

**DRAFT Minutes of the  
BOUNTIFUL CITY PLANNING COMMISSION  
Tuesday, July 01, 2025 – 6:30 p.m.**

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

**City Council Chambers**  
795 South Main Street, Bountiful, Utah 84010

Present:	Planning Commission	Chair Lynn Jacobs, Alan Bott, Aaron Arbuckle, Beverly Ward, Sean Monson, and Richard Higginson
	Planning Director	Francisco Astorga
	City Engineer	Lloyd Cheney
	City Attorney	Bradley Jeppson
	Recording Secretary	Sam Harris
	City Recorder	Sophia Ward
Excused:	Planning Commission	Krissy Gilmore

**1. Welcome**

Chair Jacobs called the meeting to order at 6:30 p.m. and welcomed everyone.

City Recorder Ward swore in Aaron Arbuckle.

**2. Meeting Minutes from June 17, 2025**

Item to be reviewed at the next meeting.

**3. Land Use Code Text Amendment establishing a Retaining Wall Maximum Height in the Single-Family Zone (R-1, R-3, R-4, and R-F)**

Planning Director Astorga presented the item as outlined in the packet.

City Engineer Cheney clarified the wording change on page eleven (11) paragraph two (2).

Commissioner Bott asked why minor landscaping like water fountains is added if the goal is to simplify the code. Planning Director Astorga explained that the reason is because the definition of structure is extremely general.

Chair Jacobs opened the Public Hearing at 6:53 p.m.

Glen Vance had concerns about existing retaining walls and new structures being too close.

Brian Knowlton made comments about changing the six-foot (6') height wall to be four-foot (4') off of the property line for side yard, rear yard, and front yard when it abuts a public right of way. Brian Knowlton asked about the definition of "building envelope" and does the retaining wall apply to rock walls.

Chair Jacobs closed the Public Hearing at 7:02 p.m.

Planning Director Astorga mentioned that a retaining wall between two owners is a civil matter between the two owners. Planning Director Astorga also clarified the city-wide code for setbacks for swimming pools.

Planning Director Astorga clarified that the code does not define "building envelope" but that it is indirectly in the setback codes that you get the clarification. Commissioner Monson asked about driveways and parking areas. Planning Director Astorga explained the driveway clearance and provisions.

Commissioner Bott had concerns with existing retaining walls conditions prior to construction or loading of a wall that may not have been previously loaded. City Engineer Cheney explained the building permit process when a structure is going to be placed in close proximity to an existing retaining wall. Commissioner Bott asked if this is best practice or documented policy. City Engineer Cheney stated that it is best practice that there is not a formal policy.

Commissioner Arbuckle asked about the documentation of construction methods when a permit is applied for. City Engineer Cheney stated that there has yet to be a policy regarding documentation of construction in a permit application.

City Engineer Cheney stated that any wall under four feet (4') tall is not considered a retaining wall and does not require specific materials. City Engineer Cheney explained the measuring requirements of the retaining wall being the exposed portion of the wall.

Commission and Staff had conversation regarding the best interest of the public.

Commissioner Arbuckle asked about existing walls being modified. Planning Director Astorga clarified that this proposal would only apply to new construction of a retaining wall.

Commissioner Monson motioned to forward a positive recommendation to City Council. Commissioner Higginson seconded the motion. The motion was approved with Commissioners Jacobs, Arbuckle, Ward, Monson and Higginson voting "aye." Commissioner Bott abstained.

#### **4. Planning Director's Report/Update**

Planning Director Astorga asked the Commission to save the date October 9th and 10th, 2025 for the Utah APA Local Conference. The Planning Department will pay for the registration for the conference.

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93 Planning Director Astorga mentioned that there is not a date yet for the General Plan but that the  
94 Commission will have thirty (30) days to review it.

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96 **5. Adjourn**

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98 Chair Jacobs adjourned the meeting at 7:55 p.m.

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