

BOUNTIFUL CITY
PLANNING COMMISSION AGENDA
Tuesday, December 17, 2019
6:30 p.m.

NOTICE IS HEREBY GIVEN that the Bountiful City Planning Commission will hold a meeting in the Conference Room, **South Davis Metro Fire Station, 255 S 100 W, Bountiful, Utah, 84010**, at the time and on the date given above. The public is invited. Persons who are disabled as defined by the American with Disabilities Act may request an accommodation by contacting the Bountiful Planning Office at 298-6190. Notification at least 24 hours prior to the meeting would be appreciated.

1. Welcome and Introductions.
2. Approval of the minutes for December 3, 2019.
3. Consider approval of the 2020 Planning Commission Meeting Calendar.
4. Election of Chairman and Vice Chairman of the Planning Commission for 2020.
5. Discussion of Planning Commission Rules and Procedures.
6. **PUBLIC HEARING** - Preliminary Subdivision Plat at 1265 North and 1295 North Main Street. Continuation to a date uncertain.
7. Planning Director's report, review of pending applications and miscellaneous business.



Francisco Astorga, Planning Director

Bountiful City
Planning Commission Minutes
November 19, 2019

Present: Chair – Sean Monson; Vice Chair – Von Hill; Planning Commission Members – Jesse Bell, Jim Clark, and Sharon Spratley; City Council Representation – Richard Higginson; City Attorney – Clint Drake; City Planner – Francisco Astorga; City Engineer – Lloyd Cheney; and Recording Secretary – Darlene Baetz

Excused: Planning Commission Member – Sam Bawden

1. Welcome and Introductions.

Chair Monson opened the meeting at 6:30 pm and welcomed all those present.

2. Approval of the minutes for October 29, 2019.

Sharon Spratley made a motion to approve the minutes for September 17, 2019 as written. Jesse Bell seconded the motion. Voting passed 6-0 with Commission members Bell, Clark, Higginson, Hill, Monson, and Spratley voting aye.

3. Consider final site plan approval for a new building for AlphaGraphics located at 265 South Main Street, Spencer Anderson representing AlphaGraphics.

Curtis Poole presented the staff report.

The Applicant, Spencer Anderson, who is representing Alpha Graphics, requests Final Architectural and Site Plan approval for a new building with property improvements. The property is located within the Downtown (DN) Mixed Use Zone. The Applicant plans to combine the existing Alpha Graphics parcel and the former Bountiful RV parcel. The Planning Commission reviewed and forwarded a positive recommendation of approval of a Preliminary Site Plan for the new Alpha Graphics building at its October 15, 2019 meeting. The City Council reviewed and voted to approve the Preliminary Site Plan at its October 22, 2019 meeting.

The property is in the DN Zone and is surrounded by commercial uses on all sides. The City owns an adjacent property to the northeast that is currently being used as a soccer field. The City has plans to construct a parking lot on the western portion of this parcel to accommodate anticipated parking demands generated by the Bountiful Plaza. The proposal is to construct a new building consisting of a 14,500 square foot office and production facility to the south of the existing Alpha Graphics building. The proposed development is located on a 1.03 (44,997 square feet) acre property consisting of two (2) parcels. Prior to receiving a building permit, the two (2) parcels will need to be consolidated.

Access to the project will be via the current approach on Main Street and a new drive approach on 300 South. The Applicant will close two (2) existing approaches; one (1) on Main Street and one (1) on 300 South. The Applicant has submitted a parking/site plan; however, once the specific use of each space has been identified the submittal of an additional parking analysis may be required in order to demonstrate compliance with the Code.

The proposed new building meets the required setbacks and height standards for the DN Zone. The Applicant proposes building materials consisting of a mix of fiber cement panels, metal panels and aluminum or metal trim. Color renderings of the buildings are attached to this report. Plans submitted by

the Applicant show an appropriate usage of architectural features which comply with the standards of the Code, which require certain building articulations to reduce large expansions of flat walls and surfaces of the building.

With the elimination of the connecting structure previously proposed to connect the buildings, the Applicant is proposing a screening wall to buffer employee areas between the buildings from public access points and will give the appearance of connecting the buildings. The wall will need to meet similar architectural features as the new building to eliminate a large blank wall. Plans show the proposal meets the minimum ten percent (10%) of landscape area.

Storm water will be collected on site in an underground detention facility with excess flows directed to a storm drainage system to be installed under the existing soccer field to the north of the property. The City will need to grant a new easement for the actual location of the storm drain through the soccer field. Plans have been reviewed by the City Engineer with redline changes and installation of the storm drain will need to be coordinated with the construction of the parking lot.

Staff recommends that the Planning Commission forward to the City Council a recommendation of approval for Preliminary Architectural and Site Plan review for the new proposed Alpha Graphics building and property improvements subject to the following conditions:

1. Complete any and all redline corrections.
2. Prior to issuance of building permit, consolidate the two (2) parcels.
3. Resolve the redline changes of the new storm drainage system to the satisfaction of the City Engineer.
4. Demonstrate the screening wall has architectural and landscaping features to mitigate the appearance of a large flat surface.
5. All damaged curb, gutter and sidewalk along Main Street and 300 South shall be replaced.
6. Record a utility easement on the east property line to the satisfaction of the City Engineer and Bountiful City Light and Power Department.
7. Apply separately for signage meeting the standards of the Code.
8. Replace the existing drive approaches on Main Street and 300 South which will be abandoned with curb, gutter and sidewalk.
9. Pay fees and post an acceptable bond in the amount determined by the City Engineer.

Mr. Poole stated that the 2 parcels would need to be combined to be compliant with the parking requirements.

Richard Higginson made a motion to forward a positive recommendation to City Council for the Alphagraphics final site plan based on the 10 conditions outlined by staff. Von Hill seconded the motion. Voting passed 6-0 with Commission members Bell, Clark, Higginson, Hill, Monson, and Spratley voting aye.

- 4. Consider preliminary and final site plan approval for commercial business, Daniel Wood Square located at 410 South 500 West, Leslie Mascaro representing Wright Development Group, applicant.**

Leslie Mascaro was present. Curtis Poole presented the staff report.

The Applicant, Wright Development Group, requests Preliminary and Final Site Plan approval for the construction of a new Multi-Tenant Commercial Development located at 410 South 500 West. The property is located within the C-G (General Commercial) Zone and is surrounded by Commercial uses within Bountiful and the city of West Bountiful. The property is located adjacent to the Daniel Wood Cemetery. The property is north of McDonald's, has a large retail complex to the west in West Bountiful City, a smaller retail complex directly to the north, with restaurants, commercial and recreational uses east across 500 West. The proposal submitted by the Applicant show a total building square footage of 4,351 square feet, which will be divided into a three (3) tenant complex. The Applicant is proposing a mix of metal siding and CMU with composite decking material trim elements. Color renderings have been attached to this report.

The proposed development is located on 0.612 acres wrapping around Daniel Wood Cemetery. Access to the project will be via two (2) drive approaches on 500 West. There are currently two (2) approaches at this location although the south approach may need to be modified to meet the standards of the Code. The Applicant will need to receive approval through UDOT prior to altering any drive approaches along 500 West. UTA has also proposed a new bus stop to be located at this location which is showing on the Applicant's site plan. A drive through window is being proposed on the south of the building with a drive lane which will wrap around the building on the west.

Based upon the square footage shown in the plans, the Applicant would be required to provide twenty-two (22) parking stalls based upon the standards of the Code. The Applicant is proposing twenty-three (23) parking stalls, which include two handicap accessible stalls. As the property develops and tenants change in the future, parking requirements will be reviewed and approved prior to obtaining a business license. The landscaping plan submitted shows 5,400 square feet of landscaped area, which exceeds the fifteen (15) percent required by Code. Signage for the development will be approved under a separate permit by staff prior to Tenant installation.

Bountiful Power is requesting a ten (10) foot easement along the west property line and a seven (7) easement along the south property line. The location of the easement will limit trees in the landscaped areas of the easement, especially in the northwest corner of the parcel. The number of trees shall not be reduced. The existing site has a storm drain detention system which will be utilized for the new development. Culinary water service is provided to the site by West Bountiful City, and the existing sewer service will be used for the new building.

The development is occurring in an area with urban levels of infrastructure already in place. Impacts from the development of this property have been anticipated in the design of the existing storm water, sewer, and water and transportation system. The Applicant will need to receive approvals from UDOT prior to any improvements made in the right-of-way.

Staff recommends that the Planning Commission forward to the City Council a recommendation of approval for the Preliminary and Final Site Plan for the proposed Multi-Tenant Commercial Development subject to the following conditions:

1. Complete any and all redline corrections.
2. Record utility easements of seven (7) feet on the south and ten (10) feet on the north of the parcel.
3. All damaged curb, gutter and sidewalk along 500 West shall be replaced.
4. Ensure all drive approaches meet the standards of the Code and prior to any improvements in the Right-of-Way; the Applicant shall receive approvals from UDOT.
5. Resolve any issues or concerns regarding storm water retention to the satisfaction of the City Engineer.
6. Each Tenant shall apply separately for signage meeting the standards of the Code.
7. Pay fees and post an acceptable bond in the amount determined by the City Engineer.
8. Sign a Public Improvement Development Agreement.

Ms. Mascaro stated that they have been working with UDOT and should have an approval within the next couple of days.

Von Hill asked about the access point onto 500 West. Ms. Mascaro stated concerns that were brought forward was the access driveway to the south of the property. The applicant will keep the existing two driveways but will not have access to the south driveway next to McDonalds for safety reasons.

Von Hill made a motion to forward a positive recommendation to City Council for the preliminary and final site plan approval for the commercial business, Daniel Wood Square based on the 8 conditions outlined by staff. Sharon Spratley seconded the motion. Voting passed 6-0 with Commission members Bell, Clark, Higginson, Hill, Monson, and Spratley voting aye.

5. Consider preliminary and final site plan approval for Quick Quack located at 110 North 500 West, Joseph Earnest representing Quick Quack, applicant.

Danny Lange representing Joseph Earnest for Quick Quack was present. Curtis Poole presented the staff report.

The Applicant, Quick QQ Utah LLC, requests Preliminary and Final Site Plan approval for the construction of a new carwash facility at 136 North 500 West. The property is located within the C-H (Heavy Commercial) Zone and the use is permitted within the zone. Quick Quack received approval and recently completed construction of a carwash facility at the intersection of 500 West and 2600 South. This will be the second facility Quick Quack will operate in the City. The property is located on the City's western boundaries and is bordered on all sides by the C-H (Heavy Commercial) Zone in Bountiful and the C-G (General Commercial) Zone in West Bountiful City.

The proposed development is located on a 0.827 acre property consisting of two parcels. Prior to construction of the proposed carwash, the parcels will need to be consolidated. The proposed development will include the construction of an approximately 3,800 square foot building with an automated carwash and offices. The proposal also includes at least sixteen (16) vacuum stalls and two (2) central vacuum pump houses. The Applicant proposes building materials consisting of stucco and block with trim elements. The building, vacuum stations and supporting equipment buildings meet the required setbacks.

Access to the project will be via one (1) drive approach located at the northern end of the property. The Applicant will be required to close and abandon the existing approach on the southern end of the property. The northern drive approach has been aligned so as not to interfere with existing intersections

located at 100 and 200 North. This approach has received approval from UDOT. Provision may also need to be made for restriction of this driveway to right-in/right-out only. This may include signage, striping or construction of concrete structures or a combination of these measures to direct vehicles to right turns.

The parking standards for carwashes are based on providing adequate queue length for cars waiting to enter the automated carwash. The Code requires at least 6 spaces for vehicle stacking and the proposed plan demonstrates compliance with this standard.

The plan, submitted by the Applicant, far exceeds the minimum fifteen (15) percent of landscaped area and provides trees and shrubs meeting the minimum standards of the Code; however, placement of trees will need to be carefully considered so as not to interfere with existing overhead power lines.

Storm water will be collected on site and the Applicant will provide an updated percolation test for review by the City Engineer. Culinary water and sewer will be provided from existing lines in 500 West; however, connections to culinary water will need to be moved further to the north as noted in redlined corrections.

The development is occurring in an area with urban levels of infrastructure already in place. Impacts from the development of this property have been anticipated in the design of the existing storm water, sewer, and water and transportation system. The application will require cutting into the road and there is a moratorium on excavations in the Right-of-Way starting on October 15 and lasting until April 15. The Applicant will have to delay work in the right of way until after the moratorium has been lifted. The conditions of approval are designed to mitigate other impacts anticipated by the development.

Staff recommends the Planning Commission forward to the City Council a recommendation of approval for the Preliminary and Final Site Plan for the proposed carwash subject to the following conditions:

1. Complete any and all redline corrections.
2. Prior to issuance of Building Permit, the two parcels shall be consolidated and recorded with Davis County.
3. All damaged curb, gutter and sidewalk along 500 West shall be replaced.
4. Replace the existing drive approach which will be abandoned 500 West with curb, gutter and sidewalk.
5. Resolve any issues or concerns regarding storm water retention to the satisfaction of the City Engineer.
6. Apply separately for signage meeting the standards of the Code.
7. Pay fees and post an acceptable bond in the amount determined by the City Engineer.
8. Sign a Public Improvement Development Agreement.

Ms. Spratley asked about a moratorium of the street excavation. Staff stated that this is a UDOT road and the applicant will need to work with them.

Mr. Bell asked about a possible fence needed for the rear of the property. Staff stated that the property behind the proposed project is a commercial site. The noise of the fans for the project will be facing west towards the street and not to any residential area. Mr. Astorga discussed the landscaping and the possibility of having another tree on the 500 West side. Mr. Lange confirmed that the buildings will be identical in size to the 2600 site.

Mr. Cheney discussed the utilities are east of the property. The utilities including water, sewer and storm drain are within a few feet of the east curb and gutter. There could be some communication utilities in this area as well.

Sharon Spratley made a motion to forward a positive recommendation to the City Council for preliminary and final site plan approval for Quick Quack with the 8 conditions outlined by staff. Jim Clark seconded the motion. Voting passed 6-0 with Commission members Bell, Clark, Higginson, Hill, Monson, and Spratley voting aye.

6. Planning Director's report, review of pending applications and miscellaneous business.

Next agenda items will include Rules of Order and 2020 Calendar in January. Sample motions will be made available to Commission members.

Chair Monson ascertained there were no other items to discuss. The meeting was adjourned at 6:54 p.m.

Francisco Astorga, Bountiful City Planner

Planning Commission Staff Report



Subject: Public Notice of Planning Commission's 2020 Meeting Schedule
Author: Francisco Astorga, AICP, Planning Director
Date: December 17, 2019

Background

Under Utah Code Section 52-4-202 of the Utah Code (in the Open & Public Meetings Act), the Planning Commission "shall give public notice at least once each year of its annual meeting schedule," and "shall specify the date, time, and place of the scheduled 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 meeting on the first (1st) and third (3rd) Tuesday of every month.

The Public Notice given here announces that Bountiful City Planning Commission meetings "shall take place the first (1st) and third (3rd) Tuesdays of each month." However, it notes that there will be no meeting on Tuesday November 3, 2020 due to the scheduled 2020 United States presidential election.

Department Review

This Public Notice has been reviewed by the City Attorney.

Significant Impacts

There are no significant impacts from this action.

Recommendation

It is recommended that the Planning Commission approve the Public Notice of Bountiful City Planning Commission Meetings in 2020, and meet on the first (1st) and third (3rd) Tuesdays of each month.

Attachments

Public Notice of Bountiful City Planning Commission 2020 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 2020. Regular meetings of the Planning Commission shall take place the first (1st) and third (3rd) Tuesdays of each month, unless otherwise advertised by legal notice. All Planning Commission meetings shall be held at the South Davis Metro Fire Station 81, 255 South 100 West, Bountiful, Utah 84010 until further notice or unless otherwise advertised. The meetings will begin promptly at 6:30 p.m.

The Planning Commission will not meeting on Tuesday November 3, 2010.

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 17th day of December, 2019.

Francisco Astorga
Planning Director

Planning Commission Staff Report



Subject: Planning Commission Rules and Procedures
and 2020 Planning Commission Dates
Author: Francisco Astorga, AICP, Planning Director
Curtis Poole, Assistant City Planner
Date: December 10, 2019

Background

In accordance with Utah State Code §10-9a-301, the Planning Commission may adopt rules and procedures which govern how it conducts business. Such rules shall follow State law regarding the Open and Public Meetings Act and authority granted by Bountiful City Code. These rules may be amended by successive Planning Commissions as needs may dictate. Staff has found the Planning Commission last adopted rules of procedure in 2007.

The Commission may benefit from reviewing the following proposed procedures and discuss the rules and procedures to guide how to conduct its meetings. These serve only as discussion points and not an official recommendation from Staff.

Proposed Procedures for Conducting Business

Commencing and Adjourning a Meeting

1. The Chairperson or designee, upon determining a quorum is present, shall open the meeting.
2. The Chairperson or designee, upon determining there is no further business to conduct, shall adjourn the meeting.

Agenda Items

1. The Chairperson, in consultation with the Planning Director, may modify posted agenda items as deemed necessary to provide a more orderly flow to the meetings.
2. A **sample order** for agenda items **may** include the following:
 - a. Staff presentation
 - b. Questions/comments of Commission Members to Staff
 - c. Applicant presentation
 - d. Questions/comments of Commission Members to Applicant
 - e. Public Hearing (where applicable)
 - f. Applicant closing comments
 - g. Staff closing comments
 - h. Commission discussion, deliberation, comments, and additional questions directed to Staff, the Applicant, or anyone present
 - i. Commission action which may include:
 1. Approval or Forward Positive Recommendation to City Council
 2. Denial or Forward Negative Recommendation to City Council
 3. Continue (table) the item if Commission finds it needs additional information to make a decision

Public Hearings

Public hearings will be held when required by State law and/or City Ordinance. The Chairperson, or designee, shall request those wishing to address the Commission in a Public Hearing to stand, state their name and address prior to addressing the Commission. The Chairperson, or designee, has discretion to determine the time permitted for the public to speak in favor or in opposition and may limit the number of speakers in favor or in opposition, so long as there are equal numbers representing each view.

From time to time during a public hearing, the public will ask repeated questions to the Planning Commission and/or staff. Public hearings are not intended to serve as a Question and Answer (Q&A) periods. Using prudence, applicability, and sound judgement, the Commission during their time, can answer applicable questions, and/or request to have staff answer a question. Staff will always address the Commission and not the public.

Temporary Vice Chair

It is possible for the assigned Chairperson and Vice-Chair to miss the same meeting. Should this be the case, the Commission shall elect a temporary chair for that specific meeting at the beginning of the meeting.

Significant Impacts

The Planning Commission may adopt policies and procedures, consistent with the provisions of the Bountiful City Land Use Code and applicable law, to govern the conduct of its meetings, the processing of applications, and for any other purposes considered necessary for the functioning of the Planning Commission. All such policies and procedures shall be submitted to the City Council for review and approval.

Miscellaneous-Sample Motions

During recent discussion with the Commission Staff committed to provide some sample motions, see below:

Positive or Modified Positive Recommendation

Mr. Chairman, I move that we forward a positive recommendation to the City Council for (Site Plan, Subdivision) based on the conditions of approval listed in the Staff Report.

(or) based upon the conditions of approval listed in the Staff Report and/or the following additional/modified conditions...

Approval/Granting or Modified Approval/Granting

Mr. Chairman, I move that we approve/grant approval of the (Conditional Use Permit, Variance) based on the conditions of approval listed in the Staff Report.

(or) based upon the conditions of approval listed in the Staff Report and/or the following additional/modified conditions...

Negative Recommendation/Denial

Mr. Chairman, I move that we forward a negative recommendation (Site Plan, Subdivision) to City Council based upon the findings listed in the Staff Report.
(or) deny the (Variance, and Conditional Use Permit) based upon the findings listed in the Staff Report.
(or) based upon the following reasons...

Attachments

Attachment 1 – Utah State Code (LUDMA) §10-9a-301

Attachment 2 – Utah State Code (LUDMA) §10-9a-302

Attachment 3 – Bountiful City Land Use Code § 14-2-103 Planning Commission

Effective 5/9/2017

10-9a-301 Ordinance establishing planning commission required -- Ordinance requirements -- Compensation.

- (1)
 - (a) Each municipality shall enact an ordinance establishing a planning commission.
 - (b) The ordinance shall define:
 - (i) the number and terms of the members and, if the municipality chooses, alternate members;
 - (ii) the mode of appointment;
 - (iii) the procedures for filling vacancies and removal from office;
 - (iv) the authority of the planning commission;
 - (v) subject to Subsection (1)(c), the rules of order and procedure for use by the planning commission in a public meeting; and
 - (vi) other details relating to the organization and procedures of the planning commission.
 - (c) Subsection (1)(b)(v) does not affect the planning commission's duty to comply with Title 52, Chapter 4, Open and Public Meetings Act.
- (2) The legislative body may authorize a member to receive per diem and travel expenses for meetings actually attended, in accordance with Section 11-55-103.

Amended by Chapter 70, 2017 General Session

Effective 5/14/2019

10-9a-302 Planning commission powers and duties.

- (1) The planning commission shall make a recommendation to the legislative body for:
 - (a) a general plan and amendments to the general plan;
 - (b) land use regulations;
 - (c) an appropriate delegation of power to at least one designated land use authority to hear and act on a land use application;
 - (d) an appropriate delegation of power to at least one appeal authority to hear and act on an appeal from a decision of the land use authority; and
 - (e) application processes that:
 - (i) may include a designation of routine land use matters that, upon application and proper notice, will receive informal streamlined review and action if the application is uncontested; and
 - (ii) shall protect the right of each:
 - (A) applicant and third party to require formal consideration of any application by a land use authority;
 - (B) applicant, adversely affected party, or municipal officer or employee to appeal a land use authority's decision to a separate appeal authority; and
 - (C) participant to be heard in each public hearing on a contested application.
- (2) Nothing in this section limits the right of a municipality to initiate or propose the actions described in this section.

Amended by Chapter 384, 2019 General Session

14-2-103 PLANNING COMMISSION

- A. Established. A Planning Commission, consisting of seven (7) members is hereby established to exercise the powers and duties specified herein.

- B. Appointment and Terms of Office.
 - 1. Planning Commission members shall be residents of Bountiful City and shall be appointed by the Mayor with the advice and consent of the City Council.
 - 2. The terms of Planning Commission members shall be staggered. Each member of the Planning Commission shall serve for a term of four (4) years and until a successor is appointed, provided that members may be appointed for terms shorter than three (3) years when necessary to provide staggered terms.
 - 3. Terms of Planning Commission members shall begin on July 1st of each year.
 - 4. Planning Commission members may be reappointed for successive terms.
 - 5. The Mayor, with the advice and consent of the City Council, may remove any member of the Planning Commission at any time with or without cause.
 - 6. A vacancy occurring on the Planning Commission by reason of death, resignation, removal, disqualification or any other reason shall be promptly filled by a replacement appointed in the same manner as the original appointment for the remainder of the unexpired term of the replaced member.
 - 7. The Mayor may appoint one person from the City Council as a full member of the Planning Commission.

- 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.
 - 2. The Planning Commission may adopt policies and procedures, consistent with the provisions of this Title and applicable law, to govern the conduct of its meetings, the processing of applications, and for any other purposes considered necessary for the functioning of the Planning Commission. All such policies and procedures shall be submitted to the City Council for review and approval.
 - 3. The Planning Commission shall meet on a regular basis, as determined by a vote of the Commission members, and at such other times as the Commission

members may determine. All meetings shall be properly noticed as required by law, and held in accordance with the open meetings law set forth in Utah Code Ann. § 52-4-1, et seq., as amended. At the beginning of each calendar year the Bountiful City Planning Department shall create and post in its office a schedule of Planning Commission meetings and application deadlines.

4. No official business shall be conducted by the Planning Commission unless a quorum of its members is present. Four (4) members of the Planning Commission shall constitute a quorum. Any action taken shall require a minimum of four (4) yes votes from members of the Planning Commission, unless otherwise prescribed by law.
5. Any person desiring to appear before the Planning Commission shall complete an application and submit all required materials and fees to the Planning Department. An application that does not include all of the required signatures, materials, fees, or other necessary information shall be deemed incomplete and returned to the applicant.
6. After an applicant has submitted a completed application to the Planning Department, the item shall be placed on the next available Planning Commission agenda, unless the applicant and the Commission Chair agree to postpone placing the item on the agenda or agree to continue the item to a subsequent meeting.
7. An applicant may request that an item be postponed or continued a maximum of one (1) meeting (i.e. once) or for forty five (45) days from the date of application, whichever is longer. If the matter is not heard within this deadline, the application is deemed to have expired or been withdrawn, and must be resubmitted if the applicant desires the Commission to act on the item. This shall not apply to completed applications that have been placed on an agenda, reviewed and discussed by the Planning Commission, and then continued for reasons determined by the Commission.
8. The Planning Commission shall not reconsider a previous action or change a recorded vote, and once an action is taken, the matter shall not be considered again for twelve (12) months from the date of decision.
9. Decisions of the Planning Commission shall take effect on the date of the meeting or hearing where the decision is made, unless a different date is designated in the Commission's rules or at the time the decision is made. The approval of written findings shall relate back to the date of decision.
10. The Planning Commission shall keep written minutes of its proceedings, showing the vote upon each question, or if absent or failing to vote, indicating that fact, and keep records of all its official actions. The Planning Commission may, but is not required to, have its proceedings transcribed by a secretary, a court reporter, a tape recorder, or other recording device.
 - a. The Planning Commission shall report, either verbally or in writing, its official acts and recommendations to the City Council. Any member of

the Planning Commission may also make a concurring or dissenting report or recommendation to the City Council.

- b. The minutes of all meetings of the Planning Commission shall be prepared and filed in the office of the Planning Director, under the direction of the City Recorder. All such records are public records and shall be available for public review and access in accordance with the Government Records and Access Management Act, Utah Code Ann., 63-2-101, et seq., as amended.

D. Powers and Duties. The Planning Commission shall have all the powers and duties, explicit or implied, given planning commissions by Utah State law and the Bountiful City Land Use Ordinance, including but not limited to the following. Each of such powers and duties shall be exercised pursuant to the procedural and other provisions of this Title and of State law.

1. Prepare and recommend a general plan and amendments to the general plan to the City Council;
2. Recommend Land Use Ordinances and maps, and/or amendments to Land Use Ordinances and maps, to the City Council;
3. Administer applicable provisions of this Title and of State law;
4. Recommend approval or denial of subdivision applications;
5. Advise the City Council on matters requested by the City Council;
6. Hear and decide the approval or denial of conditional use permits;
7. Hear and decide variances from this title;
8. Hear and/or decide any other matter that the City Council designates;
9. Exercise any other powers that are necessary to enable the Planning Commission to perform its function or that are delegated to it by the City Council; and
10. Perform any other power or duty set forth in this Land Use Ordinance or in State law relating to Planning Commissions.

E. Appeals. Any person adversely affected by a final decision of the Planning Commission may appeal that decision as set forth in Section 14-2-108 of this Title. Any recommendation of the Planning Commission to another approval body is not a final decision and therefore cannot be appealed.

F. Examinations and Surveys. The Planning Commission and its authorized agents may enter upon any land at reasonable times to make examinations and surveys as necessary to enable it to perform its function to promote City planning, development, and enforcement of the provisions of this Title.

Commission Staff Report

Subject: Preliminary Subdivision Approval
for the Bountiful Chase P.U.D.
Author: City Engineer and City Planner
Address: 1265 N, 1295 N Main Street
Date: December 17, 2019



Description of Request

Staff recommends that the Planning Commission continue the public hearing of the Preliminary Subdivision Approval for Bountiful Chase Planned Unit Development (PUD) Plat. Staff legally posted this item as required by State Code and requests to have the Planning Commission hold the public hearing and continue the item to a date uncertain. The applicant is working with staff in finding compliance with applicable Land Use Codes.