

**BOUNTIFUL CITY  
PLANNING COMMISSION AGENDA  
TUESDAY, DECEMBER 16, 2025  
6:30 P.M.**



**Notice is hereby given** that the Bountiful City Planning Commission will hold a meeting in the Council Chambers, Bountiful City Hall, located at 795 South Main Street, Bountiful, Utah, 84010, on the date and time provided. The public is invited to attend.

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1. Welcome
2. Meeting Minutes from October 7, 2025.
  - Review
  - Action
3. Meeting Minutes from October 21, 2025.
  - Review
  - Action
4. Meeting Minutes from November 18, 2025.
  - Review
  - Action
5. Architectural & Site Plan Review for Medical Office at 471 West 800 South  
*Assistant Planner Leech*
  - Review
  - Recommendation
6. 2026 Annual Meeting Schedule Public Notice  
*Planning Director Astorga*
  - Action
7. 2026 Planning Commission Election of Chairperson and Vice-Chair  
*Planning Director Astorga*
  - Action

8. Planning Director's report, update, and miscellaneous items
9. Adjourn

**DRAFT Minutes of the  
BOUNTIFUL CITY PLANNING COMMISSION  
Tuesday, October 07, 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	Vice-Chair Alan Bott, Krissy Gilmore, Beverly Ward, Sean Monson, and Richard Higginson
	Planning Director	Francisco Astorga
	Senior Planner	Amber Corbridge
	City Engineer	Lloyd Cheney
	City Attorney	Bradley Jeppson
	Recording Secretary	Sam Harris
	Assistant Planner	Chaz Leech

Excused: Planning Commission Chair Jacobs and Aaron Arbuckle

**1. Welcome**

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

**2. Meeting Minutes from September 02, 2025**

Item to be reviewed at a future meeting. Draft minutes available online per state code.

**3. Meeting Minutes from September 16, 2025**

Item to be reviewed at a future meeting. Draft minutes available online per state code.

**4. Meeting Minutes from September 30, 2025**

Item to be reviewed at a future meeting.

**5. Land Use Code Text Amendment to add “Bookstore” to Professional Office (P-O) Zone Use Table**

Senior Planner Corbridge presented the item as outlined in the packet.

Commissioner Ward asked whether application included both the Professional Office (P-O) and Professional Office Neighborhood (PO-N) subzones. Senior Planner Corbridge confirmed that the it applied to both.

Vice-Chair Bott opened the public hearing at 6:35 p.m. No comments were made. Vice-Chair closed at 6:35 p.m.

Vice-Chair Bott opened the public hearing at **6:35 p.m.** No public comments were received. The public hearing was closed at **6:35 p.m.**

Commissioner Gilmore motioned to forward a positive recommendation to the City Council. Commissioner Ward seconded the motion. The motion was approved with Commissioners Bott, Gilmore, Ward, Monson, and Higginson voting “aye.”

#### **6. Preliminary Approval of the Rummens Subdivision at 53 West 1800 South**

Senior Planner Corbridge presented the item as outlined in the packet.

Commissioner Higginson asked whether the detached garage would be part of the new lot. Senior Planner Corbridge clarified that the garage has been demolished. Commissioner Higginson then asked for clarification regarding the location of the parking. Senior Planner Corbridge explained that a garage exists on the property but is not shown in the aerial photograph.

Vice-Chair Bott asked for clarification regarding the driveway and drive approach on 1800 South being removed and where the lot will be accessed. Senior Planner Corbridge stated that the driveway and drive approach will be removed, and the lot would be accessed from 53 West.

Vice-Chair Bott opened the public hearing at 6:42 p.m. No comments were made. Vice-Chair Bott closed the public hearing at 6:42 p.m.

Commissioner Gilmore motioned to forward a positive recommendation to the City Council. Commissioner Higginson seconded the motion. The motion was approved with Commissioners Bott, Gilmore, Ward, Monson, and Higginson voting “aye.”

#### **7. General Plan Update**

Senior Planner Corbridge summarized Commissions consensus on last meetings, as outlined below.

Land Use:

- Include Neighborhood Mix Residential west of 200 West between 1600 North and 1000 North, and adjacent to I-15 west of 400 West, between 1600 North and 1000 North.



- Keep the Neighborhood Mix Residential place-type designation between 200 West and Main Street, from 1600 North to the South Davis Recreation Center
- Keep the Neighborhood Corridor Overlay designation on Orchard Drive
- Amend the map to include Single-Family Residential in the area between 200 West and 500 West, south of the cemetery and near 2600 South. Boundary to be drawn at Staff discretion to maintain single-family dwellings. Staff was directed to draw the boundary at its discretion, focusing on maintaining the single-family dwelling designation.
- Add a bullet point to the place-type introduction (Page 24 of GP) describing future flexibility for the *Neighborhood Mix Residential – Commercial Corridor* place types. This flexibility would be introduced through the legislative process (e.g., zone changes or Land Use Code text amendments) and would allow for controlled flexibility related to specific desired building materials and building orientation, and other design considerations in targeted areas. This approach may include the use of Planned Unit Developments (PUDs) or similar tools, structured around a “gives and gets” process, comparable to the flexibility currently available in the MXD Zone. Final language at staff discretion.

#### Transportation:

- Incorporate the following into the strategy paragraph on Page 45 (Connected Community principle): *Not all roads need to be designed for all users, but the road network needs to accommodate all users.* Emphasize a layered networks approach over a strict “complete streets” priority. A related goal/action referenced on Page 77 (Connected Community).
- In the future complete an Orchard Drive Corridor Study to establish a clear, specific vision for the corridor’s future. The study should evaluate transportation flow, multimodal access, walkability, land use compatibility, corridor beautification opportunities, etc. The process should robust public outreach modeled after the Main Street visioning process from the 2000s.

#### Miscellaneous:

Under the guiding principle “*An Efficient and Resilient Community with Effective Utilities and Robust Service*”, add an aspiration statement addressing the need to analyze the use of culinary water for irrigation.

Commissioner Ward asked about the term “Overlay” and whether there had been consensus on selecting an alternative term. Planning Director Astorga confirmed that no decision had been made yet.

Planning Director Astorga presented the Moderate-Income Housing Element, as outlined in the packet and explained that Staff chose to adopt the same three (3) items that have already been adopted and established a few years back.

Commissioner Ward asked whether Staff was considering adopting additional Moderate-Income Housing items beyond those required by the State. Vice-Chair Bott mentioned that the items selected were already in progress before State. Planning Director Astorga mentioned that Bountiful City doesn't have the resources to adopt more than the three (3) items currently being implemented and therefore does not recommend adding additional items at this time. Vice-Chair Bott asked whether future implementation of other items would be a possibility. Planning Director Astorga confirmed that there is no limitation on implementing additional items in the future but advised adding them to the State-required regulations.

Vice-Chair Bott opened the public hearing at 7:04 p.m. No comments were made. Vice-Chair Bott closed the public hearing at 7:04 p.m.

Commissioner Higginson reported on discussions from the Utah League of Cities and Towns regarding the limited greenfield or open space available for development, as Bountiful is mostly built out and established. He added that while reducing lot sizes is not possible, minor changes can be made to accomplish development goals.

Planning Director Astorga presented the item, specifically Water Use and Preservation, as outlined in the packet.

Vice-Chair Bott opened the public hearing at 7:10 p.m.

Ron Mortenson, Resident, referred to his suggestion for a rewrite of the Water Use and Preservation portion of the General Plan and expressed concern about water conservation, declining aquifer levels, and the impacts of adding density to the City. He suggested that the City identify new aquifer-neutral water resources to comply with the 1995 Ground Water Management Plan and slow development until those resources are identified. Commissioner Higginson asked whether injecting streams into the aquifer could be a possible solution. Ron Mortenson stated that injections could indeed be a viable option.

Les Merrill, Resident, expressed concerns regarding the general water quality, particularly the Lead and Copper Rule (LCR). He explained that the last tier being addressed in 2030 is the lead issue inside the homes. He mentioned that one of the first schools to submit their sample was St. Olaf, the lead level was high and that there is no safe level of lead. He stated that eighty percent (80%) of homes and structures in Bountiful are at risk of lead due to the corrosion and suggested that the Commission review how to educate the public regarding the LCR and outline future risks in the General Plan.

Troy Giles, Resident, asked about the benefit of densification if the City is already low in water resources. Commissioner Higginson expressed that Bountiful's growth rate is very slow, with limited new development, and added that one benefit is allowing Bountiful's children to remain in the community in the future. Vice-Chair Bott noted that introducing new residents with new ideas can bring forward innovative solutions.

Gale Rueckeyt, Resident, expressed concerns regarding fire protection in East Bountiful and the lead in the water which would potentially affect the aquifer.

Teresa Giles, Resident, suggested implementing a plan to address water usage to prevent a potential crisis, including the possibility of a temporary moratorium on building.

Vice-Chair Bott closed the public hearing at 7:54 p.m.

Commissioner Gilmore asked City Engineer Cheney whether a building permit requires the applicants to submit a will-serve letter demonstrating sufficient water. City Engineer Cheney explained that Staff has not previously issued a will-serve letter, but that Staff has the ability to do so. City Engineer Cheney explained the water usage has declined after initiating restrictions on the use of culinary water for irrigation. City Engineer Cheney explained that the reservoirs have been full and suggested conservation by Bountiful residents, which can be a struggle. Commissioner Bott suggested an incentive program to those that conserve water by using funds paid for by higher water usage. City Engineer Cheney explained that Bountiful has an aging system that will require a significant amount of investment to maintain. Commissioner Bott asked what can be added as a vision to help with water preservation to assist the Council in their review. Planning Director Astorga reiterated that the General Plan is a visionary document.

Unknown Person suggested that the City designate someone to enforce and educate the community regarding water preservation. The Commission reviewed the water preservation vision as presented by Planning Director Astorga. Commissioner Gilmore suggested that Staff include “consider” or “evaluate” water restrictions in the General Plan but acknowledged that this language is already included. Commissioner Gilmore asked for clarification regarding the water quality. Planning Director Astorga explained that Bountiful City is currently in compliance with State Code regarding water quality. City Engineer Cheney confirmed that the City complies regarding water quality. Commissioner Monson expressed the need for conservation.

Commissioner Ward expressed concern about how all the information regarding water quality and preservation should be incorporated it into the General Plan.

Commissioner Gilmore suggested following Ron Mortenson’s proposal regarding the headings, to make it easier to navigate.

## **8. Planning Director’s Report/Update**

Planning Director Astorga mentioned that the next scheduled meeting is October 21, 2025.

## **9. Adjourn**

Chair Jacobs adjourned the meeting at 8:23 p.m.



**DRAFT Minutes of the  
BOUNTIFUL CITY PLANNING COMMISSION  
Tuesday, October 21, 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, and Richard Higginson
	Planning Director	Francisco Astorga
	Senior Planner	Amber Corbridge
	City Engineer	Lloyd Cheney
	City Attorney	Bradley Jeppson
	Recording Secretary	Sam Harris
	Assistant Planner	Chaz Leech

Excused: Planning Commission Krissy Gilmore and Sean Monson

**1. Welcome**

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

**2. Meeting Minutes from September 02, 2025**

Item to be reviewed at a future meeting. Draft minutes available online per state code.

**3. Meeting Minutes from September 16, 2025**

Item to be reviewed at a future meeting. Draft minutes available online per state code.

**4. Meeting Minutes from September 30, 2025**

Item to be reviewed at a future meeting.

**5. Meeting Minutes from October 07, 2025**

Item to be reviewed at a future meeting.

**6. Architectural Site Plan Review for General Retail without Outside Storage at 358 West 500 South**

Senior Planner Corbridge presented the item as outlined in the packet.

Commissioner Bott asked why they need to go through a process with UDOT if they are not making any changes. City Engineer Cheney stated that UDOT has an adopted access management program and as part of that, under state law they are required to receive a referral from the municipality for any land use decisions on properties that front onto the state system. Commissioner Bott asked if UDOT did not like the access (entrances and exits) and either they would be required to change it. City Engineer Cheney confirmed that is correct. City Engineer Cheney stated that it is not uncommon for UDOT to require applicants to obtain cross access agreements.

Garrett Goff, Applicant, made comments regarding typical zone-change process and UDOT's process requirement given that it is a permitted use. Garrett Goff suggested changing Bountiful City Code as the process with UDOT makes it difficult for developers. Commissioner Bott asked if there is another way in which the City can handle this, so it doesn't have to involve UDOT. City Engineer Cheney stated that it is a requirement in State Code. Garrett Goff stated that in any other municipality if the zoning is not changing it would not constitute a UDOT approval. Commissioner Higginson expressed concerns regarding the permitted use. Chair Jacobs mentioned that State Code *may* require a cross-access agreement when there is a change in land use. Chair Jacobs also suggested consolidating the land use types in the land use table. Planning Director Astorga explained the three (3) methods to initiate a Land Use Code Text Amendment; 1) City Council 2) Staff, and 3) Public Application. Planning Director Astorga mentioned that Planning Commission would like Staff to be the authority for Site Plan Reviews in the future.

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

## **7. General Plan Update**

Planning Director Astorga presented the item, specifically Economic Development, as outlined in the packet.

Chair Jacobs mentioned the disconnect between how many people go out of the City vs coming into the City. Planning Director Astorga suggested that during the discussion the Commission analyze the City and possibly consider bifurcating the City.

Commissioner Ward stated that in the second graph, Weber County should be 5.1% not 51% which will change the comparison.

Commissioner Ward mentioned that Public Safety is approximately half of our Total Revenue.

Chair Jacobs mentioned how important it is to preserve the retail industry. Commissioner Bott questioned how much it would benefit the City to develop a little more commercial. Planning Director Astorga explained that the interest level is low for commercial development.

Commissioner Bott questioned how Bountiful City creates a retail-centric environment. Planning

Director Astorga mentioned that City Council would like the City to focus more on the vibrancy of development versus office space, including medical office development.

Commissioner Arbuckle made a comment regarding the need for the community to stay within the City to shop and dine.

Planning Director Astorga explained the RDA and referenced some of the RDA projects including the Stoker Lot, Renaissance Towne Center, and the Square. Chair Jacobs asked what the process would be to change the boundaries of the RDA. Planning Director Astorga explained that it would be very difficult and that it would involve a Tax Entity Committee (TEC).

Chair Jacobs opened the public hearing at 7:25 p.m.

Ron Mortenson, Resident, expressed concern regarding the lack of income from the enterprise funds, which are a source of revenue.

Chair Jacobs closed the public hearing at 7:26 p.m.

Planning Director Astorga mentioned that the information that Ron Mortenson is referring to is shown on page 74. Chair Jacobs suggested that the Planning Department double-check that the information from the enterprise funds is included.

Planning Director Astorga presented the item, specifically Guiding Principles, Goals and Objectives, as outlined in the packet.

Chair Jacobs opened the public hearing at 7:41 p.m.

Phil Ferguson, Resident, stated that he doesn't think about shopping or dining in Bountiful.

Ron Mortenson, Resident, expressed concerns regarding water and suggested an analysis on the aquifer preservation and water conservation.

Todd Elkins, Resident, expressed thanks to the Commission and Staff for their hard work on the General Plan.

Chuck Hubley, Resident, expressed concerns regarding water and the various aspects to consider with new development.

Chair Jacobs closed the public hearing at 7:55 p.m.

A short recess started at 7:55 p.m. and reconvened at 8:00 p.m.

Planning Director Astorga stated that the Goals and Objectives were based on the community vision. Commissioner Arbuckle added that the wording is a great direction. Commissioner Ward stated that just because something is not listed does not mean it is not important.



Planning Director Astorga presented the item specifically Existing Conditions, as outlined in the packet.

Commissioner Ward stated that the text and map of 2.2 do not match and suggested changing the text below the map from density to construction dates.

Commissioner Ward mentioned that in graph 2.4 the projected growth is really what the area can bear.

Commissioner Ward expressed her concerns regarding the age breakdown graph and mentioned that the graph is incorrect.

Chair Jacobs suggested having the same figures for the Future Land Use Map.

Commissioner Ward suggested that the Vacant Land on the map be changed to a different color.

Chair Jacobs suggested getting the most recent data available and not to duplicate information. Planning Director Astorga stated that it might be beneficial to combine and not duplicate information. Commissioner Bott suggested keeping Economic Development and eliminating duplicated information and referring back when needed.

Commissioner Bott asked if the median income is correct as one figure states \$109,000 and another states \$89,000. Planning Director Astorga stated that it depends on the source but recommends using the latest and most accurate information available. Chair Jacobs suggested using only one source.

Chair Jacobs expressed concern regarding the definitions and that they may be incorrect and suggested double-checking that the titles are correct.

Commissioner Ward suggested making the numbers black on the collision heat map to make it easier to read.

Commissioner Ward suggested changing the internet broadband section, stating that we already own the network.

Chair Jacobs opened the public hearing at 8:50 p.m. No comments were made. Chair Jacobs closed the public hearing at 8:51 p.m.

Commissioner Ward made comments regarding City Council and moving forward with changes based on the changes that the Commission has made.

Commissioner Bott motioned to forward a positive recommendation to the City Council.

Commissioner Arbuckle seconded the motion. The motion was approved with Commissioners Jacobs, Bott, Arbuckle, Ward, and Higginson voting "aye."



**8. Planning Director's Report/Update**

Planning Director Astorga mentioned that the next scheduled meeting is November 18, 2025.

**9. Adjourn**

Chair Jacobs adjourned the meeting at 9:00 p.m.



**DRAFT Minutes of the  
BOUNTIFUL CITY PLANNING COMMISSION  
Tuesday, November 18, 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, Krissy Gilmore, and Richard Higginson
	Planning Director	Francisco Astorga
	Senior Planner	Amber Corbridge
	City Engineer	Lloyd Cheney
	City Attorney	Bradley Jeppson
	Recording Secretary	Sam Harris
	Assistant Planner	Chaz Leech

Excused: Planning Commission Sean Monson

**1. Welcome**

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

**2. Meeting Minutes from September 02, 16, 30, 2025**

Commissioner Higginson made a motion to approve the minutes from September 02, 16, 30, 2025. Commissioner Bott seconded the motion. The motion was unanimously approved with Commissioners Jacobs, Bott, Arbuckle, Ward, Gilmore, and Higginson voting “aye.”

**3. Meeting Minutes from October 07, 21, 2025**

Item to be reviewed at a future meeting.

**4. Preliminary and Final Renaissance Towne Centre Commercial PUD Phase 3, Plat 1, Lot 11 Amendment at 1791 South Renaissance Towne Drive**

Senior Planner Corbridge presented the item as outlined in the packet.

Commissioner Higginson asked if the potential difference in stories is based off of additional Residential or additional Commercial.

Brian Knowlton, Applicant, explained the reason for the potential difference in stories is that the scaling on Main Street is three (3) stories but around the corner on 1800 South the scaling is four (4). Brian Knowlton stated that the first and second floors are commercial and that the third and potentially fourth floors are residential.

Chair Jacobs opened the public hearing at 6:35 p.m.

Donna Morgan, Resident, expressed concerns regarding the potential increase in traffic that this will create.

Chair Jacobs explained that it has already been approved for development.

Planning Director Astorga mentioned that the final approval plan for this development took place in May 2019.

City Engineer Cheney explained that there is plenty of capacity for future development in the roads and surrounding area.

Chair Jacobs explained that this development is planned around the future transit system.

Chair Jacobs closed the public hearing at 6:39 p.m.

Commissioner Bott motioned to forward a positive recommendation to the City Council. Commissioner Gilmore seconded the motion. The motion was unanimously approved with Commissioners Jacobs, Bott, Arbuckle, Ward, Gilmore, and Higginson voting “aye.”

**5. Subdivision Amendment Preliminary and Final Plat Approval of the North Canyon Townes PUD Subdivision at 460 West 2600 South**

Planning Director Astorga explained the address and public hearing discrepancy on the Agenda.

Senior Planner Corbridge presented the item as outlined in the packet.

Chair Jacobs opened the public hearing at 6:44 p.m.

Phil Ferguson, Resident, expressed concerns regarding the potential increase in traffic that this will create and the potential for poorly managed apartments.

Commissioner Bott clarified that this development consists of townhomes and will be individually owned.

Ron Mortensen, Resident, expressed concerns regarding water preservation in the aquifer and suggested an aquifer-impact analysis when new development is proposed.

Chair Jacobs closed the public hearing at 6:51 p.m.

Commissioner Bott asked if there is a cross-access agreement in place and about the traffic patterns for vehicles on and off 2600 South. Senior Planner Corbridge explained that the Land Use Code requires two access points, which are shown on the site plan with the easement.

City Engineer Cheney explained that the amount of traffic on 2600 South will act as its own deterrent for potential traffic patterns.

Commissioner Bott asked if there are concerns regarding emergency vehicles getting in and out. City Engineer Cheney mentioned that this has been reviewed and approved with the Fire Marshal.

City Engineer Cheney made clarifying comments regarding the preservation of the aquifer and explained that the City is required by the State to evaluate stormwater retention.

Commissioner Jacobs mentioned that the traffic impacts that this development will bring to this location will be limited.

City Engineer Cheney mentioned that the traffic conditions have been evaluated over the last five (5) years and that there is no significant impact or congestion.

Commissioner Gilmore mentioned that this project meets the subdivision standards.

Commissioner Arbuckle mentioned that this brings Missing Middle Housing to the City.

Commissioner Higginson expressed that the City is not out looking for density and that this is a great buffer between a Single-Family Residential and a Commercial property.

Commissioner Gilmore motioned to forward a positive recommendation to the City Council.

Commissioner Bott seconded the motion. The motion was unanimously approved with Commissioners Jacobs, Bott, Arbuckle, Ward, Gilmore, and Higginson voting “aye.”

**6. Variance Request to Reduce the Rear Yard Setback for Culinary Water Tank at 180 East 1500 South**

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

Commissioner Arbuckle asked if the existing controls building is being replaced.

James Strong, Applicant, clarified that the existing controls building will be reconstructed.

Commissioner Higginson asked if the tank height will be under the six-foot (6') block wall on the perimeter of the site.

James Strong clarified that the tanks' height will not exceed the existing tanks' height.

Commissioner Bott suggested a reduced lot line to prevent the requirement of bringing it back to the Planning Commission if changes need to be made to the site.

Commissioner Higginson suggested a metered orifice in the bottom of the tank to help drain water.

City Engineer Cheney explained that there is buried infrastructure along the south property line that may affect a reduced lot line.

Chair Jacobs opened the public hearing at 7:15 p.m.

Cindy Lowe, Resident, expressed concerns about the safety of the tanks, asked about the length of the project and requested that heavy truck traffic be minimized, noting that similar traffic during the last project.

James Strong clarified that the project will last through the majority of next summer and stated that heavy equipment is necessary but that the concern can be brought up in pre-construction meetings.

Commissioner Bott stated that the tanks are designed with future use in mind.

Chair Jacobs closed the public hearing at 7:20 p.m.

Commissioner Gilmore motioned to approve. Commissioner Higginson seconded the motion. The motion was unanimously approved with Commissioners Jacobs, Bott, Arbuckle, Ward, Gilmore, and Higginson voting "aye."

**7. Conditional Use Permit for Construction of a Culinary Water Tank at 180 East 1500 South**

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

Chair Jacobs asked if the City regulates traffic routes during construction.

City Engineer Cheney mentioned that there is not a lot of concern for the heavy truck traffic on 1500 South with more concern for the residential streets.

Chair Jacobs opened the public hearing at 7:25 p.m.

Cindy Lowe, Resident, requested to minimize heavy truck traffic through the neighborhoods and expressed concerns with the safety of the children at Bountiful Elementary.

Chair Jacobs asked the applicant when the construction is projected to start.

James Strong, Applicant, clarified that the project will last through the majority of next Summer and will start in the Spring or Summer when weather permits.

Commissioner Bott suggested including avoiding the area of the school during drop-off and pick-up times in the RFP.

Charity Morgan, Resident, asked if there are plans to make major changes to the driveway section and landscaping.

James Strong clarified that there are plans for minor changes, including stubbing out a tank overflow in that section, keeping all the landscaping and perimeter fencing.

Donna Morgan, Resident, expressed concerns regarding the hours of construction.

City Engineer Cheney mentioned that construction is subject to the availability of concrete and if it is outside the quite hours of 10:00 p.m. to 6:00 a.m. a variance would be required.

Chair Jacobs closed the public hearing at 7:37 p.m.

Commissioner Bott motioned to approve. Commissioner Higginson seconded the motion. The motion was unanimously approved with Commissioners Jacobs, Bott, Arbuckle, Ward, Gilmore, and Higginson voting "aye."

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

Chair Jacobs mentioned that WFRC has a workshop in Farmington on Monday, November 24, 2025. Chair Jacobs suggested a dedication to Jesse Bell on the General Plan.

Planning Director Astorga mentioned that the Planning Department would like to extend appreciation by treating the Commission to The Mandarin for the Annual Christmas Appreciation Dinner.

## **9. Adjourn**

Chair Jacobs adjourned the meeting at 7:44 p.m.





# Planning Commission Staff Report

**Subject:** Architectural and Site Plan Review for Medical Office at 471 West 800 South  
**Author:** Chaz Leech, Assistant Planner  
**Date:** December 16, 2025

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## **Background**

The applicant, Michael Onkels with *Onkels Chiropractic* is requesting an **Architectural Site Plan Review Approval** to operate a medical office at 471 West 800 South. The property is zoned C-H (Heavy Commercial) where this proposed use, medical office, is listed as permitted use ([§14-6-103](#)). Previously, the property was used as professional services (accountant office). This proposed use is considered a change of use, and requires Site Plan Approval (Land Use Code [§14-6-111](#)). There are no proposed changes to the site, as shown below in Figure 1.



*Figure 1. Aerial of 471 W 800 S, Nearmap, September 2025*

## **Analysis**

The Planning Commission shall determine if the proposed change of use and existing site are consistent with the purpose and objectives of the Code ([14-2-301](#)). The purpose of the architectural and site plan review and approval process is:

1. To determine compliance with the Land Use Code
2. To promote the orderly and safe development of land in the City

3. To implement the policies and goals established in the Bountiful City General Plan
4. To promote the orderly layout of buildings, landscaping, walkways, lighting, and other site improvements.

The proposed medical office supports General Plan goals by reinvesting in an existing commercial building, strengthening the 500 West corridor, improving site appearance through required landscaping, and adding to the mix of service-oriented businesses. It aligns with the Corridor Commercial place type by reinforcing the area's commercial character and promoting efficient reuse of existing buildings consistent with the City's land use and economic development strategies.

Existing developments, such as this site, require a lesser review when the proposal meets the following ([14-2-304.B](#)):

1. The site is an existing development.
2. The change of use does not include significant work including additions, remodels, structure modifications, etc.
3. The intensity of the use is comparable or less to the former use in terms of parking, screening, utility capacity, etc.

The architectural and site plans have been reviewed by staff, where the intensity of the use is the same as the former use and does not impact the site's setbacks, height, landscaping, screening, parking, loading, lighting, and all other applicable standards. The existing structure is approximately 1,895 square feet (as shown in the Attached Floorplan) and requires ten (10) parking spaces for medical/dental office. The existing site has a total of three (3) parking spaces and is considered nonconforming and may continue if no additions or enlargements are made to the nonconformity. There are no proposed changes to the site. Staff recommends that the existing parking area be properly striped to clearly delineate the three (3) nonconforming parking spaces and ensure safe and orderly on-site circulation.

As conditions of approval, staff recommends that the applicant plant two (2) trees in the area adjacent to 800 South and that they remove the temporary covered parking structure currently erected in front of existing garage. Both recommendations are based on compliance with the requirements of Chapter 16 (14-16-109) and Chapter 6 (14-6-103). While accessory structures are allowed under the provisions of Chapter 6, the existing temporary carport does not comply due to altering the character of the site and surrounding properties.

*Note: Proposed alterations, modifications, or changes may be approved by the Planning Commission only if the proposed alteration, modification or change reduces and mitigates the degree of the existing nonconformity, is in harmony with the surrounding neighborhood and is consistent with the General Plan. ([14-2-402.C](#))*

## **Department Review**

This staff report was written by the Assistant Planner and was reviewed by the City Engineer, City Attorney, and Planning Director.

### **Significant Impacts**

There are no significant impacts.

### **Recommendation**

Staff recommends that the Planning Commission review the Final Architectural and Site Plan application at 471 West 800 South and forward a positive recommendation to the City Council, subject to the following:

1. The applicant shall remove the temporary covered parking structure on the west side of the property.
2. The applicant shall plant two(2) trees in the street-facing portion of the property, as required in Chapter 16 of the Land Use Code ([14-16-109.A.3](#)).
3. The applicant shall obtain necessary building permits for remodels, signage, etc.
4. The applicant shall stripe or re-stripe the existing parking spaces to clearly delineate all on-site parking stalls.

### **Attachments**

1. Site Plan with Staff Review Comments
2. Floor Plan
3. Statement of Intent
4. Site Photos

# Onkels Chiropractic

471 West 800 South



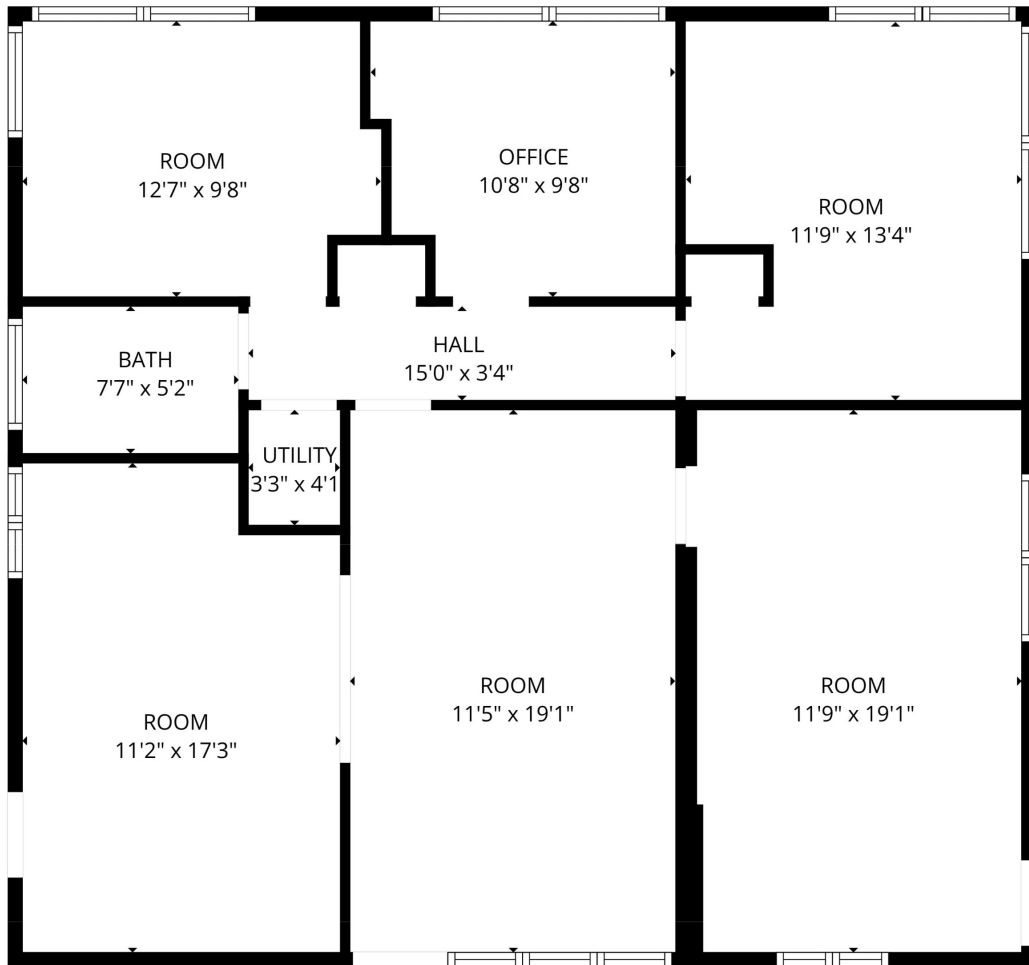
Nearmap imagery taken 3 September 2025



Photographs of site taken 12.1.2025 by staff







Floor plan submitted by applicant

FLOOR PLAN CREATED BY CUBICASA APP. MEASUREMENTS DEEMED HIGHLY RELIABLE BUT NOT GUARANTEED.

**From:** Michael Onkels <monkels@hotmail.com>  
**Sent:** Friday, November 14, 2025 4:09 PM  
**To:** Chaz Leech  
**Subject:** Re: Architectural Site Plan Review for 471 W 800 S

Hi Chaz,

Thanks for the email.

1. As a chiropractic office we provide non-invasive, drug-free treatment for musculoskeletal conditions. Our services focus on spinal and joint adjustments, soft tissue therapy and nutritional counseling in order to relieve pain, improve mobility and improve overall health.
2. We have two part-time doctors and one person contracted independently. Our office hours are M, T, W from 9am-5pm and Friday 9am-1pm. We are closed Thursdays and the weekends. We are a low-impact, appointment-based healthcare office.

Let me know if you need anything else. We appreciate your help.

Best,

Mike Onkels

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**From:** Chaz Leech <[chazleech@bountiful.gov](mailto:chazleech@bountiful.gov)>  
**Sent:** Thursday, November 13, 2025 12:51 PM  
**To:** [monkels@hotmail.com](mailto:monkels@hotmail.com) <[monkels@hotmail.com](mailto:monkels@hotmail.com)>  
**Subject:** Architectural Site Plan Review for 471 W 800 S

Hello,

My name is Chaz and I am the planner that has been assigned to review your application to use the building at 471 West 800 South as a chiropractic office. In order to move forward on my review, could you provide me with a statement with the following information:

- 1)Description of the proposed business: Essentially just a basic description of what the business will be and how it will operate.
- 2)The number of practitioners and staff (administrative or other) that will be working at the site.

The information is needed so that I can include it in my review and bringing the matter before the Planning Commission. Thank you for your assistance.

**Chaz Leech**





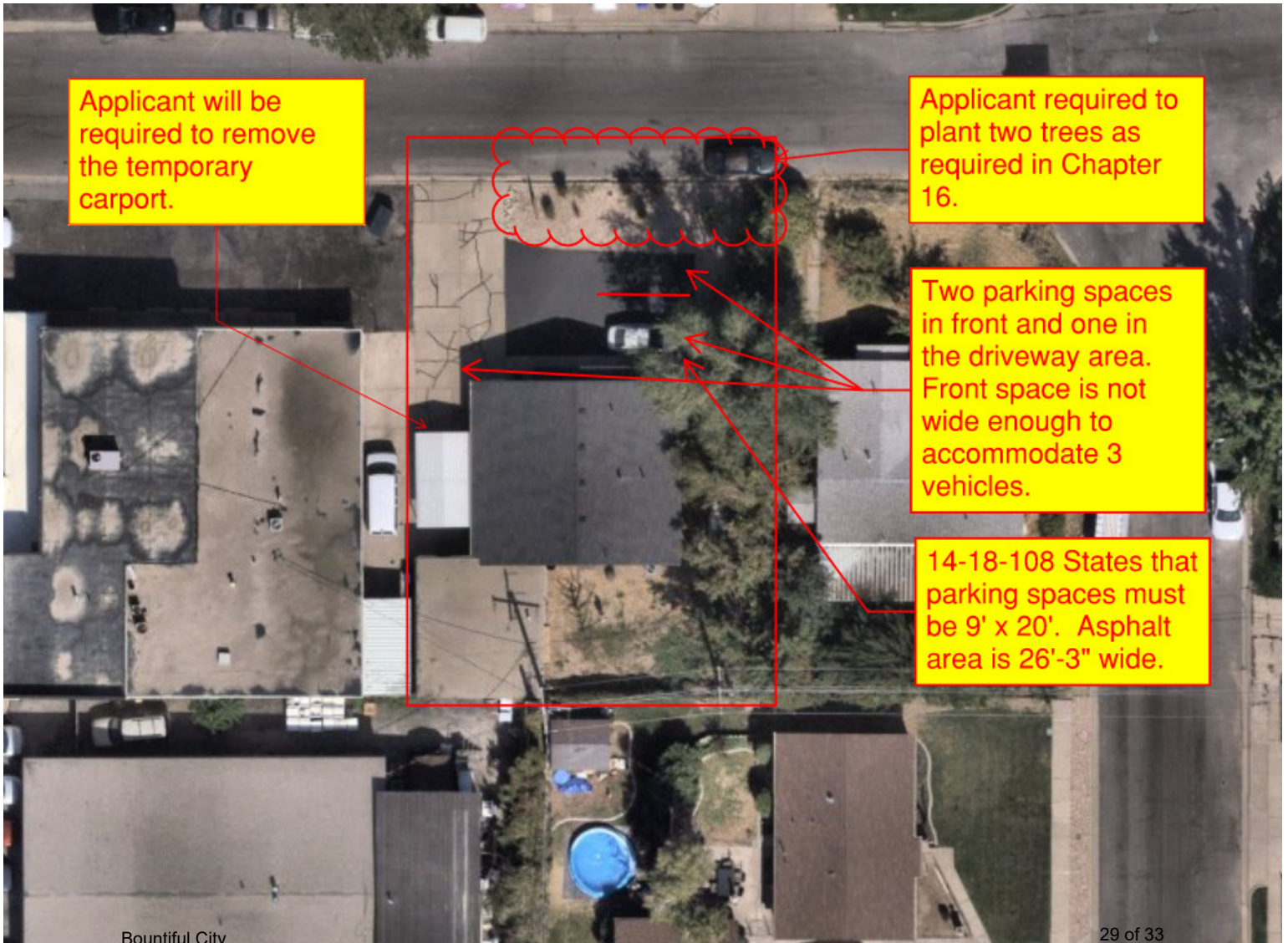


Applicant required to plan two trees as required in Chapter 16 of Land Use Code.

Applicant required to remove temporary carport







Applicant will be required to remove the temporary carport.

Applicant required to plant two trees as required in Chapter 16.

Two parking spaces in front and one in the driveway area. Front space is not wide enough to accommodate 3 vehicles.

14-18-108 States that parking spaces must be 9' x 20'. Asphalt area is 26'-3" wide.



# Planning Commission Staff Report



**Subject:** Planning Commission 2026 Annual Meeting Schedule – Public Notice  
**Authors:** Francisco Astorga, AICP, Planning Director  
**Date:** December 16, 2025

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## Background

Under Utah Code [Section 52-4-202 \(2\)](#), part of the Open and Public Meetings Act (OPMA), a public body that holds regular meetings scheduled in advance over the course of a year must give public notice at least once each year of its annual meeting schedule. This requirement applies to Planning Commission meetings.

## Analysis

The Planning Commission is to meet on a regular basis, as determined by a vote of the members, and at such other times as Commission members may determine. Staff recommends maintaining the current schedule of meetings on the first (1st) and third (3rd) Tuesday of every month, reflected on the drafted notice.

## Department Review

This staff report and the Public Notice (attachment 1) were written by the Planning Director.

## Significant Impacts

There are no significant impacts from this procedural action other than complying with state law.

## Recommendation

Staff recommends that the Planning Commission approve the Public Notice of the Bountiful City Planning Commission 2026, as reflected on the drafted notice.

## Attachment

1. Public Notice of Bountiful City Planning Commission 2026 Meetings

## **PUBLIC NOTICE**

Pursuant to UCA 52-4-202(2), the City of Bountiful Planning Commission hereby gives public notice of its annual meeting schedule for 2026. Regular meetings of the Planning Commission shall take place on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Tuesdays of each month, unless otherwise advertised by legal notice. All Planning Commission meetings shall be held at the Bountiful City Hall located at 795 South Main Street, Bountiful, Utah 84010, until further notice or unless otherwise advertised. The meetings will begin promptly at 6:30 p.m.

All meetings of the Planning Commission shall be open to the public.

In addition to the above scheduled regular meetings, the Planning Commission may, from time to time, meet in special sessions as needed, and such meetings will be advertised by legal notice to the public in accordance with UCA 52-4-202.

Dated this 16<sup>th</sup> day of December 2025.

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Francisco Astorga, AICP  
Bountiful City Planning Director

# Planning Commission Staff Report



**Subject:** Election of Planning Commission Chairperson and Vice-Chair  
**Authors:** Francisco Astorga, AICP, Planning Director  
**Date:** December 16, 2025

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## Background

Under Bountiful City Land Use Code §14-2-103(C)(1), the Planning Commission elects a chairperson and a vice-chair who serve for one (1) year. The relevant section of the Code states:

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

- 1. Members of the Planning Commission shall select one (1) of its members as chair to oversee the proceedings and activities of the Planning Commission.*
  - a. The chairperson shall serve for a term of one (1) year.*
  - 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.*

## Analysis

It is now time for the Planning Commission to select the 2026 chairperson and vice-chair, as the current appointments expire at the end of the year. Chair Lynn Jacobs and Vice-Chair Alan Bott have done a phenomenal job serving in their leadership roles throughout the year, providing effective guidance and support to the Commission.

The Bountiful City Land Use Code does not impose leadership term limits, and both the chair and vice-chair may be re-elected for successive terms if the Commission chooses. The election should be conducted through a motion, second, and majority vote in accordance with standard procedure.

## Significant Impacts

There are no significant impacts from this procedural action.

## Recommendation

Staff recommends that the Planning Commission elect a Chairperson and Vice-Chair for 2026 via motion, second, and vote.

## Attachment

None.