	5,128.06	5,128.06	.00	-53,740.06	-10.5%
7020	Admission & Lesson Fee Revenue	-1,500,000	-1,500,000	-207,531.06	-207,531.06	.00	-1,292,468.94	13.8%
7030	Equipment & Facility Rent Rev	-555,000	-555,000	-99,125.90	-99,125.90	.00	-455,874.10	17.9%
7040	Concession & Merchandise Sale	-298,000	-298,000	-29,596.75	-29,596.75	.00	-268,403.25	9.9%
	TOTAL GOLF COURSE	318,394	318,394	-190,336.22	-190,336.22	.00	508,730.22	-59.8%
	TOTAL REVENUES	-2,404,612	-2,404,612	-331,922.94	-331,922.94	.00	-2,072,689.06	
	TOTAL EXPENSES	2,723,006	2,723,006	141,586.72	141,586.72	.00	2,581,419.28	
58	SANITATION							
5800	Refuse Collection Operationse	1,886,586	1,886,586	304,407.12	304,407.12	.00	1,582,178.88	16.1%
5810	Recycle CollectionOperations	572,314	572,314	27,671.11	27,671.11	.00	544,642.89	4.8%
5820	Landfill Operations Expenses	2,508,662	2,508,662	120,360.90	120,360.90	.00	2,388,301.10	4.8%
6002	Miscellaneous - Landfill	-30,100	-30,100	-1,011.18	-1,011.18	.00	-29,088.82	3.4%
6010	Interest & Investment Earning	-262,501	-262,501	22,158.35	22,158.35	.00	-284,659.35	-8.4%
6012	Interest Earnings - Landfill	0	0	-13,330.96	-13,330.96	.00	13,330.96	100.0%
7000	Charge For Services Rev.-Prop	-2,381,480	-2,381,480	-130,686.43	-130,686.43	.00	-2,250,793.57	5.5%
7001	Charge For ServicesRev-Recycl	-790,200	-790,200	-42,297.56	-42,297.56	.00	-747,902.44	5.4%
7002	Charge For ServicesRev-Landfi	-2,069,000	-2,069,000	-200,521.88	-200,521.88	.00	-1,868,478.12	9.7%
	TOTAL SANITATION	-565,719	-565,719	86,749.47	86,749.47	.00	-652,468.47	-15.3%
	TOTAL REVENUES	-5,533,281	-5,533,281	-365,689.66	-365,689.66	.00	-5,167,591.34	
	TOTAL EXPENSES	4,967,562	4,967,562	452,439.13	452,439.13	.00	4,515,122.87	
59	CEMETERY							
5900	Cemetery Expenses	839,575	839,575	49,399.05	49,399.05	.00	790,175.95	5.9%
6010	Interest & Investment Earning	-29,370	-29,370	2,667.44	2,667.44	.00	-32,037.44	-9.1%
7000	Charge For Services Rev.-Prop	-576,100	-576,100	-43,075.00	-43,075.00	.00	-533,025.00	7.5%
7050	Cemetery Burial Plot Sale Rev	-108,625	-108,625	-10,000.00	-10,000.00	.00	-98,625.00	9.2%
	TOTAL CEMETERY	125,480	125,480	-1,008.51	-1,008.51	.00	126,488.51	-.8%
	TOTAL REVENUES	-714,095	-714,095	-50,407.56	-50,407.56	.00	-663,687.44	
	TOTAL EXPENSES	839,575	839,575	49,399.05	49,399.05	.00	790,175.95	
61	COMPUTER MAINTENANCE							

JULY 2026 - FY2027 REVENUE & EXPENSE

FOR 2027 01

61	COMPUTER MAINTENANCE	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
4000	Charges For ServicesRev-gover	-351,953	-351,953	.00	.00	.00	-351,953.00	.0%
6010	Interest & Investment Earning	-1,250	-1,250	548.35	548.35	.00	-1,798.35	-43.9%
6100	Computer Maintenance Expendit	343,850	343,850	137,570.15	137,570.15	.00	206,279.85	40.0%
	TOTAL COMPUTER MAINTENANCE	-9,353	-9,353	138,118.50	138,118.50	.00	-147,471.50-1476.7%	
	TOTAL REVENUES	-353,203	-353,203	548.35	548.35	.00	-353,751.35	
	TOTAL EXPENSES	343,850	343,850	137,570.15	137,570.15	.00	206,279.85	
63 LIABILITY INSURANCE								
6010	Interest & Investment Earning	-10,920	-10,920	357.99	357.99	.00	-11,277.99	-3.3%
6300	Liability Insurance	1,172,245	1,172,245	781,079.53	781,079.53	.00	391,165.47	66.6%
7000	Charge For Services Rev.-Prop	-831,172	-831,172	-773,288.26	-773,288.26	.00	-57,883.74	93.0%
	TOTAL LIABILITY INSURANCE	330,153	330,153	8,149.26	8,149.26	.00	322,003.74	2.5%
	TOTAL REVENUES	-842,092	-842,092	-772,930.27	-772,930.27	.00	-69,161.73	
	TOTAL EXPENSES	1,172,245	1,172,245	781,079.53	781,079.53	.00	391,165.47	
64 WORKERS' COMP INSURANCE								
6010	Interest & Investment Earning	-42,501	-42,501	4,328.31	4,328.31	.00	-46,829.31	-10.2%
6400	Workers' Comp Insurance	481,831	481,831	23,200.70	23,200.70	.00	458,630.30	4.8%
7000	Charge For Services Rev.-Prop	-972,548	-972,548	-45,659.27	-45,659.27	.00	-926,888.73	4.7%
	TOTAL WORKERS' COMP INSURANCE	-533,218	-533,218	-18,130.26	-18,130.26	.00	-515,087.74	3.4%
	TOTAL REVENUES	-1,015,049	-1,015,049	-41,330.96	-41,330.96	.00	-973,718.04	
	TOTAL EXPENSES	481,831	481,831	23,200.70	23,200.70	.00	458,630.30	
72 RDA REVOLVING LOAN FUND								
6000	Miscellaneous	-152,640	-152,640	-5,556.52	-5,556.52	.00	-147,083.48	3.6%
6010	Interest & Investment Earning	-88,941	-88,941	2,379.81	2,379.81	.00	-91,320.81	-2.7%
7200	RDA Revolving Loans Expenditu	500,400	500,400	500,026.71	500,026.71	.00	373.29	99.9%
	TOTAL RDA REVOLVING LOAN FUND	258,819	258,819	496,850.00	496,850.00	.00	-238,031.00	192.0%
	TOTAL REVENUES	-241,581	-241,581	-3,176.71	-3,176.71	.00	-238,404.29	
	TOTAL EXPENSES	500,400	500,400	500,026.71	500,026.71	.00	373.29	
73 REDEVELOPMENT AGENCY								

JULY 2026 - FY2027 REVENUE & EXPENSE

FOR 2027 01

73	REDEVELOPMENT AGENCY	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1010	Property Tax Revenues	-77,000	-77,000	.00	.00	.00	-77,000.00	.0%
1040	Property Tax Incremental Revenue	-882,824	-882,824	.00	.00	.00	-882,824.00	.0%
4000	Charges For Services-Rev-Gover	-62,800	-62,800	.00	.00	.00	-62,800.00	.0%
6010	Interest & Investment Earning	-51,100	-51,100	4,561.14	4,561.14	.00	-55,661.14	-8.9%
7300	Redevelopment Agency Expendit	383,702	383,702	6,407.53	6,407.53	.00	377,294.47	1.7%
	TOTAL REDEVELOPMENT AGENCY	-690,022	-690,022	10,968.67	10,968.67	.00	-700,990.67	-1.6%
	TOTAL REVENUES	-1,073,724	-1,073,724	4,561.14	4,561.14	.00	-1,078,285.14	
	TOTAL EXPENSES	383,702	383,702	6,407.53	6,407.53	.00	377,294.47	
74 CEMETERY PERPETUAL CARE								
6010	Interest & Investment Earning	-88,000	-88,000	7,324.22	7,324.22	.00	-95,324.22	-8.3%
7050	Cemetery Burial Plot Sale Rev	-80,000	-80,000	-4,600.00	-4,600.00	.00	-75,400.00	5.8%
7400	Cemetery Perpetual Care Expen	1,160	1,160	90.72	90.72	.00	1,069.28	7.8%
	TOTAL CEMETERY PERPETUAL CARE	-166,840	-166,840	2,814.94	2,814.94	.00	-169,654.94	-1.7%
	TOTAL REVENUES	-168,000	-168,000	2,724.22	2,724.22	.00	-170,724.22	
	TOTAL EXPENSES	1,160	1,160	90.72	90.72	.00	1,069.28	
78 LANDFILL CLOSURE								
6010	Interest & Investment Earning	-41,000	-41,000	-3,563.36	-3,563.36	.00	-37,436.64	8.7%
	TOTAL LANDFILL CLOSURE	-41,000	-41,000	-3,563.36	-3,563.36	.00	-37,436.64	8.7%
	TOTAL REVENUES	-41,000	-41,000	-3,563.36	-3,563.36	.00	-37,436.64	
83 RAP TAX								
1050	RAP Tax Revenues	-871,000	-871,000	.00	.00	.00	-871,000.00	.0%
6010	Interest & Investment Earning	-13,000	-13,000	2,912.65	2,912.65	.00	-15,912.65	-22.4%
8300	RAP Tax Expenditures	398,900	398,900	40,510.33	40,510.33	.00	358,389.67	10.2%
	TOTAL RAP TAX	-485,100	-485,100	43,422.98	43,422.98	.00	-528,522.98	-9.0%
	TOTAL REVENUES	-884,000	-884,000	2,912.65	2,912.65	.00	-886,912.65	
	TOTAL EXPENSES	398,900	398,900	40,510.33	40,510.33	.00	358,389.67	
99 INVESTMENT								
6010	Interest & Investment Earning	0	0	212,461.53	212,461.53	.00	-212,461.53	100.0%

29

29

29

City Council Staff Report

Subject: Authorization to Proceed with Modified Pedestrian Crossing Project at 200 E / 400 N Intersection
Author: City Engineer, Lloyd Cheney
Department: Engineering
Date: September 22, 2026



Background

In March, 2026 the City Council approved the execution of an Interlocal Agreement with Davis County to construct three enhanced pedestrian crossings. The grant application included preliminary layouts that were reviewed and recommended for approval by the Traffic Safety Committee. Following the signing of the Interlocal Agreement, staff began to procure materials and prepare for the construction and re-configuration crossing at the intersection of 400 N and 200 E. The activity associated with the installation of the underground conduit raised concerns with the neighborhood on the north side of 400 N related to the potential closure and conversion of the dedicated left-hand turn lane to a pedestrian refuge island. (The original concept is shown in Figure 1, below.)

Analysis

Engineering Dept Staff reviewed the proposed concept for modifications which would meet project objectives and reduce the impact to the adjacent residents. The resulting modified design shown in Figure 2, preserves the left hand turn lane and provides a 6.5 ft pedestrian refuge area by shifting the eastbound lanes on the south side of the street. No modifications were required to the westbound lanes on the north side of 400 N.

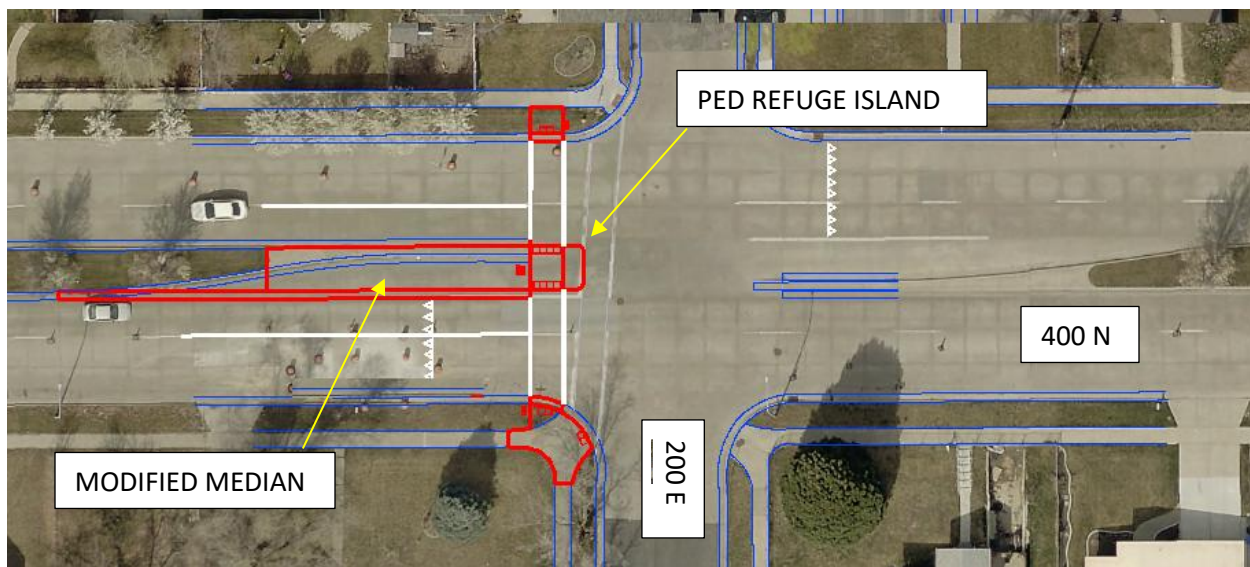


Figure 1 ORIGINAL 400 N 200 E Enhanced Pedestrian Crossing Concept

The east bound thru lanes will begin to shift well in advance of the re-positioned left hand turn lane. It is proposed that the left hand turn lane be constructed with a width of 11 ft from the lane designation to

the face of the median curb and each of the eastbound through lanes be modified to a 12 ft width. The modifications to the lane locations anticipate a shift of approximately 3 ft to the south of the existing lane positions. This shift will also reduce the existing shoulder width from 6 ft to 3 ft. The narrowed shoulder is proposed to be defined by a new shoulder stripe in the areas where on-street parking cannot be accommodated (See Figure 3).

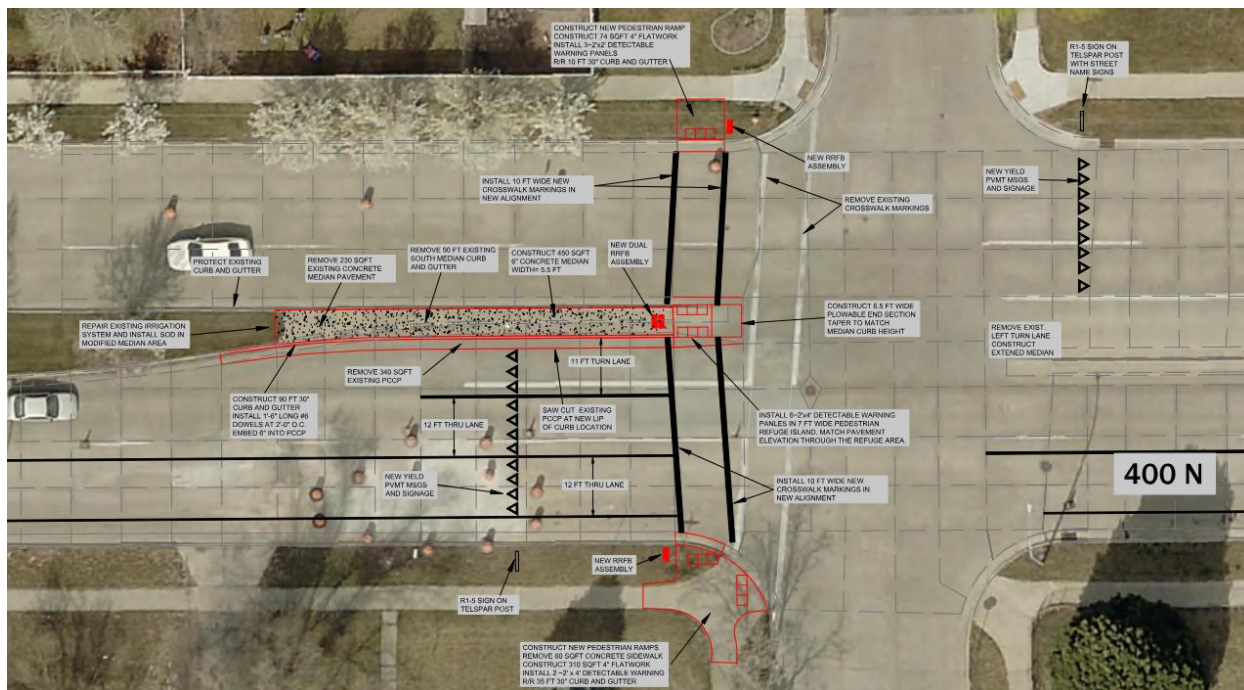


Figure 2 REVISED 400 N / 200 E Concept With Lane Shift and Narrowed Shoulder Area

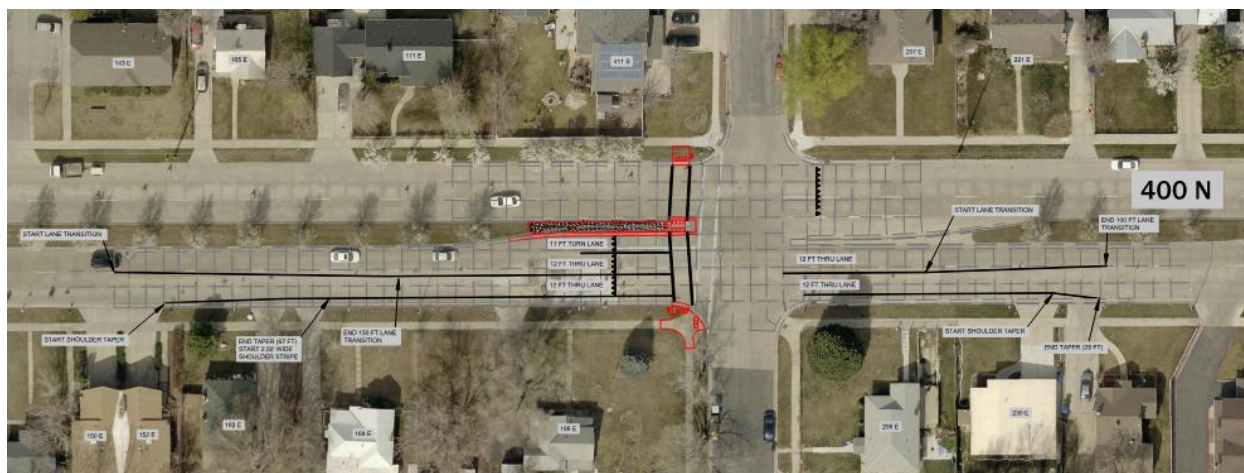


Figure 3 400 N Lane Shift and Narrowed Shoulder Locations

The proposed shoulder stripe is proposed in lieu of the creation of a designated “No Parking” area indicated by signs and curb which has been painted red. Should on-street parking become an issue that requires additional measures to be taken, the matter will be considered by the Traffic Safety Committee prior to referral to the City Council.

Department Review

This report has been reviewed by the Police Chief, Street Department Director and City Manager.

Recommendation

It is recommended that the City Council authorize construction of the modified pedestrian crossing at the intersection of 400 N and 200 E as shown above.

Significant Impacts

Because of the reduction in on-street parking for properties along the south side of 400 N, staff will contact occupants and property owners to notify them of the modifications.

City Council Staff Report

Subject: Echo Transmission Line Feasibility Approval
Author: Allen Ray Johnson, Director
Department: Light & Power
Date: September 22, 2026



Background

On August 7, 2026, there was a fire on the mountain that involved our 46KV transmission line which runs from Bountiful to our Echo Hydro project. The fire burned approximately 16,000 acres.

The fire damaged approximately 6.5 miles (an estimated 88 power poles) in an area that has limited access and steep ridges. We have hired High County Inc. to remove the damaged poles, insulators, and conductors from the area that was damaged by the fire. This will limit our liability from anyone working or having access around the poles.

We are looking to see what material and equipment availability would be.

We are working to get pricing and availability for the materials and equipment to repair the line. It is looking like it could possibly be 6 to 8 months before we can get the necessary materials to rebuild the line.

Analysis

We have two options to restore generation to the Hydroelectric project.

The first option is to rebuild the damaged line and continue operating as we have for the past 30 plus years. The first option would leave the City with the potential liability for future fires. This fire was not a result of our line, but if it had, we could be liable for the fire, restoration and possibly the flooding that followed from the rain that fell shortly after the fire. The remainder of the line is nearly 40 years old and will need to have continued maintenance on the line to keep it in proper operating condition.

The current estimate to rebuild just the damaged line is \$2,800,000. We would need to continue to budget approximately \$200,000 - \$300,000 a year on an ongoing basis for the maintenance of the line. When we determine that we need to rebuild the line due to age, the current estimated cost to rebuild and replace entire line for the 26.5 miles would be \$12,000,000 in today's dollars.

The second option is to interconnect to PacifiCorp onto their 46KV line. This option would have an estimated cost of \$2,509,252 for the interconnection along with the cost to remove the existing line for a total estimated cost of \$3,509,252. This cost included the estimated cost for engineering, connection fees, equipment, and the replacement power for two years lost generation from the project. They have a 46K line which runs along interstate 80. This line is just on the other side of the highway 80 from our

project. This option will remove the future liability for our 46KV line, but still comes with some short term and long-term costs. Our current estimate to attach to PaciCorp could include a time delay to get the project submitted and into their model and interconnected to their system. It would also mean that we would need to pay transmission and losses similar to what we currently pay for PineView currently. It would cost us approximately 4% of the generation output along with the current rate of \$4.80 per kwh. This would be approximately \$150,00 for the yearly use of their lines including the monthly fee and the loss of the 4% generation.

Department Review

This has been reviewed by the Power Department Staff and the City Manager.

Significant Impacts

The costs to repair the fire damage or to connect to PacifiCorp are not included in the current year budget. We could lose up to two years generation connecting to PaciCorp. The estimate to replace the lost generation from Echo using an average of \$75 per Megwatt hour would be approximately \$1,500,000. The cost to rebuild or connect to PacifiCorp would need to be taken out of reserves to fund either option.

Recommendation

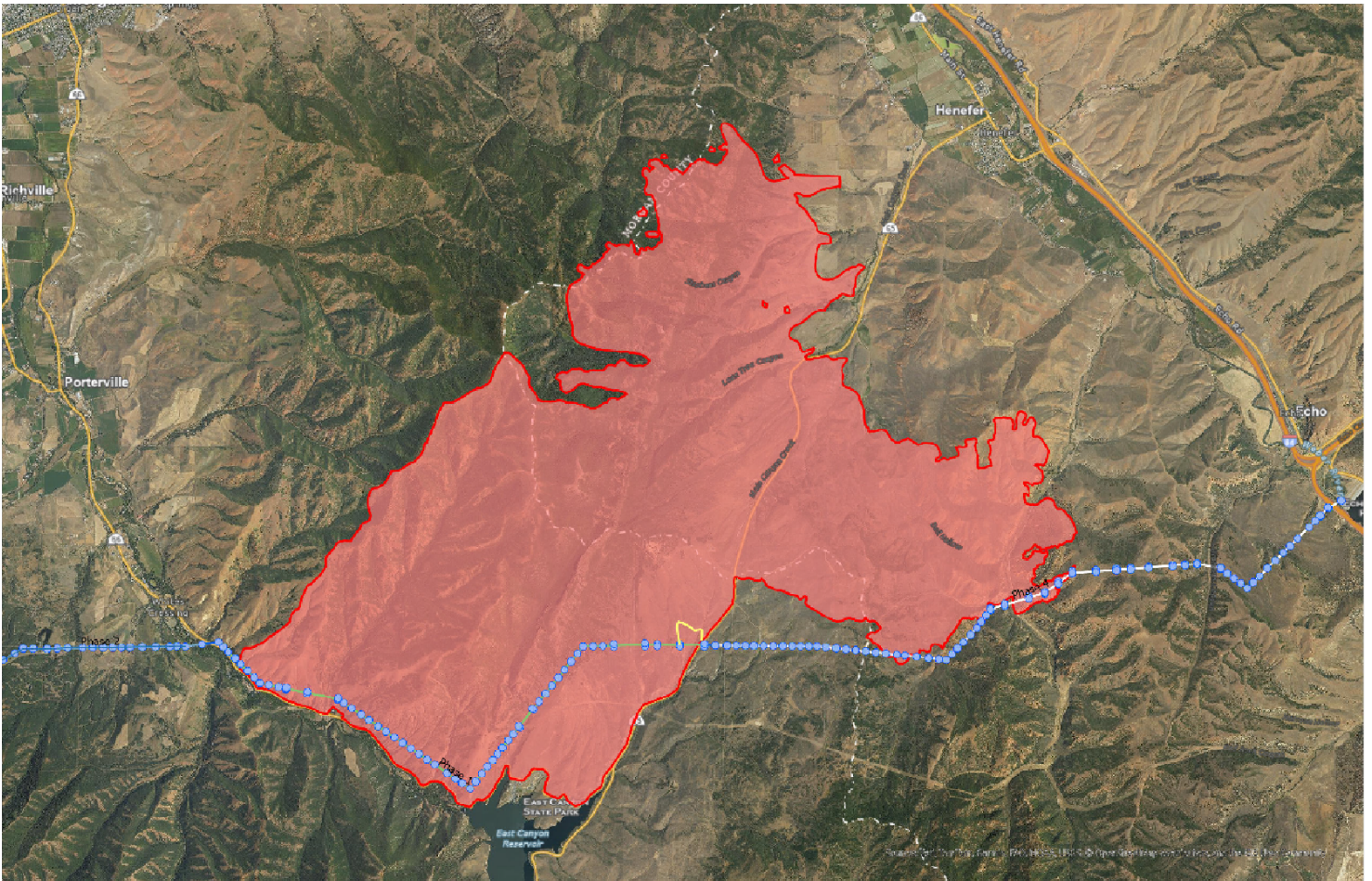
Staff recommends that we move forward with attaching the output from the Echo Hydroelectric project to Pacificorp and to remove the line over the mountain.

This will be discussed at the Power Commission Meeting on Tuesday, September 22, 2026, and we will bring their recommendation to you that evening.

Attachments

Pole Line Map
Overall System Map
Rebuild Estimate
PacifiCorp Interconnection

Picture of the Burned Area
Blue Dots are our Power Line



Overall 46 KV Line
Line Shown in Yellow Dots



Estimated Rebuild of Entire Echo Transmission Line	
Removal and Demolation	\$1,000,000
Labor	\$6,000,000
Material	\$5,000,000
Total	<u>\$12,000,000</u>

Pacificorp Interconnection	\$500,000
Metering	\$10,000
Water Users O&M	\$250,000
BOR Dam Upgrade	\$189,252
FERC Fees	\$40,000
Utilities	\$20,000
	\$1,009,252
Lost Generation/Power Replacemnt	\$1,500,000
Total Interconnect/lost revenue	<u>\$2,509,252</u>

Assuming two years with out generration

City Council Staff Report



Subject: Approval to Purchase Two (2) Cab & Chassis from Performance Ford
Author: Allen Ray Johnson, Director
Department: Light & Power
Date: September 22, 2026

Background

The Light & Power Department's FY 2026-27 budget includes the purchase of two (2) cab and chassis to replace two existing units in our fleet. The two vehicles being replaced are unit #5062, a 2014 line crew service truck and unit #5068, a 2017 lineman on-call truck. The bid includes purchasing one (1) 2027 Ford F-550, 4X4, diesel, crew cab, cab and chassis and one (1) 2027 Ford F-350, 4X4, diesel, super cab, cab and chassis.

The crew cab will be used as a service truck for a three-man crew pertaining to daily operations. The super cab will be used as an on-call vehicle for response to after-hour outages.

Analysis

Bids were requested for both cab and chassis from Performance Ford Truck Country and Larry H. Miller Ford Lincoln Draper, who has the state bid. The results of the bid opening are as follows:

Supplier/Manufacturer	Office Location	Total Price	Schedule
Performance Ford Truck Country	Woods Cross, Utah	\$134,822	16 Weeks
Larry H. Miller Ford Lincoln	Draper, Utah	\$136,808	16-18 Weeks

The low bid from Performance Ford Truck Country for the two (2) 2027 Ford Cab and Chassis' meet the specifications.

Department Review

This has been reviewed by Staff and the City Manager.

Significant Impacts

The two (2) Cab and Chassis are included in the 2026-27 fiscal budget in the Capital Vehicles account 535300-474600. The budget contains \$280,000 for the on-call truck and the crew service truck. The cost of both vehicles including the Cab and Chassis and the associated utility beds total a sum of \$252,721.

The two (2) service bodies will both be purchased through a separate supplier to be installed on the two (2) cab and chassis.

Recommendation

Staff recommends approval for the purchase of one (1) 2027 Ford F-550, 4X4, diesel, crew cab, cab and chassis and one (1) 2027 Ford F-350, 4X4, diesel, super cab, cab and chassis from Performance Ford Truck Country at a total price of \$134,822.

This item will be taken to the Power Commission meeting on Tuesday morning, and we will bring their recommendation to the meeting.

Attachments

Pictures.





City Council Staff Report



Subject: Approval to Purchase Two (2) Dakota Service Bodies from Mountain States Industrial Services
Author: Allen Ray Johnson, Director
Department: Light & Power
Date: September 22, 2026

Background

The Light & Power Department's FY 2026-27 budget includes the purchase of two (2) new trucks with service bodies to replace two existing units in our fleet. The two vehicles being replaced are unit #5062, a 2014 line crew service truck and unit #5068, a 2017 lineman on-call truck. The bid includes one (1) 2027 Dakota model 108 SB service body and one (1) 2027 Dakota model 132 LB service body.

The 132 LB body will be used as a service truck for a three-man line crew pertaining to daily operations. The 108 SB body will be used as an on-call vehicle in response to after-hour outages. We currently have seven (7) of the Dakota bodies in our fleet that have worked very well.

Analysis

Bids were requested from Mountain States Industrial Services. This is a single source bid due to the customization of both bodies. In the past Mountain States Industrial Services has been the lowest bid on these bodies. In 2025 Reading Truck stated they no longer wanted to provide a bid on these customized Dakota bodies. The results of the bid opening are as follows:

Supplier/Manufacturer	Office Location	Total Price	Schedule
Mountain States Industrial Service	Salt Lake City, Utah	\$117,899.00	18 Weeks

The bid from Mountain States Industrial Services for the two (2) 2027 Dakota service bodies meet the specifications.

Department Review

This has been reviewed by Staff and the City Manager.

City Council Staff Report

Approval to Purchase Two (2) Dakota Service Bodies from Mountain States Industrial Services

September 22, 2026

Page 2 of 4

Significant Impacts

The two (2) Dakota service bodies are included in the 2026-27 fiscal budget, in the Capital Vehicles account 535300-474600. The budget contains \$280,000 for the on-call truck and the crew service truck. Both vehicles are within the budget with a total of \$252,721 for the two service bodies and the associated cab and chassis.

The two (2) cab and chassis' will both be purchased through a separate supplier.

Recommendation

Staff recommends approval for the purchase of one (1) 2027 Dakota model 108 SB body and one (1) 2027 Dakota model 132 LB service body from Mountain States Industrial Service at a total price of \$117,899.00.

This item will be taken to the Power Commission meeting on Tuesday morning, and we will bring their recommendation to the meeting.

Attachments

Pictures.

City Council Staff Report

Approval to Purchase Two (2) Dakota Service Bodies from Mountain States Industrial Services

September 22, 2026

Page 3 of 4





City Council Staff Report

Subject: City Hall Audio Visual System

Author: Greg Martin

Department: Information Technology

Date: September 22, 2026



Background

The audio/visual system for the City Council Chambers as well as other rooms at City Hall has components that are failing or that are past end of life/end of support. This has caused issues recording the City Council meetings from time to time.

Analysis

We have had several vendors review components installed, troubleshoot functionality, and make recommendations for repair/replacement. We have learned that most of the components are still functional but major components have failed or are no longer supported.

We requested quotes from three vendors to overhaul the existing system to ensure future use. All three vendors agreed that moving to a solution that uses audio over IP is the current standard. This requires replacing the main control unit as well as some peripheral devices. This will also add one camera to monitor the podium during council meetings. The functionality will be improved in the City Council Chambers, the Council conference room, as well as the Engineering/Planning conference room and the Executive conference room.

Department Review

The report was reviewed by the City Manager and IT Director.

Significant Impacts

The funding will come from the Legislative Contingency account.

Recommendation

The Information Technology department recommends that the Council approve the purchase of a system overhaul by Webb Integration for \$52,074.

Attachments

Quotes available upon request.

City Council Staff Report



SUBJECT: Land Use Code Text Amendment
Detached Accessory Dwelling Units
AUTHOR: Francisco Astorga, AICP, Planning Director
DEPARTMENT: Planning
DATE: September 22, 2026

BACKGROUND

During the 2026 General Session, the Utah Legislature adopted S.B. 284, establishing new requirements for municipal regulation of detached accessory dwelling units (ADUs), effective October 1, 2026. State law requires Bountiful to permit detached ADUs on qualifying properties and prohibits requiring a conditional use permit in primarily residential zones.

Following Staff review of the new State requirements and Bountiful's existing regulations, Staff presented recommended amendments to the Planning Commission during a work session at its August 18, 2026 meeting. Staff then prepared the proposed Land Use Code amendments based on the Commission's discussion and direction. The Planning Commission reviewed the proposed amendments and held a public hearing on September 15, 2026, forwarding a unanimous positive recommendation (7-0) to the City Council with minor modifications to the Staff proposal. The Commission also discussed increasing or removing the existing 1,250-square-foot maximum floor area for detached ADUs but did not include a change to the maximum floor area in its recommendation.

ANALYSIS

State law requires municipalities to permit detached ADUs on qualifying lots or parcels of at least 11,000 square feet but allows municipalities to permit them on smaller lots. The proposed amendments retain Bountiful's existing 8,000-square-foot minimum lot size, which corresponds with the smallest minimum lot area currently established in the City's residential zones, and establish detached ADUs as permitted uses reviewed by Staff rather than conditional uses reviewed by the Bountiful City Administrative Committee. The amendments also update applicable definitions and expressly allow a legally constructed accessory structure to be converted to a detached ADU, as required by State law. Bountiful's existing regulations did not prohibit such conversions; therefore, this amendment primarily clarifies and codifies the existing process.

The proposed amendments retain Bountiful's existing detached ADU standards where permitted by State law, including the 350-square-foot minimum and 1,250-square-foot maximum floor area, owner occupancy, one ADU per property, parking, utilities, building separation, height, and setbacks. Detached ADUs may continue to utilize the reduced setbacks applicable to accessory structures. A detached ADU may be up to twenty (20)

feet in height with side and rear setbacks as small as three (3) feet, or up to twenty-five (25) feet in height when minimum eight-foot side and rear setbacks are provided.

Because detached ADUs will now be permitted uses, the proposed amendments replace the existing discretionary privacy standard with objective requirements. When a detached ADU utilizes an interior side or rear setback of at least three (3) feet but less than eight (8) feet, a wall facing the adjoining property line may not contain windows or doors, and exterior stairways, landings, decks, balconies, or similar features may not be located between the detached ADU and that property line. These standards retain the reduced setback option while addressing potential privacy impacts to adjoining properties and are based on the setback authority provided by State law.

DEPARTMENT REVIEW

This staff report was prepared by the Planning Director and was reviewed by the City Attorney and City Manager.

SIGNIFICANT IMPACTS

The proposed amendments bring the Bountiful City Land Use Code into compliance with State detached ADU requirements effective October 1, 2026. The amendments transition detached ADUs from conditional use review by the Administrative Committee to an administrative permitted-use process based on objective standards while generally retaining the City's existing detached ADU standards.

RECOMMENDATION

Staff recommends that the City Council review the proposed Land Use Code Text Amendment and adopt the proposed amendments relating to detached accessory dwelling units.

ATTACHMENTS

1. Draft Ordinance and Proposed Land Use Code Amendments
2. Utah Code §10-21-304 – Detached Accessory Dwelling Units
3. Utah Code §10-20-618 – Regulation of Building Design Elements
4. Bountiful City Land Use Code § 14-4-105(J) – Accessory Structures, excerpt



BOUNTIFUL

Bountiful City

DRAFT Ordinance No. 2026-08

MAYOR
Kate Bradshaw

CITY COUNCIL
Beth Child
Millie Segura Bahr
Dan Bell
Richard Higginson
Matt Murri

CITY MANAGER
Gary R. Hill

An Ordinance Amending Section 14-2-111, Approval/Review Bodies; Section 14-3-102, Definitions; and Section 14-14-124, Accessory Dwelling Unit, of the Bountiful City Land Use Code, Title 14 of the Bountiful City Code.

WHEREAS, the Utah Legislature adopted amendments to State law establishing new requirements for municipal regulation of detached accessory dwelling units, including requirements effective October 1, 2026; and

WHEREAS, Utah Code §10-21-304 requires municipalities to permit detached accessory dwelling units on qualifying properties and limits the use of conditional use permits and certain municipal regulations applicable to detached accessory dwelling units; and

WHEREAS, the Bountiful City Land Use Code currently allows detached accessory dwelling units as conditional uses and establishes standards governing accessory dwelling units, including lot size, unit size, owner occupancy, parking, height, setbacks, and other development requirements; and

WHEREAS, the City has reviewed its existing accessory dwelling unit provisions and determined that amendments are necessary to reflect Utah law, establish an administrative approval process for detached accessory dwelling units, update applicable definitions, and establish objective development standards; and

WHEREAS, the Planning Commission reviewed the proposed amendments during a work session on August 18, 2026, and provided direction regarding the proposed amendments; and

WHEREAS, the Bountiful City Planning Commission held a public hearing on September 15, 2026, regarding the proposed Land Use Code amendments and,

following the public hearing, forwarded a unanimous positive recommendation (7-0) to the City Council with minor modifications; and

WHEREAS, the Bountiful City Council considered the recommendation of the Planning Commission, the Staff report, and other information presented regarding the proposed amendments on September 22, 2026; and

WHEREAS, the City Council finds that the proposed amendments provide for the reasonable regulation of accessory dwelling units consistent with State law while maintaining appropriate development standards for Bountiful City; and

WHEREAS, the City Council has determined that adoption of the amendments contained in this Ordinance is in the best interest of the public health, safety, and welfare of the residents of Bountiful City.

Be it ordained by the City Council of Bountiful, Utah:

Section 1. Land Use Code Text Amendment. Sections 14-2-111, 14-3-102, and 14-14-124 of the Bountiful City Land Use Code are hereby amended as shown on Exhibit A, which is attached hereto and incorporated by reference.

Section 2. Effective Date. This Ordinance shall take effect upon adoption.

Adopted by the City Council of Bountiful, Utah, this 22nd day of September 2026.

Kate Bradshaw, Mayor

ATTEST:

Sophia Ward, City Recorder

Exhibit A

1 14-2-111 APPROVAL/REVIEW BODIES

2

Item	Subcategory	Staff	Approval/Review Bodies		
			AC Admin. Committee	PC Planning Commission	CC City Council
Conditional Use Permit	Home Occupation Licenses & Commercial Business Operation	No	Final	No	No
	Detached Accessory Dwelling Units	No	Final	No	No
	All OthersAll Other Conditional Uses	No	No	Final	No
Internal Accessory Dwelling Units	All	Final	No	No	No
Subdivision	One-Family, Two-Family, and Townhomes Plat	Final Approval	No	Preliminary Approval	No
Subdivision	All Other PlatsDevelopments	No	No	Recommend	Final
Re-Zone	All	No	No	Recommend	Final
Land Use Code Text Amendment	All	No	No	Recommend	Final
Boundary Adjustments	All	Planning Director and City Engineer	No	No	No
Land Use Code/Map Interpretation	All	Planning Director	No	No	No

General Plan	All	No	No	Recommend	Final
Site Plan	Residential SFD	Final	No	Appeal	No
	Res SFD 150+ feet from street	No	Final	No	No
	All other Residential	No	No	Recommend	Final
	Res. SFD Accessory Structure	Final	No	No	No
	All other Res. Accessory Structure	Final	No	No	No
	Non-Residential	No	No	Recommend	Final
	Non-Residential Accessory Structure	Final	No	No	No
	All Non-SFD Residential Amend	No	No	Recommend	Final
	All Non-Residential Amend	No	No	Recommend	Final
Alteration and Modification of Non-Complying Site or Structure	Residential SFD	As Designated	All Others	No	No
	All Others	No	As Designated	All Others	No
Alteration and Modification of Non-Conforming Use	All	No	As Designated	All Others	No
Easement Release	All	No	No	No	Final
Variance	All	No	No	Final	No
Drive Approach	Residential SFD	Final	No	No	No
Drive Approach Interior Remodel	All Non-SFD (without site plan review)	Final	No	No	No

	All Non-SFD (with site plan review)	No	No	Recommend	Final
	All	Final	No	No	No
Retaining Wall	All	Final	No	No	No
Signs	Commercial Pole/Monum ent – New Development s	No	No	Recommend	Final
Signs Utility Connections	All Others	Final	No	No	No
	All	Final	No	No	No
Vacate/Aband on Public Property	All	No	No	Recommend	Final
Improve Public Property	All	No	No	Recommend	Final
ADA and FFHA Accommodatio ns	All	Planning Director	No	No	No

Staff = The Planning, Engineering, and/or Building Department employees as assigned.

~~AC – Administrative Committee; As currently composed.~~

~~PC – Planning Commission; As currently composed.~~

~~CC – City Council; As currently composed.~~

14-3-102 DEFINITIONS

[...]

4. ACCESSORY DWELLING UNIT: ~~A self-contained dwelling unit within an owner-occupied single-family residence or in a detached accessory structure located on an owner-occupied property. See Section 14-14-124. An accessory dwelling unit as defined by Utah Code § 10-20-102, as amended. See Section 14-14-124.~~
 - a. INTERNAL ACCESSORY DWELLING UNIT: An Accessory Dwelling Unit that is added to or created within the primary single-family dwelling on an owner-occupied property.

b. DETACHED ACCESSORY DWELLING UNIT: An Accessory Dwelling Unit located within a detached accessory structure on the same lot as the primary single-family dwelling on an owner-occupied property.

[...]

14-14-124 ACCESSORY DWELLING UNIT

A. Purpose: The City recognizes that accessory dwelling units in single-family residential zones can be an important tool in the overall housing plan for the City. The purposes of the accessory dwelling unit standards of this Code are to:

1. Allow opportunities for property owners to provide social or personal support for family members where independent living is desirable.
2. Provide for affordable housing opportunities.
3. Make housing units available to moderate income people who might otherwise have difficulty finding homes within the City.
4. Provide opportunities for additional income to offset rising housing costs.
5. Develop housing units in single-family neighborhoods that are appropriate for people at a variety of stages in the life cycle.
6. Preserve the character of single-family neighborhoods by providing standards governing development of accessory dwelling units.

B. Detached Accessory Dwelling Units.

~~1. A detached accessory structure located on an owner-occupied property.~~

1. A detached accessory dwelling unit is conditional-permitted use, reviewed and considered for approval by the Bountiful City Administrative CommitteeStaff.

C. A detached accessory dwelling unit shall not be approved, and shall be deemed unlawful, unless it meets all the following criteria:

1. Shall be a conditional-permitted use only within the Single-Family Residential zone, Residential Multiple (RM) Family Zone, and the Downtown (DN) Mixed Use Zone; and shall not be permitted in any other

68 zone.

- 69
- 70 2. It is unlawful to allow, construct, or reside in an accessory dwelling unit
- 71 within a duplex or multi-family residential building or property.
- 72
- 73 3. It is unlawful to reside in, or allow to reside in, an accessory dwelling unit
- 74 that has not received a ~~conditional use~~ permit ~~or without written~~
- 75 ~~authorization~~ from the Bountiful City Planning Department.
- 76
- 77 4. A maximum of one (1) accessory dwelling unit shall be permitted on a
- 78 qualifying lot.
- 79
- 80 5. It is unlawful to construct, locate, or otherwise situate an accessory
- 81 dwelling unit on a lot or parcel of land that does not contain a habitable
- 82 single-family dwelling.
- 83
- 84 6. A deed restriction limiting the use of a property to a single-family dwelling,
- 85 prepared by the Bountiful City Planning Director, and signed by all owners
- 86 of the property on which an accessory dwelling unit is located, shall be
- 87 recorded with the Davis County Recorder's Office prior to occupancy of
- 88 the accessory dwelling unit. If a building permit is required, then said deed
- 89 restriction shall be recorded prior to issuance of the building permit.
- 90
- 91 7. The property owner must occupy either the principal unit or the accessory
- 92 dwelling unit as their permanent residence and at no time receive rent for
- 93 the owner-occupied unit. An application for an accessory dwelling unit
- 94 shall include proof of owner occupancy as evidenced by voter registration,
- 95 vehicle registration, driver's license, county assessor records or other
- 96 similar means required by the Planning Department.
- 97
- 98 8. Separate utility meters shall not be permitted for the accessory dwelling
- 99 unit.
- 100
- 101 9. A legally constructed accessory structure may be converted to a detached
- 102 accessory dwelling unit in accordance with the requirements of this
- 103 Section. It is unlawful to construct an accessory dwelling unit, or to
- 104 convert or modify a structure to include ~~an a detached~~ accessory dwelling
- 105 unit, without a building permit, if applicable.
- 106
- 107 10. Adequate off-street parking shall be provided for both the primary
- 108 residential use and the accessory dwelling unit, and any driveway and
- 109 parking area shall be in compliance with this Title. In addition to the
- 110 parking required for the principal unit at the time of construction, one (1)
- 111 off-street parking space shall be provided for an accessory dwelling unit.
- 112 Any additional occupant vehicles shall be parked off-street in City Code
- 113 compliant parking areas. On-street parking may be utilized in compliance
- 114 with the current parking limitations outlined in the Bountiful Traffic Code

regarding on-street parking.

11. Shall be at least three hundred fifty (350) square feet in size and shall not exceed one thousand two hundred fifty (1,250) square feet.

12. Shall not be located on a lot with less than eight thousand (8,000) square feet buildable land.

13. ~~Shall be configured so that any exterior doors, stairs, windows, or similar features are located as far away from adjoining properties as is reasonably possible to provide privacy to those properties. When a detached accessory dwelling unit utilizes the Standard Reduced Setback of at least three (3) feet but less than eight (8) feet for an interior side or rear yard, the wall facing that property line shall not contain windows or doors. Additionally, exterior stairways, landings, decks, balconies, or similar features shall not be located between the detached accessory dwelling unit and that property line; however, at-grade patios, pads, walkways, and similar improvements are permitted. The applicable maximum building height shall be determined in accordance with Section 14-4-105(J).~~

14. ~~Shall meet all the setbacks required of an accessory structure. Shall meet all applicable setback requirements for an accessory structure under Section 14-4-105(J), and the requirements of Subsection C(13).~~

~~15. Shall be located behind the front building line of the principal unit.~~

~~16. The separate entrance of the accessory dwelling unit may be visible from the front or corner lot side yard based on proximity and appropriate mitigation proposed by the applicant and approved by the Administrative Committee.~~

D. Internal Accessory Dwelling Units.

1. An internal accessory dwelling unit is an accessory unit created:

a. within a primary dwelling;

b. within the footprint of the primary dwelling at the time the internal accessory dwelling is created; and

c. ~~For for~~ the purpose of offering a long-term rental of 30 consecutive days or longer.

2. An internal accessory dwelling unit is a permitted use within a primary dwelling, reviewed and considered for approval by Bountiful City Staff. A primary dwelling is a single-family dwelling that is detached and is

occupied as the primary residence of the owner ~~or of~~ record.

E. An internal accessory dwelling unit shall not be approved, and shall be deemed unlawful, unless it meets all the following criteria:

1. Shall be permitted only within the Single-Family Residential Zone, the Residential Multiple (RM) Family Zone, and the Downtown (DN) Mixed Use Zone; and shall not be permitted in any other zone.
2. It is unlawful to allow, construct, or reside in an accessory dwelling unit within a duplex or multi-family residential building or property.
3. It is unlawful to reside in, or allow to reside in, an accessory dwelling unit that has not received a permit ~~or without written authorization~~ from the Bountiful City Planning Department.
4. A maximum of one (1) accessory dwelling unit shall be permitted per lot.
5. A deed restriction limiting the use of a property to a single-family dwelling, prepared by the Bountiful City Planning Director, and signed by all owners of the property on which an accessory dwelling unit is located, shall be recorded with the Davis County Recorder's Office prior to occupancy of the accessory dwelling unit. If a building permit is required, then said deed restriction shall be recorded prior to issuance of the building permit.
6. The property owner must occupy either the principal unit or the accessory dwelling unit as their permanent residence and at no time receive rent for the owner-occupied unit. An application for an accessory dwelling unit shall include proof of owner occupancy as evidenced by voter registration, vehicle registration, driver's license, county assessor records or other similar means required by the Planning Department. Effective April 1, 2022, short term rentals of 30 days or less are prohibited.
7. Separate utility meters shall not be permitted for the accessory dwelling unit.
8. Any property and any structure that contains an approved accessory dwelling unit shall be designed and maintained in such a manner that the property maintains the appearance of a single-family dwelling. Except as provided below, a separate entrance to the accessory dwelling unit shall not be allowed on the front or corner lot side yard. A separate entrance shall be located to the side or rear of the principal residence.
 - a. An accessory dwelling unit in a basement may share a common entrance with the principal unit, provided each unit has a separate interior door.

209 9. It is unlawful to construct an accessory dwelling unit, or to modify a
210 structure to include an accessory dwelling unit, without a building permit,
211 if applicable.

212
213 10. Adequate off-street parking shall be provided for both the primary
214 residential use and the accessory dwelling unit, and any driveway and
215 parking area shall be in compliance with this Title. In addition to the
216 parking required for the principal unit at the time of construction, one (1)
217 off-street parking space shall be provided for an accessory dwelling unit.
218 Any additional occupant vehicles shall be parked off-street in City Code
219 compliant parking areas. On-street parking may be utilized in compliance
220 with the current parking limitations outlined in the Bountiful Traffic Code
221 regarding on-street parking.

222
223 11. Shall have its own dedicated separate entrance from the principal unit in
224 compliance with section 14-14-124(E)(8) and shall not have the
225 appearance of a two-family dwelling (duplex). The separate entrance shall
226 have a walkway in compliance with applicable building codes.

227
228 F. Internal Accessory Dwelling Unit Violation.

229
230 1. In addition to any other legal or equitable remedies available to Bountiful
231 City, the City may hold a lien against a property that contains [an](#) internal
232 accessory dwelling unit subject to state law.

City Council Staff Report



SUBJECT: Land Use Code Text Amendment
Planning Commission Provisions and
2026 Rules of Order and Procedure

AUTHOR: Francisco Astorga, AICP, Planning Director

DEPT: Planning

DATE: September 22, 2026

BACKGROUND

During the 2026 General Session, the Utah Legislature adopted S.B. 284, which amended Utah Code §10-20-301 regarding municipal planning commissions. Effective May 6, 2026, the amendments established additional requirements regarding Planning Commission member removal, protected deliberations, and recusal. Amendments to Bountiful City Code §14-2-103 are proposed to address these requirements and clarify related Planning Commission provisions.

The Planning Commission reviewed the State requirements and the City's existing Code and Rules of Order and Procedure during its August 18, 2026 work session. Following a public hearing on September 1, 2026, the Planning Commission unanimously (7-0) forwarded a positive recommendation to the City Council for the proposed Code amendments and updated 2026 Rules of Order and Procedure, with minor modifications.

ANALYSIS

The proposed amendment to §14-2-103 retains the Planning Commission's existing seven-member structure and four-year staggered terms while incorporating the requirements established by S.B. 284. The amendment addresses causes and procedures for removal, protected deliberations, and recusal, and clarifies that appointments of less than four (4) years may be made when necessary to maintain staggered terms. Following its September 1 review, the Planning Commission recommended increasing the postponement period from forty-five (45) to sixty (60) days and incorporating minor Code cleanup identified by Staff and the Commission.

The proposed 2026 Rules of Order and Procedure replace the Rules adopted in 2020 and provide an updated framework for conducting Planning Commission meetings. The Rules address Commission leadership, meeting administration, public hearings, deliberations, motions and voting, recusals, continuances, decorum, meeting records, work sessions, and Staff participation.

DEPARTMENT REVIEW

This staff report was prepared by the Planning Director and was reviewed by the City Attorney and City Manager.

SIGNIFICANT IMPACTS

The proposed amendments bring Bountiful City's Planning Commission provisions into compliance with current State requirements regarding removal, protected deliberations, and recusal. The updated Rules of Order and Procedure provide clearer and more consistent procedures for Planning Commission meetings.

RECOMMENDATION

Staff recommends that the City Council review and adopt the proposed Land Use Code Text Amendment and the 2026 Planning Commission Rules of Order and Procedure.

ATTACHMENTS

1. Draft Ord. No. 2026-09 with Proposed Land Use Code Text Amendment, Exhibit A
2. Proposed 2026 Planning Commission Rules of Order and Procedure
3. Utah Code §10-20-301 – Planning Commission



BOUNTIFUL

Bountiful City

DRAFT Ordinance No. 2026-09

MAYOR
Kate Bradshaw

CITY COUNCIL
Beth Child
Millie Segura Bahr
Dan Bell
Richard Higginson
Matt Murri

CITY MANAGER
Gary R. Hill

An Ordinance Amending Section 14-2-103, Planning Commission, of Chapter 2, Administration and Procedures, of the Bountiful City Land Use Code, Title 14 of the Bountiful City Code.

WHEREAS, the Bountiful City Council is empowered to adopt and amend land use ordinances pursuant to Utah State law and corresponding provisions of the Bountiful City Code; and

WHEREAS, during the 2026 General Session, the Utah Legislature amended Utah Code §10-20-301 to establish additional requirements for municipal planning commission ordinances, including provisions regarding removal authority and causes for removal, protected deliberations, and Commissioner recusal; and

WHEREAS, Bountiful City Code §14-2-103 establishes the Bountiful City Planning Commission and substantially addresses the organizational and procedural requirements applicable to the Planning Commission; however, amendments are necessary to address the 2026 State Code changes and clarify certain existing provisions; and

WHEREAS, the Bountiful City Planning Commission reviewed Utah Code §10-20-301 and Bountiful City Code §14-2-103 during a work session on August 18, 2026; and

WHEREAS, after review and a public hearing regarding the proposed Land Use Code Text Amendment on September 1, 2026, the Bountiful City Planning Commission forwarded a unanimous positive recommendation (7-0), with modifications, to the City Council; and

WHEREAS, the Bountiful City Council reviewed the proposed Land Use Code Text Amendment on **September 22, 2026**, and finds that the proposed amendment addresses applicable State requirements and provides greater clarity regarding the organization and procedures of the Planning Commission; and

WHEREAS, the Bountiful City Council finds that adoption of the proposed Land Use Code Text Amendment is in the best interest of the health, safety, and welfare of Bountiful City and the public.

Now, Therefore, It Is Hereby Ordained By the Bountiful City Council as Follows:

Section 1. Land Use Code Amendment. Section 14-2-103, Planning Commission, of Chapter 2, Administration and Procedures, of the Bountiful City Land Use Code, Title 14 of the Bountiful City Code, is hereby amended as shown on Exhibit A, which is attached hereto and incorporated herein by this reference.

Section 2. Effective Date. This Ordinance shall take effect upon adoption.

Adopted by the City Council of Bountiful, Utah, this 22nd day of September 2026.

Kate Bradshaw, Mayor

ATTEST:

Sophia Ward, City Recorder

Exhibit A – Proposed Amendment to Bountiful City Code §14-2-103
Deletions shown in ~~strikeout~~; additions shown in underline.

14-2-103 PLANNING COMMISSION

A. Established.

A Planning Commission, consisting of seven (7) members, is hereby established for Bountiful City and shall ~~to~~ exercise the powers and duties specified by this Title and State Law ~~herein~~.

B. Appointment and Terms of Office.

1. Planning Commission members shall be residents of Bountiful City and shall be appointed by the Mayor with the advice and consent of the City Council.
2. The terms of Planning Commission members shall be staggered. Each member ~~of the Planning Commission~~ shall serve for a term of four (4) years and until a successor is appointed, ~~provided that members may be appointed for terms shorter than three (3) years when necessary to provide staggered terms~~ A member may be appointed for a term of less than four (4) years when necessary to maintain staggered terms.
3. Terms of Planning Commission members shall begin on July 1~~st~~ of each year.
4. Planning Commission members may be reappointed for successive terms.
5. The Mayor, with the advice and consent of the City Council, may remove ~~any~~ member of the Planning Commission ~~at any time with or without cause~~ for cause. Consistent with Utah Code §10-20-301, as amended, cause for removal includes:
 - a. Using public funds for a political purpose under Title 20A, Chapter 11, Part 12, Political Activities of Public Entities Act;
 - b. Violating a provision of Title 10, Chapter 3, Part 13, Municipal Officers' and Employees' Ethics Act; or
 - c. 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 unacceptable risk of impermissible bias in the Planning Commission member's administrative or quasi-judicial duties.
 - d. A Planning Commission member deliberating about a specific pending land use application in a Planning Commission meeting with Staff, an elected official, or the land use applicant shall not

constitute cause for removal from the Planning Commission.

~~5.6. A vacancy occurring on the Planning Commission by reason of death, resignation, removal, disqualification or any other reason shall be promptly filled by a replacement appointed in the same manner as the original appointment for the remainder of the unexpired term of the replaced member. A vacancy on the Planning Commission shall be filled in the same manner as the original appointment for the remainder of the unexpired term.~~

~~6.7. The Mayor shall appoint one (1) memberperson of the five (5) other members of the City Council as a full member of the Planning Commission. The City Council member shall not serve as Chair, Vice-Chair, or Chair Pro Tem.~~

C. Organization and Procedure. The Planning Commission shall be organized and ~~conduct business exercise its powers and duties~~ as follows:

1. ~~Members of the~~The Planning Commission shall select one (1) of its members ~~to serve as Chair and one (1) member to serve as Vice-Chair as chair to oversee the proceedings and activities of the Planning Commission.~~

a. The ~~chairperson~~Chair and Vice-Chair shall each serve for a term of one (1) year ~~and may be re-elected for successive terms.~~

~~b. Members of the Planning Commission shall select one (1) of its members as vice chair to act in the absence of the chair. The chair and vice chair may be re-elected for successive terms. The Vice-Chair shall perform the duties of the Chair in the absence or inability of the Chair.~~

~~b-c.~~ If the Chair and Vice-Chair are absent or unable to serve, the Planning Commission shall select one (1) of its members to serve as Chair Pro Tem.

2. The Planning Commission may ~~adopt~~recommend policies and procedures, consistent with the provisions of this Title and applicable law, to govern the conduct of its meetings, the processing of applications, and for any other purposes considered necessary for the functioning of the Planning Commission. All such policies and procedures shall be submitted to the City Council for review and adoptionapproval.

3. The Planning Commission shall meet at regularly scheduled meetings and at other times as determined by the Planning Commission on a regular basis, as determined by a vote of the Commission members, and at such other times as the Commission members may determine. All meetings shall be noticed and conducted in accordance with Utah Code Title 52, Chapter 4, Open and Public Meetings Act, as amended~~properly noticed as~~

required by law, and held in accordance with the open meetings law set forth in Utah Code Ann. §52-4-1, et seq., as amended. At the beginning of each calendar year the Bountiful City Planning Department shall create and post in its office a schedule of Planning Commission meetings and application deadlines.

4. ~~No official business shall be conducted by the Planning Commission unless a quorum of its members is present.~~ Four (4) members of the Planning Commission shall constitute a quorum. ~~Any action taken shall require Planning Commission action requires~~ a majority of the members present and voting, unless otherwise ~~required~~prescribed by law.

4.5. ~~A Planning Commission member shall recuse from deliberating and voting on a land use application when the member has a conflict of interest or when participation would create actual impermissible bias or an unacceptable risk of impermissible bias.~~

5.6. ~~Any person desiring to appear before the Planning Commission shall complete an application and submit all required materials and fees to the Planning Department. An application that does not include all of the required signatures, materials, fees, or other necessary information shall be deemed incomplete and returned to the applicant. An applicant seeking Planning Commission review or action shall submit a complete application, including all required materials and fees, to the Planning Department. An incomplete application shall not be scheduled for Planning Commission consideration.~~

6.7. ~~After an applicant has submitted a completed application to the Planning Department, the item shall be placed on the next available Planning Commission agenda, unless the applicant and the Commission Chair agree to postpone placing the item on the agenda or agree to continue the item to a subsequent meeting. A complete application shall be placed on the next available Planning Commission agenda. The Planning Commission, after consultation with Staff, may continue an application to a subsequent meeting when additional information, analysis, revisions, public notice, legal review, or other information necessary to properly consider the application is required.~~

7.8. ~~An applicant may request that an item be postponed or continued a maximum of one (1) meeting (i.e. once) or for forty five (45) days from the date of application, whichever is longer. If the matter is not heard within this deadline, the application is deemed to have expired or been withdrawn, and must be resubmitted if the applicant desires the Commission to act on the item. This shall not apply to completed applications that have been placed on an agenda, reviewed and discussed by the Planning Commission, and then continued for reasons determined by the Commission. An applicant may request that consideration of an application be postponed for one (1) meeting or for up to forty five (45) sixty (60) days from the date of application, whichever is~~

longer. If the application is not heard within that period because of the applicant's requested postponement, the application shall be deemed withdrawn and must be resubmitted for further consideration. This subsection does not apply to a continuance directed by the Planning Commission under Subsection C(7).

~~8-9.~~ The Planning Commission shall not reconsider a previous action or change a recorded vote, and once an action is taken, the matter shall not be considered again for twelve (12) months from the date of decision. The Planning Commission shall not reconsider a final action or change a recorded vote after the meeting at which the action was taken. A substantially similar application that has been denied by the Planning Commission shall not be considered for twelve (12) months from the date of denial, unless amendments to the Land Use Code affecting the proposal have become effective during that period.

~~9-10.~~ Decisions of the Planning Commission shall take effect on the date of the meeting or hearing where the decision is made, unless a different ~~date is designated in the Commission's rules or at the time the decision is made~~ effective date is required by law or necessary to satisfy a requirement applicable to the decision. The approval of written findings shall relate back to the date of the decision.

~~10-11.~~ The Planning Commission shall keep written minutes of its proceedings, ~~showing the vote upon each question, or if absent or failing to vote, indicating that fact, and keep records of all its official actions. The Planning Commission may, but is not required to, have its proceedings transcribed by a secretary, a court reporter, a tape recorder, or other recording device~~ showing the vote on each action, and shall maintain records of its official actions. On behalf of the Planning Commission, Staff shall record meetings, prepare the written minutes, and maintain the Commission's records in accordance with applicable law.

a. The Planning Commission shall report, either verbally or in writing, its official ~~acts~~ actions and recommendations to the City Council. Any member of the Planning Commission may also make a concurring or dissenting report or recommendation to the City Council.

~~b. The minutes of all meetings of the Planning Commission shall be prepared and filed in the office of the Planning Director, under the direction of the City Recorder. All such records are public records and shall be available for public review and access in accordance with the Government Records Access and Management Act, Utah Code Title 63G, Chapter 2Ann., 63G-2-101, et seq., as amended.~~

D. Powers and Duties. The Planning Commission shall have all the powers and duties, ~~explicit or implied, given planning commissions by Utah State law and the Bountiful City Land Use Code, including but not limited to the following. Each of~~

~~such powers and duties shall be exercised pursuant to the procedural and other provisions of this Title and of State law provided by Utah State law and this Title, including, but not limited to, the following:-~~

1. Prepare and recommend a general plan and amendments to the general plan to the City Council;
2. Recommend ~~land use ordinances and maps, and/or amendments to the Land Use Code and maps, ordinances amending the Land Use Code text or Zoning Map~~ to the City Council;
3. ~~Administer applicable provisions of this Title and of State law~~Review and act on matters assigned to the Planning Commission by this Title and State Law;
4. Recommend approval or denial of subdivision applications assigned to the Planning Commission by this Title;
5. Advise the City Council on matters requested by the City Council;
6. Hear and decide ~~the approval or denial of~~ conditional use permits assigned to the Planning Commission by this Title;
7. Hear and decide variances from this ~~title~~Title in a quasi-judicial capacity as the appeal authority for variance requests only, as provided by State law;
8. ~~Hear and/or decide any other matter that the City Council designates~~Hear and decide other matters assigned to the Planning Commission by the City Council, as permitted by State law;
9. ~~Exercise any other powers that are necessary to enable the Planning Commission to perform its function or that are delegated to it by the City Council; and~~
- 10.9. Perform any other power or duties~~duty provided by this Title -set forth in this Land Use Code~~ or ~~in~~ State law relating to Planning Commissions.

E. Appeals. Any person adversely affected by a final decision of the Planning Commission may appeal ~~the~~that decision as set forth in Section 14-2-108 ~~of this Title~~. Any recommendation made by~~of~~ the Planning Commission to another decision-making~~approval~~ body is not a final decision and ~~therefore~~ cannot be appealed.

F. ~~Examinations and Surveys. The Planning Commission and its authorized agents may enter upon any land at reasonable times to make examinations and surveys as necessary to enable it to perform its function to promote City planning, development, and enforcement of the provisions of this Title.~~



BOUNTIFUL

MAYOR
Kate Bradshaw

CITY COUNCIL
Beth Child
Millie Segura Bahr
Dan Bell
Richard Higginson
Matt Murri

CITY MANAGER
Gary R. Hill

Draft Planning Commission of Bountiful City Rules of Order and Procedure

These Rules of Order and Procedure establish procedures for conducting meetings of the Bountiful City Planning Commission. These Rules are intended to promote orderly, efficient, fair, transparent, and consistent Planning Commission meetings and shall be applied consistent with the Bountiful City Land Use Code and applicable State law. In the event of a conflict, the Bountiful City Land Use Code and applicable State law shall govern.

Pursuant to Section 10-20-301(1)(b)(ix) of the Utah Code, which requires the ordinance establishing a municipal planning commission to include rules of order and procedure for use by the planning commission in a public meeting, the Planning Commission recommends, and the Bountiful City Council adopts, the following rules to govern the meetings of the Planning Commission.

Rule No. 1 – Utah State Code

The Planning Commission shall comply with all of the required procedures contained in the Utah Code, as amended.

Rule No. 2 – Bountiful City Code

The Planning Commission shall comply with all of the required procedures contained in the Bountiful City Code, as amended.

Rule No. 3 – Chair, Vice-Chair, and Chair Pro Tem

The Chair and Vice-Chair shall assist in the orderly conduct of Planning Commission meetings, with the Chair conducting the meeting and the Vice-Chair serving in that role when necessary.

- A. The election of the Chair and Vice-Chair shall generally proceed as follows:
 1. Commissioners may indicate their willingness to serve as Chair;
 2. The Chair shall open nominations;
 3. A Commissioner may nominate a Commissioner who is willing to serve;
 4. The Chair shall request any additional nominations;

Attachment 2 – Proposed 2026 Planning Commission Rules of Order and Procedure

5. When no additional nominations are offered, nominations shall be closed;
 6. The Planning Commission may discuss the nominees; and
 7. The Planning Commission shall vote. The Commissioner receiving a majority vote of the members present and voting shall be elected Chair.
- B. If a Chair Pro Tem is required, the Planning Director or designee shall call the meeting to order for the limited purpose of selecting a Chair Pro Tem. The Planning Commission shall then select a Chair Pro Tem at the beginning of the meeting.
- A Commissioner may nominate another Commissioner to serve as Chair Pro Tem. Additional nominations may be made. When there are no further nominations, the Commission shall vote on the nomination or nominations. The Commissioner receiving a majority vote of the members present and voting shall serve as Chair Pro Tem for the meeting.
- Upon selection of the Chair Pro Tem, the Planning Director or designee shall turn the meeting over to the Chair Pro Tem, who shall conduct the remainder of the meeting.
- C. For purposes of these Rules, the Chair, Vice-Chair, or Chair Pro Tem conducting the meeting shall be referred to as the “Chair.”

Rule No. 4 - Before the Meeting

Before calling the meeting to order, the Chair should:

- A. Confirm with Staff that the meeting is being recorded;
- B. Confirm with Staff that a quorum is present;
- C. Ask the Planning Commission whether any member has a known recusal to disclose at the beginning of the meeting; and
- D. Confirm with Staff whether any known procedural, noticing, or other matters should be addressed before the meeting begins.

Staff shall advise the Chair and Planning Commission regarding any of these matters as necessary.

Rule No. 5 - Call to Order, Roll Call, and Disclosure of Recusals

- A. The Chair shall call the meeting to order at the time and place identified in the public notice.
- B. At the beginning of each meeting, the Chair shall conduct a roll call. Each person shall state their full name for the record in the following order:

Attachment 2 – Proposed 2026 Planning Commission Rules of Order and Procedure

1. Planning Commission members; and
2. Staff present at the meeting.

The roll call is intended to establish attendance and assist in maintaining an accurate meeting record, including identification of speakers on the meeting recording.

- C. Following roll call, the Chair shall ask whether any Planning Commission member has a known recusal for an item on the agenda. A Commissioner with a known recusal shall identify the agenda item from which the Commissioner will recuse. The disclosure shall be reflected in the meeting record.
- D. If the Chair recuses from an agenda item, the Vice-Chair shall conduct the meeting for that item. If the Vice-Chair is unavailable or also recuses from the item, a Chair Pro Tem shall be selected in accordance with these Rules to conduct the meeting for that item. Upon completion of the item, the regularly presiding Chair shall resume conducting the meeting.

Rule No. 7 - Presentations and Questions

- A. Staff shall present the matter to the Planning Commission and may provide professional input, identify applicable standards and procedures, respond to questions, and assist the Commission in understanding the matter before it. Staff presentations may include digital presentations, physical displays, maps, plans, photographs, exhibits, or other materials appropriate to the matter under consideration.
- B. An applicant or the applicant's representative may respond to questions or provide information when recognized by the Chair. The Chair may permit a brief applicant presentation when the Chair determines that the presentation would assist the Planning Commission in its consideration of the matter. The Chair may establish reasonable time limits based on the nature and complexity of the matter.
- C. Planning Commission members may ask questions of Staff, the applicant, consultants, or other persons recognized by the Chair. Questions should relate to the matter under consideration and be directed through the Chair when appropriate.

Rule No. 8 - Public Hearings

Attachment 2 – Proposed 2026 Planning Commission Rules of Order and Procedure

- A. When a public hearing is required, the Chair shall clearly announce the opening of the public hearing.
- B. Persons recognized by the Chair at the podium may provide comments regarding the matter under consideration. Comments shall be addressed to the Planning Commission rather than Staff, the applicant, or other members of the public. The Chair may establish reasonable and consistent time limits for individual comments when necessary for the orderly conduct of the public hearing.
- C. The public hearing is intended to receive public comment and is not a question-and-answer session. If a question is raised or additional information appears necessary, the Planning Commission may note the matter for follow-up. Staff, the applicant, or another appropriate person may be asked to respond, preferably after the public hearing has been closed. Nothing in this subsection prevents a Commissioner from asking a brief clarifying question of a speaker when necessary to understand the speaker's comment.
- D. When public comment is complete, the Chair shall announce that the public hearing is closed. After the public hearing is closed, additional public comment shall not be received unless the Chair reopens the public hearing.
- E. The Chair may reopen a public hearing before final action when additional public comment would assist the Planning Commission in its consideration of the matter. The Chair shall clearly announce that the public hearing has been reopened and may identify the purpose or scope of the additional public comment when appropriate. After receiving the additional public comment, the Chair shall again close the public hearing before the Planning Commission proceeds to final deliberation and action.

Rule No. 9 - Deliberation

Planning Commission deliberation may occur at appropriate times during consideration of an agenda item, including before and after a public hearing when applicable. Deliberation should focus on the matter before the Commission, applicable standards, information in the record, Staff analysis, public comment, and other considerations appropriate to the type of action being considered.

Planning Commission members may ask Staff, the applicant, or other appropriate persons for additional factual, technical, procedural, or legal information

necessary to assist in their deliberation. The Chair shall facilitate deliberation and provide each Commissioner a reasonable opportunity to participate.

Rule No. 10 - Staff Participation

Staff serves as a professional resource to the Planning Commission throughout the meeting. Staff may provide professional input, clarify applicable standards, procedures, or the Commission's authority, respond to questions, and assist with motions, findings, conditions, or other actions. The Chair may involve Staff at any point during consideration of an agenda item, including during deliberation.

Rule No. 11 - Motions

- A. After sufficient consideration and deliberation, any Planning Commission member recognized by the Chair may make a motion. A motion should clearly state the proposed action. When findings, conditions, or modifications are appropriate, they should be included in the motion or clearly incorporated by reference.
- B. A motion shall require a second before consideration by the Planning Commission. If a motion does not receive a second, the motion fails for lack of a second and no vote is required.
- C. After a motion has been made and seconded, the Chair shall provide an opportunity for discussion before calling for a vote.
- D. A Planning Commission member may move to amend a pending motion. An amendment shall require a second and shall be decided before the underlying motion. If an amendment is approved, the Planning Commission shall then consider the underlying motion as amended.
- E. Before a vote is taken, the maker of a motion may withdraw the motion. If the motion has been seconded, the Commissioner who seconded the motion shall consent to the withdrawal.
- F. A Commission member may request assistance from Staff in formulating or clarifying a motion, including applicable findings, conditions, or modifications. Staff may also request an opportunity, before the vote, to clarify the motion or confirm that the proposed action, findings, conditions, or modifications are within the scope of the Planning Commission's authority and are sufficiently clear for the meeting record.

Rule No. 12 - Voting

After a motion has been made, seconded, and sufficiently discussed, the Chair shall call for a vote. Each Planning Commission member participating in the matter shall vote unless the member has recused from the matter as provided in Rule No. 13. The vote of each member shall be reflected in the meeting record, and the Chair shall announce whether the motion passed or failed. Planning Commission action requires the vote required by the Bountiful City Land Use Code or applicable State law. A tie vote, including a 3–3 or 2–2 vote, fails for lack of a majority.

Rule No. 13 - Recusal

A Planning Commission member shall recuse from deliberation and voting when required by the Bountiful City Land Use Code or applicable State law. A member who recuses shall identify the applicable agenda item for the record and leave the meeting room for the entire consideration of the item without participating in the presentation, questions, public hearing, deliberation, motion, or vote. Each Planning Commission member is responsible for determining whether recusal is required.

Rule No. 14 - Continuances

The Planning Commission may continue a matter to a subsequent meeting in accordance with the Bountiful City Land Use Code. Before doing so, the Commission should consult with Staff regarding notice requirements, deadlines, and any additional information or review needed. A motion to continue shall identify the meeting date and reason for the continuance. When additional information or revisions are requested, the Commission should provide clear direction to Staff and the applicant.

Rule No. 15 - Site Visits

When appropriate, the Planning Commission may conduct a meeting site visit or field review to observe conditions relevant to a matter before the Commission. Such meetings shall comply with applicable public meeting and notice requirements and shall be open to the public. No official deliberations or Planning Commission action shall take place during a site visit or field review. Staff shall coordinate the meeting site visit or field review and provide information regarding public attendance and applicable procedures.

Rule No. 16 - Meeting Decorum

The Chair is responsible for maintaining order during the meeting. Planning Commission members, Staff, applicants, and members of the public shall conduct

themselves in a respectful and orderly manner. The Chair may recognize speakers, keep comments relevant, establish reasonable and consistent time limits, address interruptions or disruptive conduct, call a brief recess, and take other reasonable actions necessary to maintain an orderly meeting.

When necessary to maintain order or safety, the Chair or Staff may request that the Bountiful City Police Department be present at the meeting. Nothing in these Rules shall be applied in a manner that unlawfully restricts public participation or expression.

Rule No. 17 - Minutes and Official Meeting Record

Staff shall prepare the minutes and maintain the official meeting record on behalf of the Planning Commission as provided by the Bountiful City Land Use Code and applicable State law. Draft minutes shall be presented to the Planning Commission for review and approval. A Commissioner may propose a correction to the draft minutes when the Commissioner believes the minutes do not accurately reflect the proceedings or action taken.

Approval of the minutes does not constitute reconsideration of an action previously taken by the Planning Commission. The official record may include the approved minutes, meeting recording, agenda, Staff reports, applications, exhibits, materials presented or accepted during the meeting, and other documents maintained as part of the official record.

Rule No. 18 - Attendance and Training

Planning Commission members are expected to regularly attend Planning Commission meetings including work session items. A Commissioner who knows that they will be unable to attend a meeting is expected to notify the Planning Director before the meeting. The Planning Commission recognizes that emergencies and other unforeseen circumstances may make advance notice impracticable.

The Planning Department shall maintain a record of Commissioner attendance. Attendance shall also be reflected in the minutes of each Planning Commission meeting. Planning Commission members shall complete training required by State law. Staff shall provide information regarding required training and maintain appropriate training records.

Rule No. 19 - Work Sessions

The Planning Commission may hold work sessions for education, training, discussion, and preliminary review of matters within its authority. Work sessions

Attachment 2 – Proposed 2026 Planning Commission Rules of Order and Procedure

are particularly appropriate before formal consideration of significant legislative matters and following material changes to State law or the Bountiful City Land Use Code. Unless otherwise permitted by law and identified on the agenda for action, a work session is intended for discussion and direction and not for final Planning Commission action. Work sessions shall be conducted in accordance with applicable public meeting requirements.

Rule No. 20 - Director's Report

The Planning Director or designee may provide a Director's Report to update the Planning Commission regarding matters relevant to the Commission's responsibilities, including upcoming agenda items, City Council actions, legislative or Land Use Code changes, training opportunities, planning projects, and administrative matters. The Director's Report is informational and does not substitute for formal consideration of a matter requiring public notice, a public hearing, or Planning Commission action.

Rule No. 21 - Procedural Questions

Questions concerning meeting procedure should be directed to the Chair. The Chair may consult with Staff or legal counsel regarding a procedural question before making a determination. When these Rules do not address a particular procedural matter, the Chair shall determine the procedure to be followed, subject to direction by the Planning Commission, the Bountiful City Land Use Code, and applicable law. The Planning Commission should favor procedures that allow fair and orderly consideration of the matter without unnecessary procedural formality.

Rule No. 22 - Adoption and Amendment

The Planning Commission shall review these Rules at least annually to determine whether amendments are necessary or appropriate. Staff may recommend amendments at any time based on changes in State law, the Bountiful City Land Use Code, Planning Commission practices, or other procedural needs. Upon adoption, these Rules supersede any past Planning Commission Rules of Order and Procedure.

Attachment 2 – Proposed 2026 Planning Commission Rules of Order and Procedure

Recommended by the Planning Commission of Bountiful City on September 1, 2026.

Alan Bott, Planning Commission Chair

ATTEST:

Francisco Astorga, Planning Director

Adopted by the City Council of Bountiful, Utah, this 22nd day of September 2026.

Kate Bradshaw, Mayor

ATTEST:

Sophia Ward, City Recorder