

**Minutes of the
BOUNTIFUL CITY PLANNING COMMISSION
Tuesday, February 3, 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	Aaron Arbuckle, Lynn Jacobs, Sean Monson Beverly Ward, and Beth Child
	Planning Director	Francisco Astorga
	City Engineer	Lloyd Cheney
	Assistant City Attorney	Aaron Nielsen
	Recording Secretary	Rachel Coleman
	Senior Planner	Amber Corbridge
Excused:	Planning Commission	Chair Alan Bott and Vice Chair Krissy Gilmore
	Assistant Planner	Chaz Leech
	City Attorney	Bradley Jeppson

1. Welcome

Planning Director Astorga notified the Commission that the Chair and Vice Chair were excused.

Commissioner Ward motioned to appoint Commissioner Jacobs as the Temporary Chair for the meeting. Commissioner Child seconded the motion. The motion passed unanimously, with Commissioners Arbuckle, Jacobs, Monson, Ward, and Child voting in favor. Commissioner Jacobs accepted the temporary appointment with excitement.

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

2. Meeting Minutes from January 20, 2026

Commissioner Child made a motion to approve the minutes from January 20, 2026. Commissioner Ward seconded the motion. The motion was unanimously approved by Commissioners Arbuckle, Jacobs, Monson, Ward, and Child voting in favor.

3. Variance Request to Allow a Single-Family Dwelling to Develop a Retaining Wall on Slopes over 30% at 3285 South Sunset Loop Road

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

Temporary Chair Jacobs inquired about the prior variance and the specific approvals granted.

Senior Planner Corbridge said a variance was approved for the driveway to cross the steep slope and for an easement that encroached onto the neighboring property.

City Engineer Cheney noted an additional change. In the original site plan, the applicant proposed a retaining wall on the inside of the driveway. In the proposed plan, that retaining wall has been removed. Overall, this is a reconfiguration of the retaining walls with only minor impacts to steep slopes, but because a variance was involved, it required Commission review.

Commissioner Ward asked staff if there were two retaining walls in the steepest portion of the site. Senior Planner Corbridge confirmed that one is in the upper portion and another along the frontage. Commissioner Ward stated the existing wall height was minimal while the proposed wall appears to be more substantial.

Temporary Chair Jacobs opened the public hearing at 6:36 pm.

Mr. Bill Richter, who resides at 454 Summerwood Circle, asked the Commission if the proposed item required another public hearing and whether a decision could be made tonight.

Temporary Chair Jacobs stated the current meeting was the public hearing, would not require a City Council hearing, and that a decision would be made tonight.

Mr. Bill Richter, the contractor for the retaining wall built along the front of the property, said he understood construction was halted because a retaining wall was built too close to the curb, within the ten-foot road easement. He asked the Commission to grant a variance tonight so construction for a retaining wall can proceed along the frontage of the property.

Temporary Chair Jacobs said the variance to which Mr. Richter referred was previously approved and that tonight's variance relates to revisions shown in the updated plans.

City Engineer Cheney said Mr. Richter's work did not match the work approved originally.

Temporary Chair Jacobs reaffirmed that a variance had previously been approved for a retaining wall along the frontage of the property.

Temporary Chair Jacobs closed the public hearing at 6:39 pm.

Commissioner Monson asked staff to clarify what Mr. Richter meant when he referred to a violation.

City Engineer Cheney said the wall constructed was approximately three feet behind the curb, within the public-right-of-way. Additionally, the 10-foot-tall retaining wall exceeded the permitted height.

Temporary Chair Jacobs asked if the issue had been resolved. City Engineer Cheney confirmed the applicant is now aware of the required setbacks.

Commissioner Monson asked if the retaining wall is being rebuilt; City Engineer Cheney confirmed that it is.

Commissioner Ward said the retaining walls are necessary to protect the roadway given how steep the slope is near the road.

Temporary Chair Jacobs asked if staff reviewed plans for the retaining wall. City Engineer Cheney said that staff has no objection to the proposed modification and stressed the importance of compliance moving forward.

Commissioner Monson motioned to approve the Variance Request to Allow a Single-Family Dwelling to Develop a Retaining Wall on Slopes over 30% at 3285 South Sunset Loop Road. Commissioner Arbuckle seconded the motion. The motion was unanimously approved with Commissioners Ward, Jacobs, Child, Arbuckle, and Monson voting “aye.”

4. Staff Report

Planning Director Astorga introduced Aaron Nielsen, Assistant City Attorney, in attendance, covering for City Attorney Brad Jeppsen and introduced Wendy Schneider as the new Administrative Assistant and Business License Coordinator.

5. Adjourn

Temporary Chair Jacobs adjourned the meeting at 6:45 p.m.