

**Approved Minutes of the
BOUNTIFUL CITY PLANNING COMMISSION
Tuesday, February 04, 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, Krissy Gilmore, Beverly Ward, Jim Clark, and Richard Higginson
	Planning Director	Francisco Astorga
	Senior Planner	Amber Corbridge
	City Engineer	Lloyd Cheney
	City Attorney	Bradley Jeppson
	Recording Secretary	Sam Harris
Excused:	Planning Commission	Sean Monson

1. Welcome

Chair Jacobs called the meeting to order at 6:27 p.m. and welcomed everyone.

2. Planning Commission Training – Chapter 6 of Ground Rules: Your Handbook to Utah Land Use Regulation

Senior Planner Corbridge provided the training.

3. Meeting Minutes from January 21, 2025

Commissioner Clark motioned to approve the minutes from January 21, 2025. Commissioner Ward seconded the motion. The motion was approved with Commissioners Jacobs, Bott, Gilmore, Ward, Clark, and Higginson voting “aye.”

4. Land Use Code Text Amendment: Omnibus

Senior Planner Corbridge presented the item as outlined in the packet which include the following:

- Section I: Update the language in the Land Use Code removing the Administrative Committee as the approval/review body for certain types of variances which would follow practice as allowed in the Code.
- Section II: Create an inactive application deadline.
- Section III: Update the Residential Foothill Zone exceptions granted by the Land Use Authority to match the State Code and Bountiful Subdivision Code for Single-Family

Development. The Planning Commission asked questions regarding this item. Senior Planner and Planning Director Astorga addressed such questions.

- Section IV: Clarification of how to measure structure maximum height in the Commercial Zone.
- Section V: Clarifies the Downtown (DN) Zone setback requirement for lots facing Main Street. The Planning Commission asked questions regarding this item. Senior Planner and Planning Director Astorga addressed such questions.
- Section VI: Updates access requirements for single-family dwellings to match the Master Streets Plan.
- Section VII: Updates unnecessary language used in the Single-Family Residential Zone.
- Section VIII: Updates unnecessary language used in the Commercial Zone.
- Section IV: Updates unnecessary language used in the Downtown Zone and recently adopted changes regarding beauty services and tattoos.
- Section X: Updates recently adopted changes regarding beauty services and tattoos in the Mixed-Use Zone.
- Section XI: Clarification to the Sign Code regarding sign permit approval bodies.

Chair Jacobs opened the Public Hearing at 7:21 p.m. Gary Davis made comment regarding the packet being the packet from the previous meeting. Chair Jacobs closed the Public Hearing at 7:24 p.m.

Planning Director Astorga requested a 5-minute break to spend additional time reviewing the notice concern brought up at the Public Hearing by Mr. Davis. After the break it was established that the meeting would go on as if it was properly noticed.

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

5. Land Use Code Text Amendment: Paved Parking Surfaces

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

Commissioner Higginson suggested we apply this for all Single-Family use. Planning Director Astorga stated that Staff can amend the applicable chapters to reference the use.

Commissioner Gilmore asked if the area past ten feet (10 feet), towards the house in front of the garage, could be gravel. Planning Director Astorga stated that any driveway leading to a garage cannot consist of gravel material. Commissioner Gilmore asked if that was the drive approach or the driveway into the garage. Planning Director Astorga confirmed that it is the driveway into the garage. There was conversation about the benefits of the ordinance including: the storm system will not be taxed at a greater level to handle run-off and the extra parking spot aspect.

Commissioner Ward asked about where the gravel can start if there is a sidewalk involved. Planning Director Astorga stated that it would be ten feet (10 feet) from the property line.

Chair Jacobs opened the Public Hearing at 7:49 p.m. Chair Jacobs closed the Public Hearing at 7:49 p.m.

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

6. Planning Director’s Report/Update

Planning Director Astorga stated that there are currently no items for Planning Commission for February 18, 2025. Also reporting that there is a discussion with City Council regarding the Land Use Map as part of the General Plan update on Tuesday, February 11, 2025.

7. Adjourn

Chair Jacobs adjourned the meeting at 7:52 p.m.