TOWN OF LEEDS, UTAH

LAND USE ORDINANCE 2008-04

CHAPTER 24 — HOME OCCUPATIONS

PLANNING COMMISSION WORKING DRAFT | CORRECTIONS APPROVED 27 OCTOBER 2026

Proposed renumbering and consolidation of the October 14, 2026 assembled working draft. NOT ADOPTED LAW. Provisions flagged for attorney review are identified in the separate review appendix.

Numbering is proposed throughout. Cross-references, legal authority, and the controlling enacted code must be verified before introduction or adoption.

24.1 PURPOSE AND APPLICABILITY

24.1.1 Purpose and residential character

This Chapter establishes standards for businesses that remain incidental to residential use, protects residential neighborhoods, and provides consistent procedures for applications, approvals, changes, annual renewal, and enforcement.

24.1.2 Scope and exclusions

The Chapter applies to home occupations in residential zones designated by the Town's zoning ordinance. Occasional garage, yard, moving, and estate sales are excluded. Bed and breakfast establishments are addressed under the lodging and short-term rental framework. State-law exemptions and protections control where applicable.

24.2 DEFINITIONS

A home occupation is a business activity operated by a person who resides in the dwelling on the same residential property, subordinate to residential use, and subject to the locations, classifications, and limits established by this Chapter. The operator shall be either an owner who resides on the property or a tenant who resides on the property and has written permission from the property owner to conduct the home occupation. A nonresident owner shall not operate a home occupation on the property. The business shall not change the property into commercial or industrial premises.

24.2.1 Resident operator and approved operating plan

A resident operator is the property owner or tenant who resides in the dwelling and operates the home occupation. A tenant operator shall have written permission from the property owner. An approved operating plan is the written description of a Tier 2 home occupation submitted by the applicant and incorporated into the Planning Commission's written approval. It shall identify the business activity, business space, equipment, storage, customers, operating hours, deliveries, parking, utility demands, and other information required by this Chapter. The plan documents the proposed operation and demonstrates compliance with applicable requirements; it does not authorize conditions or limitations beyond those expressly authorized by this Chapter, nor supersede or modify Chapter requirements.

24.2.2 Business floor area

Business floor area includes space used for the activity and associated business storage, including ingredients, inventory, packaging, records, tools, and equipment. Space used for both residential and business purposes shall be identified in the application and counted when used for the business. The eligibility and combined-area calculation are governed by Section 24.4.

24.3 HOME OCCUPATION CLASSIFICATIONS

24.3.1 Tier 1 Minor impact

Tier 1 consists of listed administrative, computer, telephone, or off-site service activity with no customer visits or nonresident employees working on the property. Ordinary office supplies and records are allowed. Inventory and off-site work tools or equipment storage are prohibited except for an expressly authorized transport-trailer exception. Noise and utility demands shall remain consistent with ordinary residential use; ordinary mail and parcel deliveries are allowed at residential frequency and traffic levels.

24.3.2 Tier 2 Limited or moderate impact

Tier 2 home occupations are permitted uses subject to Planning Commission review for compliance with the general and activity-specific standards of this Chapter. The Planning Commission is the designated land use authority for Tier 2 applications. It shall approve an application demonstrating compliance with all applicable requirements and deny an application that fails to meet them, subject to applicable law. Its written decision shall identify the approved business activity, operating plan, and applicable ordinance limitations. The Planning Commission shall not impose conditions, restrictions, or operational limitations beyond those expressly authorized by this Chapter. A conditional use permit shall not be required solely because a home occupation is classified as Tier 2.

24.3.3 Tier 1 activities

Activity	Specific limits
Authors; architectural services; advertising	Tier 1 standards.
Consulting services	Tier 1 standards.
Contractors	Administrative work only on the property.
General administrative office	Tier 1 standards.
Handyman; pool maintenance	Off-site services; personal truck and one authorized trailer; no outside storage beyond trailer exception.
Insurance sales or broker	Tier 1 standards.
Interior design	Tier 1 standards; no outside storage.
Janitorial; housekeeping for residential houses	Administrative activity at home; all cleaning performed off-site.
Professional musical activity by a resident	Excludes amplified group rehearsals, performances, commercial recording studios, and activity producing noise or traffic exceeding customary residential activity.
Real estate sales; broker; appraiser	Tier 1 standards.
Yard care	Off-site services; one vehicle and one authorized trailer.
Repair of household appliances	Administrative work only; repairs at the client's residence. No appliance repair at the home occupation property.

Activity	Tier	Specific limits

Activity	Specific limits	
Artists	2	General standards; hazardous materials and noise limits apply.
Bakeries; catering; home kitchens	2	Food-business operating and impact standards in Section 24.6.1.
Barber and beauty shops	2	Single chair; no subleasing; one customer receiving service and one accompanying person.
Computer or internet sales; programming; data processing; mail order	2	Inside storage only; deliveries and traffic shall not exceed normal residential levels.
Craft sales	2	Customer purchases and pickup at home allowed; appointment, customer, and parking limits apply.
Direct sales distribution; desktop publishing	2	General Tier 2 standards.
Dance; aerobics; music; swimming; tennis lessons	2	One instructor and four students per class; no more than two classes daily. Outdoor exception for swimming and tennis.
Residential childcare	2*	Reported five-child proposal reserved for legal review; see Section 24.6.3.
Preschool	2*	Separate category; state classification, capacity, and operating limits reserved for review.
Home crafts	2	General Tier 2 standards.
Commercial cleaning	2	Administrative work at home; all cleaning off-site; no outside storage. Administrative-only contractor model.
Medical; dental; chiropractic; other medical professionals	2	One patient at a time and one accompanying person; applicable professional and safety requirements.
Garden produce	TBD	Await planner input on agricultural or agritourism treatment. No new classification established.

24.3.4 Tier 3 Prohibited home occupations

Auto body services; automobile repair and maintenance; automotive spray painting; commercial kennels; commercial stables; commercial welding; and tattoo parlors are prohibited as home occupations. Tier 3 also includes nonresident employees working on the property, prohibited large commercial vehicles or equipment, outdoor storage beyond the express trailer exception, industrial activity, prohibited hazardous materials, and impacts inconsistent with the Chapter's residential standards.

A separate principal use authorized elsewhere in the zoning ordinance is not repealed solely by this home occupation classification. Conforming amendments must resolve conflicting or separately listed uses. Unlisted business activities shall follow the applicable classification process; the draft does not create an automatic Tier 3 rule for every unlisted activity.

24.4 PERMITTED LOCATIONS AND FLOOR AREA

24.4.1 Permitted indoor locations

A home occupation may operate within the dwelling, its attached garage, or one eligible detached building on the same property. Only space lawfully approved and usable for the proposed activity may be included in the eligible floor-area calculation or approved for business use.

24.4.2 Eligible detached building

The detached building must have been lawfully established before the effective date of this ordinance. Its eligible size is limited to its size on that date. Later construction or additions shall not increase the detached building's eligible floor area. No more than one detached building may be included. Existing-use protections shall be considered separately under Section 24.13.

24.4.3 Maximum Aggregate Business Floor Area

The combined indoor floor area devoted to all home occupations on a residential property shall not exceed twenty-five percent (25%) of the combined eligible floor area of the dwelling, attached garage, and one eligible detached building, or five hundred (500) square feet, whichever is less.

This limitation applies collectively to all home occupations conducted on the property. The permitted business floor area shall not be calculated separately for each building, resident, or business.

Eligible floor area includes lawfully approved, usable enclosed space, including finished living space. Unapproved or unusable space, unfinished space not approved for the proposed activity, open carports, decks, and other outdoor areas shall be excluded. Each eligible space shall be counted only once.

24.4.4 Calculation of Business Floor Area

The maximum aggregate business floor area shall be calculated as follows:

Maximum business floor area = The lesser of:
(a) Twenty-five percent (25%) of the combined eligible floor area; or
(b) Five hundred (500) square feet.

All rooms, work areas, and associated indoor storage used for home occupation purposes shall count toward this limitation.

Where more than one home occupation operates on the property, the combined business floor area of all such occupations shall not exceed the maximum permitted area.

The applicant shall identify the eligible floor area and all proposed business areas on a dimensioned floor plan.

24.4.5 Attached garage

Use of an attached garage shall preserve its ability to accommodate vehicle parking. Required off-street residential parking and safe access shall remain available; sufficient off-street parking shall be provided for vehicles temporarily displaced by authorized business use.

24.4.6 Outdoor activity

Outdoor business activity is prohibited except for approved swimming and tennis lessons, the narrowly authorized transport-trailer storage exception, and the proposed childcare outdoor-play exception reserved for state-law review. These exceptions do not create additional eligible indoor floor area.

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24.4.7 Application documentation

The applicant shall identify the detached building selected, provide evidence of its lawful establishment and size before the effective date, and show which spaces are approved and usable for the activity. Professional plans are required only when the activity or applicable building requirements warrant them.

24.5 GENERAL OPERATING STANDARDS

24.5.1 Residents and property owner permission

Only residents of the dwelling may work on the property for the home occupation. A renter shall submit the property owner's written permission with the application. Nonresident employees shall not report to the property to collect supplies, load vehicles, begin the workday, or assemble for dispatch. This rule concerns activity on the property; it does not prohibit workers employed at off-site locations. Application to childcare staffing remains reserved for state-law review.

24.5.2 Customers and hours

Activity	Proposed hours
Authorized customer visits and all lessons	8 a.m. to 7 p.m., Monday through Saturday.
Childcare and preschool*	7 a.m. to 7 p.m., Monday through Saturday.
Supervised childcare outdoor play*	9 a.m. to 7 p.m., Monday through Saturday.
Sunday	No customer visits; childcare application reserved for review.

Except as otherwise expressly provided in this Chapter, a home occupation may receive no more than two (2) customers during any consecutive sixty-minute (60-minute) period.

Customer appointments shall be scheduled so that customers do not overlap beyond the permitted limits.

The customer limit applies collectively to all home occupations conducted on the property.

Activity-specific limits established elsewhere in this Chapter shall control, including:
(a) Barber and beauty shops: One customer receiving service at a time, with one accompanying parent, caregiver, or support person permitted.
(b) Medical, dental, and chiropractic services: One patient receiving service at a time, with one accompanying parent, caregiver, or support person permitted.
(c) Instructional activities: No more than four (4) students per class, with no more than two (2) classes per day.
(d) Residential childcare and preschool: Subject to the activity-specific standards and applicable Utah law.

24.5.3 Limits apply to the whole property

Customer limits, deliveries, parking, and the shared business floor-area allowance apply collectively to all home occupations on the property. Only one customer-facing activity may operate at a time. No other customer-facing activity may occur while childcare is operating; childcare application of this restriction remains reserved for legal review.

24.5.4 Parking and access

Customer vehicles shall park on the property, not on the street. Required residential parking, driveway and pedestrian access, and emergency access shall remain available. The operating plan shall address pickup, drop-off, and class overlap. Additional parking does not increase an authorized customer or student limit.

24.5.5 Noise, Storage, Signs, and Safety

Business noise shall not exceed that customary to the residential neighborhood.

Business activity shall not unreasonably disturb neighboring properties through lighting, vibration, dust, odors, fumes, or other effects.

All indoor space used for business activities or associated business storage shall count toward the maximum aggregate business floor area established in Section 24.4.3.

Outdoor business storage is prohibited except for an authorized transport trailer meeting the requirements of Section 24.7.2.

No exterior signs advertising or identifying a home occupation shall be permitted on the property.

Residential address and identification signs otherwise permitted under Section 22.2.1.8 are not prohibited by this provision, provided they do not advertise or identify the home occupation.

Materials, equipment, and utility demands associated with a home occupation shall comply with the applicable requirements of Section 24.7.

24.6 ACTIVITY-SPECIFIC REQUIREMENTS

24.6.1 Bakeries catering and home kitchens

Food businesses shall comply with the general standards and the following operating limits. The working proposal replaces the earlier blanket “no commercial equipment” language with standards governing actual residential impacts. Household appliance labels or the presence of large or double ovens do not alone establish compliance. No numerical production-volume cap has been selected.

- Only residents may work at the property. No nonresident catering crews may assemble there, collect supplies, load vehicles, or begin their workday.
- Customer pickup shall be prepaid and by appointment; no walk-in retail sales. No more than six customer vehicle visits are allowed daily, with no more than two customer vehicles on-site simultaneously. One arrival and departure counts as one visit. The general limit of two customers during any consecutive sixty-minute period also applies.
- Customer parking shall remain on the property without queues, blocked access, parking overload, or displacement of required residential parking.
- Business loading, unloading, customer pickup, and supplier deliveries are limited to 8 a.m. to 7 p.m., Monday through Saturday. Quiet indoor preparation may occur outside those hours if otherwise compliant.
- Dedicated commercial supplier deliveries are limited to two per week, with no more than one per day. No semitrailer deliveries or refrigerated trucks used as on-site storage. Ordinary residential mail and parcel service is distinguished from dedicated supplier deliveries.
- No transfer of supplies to nonresident catering crews’ vehicles or on-site catering dispatch activity is allowed. Resident operators may load their own permitted vehicle during authorized hours.
- Equipment and production shall fit within the approved business area, storage, water and septic capacity, and noise and traffic limits. Food operations remain subject to applicable state requirements and exemptions.

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24.6.2 Lessons craft sales and medical visits

All lessons are limited to one resident instructor and four students per class, with no more than two classes daily, between 8 a.m. and 7 p.m., Monday through Saturday. Swimming and tennis may occur outdoors in the approved location. Craft sales may include appointment purchases or pickups at home. Salons and medical visits remain subject to their single-customer or single-patient limits.

24.6.3 Residential childcare and preschool reserved provisions

Retain the reported five-child proposal for residential childcare pending attorney review. Determine simultaneous-care versus enrollment, counting of provider-related children, the state program category, and applicable licensing, registration, and background-check requirements. Preschool is a separate category for classification review; its name alone does not establish an exemption.

Proposed supervised childcare outdoor play may occur in the identified area from 9 a.m. to 7 p.m., Monday through Saturday. Review the local capacity proposal, resident-only staffing, hours and Sunday closure, outdoor play, shared floor-area rule, and concurrent-customer restriction against state protections before finalizing enforceable requirements.

24.7 VEHICLES, TRAILERS, MATERIALS, AND UTILITIES

24.7.1 Large commercial vehicles and equipment

For this Chapter, prohibited large commercial vehicles and equipment associated with the home occupation include vehicles with a manufacturer's gross vehicle weight rating exceeding 14,000 pounds; truck tractors; semitrailers; dump trucks; concrete mixer trucks; vehicles fitted with commercial cargo-box bodies regardless of weight; and construction or excavation equipment such as excavators, backhoes, bulldozers, and loaders.

Passenger cars and pickups with standard pickup beds at or below 14,000 pounds gross vehicle weight rating are excluded from this definition. Gross vehicle weight rating means the manufacturer's rated loaded weight. Vehicles kept or dispatched for the business are distinguished from temporary deliveries. Ordinary parcel-service delivery vehicles are not automatically prohibited by this definition.

The restrictions in this Section apply to vehicles and equipment kept, stored, or regularly dispatched from the property in connection with a home occupation. Temporary visits by delivery vehicles, moving trucks, utility-service vehicles, or construction vehicles are not prohibited solely because the vehicle meets the definition of a large commercial vehicle, provided the visit is otherwise lawful and does not constitute prohibited business storage or operations. This exception does not waive the home occupation supplier-delivery limits.

24.7.2 Authorized transport trailer

Where an activity expressly authorizes a business trailer, no more than one is allowed on the property. Its body shall be no longer than 16 feet, excluding the hitch. It shall be used for transport to off-site work and shall be screened from streets and neighboring properties while parked.

The trailer shall not block required parking, safe access, or emergency access. Secured tools may remain in or on the trailer between off-site jobs. This limited exception does not authorize use as a stationary warehouse, inventory storage facility, or overflow storage area. It does not authorize other outdoor business storage.

24.7.3 Materials and safety

Ordinary household quantities of materials may be used and stored safely in compliance with applicable requirements. Industrial quantities or uses of hazardous materials incompatible with residential activity are prohibited. The business shall comply with applicable fire, building, plumbing, electrical, and health requirements. Numeric hazardous-material thresholds remain for fire and attorney review.

24.7.4 Activity vehicle limits

Handyman and pool-maintenance operations may use a personal truck and one authorized trailer. Yard care may use one vehicle and one authorized trailer. General vehicle prohibitions apply. Contractor and appliance-repair businesses are administrative only on the property; their Tier 1 classification does not authorize on-site repair, work crews, or otherwise prohibited storage.

24.7.5 Utility capacity

Utility demands associated with a home occupation shall remain within the capacity ordinarily provided for residential use.

A Tier 2 applicant shall demonstrate that the proposed activity can operate within the property's available water service and approved wastewater or septic capacity.

The operating plan shall identify the anticipated water and wastewater demands associated with the proposed activity.

Additional documentation or review by the appropriate utility provider or regulatory agency may be required when reasonably warranted by the nature or intensity of the proposed activity.

The Planning Commission shall apply adopted utility standards and applicable legal requirements. It shall not impose additional utility restrictions based solely on anticipated demand when the applicant demonstrates compliance with those requirements.

A home occupation shall not require industrial utility infrastructure inconsistent with the residential use of the property.

Review cargo-box vehicle types, small work equipment used for yard care or pool maintenance, temporary delivery vehicles, screening viewpoints and methods, and evidence distinguishing transport storage from stationary storage. Do not treat these drafting definitions as authorization to waive other applicable standards.

24.8 APPLICATION PROCEDURES

24.8.1 Tier 1 review and separate business licensing

The designated Town official shall review Tier 1 applications for compliance with the written Tier 1 standards. Tier 2 applications shall be decided by the Planning Commission. Land use review and business licensing are separate steps. Any license, fee, renewal, or registration requirement remains subject to applicable state exemptions.

A Tier 1 application shall identify the business activity, property address, resident operator, and proposed business location within the dwelling or other eligible building. The applicant shall certify compliance with the applicable Tier 1 standards of this Chapter. A tenant applicant shall provide written permission from the property owner. The designated Town official may request additional information reasonably necessary to determine compliance with a specific applicable requirement of this Chapter. Tier 1 applications shall not require Planning Commission approval unless the proposed activity does not qualify for Tier 1 classification.

24.8.2 Tier 2 application contents

An applicant shall identify the business activity, property address, resident operators, proposed equipment, and business storage. A renter shall include written property owner permission. The application shall include:

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- A floor plan identifying business spaces and dimensions, the combined eligible floor area, and the calculation demonstrating compliance with the maximum aggregate business floor area established in Sections 24.4.3 and 24.4.4. Account for other home occupations on the property and the eligibility of any detached building.
- A property sketch showing customer parking, driveway and pedestrian access, any business trailer and screening, and proposed outdoor lesson or childcare areas. Provide dimensions where needed to demonstrate compliance.
- A short operating plan using checkboxes and brief answers for activities, equipment, storage, resident workers, hours and days, customers or students, classes, deliveries, loading and pickups, parking, vehicles or trailers, authorized outdoor activity, and utility demands.
- Information demonstrating available water service and approved wastewater or septic capacity; additional documentation or agency review only when warranted by the activity.
- Information identifying applicable state licenses or registrations and their status. Required approvals shall be obtained before beginning the activity for which they are required.

24.8.3 Applicant prepared plans

An applicant-prepared floor plan and property sketch are sufficient if clear and complete enough to demonstrate compliance. Professional plans are required only when warranted by the proposed activity or applicable building requirements. Identifying an outdoor area does not authorize an activity otherwise prohibited.

24.8.4 Completeness and scheduling

Before scheduling Planning Commission review, the designated Town official shall determine whether the application contains the information required by this Chapter and the Town's applicable application checklist. If required information is missing, the applicant shall receive written notice identifying the missing items. A determination that an application is complete does not constitute approval of the proposed home occupation. Application completeness, processing deadlines, and vested rights shall be governed by applicable Utah law.

The Town shall maintain the applicable application checklist and process complete applications under the required procedures and timelines. Review note: coordinate publication of the checklist, required fees, any notice or hearing procedures, and scheduling with the Town’s code and current Utah law.

24.9 PLANNING COMMISSION DECISIONS

24.9.1 Planning Commission decision

Tier 2 is a permitted use subject to the written standards of this Chapter. The Planning Commission shall apply those standards and issue the final initial land use decision without subsequent Town Council approval of the individual application. It shall approve a complying application, subject to applicable statutory exceptions, and shall explain any denial by reference to the applicable requirements.

The Commission shall document how the operating plan demonstrates compliance with the standards. It shall not waive an ordinance limit or impose requirements without ordinance or statutory authority. The operating plan is a compliance document; voluntarily stated operational details do not become independent enforceable restrictions when the actual operation remains within Chapter 24's limits, unless a specific requirement of this Chapter expressly requires approval of that detail.

24.9.2 Standard written decision

The written decision shall identify the approved activity, property location, approved business space, operating plan, applicable ordinance limitations, findings supporting approval or reasons for denial, approvals required before operation, and appeal instructions. The decision shall distinguish ordinance requirements from operational details voluntarily proposed by the applicant. Each restriction imposed by the Commission shall identify the

provision of this Chapter or other applicable law authorizing it. The Commission shall not impose additional restrictions solely because the applicant described the proposed business. Business licensing and other applicable approvals remain separate requirements.

24.10 CHANGES AND RENEWALS

24.10.1 Changes to approved home occupations

An operator may make routine operational changes without further Planning Commission approval when those changes comply with this Chapter. Changes in hours, days, customer visits, deliveries, classes, and similar operational details within Chapter limits shall not, by themselves, require amended approval. A material change requiring review includes a change in the type or nature of the business activity; relocation to another property; addition or relocation of an outdoor activity requiring specific authorization; or changes in equipment, vehicles, trailers, storage, parking, access, or utility demands that require a new determination of compliance. A change in resident operator shall require verification of residency and, for a tenant, written owner permission.

For expansion or relocation of business space on the same property, the operator shall submit an updated floor plan. The designated Town official shall verify compliance with permitted locations, aggregate floor-area limits, applicable building requirements, and other applicable standards; compliant changes shall be approved administratively unless another material change requires Planning Commission review. Material Tier 2 changes shall be submitted before implementation and reviewed by the Commission only as to affected requirements. The Commission shall approve compliant changes and shall not impose unauthorized conditions. Moving to another property requires the applicable new-property approval. No change request authorizes prohibited activity or exceedance of an ordinance limit.

24.10.2 Annual license renewal and compliance review

Business licenses shall be renewed annually under the Town's applicable licensing requirements, subject to state-law exemptions. Tier 1 and Tier 2 home occupation operators shall complete annual compliance questionnaires appropriate to their classifications, to the extent lawfully required. The Town shall provide current applicable Chapter 24 requirements and identify material amendments since the prior renewal, including applicable exemptions, transition provisions, and protected existing-use rights. The Tier 1 questionnaire shall be simplified; the Tier 2 questionnaire shall address activity, space, equipment, storage, customers, classes, deliveries, parking, vehicles, trailers, outdoor activity, utilities, and resident operators. The designated official shall review disclosed changes, distinguish routine compliant changes from material changes requiring approval, and give written notice of possible violations or unapproved material changes with applicable provisions and next steps. Compliant routine changes do not require amended approval. Annual renewal does not itself reopen or invalidate an existing land-use approval; corrections and enforcement follow applicable law.

An approved home occupation may continue operating without annual reapproval of its land-use authorization, provided the operation remains in compliance with the applicable requirements of this Chapter and any lawful existing approval. Annual business-license renewal and submission of a compliance questionnaire shall not constitute a new application for land-use approval. A material change requiring review under Section 24.10.1 shall be processed in accordance with that Section.

24.10.3 Compliance Verification and Complaints

The Town may receive complaints concerning alleged violations of this Chapter, including complaints submitted anonymously.

Complaints should identify the nature of the alleged violation and, when available, provide dates, times, descriptions of the activity, and supporting information.

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The designated Town enforcement official shall evaluate complaints and determine whether sufficient information exists to warrant investigation.

Enforcement action shall be based upon a verified violation of an applicable ordinance requirement and shall not be imposed solely upon receipt of a complaint.

Routine annual interior inspections of home occupations shall not be required.

Entry onto private property for inspection shall occur only with the property owner's or other legally authorized occupant's consent, or pursuant to other lawful authority.

Investigations, notices, corrective actions, and penalties shall follow the Town's applicable enforcement procedures and Utah law.

Lawfully existing businesses shall report compliance with their applicable approvals and protected rights.

24.10.4 Businesses exceeding home occupation limits

An operation exceeding applicable home occupation limits shall reduce activity to comply or cease the noncompliant activity at the property. A growing commercial enterprise is not authorized merely because it began as a home occupation. Continued operation elsewhere requires compliance with that location’s applicable rules. Apply lawful existing-use protections separately.

24.11 ENFORCEMENT

24.11.1 Verification, Written Warning, and Correction Period

The designated Town enforcement official shall verify an alleged violation and identify the applicable ordinance or other enforceable requirement. For an ordinary first violation that does not present an immediate threat to health or safety, the official shall issue a written warning identifying the violation, applicable requirement, corrective action, and compliance deadline. The operator shall ordinarily have ten (10) calendar days after lawful service of the written warning to correct the violation. The designated Town enforcement official may grant a written extension of the correction deadline when additional time is reasonably necessary to complete corrective action. In determining whether to grant an extension and its duration, the enforcement official shall consider: (1) the nature and severity of the violation; (2) the time reasonably necessary to complete corrective action; (3) the operator’s demonstrated efforts toward compliance; (4) circumstances beyond the operator’s control; and (5) any continuing impacts on neighboring properties or public health and safety. Any extension shall be documented in writing and shall identify the reasons for the extension and the revised compliance deadline. An extension shall not authorize continued activity presenting an immediate threat to health or safety or extend any statutory hearing or appeal deadline.

An extension shall not authorize activity required by applicable law to cease immediately or prevent lawful action addressing an immediate threat to health or safety. Violations remaining uncorrected after the applicable deadline may proceed through the Town’s established enforcement procedures. RECONCILIATION NOTE: The warning, service, hearing-request and enforcement deadlines must be checked against controlling Title 9 provisions before adoption.

24.11.2 Continuing, Repeated, and Unrelated Violations

A. Continuing Violations. A continuing violation is a violation of this Chapter that remains uncorrected after expiration of the correction period specified in a written warning, including any authorized extension. A

continuing violation may be subject to further enforcement under the Town's adopted Administrative Code Enforcement procedures and applicable Utah law.
B. Repeated Violations. A repeated violation occurs when an operator corrects a previously documented violation of a specific requirement of this Chapter and subsequently violates that same requirement again. In determining the appropriate enforcement response, the designated Town enforcement official may consider the nature of the repeated violation, the operator's prior compliance history, the time elapsed since the previous violation, and the impacts on neighboring properties or public health and safety. A repeated violation may proceed directly to enforcement under the Town's adopted Administrative Code Enforcement procedures when authorized by those procedures and applicable law.
C. Unrelated Violations. A violation of a different requirement of this Chapter shall ordinarily be treated as a new first violation for purposes of the written-warning procedure established in Section 24.11.1.
D. Enforcement Procedures. All enforcement actions, including notices, penalties, hearings, and appeals, shall comply with the Town's adopted Administrative Code Enforcement procedures and applicable Utah law. A prior complaint that did not result in a verified violation shall not, by itself, establish a repeated violation.

24.11.3 Land-Use Enforcement and Business-License Actions

A. Enforcement of Chapter 24 Requirements. Violations shall be addressed through the Town's adopted code-enforcement procedures and other remedies authorized by applicable law. The Town shall identify the specific requirement violated and provide notice and opportunity for correction as provided in Section 24.11.1 and applicable procedures.
B. Continued Validity of Land-Use Approval. An approved Tier 2 home occupation shall not be suspended or revoked solely because of a complaint, changed neighborhood circumstances, or a subsequent difference of opinion about a lawfully granted approval. Enforcement against unlawful activity shall not automatically invalidate the underlying land-use approval. Withdrawal of an approval, if independently authorized by law, requires written findings, notice, opportunity to respond, and applicable review rights.
C. Business-License Enforcement. Denial, suspension, nonrenewal, or revocation of a business license is governed by the Town's applicable licensing ordinance and state law. License action shall not by itself invalidate land-use approval; a valid license does not excuse land-use violations.
D. Appeals. Land-use, administrative code-enforcement, and business-license decisions shall follow their respective applicable review procedures. The Planning Commission shall not act as appeal authority for its own land-use decisions.

24.12 APPEALS AND ADMINISTRATIVE REVIEW

A. Land-Use Decisions. A person entitled to appeal a land-use decision under this Chapter may appeal in accordance with the Town's applicable land-use appeal ordinance and the Utah Municipal Land Use, Development, and Management Act, before the legally designated appeal authority.
B. Administrative Code-Enforcement Actions. A person subject to administrative enforcement shall receive the notice, hearing, review, and judicial-review rights provided by the Town's applicable administrative code-enforcement ordinance and state law.
C. Business-License Decisions. Appeals of business-license denial, suspension, nonrenewal, or revocation shall follow the Town's applicable business-licensing ordinance and state law.
D. Separation of Procedures. License enforcement shall not automatically revoke land-use approval; administrative enforcement shall not automatically constitute withdrawal of land-use approval. Each action follows its applicable procedure.
E. Notice of Review Rights. Written decisions and enforcement notices shall identify the applicable review process, filing authority, and filing deadline as required by law.
TOWN ATTORNEY REVIEW REQUIRED BEFORE ADOPTION: Verify current appeal authority (Board of Adjustment versus Land Use Hearing Officer), applicable Utah statutory requirements, controlling Leeds

amendments, licensing appeal procedures, and Title 9 deadlines. This working draft retains the existing renumbered §24.12 heading rather than introducing a duplicative §24.11.4.

24.13 EXISTING AND NONCONFORMING HOME OCCUPATIONS

Home occupations lawfully established before the effective date may continue under their valid approvals, applicable nonconforming-use provisions, and Utah law. This protection does not legalize an unlawfully established business. Existing activity and approval rights shall be documented; evidence shall not be limited solely to municipal records.

A property sale shall not automatically terminate a protected nonconforming use. Changes, expansion, discontinuance, or abandonment shall be evaluated under applicable law. Preserve statutory continuation and qualifying extensions within the same building; do not apply the new detached-building size limit or new operating limits in a way that defeats protected rights. Annual compliance reporting shall identify the requirements applicable to each protected operation.

24.14 COORDINATED AMENDMENTS AND EFFECTIVE DATE

24.14.1 Coordinated amendments and effective date

Adopt this Chapter with explicit conforming amendments to conflicting provisions elsewhere in the Town code. Final repeal, savings, transition, severability, numbering, and effective-date language shall be prepared after the controlling ordinance text and protected existing approvals are verified. The detached-building cutoff uses the ordinance's eventual effective date, not a separately selected historical date.

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APPENDIX A — UNRESOLVED LEGAL AND POLICY REVIEW ITEMS

This appendix is not proposed ordinance text. It preserves outstanding drafting questions and prior decision notes for Commission and Town Attorney review.

Review note: reconcile the general definition, eligible zoning districts, employment and occasional-use exclusions, and statutory protections for other activities. This draft does not resolve garden produce, agritourism, or childcare questions by applying a blanket home occupation prohibition.

Review note: confirm the calculation's treatment of shared rooms, applicable building approvals, evidence of the effective-date cutoff, and lawful existing-use rights. Childcare application of the 25 percent limit remains reserved for attorney review.

* Childcare and preschool entries are placeholders for review. They do not establish final capacity limits or override applicable state protections.

* Childcare and preschool schedules are working proposals pending state-law review. Customer hours include arrivals, appointments, classes, and departures. Quiet indoor administrative work may occur outside customer hours if otherwise compliant.

Review items: define the delivery-counting week and dedicated commercial delivery precisely; resolve routine resident catering departures outside loading hours. Delivery caps do not limit resident procurement trips. Review applicable Utah food-law protections before adoption.

Remaining definition checks

Review note: verify whether any exceptional withdrawal of a land-use approval is independently authorized by Utah law and controlling Leeds procedures. No general Planning Commission suspension or revocation authority is proposed. Coordinate notice, response, hearings, appeal rights, and separate business-license remedies.

Reserved: insert verified appeal authority, deadlines, and exact cross-references. Do not automatically carry forward the printed Chapter 24's ten-day Town Council appeal and thirty-day hearing language without reconciling current appeal provisions.

Reported Commission decisions

The three tiers and reported activity assignments; indoor use in the home, attached garage, and detached building; the 25 percent or 500-square-foot maximum; resident workers; residential character and customary neighborhood noise; former conditional-use activities prohibited as home occupations; the lodging transfer; annual renewal; and the reported activity-specific choices are Commission decisions described by Rochelle Gardner. They have not been independently verified against adopted meeting actions.

Accepted working drafting choices

One eligible detached building at its lawful existing size on the effective date; approved usable floor area; one property-wide 25 percent or 500-square-foot allowance; written owner permission; collective customer and delivery limits; one customer-facing activity at a time; revised hours and outdoor exceptions; customer and companion limits; bakery pickup, loading, parking and delivery controls; food-production impact standards; vehicle and trailer definitions; household material quantities used safely; utility capacity review; renewal and change-request processes; ten-day initial correction process; and lawful existing-use protections are accepted working choices.

Tier 2 permitted-use classification with final Planning Commission approval, applicant-prepared plans, the operating plan, the completeness check, and the written decision process were accepted on 14 October 2026.

These choices are proposed ordinance language for review, not a representation that the Town Council has adopted them.

Remaining policy and legal review items

- Childcare and preschool: state category, counting, five-child proposal, staffing, hours, Sunday closure, outdoor play, the 25 percent rule, and restrictions on concurrent customer-facing activities.
- Garden produce: await planner input on agriculture or agritourism; preserve the current lawful framework until a coordinated change is selected.
- Confirm eligible zoning districts, shared-room calculations, definitions of dedicated commercial deliveries and the counting week, screening details, hazardous-material thresholds, and small work-equipment treatment.
- Confirm Tier 2 procedures and Commission authority; coordinate land use appeals, license actions, enforcement authority and timelines, inspections, and existing-use protections.
- Food businesses: review applicable state-law protections and clarify resident catering trips outside loading hours without changing the accepted delivery cap.
- Verify controlling Chapter 24 and Ordinance 2018-02; resolve sign-ordinance discrepancies and separately listed home occupation or conditional-use provisions. Confirm that lodging provisions are operative when bed and breakfast establishments leave this Chapter.

Code coordination and implementation forms

Coordinate the general definitions; residential zoning districts; Planning Commission authority; conditional-use procedures; parking; performance standards; signs; site-plan requirements; nonconforming uses; business licensing and fees; Administrative Code Enforcement; appeals; and lodging. Existing change-request and annual-renewal forms should be reconciled with the final text. Prepare the initial application, operating-plan checklist, and written decision form after the requirements are finalized.

Sources and attorney review references

Policy source: the reported Commission decisions and accepted working choices in the 13–14 October 2026 drafting discussion. Source materials include the supplied photographs of printed Chapter 24, the ordinance inventory, the earlier working draft, and the separate Tier 2 application-process draft. This document assembles the proposal; it is not a redline against verified controlling code.

State law checks

Utah Code §10-20-102(40) addresses designation of the land use authority. Sections 10-20-901–902 govern administrative application decisions, applicable standards, approval rights, and completeness. Review §10-20-506 for the required permitted or conditional classification and §10-20-507 for new or unlisted business activities. Tier 2 here uses the permitted-use model selected for drafting.

Utah Code §§10-20-1101–1109 govern land use appeals and judicial review. Section 10-20-1003 protects qualifying nonconforming uses and structures, including continuation and certain extensions within the same building. Section 10-1-203 governs business licensing powers and exemptions. Enforcement and license provisions require coordinated Town attorney review.

Utah Code §26B-2-405 generally excludes residential care for eight or fewer qualifying children from mandatory state licensure or certification, subject to its other requirements. Its total-child and younger-child limits and background-check provisions use distinct counting rules. Five is not the state licensing threshold. Section 10-8-84.6 restricts municipal regulation of the manner of care for covered programs while preserving specified local requirements. Do not finalize the proposed local childcare limits without reviewing their validity.

Primary reference links

Utah municipal LUDMA compilation

Utah land use definitions

Utah land use application and approval requirements

Utah nonconforming use protections

Utah land use appeal requirements

Utah childcare exclusions and counting rules

Utah municipal childcare provisions in Title 10 Chapter 8

Utah DHHS childcare applications and registration

Utah Property Rights Ombudsman classification guidance

Leeds posted land use ordinance

Leeds posted conditional use chapter

Leeds Council meeting materials 14 November 2018

WORKING DRAFT UPDATE RECORD — 26 OCTOBER 2026

Incorporated: resident-owner or resident-tenant operator with written owner permission; Tier 2 permitted-use and objective approval; operating plans as compliance documents; utility review limited to applicable standards; written decisions identifying legal authority; routine changes not requiring reapproval; administrative approval of compliant floor-area changes; and annual Tier 1/Tier 2 questionnaires with ordinance-update information.

UPDATE RECORD — 26 OCTOBER 2026: Approved policy directions now incorporated: ten-day ordinary correction period with reasonable written extensions (no fixed maximum adopted); no general Planning Commission authority to suspend or revoke Tier 2 approvals; land-use enforcement and business-license actions treated separately; appeals referred to existing applicable procedures. The appeal provisions are placed at §24.12 to avoid duplicate appeal sections. TOWN ATTORNEY REVIEW: §24.12, withdrawal of approvals, Title 9 reconciliation, and licensing appeal authority. These are working-draft policies, not enacted law.

NUMBERING NOTE: earlier discussion referred to “24.1.4 approved operating plan,” but this renumbered document places the definition at 24.2.1. Confirm final numbering and all cross-references before adoption.

NEXT WORK SESSION — 27 OCTOBER 2026: Reconcile Chapter 24 with Leeds Title 9 administrative code enforcement. Compare notice service, ten-day correction, written extensions, hearing requests, penalties, and appeals; identify conflicts before proposing conforming amendments.

27 OCTOBER 2026 CORRECTION RECORD: Approved corrections 1–7 incorporated: combined 25%/500-square-foot area rule; repaired temporary references; two customers per rolling 60 minutes (subject to activity-specific limits); no exterior home occupation signs, with Chapter 22 coordination required; vehicle, trailer, materials and residential utility provisions; simplified Tier 1 application and completeness review; no annual land-use reapproval for compliant operations; complaint and inspection procedures. Section 24.10.4 remains unchanged. Sections 24.11–24.12 and Title 9 reconciliation remain pending Town Attorney review.

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Section	October 27 decision	Text disposition
24.11.3	Keep land-use enforcement, business-license actions, and land-use approvals separate; no general Planning Commission revocation power.	Existing draft retained.
24.12	Retain distinct appeal procedures and do not create new deadlines; verify appeal authority and Title 9.	Existing paragraphs A–E retained.
24.13	Protect qualifying existing uses across property sales; distinguish continuation from expansion; apply Utah abandonment protections; accept relevant evidence beyond Town permits.	Existing draft retained.

PENDING POLICY DECISION — Chapter 22 sign coordination (NOT YET APPROVED)

The Commission has not yet expressly approved the proposed conforming-amendment approach discussed at the end of the session: prohibit exterior home occupation advertising and identification signs while retaining lawful residential address/name signs, and preserve sign rights for other lawful residential-zone businesses. Confirm current Chapter 22 and protected existing signs before drafting exact table amendments.

ATTORNEY REVIEW — Verify controlling enacted Leeds Chapter 24, Title 9, Chapter 3, Chapter 22 and later amendments; verify applicable Utah Code provisions; reconcile mandatory written warning and extensions with Title 9; confirm service, enforcement, and appeal deadlines. No change to the approved §24.11.3, §24.12, or §24.13 wording is made in this integration.

Confirm controlling enacted Leeds Chapter 24, Title 9, Chapter 3, Chapter 22 and later amendments; verify applicable Utah Code provisions; reconcile the mandatory warning with any discretionary Title 9 warning process; ensure extensions do not affect hearing deadlines; review treatment of repeat violations and nonconforming uses. No claim of legal adoption or formal Commission vote is made.

INTEGRATION RECORD — 27 OCTOBER 2026: The approved extension criteria have been inserted directly into §24.11.1, and the approved continuing/repeated/unrelated-violation definitions inserted directly into §24.11.2. Sections 24.11.3, 24.12, and 24.13 retain their previously approved wording. Chapter 22 sign reconciliation remains proposed, not approved. This is a Planning Commission working draft, not adopted law.

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