

**APPROVED Minutes of the  
BOUNTIFUL CITY PLANNING COMMISSION  
Tuesday, December 16, 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, Aaron Arbuckle, Beverly Ward, Krissy Gilmore, and Sean Monson
	Planning Director	Francisco Astorga
	Assistant City Engineer	Todd Christensen
	Assistant City Attorney	Aaron Nelson
	Recording Secretary	Sam Harris
	Assistant Planner	Chaz Leech
Excused:	Planning Commission	Alan Bott and Richard Higginson

**1. Welcome**

Chair Jacobs called the meeting to order at 6:31 p.m. and welcomed everyone.

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

Commissioner Monson made a motion to approve the minutes from October 07, 2025. Commissioner Ward seconded the motion. The motion was unanimously approved with Commissioners Jacobs, Arbuckle, Ward, Gilmore, and Monson voting “aye.”

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

Commissioner Monson made a motion to approve the minutes from October 21, 2025. Commissioner Ward seconded the motion. The motion was unanimously approved with Commissioners Jacobs, Arbuckle, Ward, Gilmore, and Monson voting “aye.”

**4. Meeting Minutes from November 18, 2025**

Commissioner Monson made a motion to approve the minutes from November 18, 2025. Commissioner Ward seconded the motion. The motion was unanimously approved with Commissioners Jacobs, Arbuckle, Ward, Gilmore, and Monson voting “aye.”

**5. Architectural & Site Plan Review for Medical Office at 471 West 800 South**

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

Commissioner Monson asked for Staff to explain Legal Non-Conforming regarding the parking spaces. Planning Director Astorga explained that it would be Legal Non-Conforming as long as no physical changes to the site.

Kelley Cook, Property Owner, gave a history on the property and its changes using all proper channels. Kelley Cook also addressed the conditions, specifically the temporary carport structure.

Commissioner Arbuckle asked about an ADA parking stall. Planning Director Astorga explained that the building department handles the ADA parking stall process.

Chair Jacobs asked about the carport. Planning Director Astorga explained the legal non-conforming code from 2007 and explained that the temporary carport structure would not have been allowed.

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

#### **6. 2026 Annual Meeting Schedule Public Notice**

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

Commissioner Gilmore motioned to approve. Commissioner Arbuckle seconded the motion. The motion was unanimously approved with Commissioners Jacobs, Arbuckle, Ward, Gilmore, and Monson voting “aye.”

#### **7. 2026 Planning Commission Election of Chairperson and Vice-Chair**

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

Commissioner Gilmore motioned to continue the item and temporarily appoint Commissioner Jacobs as Chair and Commissioner Bott as Vice-Chair. Commissioner Monson seconded the motion. The motion was unanimously approved with Commissioners Jacobs, Arbuckle, Ward, Gilmore, and Monson voting “aye.”

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

Planning Director Astorga mentioned that the Planning Department would like to extend appreciation of the General Plan and attendance at our Annual Christmas Appreciation Dinner.

**9. Adjourn**

Chair Jacobs adjourned the meeting at 7:05 p.m.