

**BOUNTIFUL CITY
PLANNING COMMISSION AGENDA
TUESDAY, JANUARY 20, 2026
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.

1. Welcome
2. Meeting Minutes from January 6, 2026
 - Review
 - Action
3. Preliminary North Bench Estates Plat Subdivision at 908 Northern Hills Drive
Assistant Planner Chaz Leech
 - Review
 - Action
4. Adjourn

**DRAFT Minutes of the
BOUNTIFUL CITY PLANNING COMMISSION
Tuesday, January 06, 2026 - 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, Sean Monson and Beth Child
	Planning Director	Francisco Astorga
	City Engineer	Lloyd Cheney
	City Attorney	Brad Jeppsen
	Recording Secretary	Sam Harris
	Senior Planner	Amber Corbridge
	Assistant Planner	Chaz Leech
Excused:	Planning Commission	Alan Bott

1. Welcome

Chair Jacobs called the meeting to order at 6:30 p.m. and welcomed everyone. Chair Jacobs welcomed Commissioner Beth Child and asked her to introduce herself.

2. Meeting Minutes from December 16, 2025

Commissioner Ward made a motion to approve the minutes from December 16, 2025. Commissioner Arbuckle seconded the motion. The motion was unanimously approved with Commissioners Jacobs, Arbuckle, Ward, Gilmore, Monson and Child voting “aye.”

3. Final Architectural & Site Plan Review for a Wellness Center at 485 South 100 East

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

Chair Jacobs had questions regarding the PUD Plat not being recorded. Senior Planner Corbridge explained that there is not a requirement to do so but that both property owners must agree to it and sign the Plat and get it recorded. Planning Director Astorga explained that when the PUD Plat was approved, it was owned by one owner. Chair Jacobs mentioned that the neighboring property has an egress only.

City Engineer Cheney mentioned that if the use of the neighboring property to the East changes that may bring them to Planning Commission. City Engineer Cheney mentioned that in the 2011 Staff Report it stated that they be required to place an exit only sign in the conditions of approval which should be a requirement now as well. Chair Jacobs mentioned that this would be on the adjacent property not the applicant's property.

Commissioner Arbuckle asked if the parking stalls on the adjacent property to the East are being shared. Senior Planner Corbridge stated that they have some sort of agreement but that nothing has been recorded at the County level.

City Engineer Cheney mentioned that there is a provision in the code regarding access onto our major streets, that those accesses are allowed in forward motion only.

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

4. Final Architectural & Site Plan Review for a Retail Store/Private Fitness Facility at 420 West 500 South

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

Commissioner Gilmore had a question regarding which stalls are the shared parking stalls. Assistant Planner Leech explained which stalls are the shared parking stalls.

Commissioner Ward had a question regarding the angled stalls along the East side. Senior Planner Corbridge explained that those angled stalls are part of the shared parking agreement.

Stockton, Property Owner, mentioned that there is an understanding that there will need to be a shared parking agreement with the property to the East.

City Engineer Cheney reiterated that the remodel qualifies for a level three (3) alteration, that the applicant must provide a seismic evaluation.

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

5. 2026 Planning Commission Election of Chairperson and Vice-Chair

Chair Jacobs motioned to appoint Commissioner Bott as Chair and Commissioner Gilmore as Vice-Chair for 2026. Commissioner Monson seconded the motion. The motion was unanimously approved with Commissioners Jacobs, Arbuckle, Ward, Gilmore, Monson and Child voting "aye."

90
91 **6. Planning Director's Report/Update**
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93 Planning Director Astorga updated the Planning Commission Appointment Terms.
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95 Planning Director Astorga mentioned that the Planning Department would like to extend
96 appreciation to Recording Secretary Sam Harris for her time as Planning Commission recording
97 Secretary as the current meeting is her last. Chair Jacobs and The Commission extended
98 appreciation as well.
99

100 **7. Adjourn**
101

102 Chair Jacobs adjourned the meeting at 7:01 p.m.

Planning Commission Staff Report



Subject: Preliminary North Bench Estates Plat Subdivision at
908 Northern Hills Drive
Author: Chaz Leech, Assistant Planner
Date: January 20, 2026

Background

The applicant, Jon Galbraith with *Element Design Collective*, is requesting preliminary approval of a proposed subdivision at 908 Northern Hills Drive, located in the Single-Family Residential (R-3) Zone. This request is to subdivide the 5.6-acre property into nine (9) single-family residential lots as shown in figure 2 below.



Figure 1 Aerial imagery of parcel 040020133, Bountiful MapGeo 2026

The Planning Commission will need to find that the proposed preliminary plans meets the following (Code Section 14-XX):

1. *Meets the best interest of the public*
2. *Is in harmony with good neighborhood development of area concerned and Citywide*
3. *Meets city codes and ordinances*

The applicant intends to create nine (9) single-family home lots with a layout that uses a single public road that will terminate in a cul-de-sac. The western portion of the property contains an easement belonging to the US Bureau of Reclamation through Weber Basin Water for the Weber River Aqueduct. The easement is forty (40) feet wide and traverses the entire parcel from north to south. The easement also functions as a part of the fire break road that begins at the termination of Davis Boulevard and extends several miles north into other parts of Davis County.

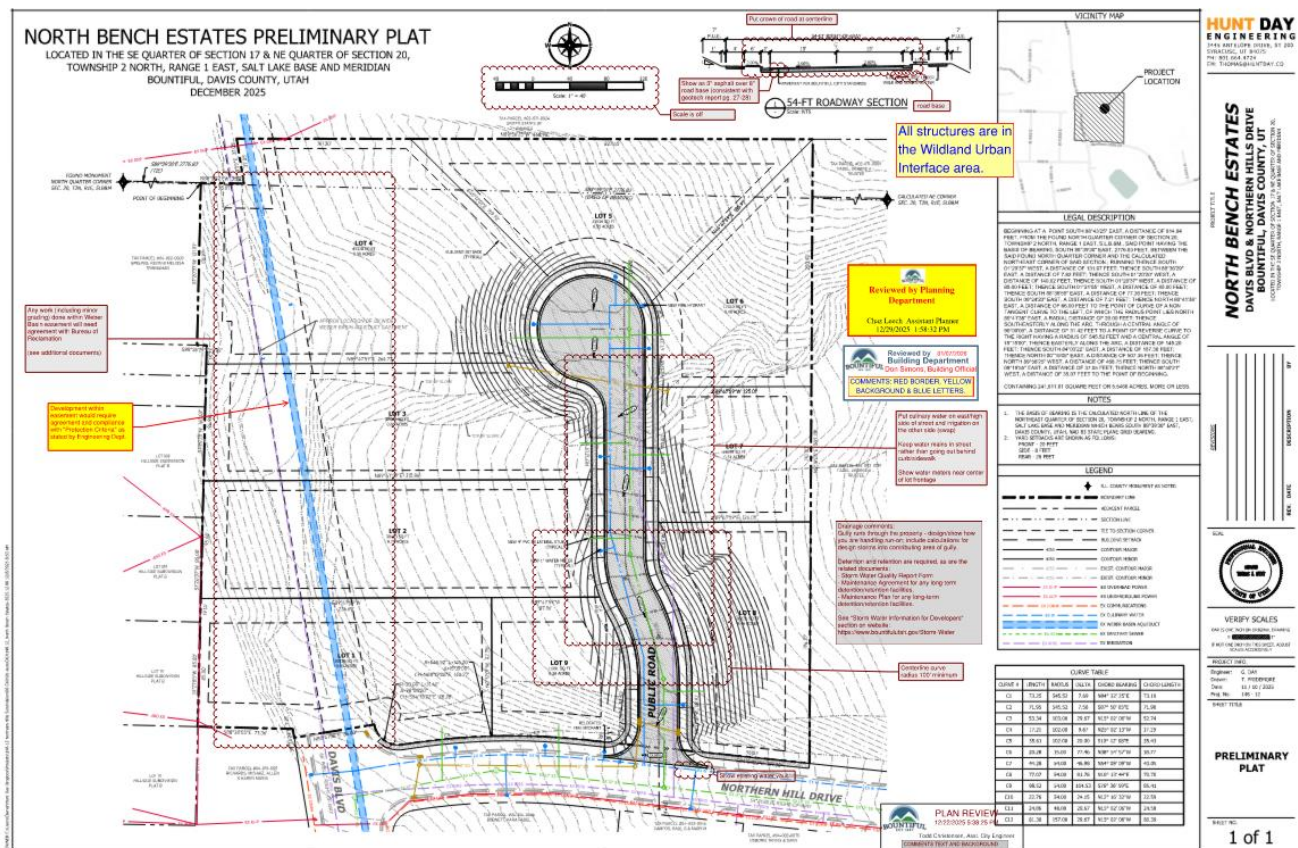


Figure 2 Site plan submitted by applicant

The fire break road (shown as “Fire Break Road” on MapGeo) is utilized by multiple firefighting agencies, particularly during wildfire season, as a primary access point. The road is also utilized by individuals for recreational activities such as running, walking and off-road vehicles. The road cannot be blocked due to the Weber Basin easement and the associated aqueduct located beneath. Due to the historical use of the road by the public and government agencies, along with the Weber Basin Water requirement, Staff recommends dedicating and the area encompassed by the easement as an additional ‘public access’ easement.

As a condition of approval, the applicant will be required to record plat notes which explicitly state that the owners of lots 1,2, 3 and 4 will be responsible for the maintenance and upkeep of the property west of the public access easement so as to be in compliance with all relevant Bountiful City Land Use Code as it applies to single-family dwellings. Applicant will also be required to record plat notes for Lot 1 indicating that building pad is to be located entirely east of public access easement.

Staff believes the proposed subdivision is consistent with the surrounding single-family residential development and meets the best interest of the community. Staff reviewed the proposal for compliance with City codes and the Subdivision ordinances. Each of the 9 lots exceeds the minimum requirement of buildable area for the R-3 Zone of three thousand (3,000) square feet.

Department Review

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

Significant Impacts

The proposal requires new infrastructure which is compatible with the existing infrastructure. The lot would bring in more single-family lots which meets the existing character of the neighborhood. Additional issues from other departments will need to be addressed accordingly, such as; geotechnical requirements with Building, management of drainage in gully from high intensity rainfall events.

Geographical location in the foothills may necessitate site plan approval from the South Davis Metro Fire Department to evaluate issues such as the WUI (Wildland Urban Interface), location of fire hydrants and other fire related criteria. Approval from SDMF would occur prior to subdivision plat approval and individual home sites.

Recommendation

Staff recommends the Planning Commission review the proposed Preliminary Subdivision Plat, hold a public hearing, and approve subject to:

1. Obtain approval of site plan review submitted to South Davis Metro Fire Department.
2. Record plat notes for Lot 1 regarding building east of easement.
3. Record plat notes for Lots 1, 2, 3, and 4 for maintenance obligation associated with portions of the lots located on the west side of the easement.
4. Dedicate and record an additional 'public access' easement with the Weber Basin Aqueduct easement.
5. Meet all staff review comments.

Attachments

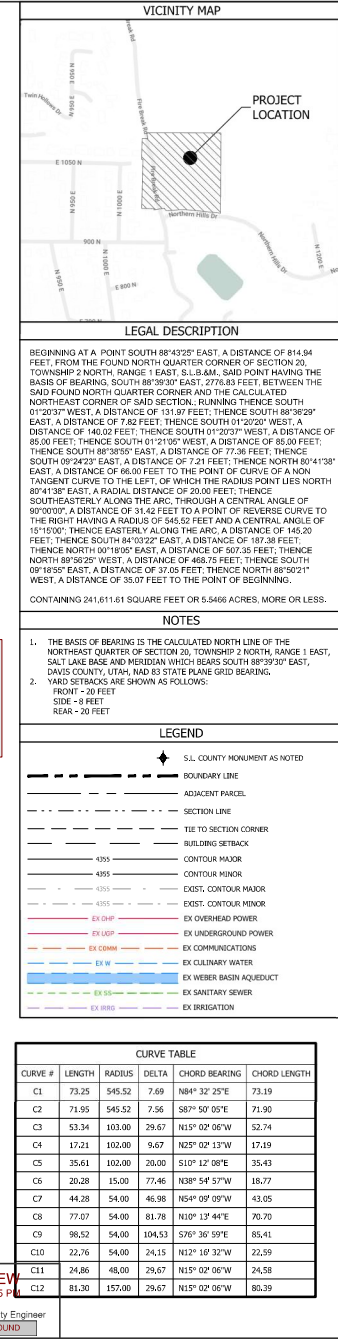
1. Applicant's Statement of Intent
2. Proposed North Bench Estates Subdivision with Staff Comments
3. Survey of Parcel
4. Davis County Parcel Information


Statement of Intent

908 Northern Hills Drive Subdivision. Bountiful Utah

This subdivision creates nine single family lots on the north bench of Bountiful. The layout uses a single public road that terminates in a cul de sac. Each lot provides generous frontage and depth to support high quality homes. The design keeps the existing access and utility easement along Firebreak Road. All proposed improvements respect the current easement location and maintain clear access for service and emergency needs. The subdivision aligns with surrounding land use. It strengthens the neighborhood by adding low density housing on larger lots. The roadway, grading approach and utility layout support efficient construction and long-term maintenance. This statement outlines the intent to create a well-planned, code compliant subdivision that fits the site, maintains existing access routes, and supports future homes that match the character of Northern Hills Drive.

LOCATED IN THE SE QUARTER OF SECTION 17 & NE QUARTER OF SECTION 20,
TOWNSHIP 2 NORTH, RANGE 1 EAST, SALT LAKE BASE AND MERIDIAN
BOUNTIFUL, DAVIS COUNTY, UTAH
DECEMBER 2025



<h1 style="margin: 0;">HUNT DAY</h1> ENGINEERING 3445 ANTELOPE DRIVE, ST 200 SYRACUSE, UT 84075 PH: 801-684-4724 EM: THOMAS@HUNTDAY.CO	
PROJECT TITLE	
NORTH BENCH ESTATES	
DAVIS BLVD & NORTHERN HILLS DRIVE	
BOUNTIFUL, DAVIS COUNTY, UT	
LOCATION: NORTH AVENUE AND WILSON AVE, TOWNSHIP 3 NORTH, RANGE 3 EAST, SALT LAKE BASIN AND MERRIDIAN	
REVISIONS	BY / DESCRIPTION
SEAL	REV. DATE
 <p>A circular seal with "PROFESSIONAL ENGINEER" around the top edge and "STATE OF UTAH" around the bottom edge. In the center, it says "THOMAS J HUNT" above "LICENSE NO. 9812".</p>	
VERIFY SCALES BAR IS ONE INCH ON ORIGINAL DRAWINGS @ ██████████ 1" = IF NOT ONE THEY CAN THIS SHEET, ADJUST SCALES ACCORDINGLY	
PROJECT INFO. Engineer: G. DAY Drawn: T. PRUD'MORE Date: 11 / 10 / 2025 Proj. No. 146 - L2	
PRELIMINARY PLAT	
SHEET NO.	1 of 1

PARCEL INFORMATION:

