



Bountiful City
Administrative Committee Agenda
Monday, September 29, 2025
3:00 p.m.

Notice is hereby given that the Bountiful City Administrative Committee will hold a meeting in the Planning Department Conference Room, Bountiful City Hall, located at 795 South Main Street, Bountiful, Utah, 84010, on the date and time provided. The public is invited to attend.

1. Welcome
2. Meeting Minutes from April 14, 2025
 - Review
 - Action
3. Meeting Minutes from September 08, 2025
 - Review
 - Action
4. Conditional Use Permit Home Occupation for a Residential Preschool at 1946 Bonneview Drive
Planning Technician Coleman
 - Review
 - Public Hearing
 - Action
5. Adjourn

**Draft Minutes of the
BOUNTIFUL CITY ADMINISTRATIVE COMMITTEE
Monday, April 14, 2025 – 3:00 p.m.**

Official notice of the Administrative Committee Meeting was given by posting an agenda at City Hall, and on the Bountiful City Website and the Utah Public Notice Website.

Planning Conference Room
795 South Main Street, Bountiful, Utah 84010

Present:	Administrative Committee	Chair Amber Corbridge Brad Clawson Aaron Arbuckle
	Assistant Planner	DeAnne Morgan
	Planning Tech	Rachel Coleman
	Recording Secretary	Sam Harris – Absent

1. Welcome

Chair Corbridge called the meeting to order at 2:59 p.m. and welcomed everyone.

2. Meeting Minutes from March 24, 2025

Committee Member Clawson motioned to approve the minutes from March 24, 2025. Committee Member Arbuckle seconded the motion. The motion was approved with Committee Members Corbridge, Clawson, and Arbuckle voting aye.”

3. Conditional Use Permit for Tattoo Parlor/Body Art Establishment at 567 West 2600 South

Assistant Planner Morgan presented the item as outlined in the packet.

Chair Corbridge opened the Public Hearing at 3:10. No comments were made. Chair Corbridge closed the Public Hearing at 3:10.

Committee Member Clawson motioned to approve the Conditional Use Permit for Tattoo Parlor/Body Art Establishment at 567 West 2600 South. Committee Member Hill seconded the motion. The motion was approved with Committee Members Corbridge, Clawson, and Hill voting aye.”

4. Conditional Use Permit for Home Occupation for a Landscaping Business at 885 East 1050 North

Planning Technician Coleman presented the item as outlined in the packet.

Committee Member Clawson asked a question regarding the use of only personal vehicles. Planning Technician Coleman stated that it will only be personal vehicles.

Committee Member Arbuckle questioned if people would be coming to the residence. Planning Technician Coleman confirmed that no one would be coming to the residence.

Chair Corbridge opened the Public Hearing at 3:10. No comments were made. Chair Corbridge closed the Public Hearing at 3:10.

Committee Member Arbuckle motioned to approve the Conditional Use Permit for Home Occupation Landscaping Business at 885 East 1050 North. Committee Member Clawson seconded the motion. The motion was approved with Committee Members Corbridge, Clawson, and Arbuckle voting aye.”

5. Conditional Use Permit for Home Occupation for a Preschool Business at 607 West 3100 South

Planning Technician Coleman presented the item as outlined in the packet.

Committee Member Clawson asked a question regarding the annual inspection of preschools and the access. Assistant Planner Morgan stated that it would be planning department.

Committee Member Clawson had a clarifying question about the definition of class & session, and if it is the same thing. Planning Technician Coleman confirmed that it would be the same thing.

Chair Corbridge opened the Public Hearing at 3:20. No comments were made. Chair Corbridge closed the Public Hearing at 3:20.

Committee Member Clawson motioned to approve the Conditional Use Permit for Home Occupation Preschool Business at 607 West 3100 South. Committee Member Arbuckle seconded the motion. The motion was approved with Committee Members Corbridge, Clawson, and Arbuckle voting aye.”

6. Adjourn

Chair Corbridge adjourned the meeting at 3:21 p.m.

**Draft Minutes of the
BOUNTIFUL CITY ADMINISTRATIVE COMMITTEE
Monday, September 08, 2025 – 3:00 p.m.**

Official notice of the Administrative Committee Meeting was given by posting an agenda at City Hall, and on the Bountiful City Website and the Utah Public Notice Website.

Planning Conference Room
795 South Main Street, Bountiful, Utah 84010

Present:	Administrative Committee	Chair Francisco Astorga Lloyd Cheney Jill Fraiser
	Planning Technician	Rachel Coleman
Absent:	Recording Secretary	Sam Harris

1. Welcome

Chair Astorga called the meeting to order at 3:13 p.m. and welcomed everyone.

2. Meeting Minutes from August 04, 2025

Chair Astorga motioned to approve the minutes from August 04, 2025. Committee Member Frasier seconded the motion. The motion was approved with Committee Members Astorga and Frasier voting “aye.”

3. Conditional Use Permit for a Detached Accessory Dwelling Unit at 408 North 1000 East

Committee Member Cheney arrived at 3:18 p.m.

Planning Technician Coleman presented the item as outlined in the packet.

Chair Astorga asked about the parking spaces available and the applicants’ proposed landscaping specifically comparing xeriscaping and zero-scaping. Planning Technician Coleman confirmed that there are six (6) parking spaces. Brandon Menlove, Applicant, confirmed that the proposed xeriscaping will comply with the Land Use Code.

Committee Member Frasier asked about the walkway. Brandon Menlove, Applicant, confirmed that it will follow Land Use Code. Committee Member Cheney also made comments about the walkway being a continuous path.

Chair Astorga opened the Public Hearing at 3:27 p.m. No comments were made. Chair Astorga closed the Public Hearing at 3:28 p.m.

Committee Member Frasier motioned to approve the Conditional Use Permit for a Detached Accessory Dwelling Unit at 408 North 1000 East. Committee Member Cheney seconded the motion. The motion was approved with Committee Members Astorga, Cheney, and Frasier voting “aye.”

4. Conditional Use Permit Home Occupation for a Residential Preschool at 1062 Arlington Way

Planning Technician Coleman presented the item as outlined in the packet.

Chair Astorga opened the Public Hearing at 3:31 p.m. No comments were made. Chair Astorga closed the Public Hearing at 3:32 p.m.

Committee Member Frasier motioned to approve the Conditional Use Permit Home Occupation for a Residential Preschool at 1062 Arlington Way. Committee Member Cheney seconded the motion. The motion was approved with Committee Members Astorga, Cheney, and Frasier voting “aye.”

5. Adjourn

Chair Astorga adjourned the meeting at 3:33 p.m.

Administrative Committee Staff Report



Subject: Conditional Use Permit for a Home Occupation for
Residential Preschool at 1946 Bonneview Drive
Authors: Rachel Coleman, Planning Technician
Date: September 29, 2025

Background

The applicant, Carrie Sweet, submitted a **Conditional Use Permit (CUP) for a Home Occupation – Residential Preschool** at **1946 South Bonneview Drive**, located in the R-3 (Single-Family Residential) zone. Residential Preschools with nine (9) to twelve (12) children are listed as conditional use in the R3-Zone, which are reviewed by the Administrative Committee.

Analysis

The Administrative Committee shall determine if the proposed use meets the Land Use Code requirements, including residential daycare/group instruction requirements, covered in depth below.

Residential Daycare/Group Instruction Requirements

The proposed use and site meet the special conditions listed in the Code 14-17-106. Staff findings in underlined text are discussed below:

The following conditions shall apply only to Home Occupation Business Licenses for Residential Day Care or Group Instructions (including preschools), as defined by State Code:

1. *The rear yard may be used for outside play area, or instruction where a swimming pool is involved.*

The applicant's submittal indicates that outside playtime will take place within the fenced-in backyard of the residential dwelling. (See Site Plan below)

2. *Residential day care facilities shall comply with all regulations of the State of Utah and shall be licensed by the State. One additional person not residing in the dwelling may be employed in the residential day care or group instruction where seven (7) or more children or people are involved.*

The applicant has stated that she will be an instructor in the preschool, and that one (1) employee has been hired as a teacher during class times on school days. (See Site Plan below)

3. *Residential group instruction (preschools) shall be limited to no more than twelve (12) people in each session who are not residents of the home. There shall be no more than two (2) sessions per day and each session may not exceed four (4) hours. No child or student may attend more than one (1) session per day. Instruction of more than eight (8) individuals requires issuance of a Conditional Use Permit.*

The applicant's submittal indicates that no more than twelve (12) kids will be in any one class. There will be no more than one (1) session per day, and each session will not exceed four (4) hours.

4. *A minimum interior floor area of thirty-five (35) square feet and a minimum secured outdoor play area of forty (40) square feet per child shall be provided for residential day care facilities.*

The preschool will include approximately 548 square feet of interior floor area and approximately 3,300 square feet of outdoor play space. These provisions are compliant with applicable code requirements. (See Floorplan and Site Plan below)

5. *Total floor area used for residential day care or group instruction may be no more than fifty percent (50%) of the ground floor area of the residence.*

The proposed preschool will use about 548 square feet inside the home. Since the home is about 2,600 square feet total, the preschool will occupy roughly twenty-one (21%) of the house. (See Floorplan below)

Significant Impacts

Parking and Traffic

The applicant's submittal indicates that the proposed preschool will have minimal impact on surrounding residences. Operations will be limited to daytime hours, with consideration given to avoiding peak traffic periods on neighborhood roads.

The applicant's submittal indicates that the employee hired to be an instructor in the preschool will park off-street in the designated parking spot (*see Site Plan below*).

The preschool instructors will manage drop-off and pick-up times to prevent congestion. All activities will stay inside the home and fenced backyard. The preschool will follow all zoning and safety rules while respecting the neighborhood's residential character.

Recommendation

Staff recommends that the Administrative Committee review the submitted application, hold a public hearing, and approve the requested Conditional Use Permit for Home Occupation – Preschool at 1946 South Bonnevieu Drive subject to the following:

1. Comply with the Bountiful City Land Use Code 14-17-106 Special Conditions for Residential Day Care or Group Instruction.
3. The applicant shall maintain an active Bountiful City business license.
4. An annual inspection for continued compliance will be required for license renewal of all residential day care and group instruction business.

Attachments

- 1-2. Statement of Intent
- 3 Site Plan
4. Floorplan



**Approved by Planning
Department**

Rachel Coleman, Planning Technician
09/10/2025 12:21:36 PM

**Statement of Intent for Conditional Use Permit
Sweet Beginnings Academy
Applicant: Carrie Sweet
Address: 1946 Bonneview Drive, Bountiful, UT**

I am applying for a Conditional Use Permit to operate a small, home-based preschool—Sweet Beginnings Academy—at my residence located at 1946 Bonneview Drive in Bountiful. The purpose of this permit is to allow up to **12 children per class**, which aligns with state licensing regulations and is essential for obtaining my business license.

Sweet Beginnings Academy is designed to provide a warm, structured, and enriching early childhood education experience. Our goal is to prepare preschool-aged children for success in kindergarten by fostering their physical, emotional, cognitive, and social development through age-appropriate curriculum, creative play, and nurturing care.

We will operate on a part-time schedule with two distinct classes:

- The **younger class (ages 2–3)** will meet **Tuesdays and Thursdays from 10:00 a.m. to 1:00 p.m.**
- The **older class (ages 4–5)** will meet **Mondays, Wednesdays, and Fridays from 10:00 a.m. to 2:00 p.m.**

Each class will be led by myself and my 26-year-old daughter, Kennedy Yannotti, who will be co-teaching with me. Together, we bring a strong passion for early childhood education, a commitment to excellence, and a deep care for the families we serve.

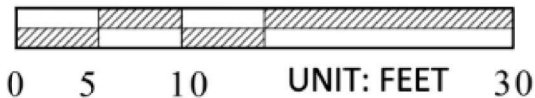
We are committed to maintaining a safe, respectful, and neighbor-friendly environment. Drop-off and pick-up times will be carefully managed to avoid congestion, and all activities will take place within the home and enclosed backyard. Our setup will comply fully with local zoning and safety guidelines, and we will be respectful of the residential character of the neighborhood.

Attachment 2

This Conditional Use Permit will allow us to legally operate and provide a much-needed service to local families. I respectfully request your consideration and approval so that Sweet Beginnings Academy can become a trusted, joyful learning place for young children in our community.

Sincerely,
Carrie Sweet
Owner & Director, Sweet Beginnings Academy

SITE PLAN



Approved by Planning Department
 Rachel Coleman, Planning Technician
 09/10/2025 11:52:22 AM
 See yellow box for planning notes

Fenced-in backyard

Property Line

Additional Instructor parking

100.00'

Driveway

Outdoor play area is approx. 3,300 sq. ft. The minimum requirement is 480 sq. ft. per child. This exceeds the requirement in Bountiful City Land Use Code 14-17-106(4).

Deck

Outdoor Play

3,289.56 sf

Fenced-in backyard

Walkway

83.00'

Sidewalk

10 of 11

Attachment 3

**Approved by Planning
Department**

Rachel Coleman, Planning Technician
09/10/2025 11:32:17 AM

See yellow box
for planning notes

**Interior
Floorplan of
Preschool**

Main Room and
extra Class

$$392 + 156 = 548 \text{ Square feet}$$

The preschool's interior floor area is 548 sq. ft., exceeding the required minimum of 420 sq. ft. per Bountiful City Land Use Code 14-17-106(4).

The preschool will use 548 sq. ft., about 21% of the home's total 2,600 sq. ft., meeting Bountiful City Land Use Code 14-17-106(5).

Home's total square footage is from Davis County Property Search website.

Downstairs
Bed room

Hallway

closet

closet

closet

Bathroom

Tub

closet

Extra Class
for Preschool

156 Square feet

28 feet

14 feet

12 feet

13 feet