

1 **DRAFT MINUTES OF THE**
2 **BOUNTIFUL CITY PLANNING COMMISSION**

3
4 **Tuesday, July 21, 2026, at 6:30 p.m.**
5

6 Official notice of the Planning Commission meeting was given by posting the agenda at City
7 Hall, on the Bountiful City website, and on the Utah Public Notice Website.
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9 City Hall - Council Chambers
10 795 South Main Street
11 Bountiful, Utah 84010
12

13 **Present:**

14 Planning Commissioners: Chair Alan Bott, Vice Chair Gilmore, Jamie Welch Jaro, Darrin
15 Perkes, Beverly Ward, and Beth Child
16

17 Planning Director: Francisco Astorga
18 City Attorney: Bradley Jeppsen
19 Recording Secretary: Rachel Coleman
20 Assistant Planner: Chaz Leech
21 Senior Planner: Amber Corbridge
22

23 **Excused:**

24 Commissioner Aaron Arbuckle
25

26 **1. Welcome**
27

28 Chair Bott called the meeting to order at 6:30 p.m. and welcomed everyone including the two
29 new Planning Commission members.
30

31 City Recorder Sophia Ward administered the oath of office to appoint Planning Commissioners
32 Jamie Welch Jaro and Darrin.
33

34 **2. Review of Meeting Minutes – June 16, 2026**
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36 Commissioner Ward moved to approve the minutes of June 16, 2026, Planning Commission
37 meeting with minor edits provided to Staff. Commissioner Child seconded the motion. The
38 motion passed unanimously, with Chair Bott, Vice Chair Gilmore, and Commissioners Jaro,
39 Perkes, Ward, and Child voting in favor.
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41 **3. 1579 North Main Street – AlphaGraphics – Final Architectural and Site Plan Review**
42

43 Senior Planner Corbridge presented the item as outlined in the staff report.
44

45 Planner Corbridge explained that the proposed acorn-style light fixtures along the pedestrian
46 walkways and within the parking lot were approved as part of the original development plan in

2005. Although the fixtures do not comply with current Land Use Code requirements, the applicant has informed Staff that they will provide light fixtures that comply with Land Use Code §14-16-111(H).

Chair Bott said he was optimistic about the property being developed because it has been vacant for an extended period.

Vice Chair Gilmore expressed concern that locating parking stalls adjacent to the street does not support the General Plan's goal of creating an active and engaging streetscape. Chair Bott asked whether the proposal could better meet the General Plan's goals if the building were repositioned to the corner of 1600 North and Main Street, with parking relocated to the rear of the site. Vice Chair Gilmore suggested moving the building so it would be oriented closer to Main Street. She asked whether there was a specific reason the applicant chose to locate the building farther back on the site with parking in front.

Director Astorga explained that the subject property was formerly owned by the City and was later sold to the current owner, so Staff was very familiar with the site's history. He explained that the property was formerly occupied by the Bountiful JC Penney store and was redeveloped as part of the Village on Main project in approximately 2005–2006. The subject building site is the last remaining parcel to be developed.

Prior to June 2019, The Church of Jesus Christ of Latter-day Saints received approval from the City to construct a Family History Center on the site. However, the project was never constructed. The Church later sold the property to the City, and the City subsequently sold it to the current applicant.

Planning Director Astorga further explained that when the property was rezoned to the MXD-R Zone in 2005 as part of the Village on Main development, the master developer established a sight-line restriction within the CC&Rs that prohibits buildings from being constructed within a triangular portion of the site. The restriction was intended to preserve visibility of the adjacent bank, which is also part of the Village on Main development, from Main Street. Because of this restriction, the applicant did not pursue locating the building closer to Main Street, which is consistent with the previously approved architectural and site plan for the Family History Center. Director Astorga added that the proposal complies with the approved development plan, which established the site's permitted setbacks, height, and other development standards that run with the land.

Chair Bott asked whether the proposed development exceeded the minimum parking requirement. Staff confirmed that the proposal provides more parking than is required. Chair Bott asked whether the Commission could recommend replacing some of the excess parking with additional landscaping.

Director Astorga reminded the Commission that the current Land Use Code does not yet implement many of the goals, objectives, and policies outlined in the 2025 General Plan. As a result, Staff could not base recommendations or decisions for this application on General Plan

goals alone. He recommended that the Commission avoid making findings based solely on the General Plan. Chair Bott acknowledged the clarification.

Commissioner Perkes said he would have preferred a pedestrian entrance facing the street but understood that it was not feasible for this site. Director Astorga explained that while the Downtown Zone requires street-facing entrances, the MXD-R Zone does not. He noted that when the development plan for the site was approved, no such requirement was included, so the proposal complies with the current zoning standards.

Commissioner Child asked whether the applicant would consider replacing some of the parking stalls at the corner of 1600 North and Main Street with additional landscaping. She suggested the area could be a good location for a "Welcome to Bountiful" sign. Chair Bott agreed that additional landscaping in that area would improve the site. Director Astorga said the Commission could include the landscaping suggestion in its motion as a recommendation, or Staff could simply relay the Commission's suggestion regarding additional landscaping and the street-facing entrance to the applicant.

Vice Chair Gilmore agreed with the suggestions to add additional landscaping and a street-facing entrance and said she would like those recommendations included in the motion. Chair Bott expressed his agreement.

Commissioner Ward asked whether the Commission could require or strongly encourage the applicant to make changes to the proposal. Chair Bott explained that the Commission could not require changes but could ask the applicant to consider them and include the recommendations as part of its motion.

Chair Bott asked whether the applicant was present. Staff confirmed that the applicant was not in attendance. Vice Chair Gilmore moved to forward a positive recommendation to City Council to approve the Final Architectural and Site Plan Review for AlphaGraphics, located at 1579 North Main Street, subject to the conditions contained in the Staff Report and with the additional consideration that the applicant consider removing four (4) parking stalls and replacing them with landscaping and consider adding a pedestrian entrance on the north side of the property. Commissioner Child seconded the motion. The motion passed, with Commissioners Bott, Gilmore, Child, Perkes, and Welch Jaro. Commissioner Ward opposed the motion.

4. Work Session General Plan Implementation – Phase 1: Land Use Code Cleanup

Planning Director Astorga presented the item as outlined in the staff report.

Director Astorga said that the main reason for the work session is to make the Land Use Code easier to use by cleaning up duplicate definitions, resolving inconsistencies, and improving clarity for both staff and the public. The updates will also help keep the code aligned with the goals of the General Plan and make it easier to administer.

Director Astorga discussed several issues with the current Land Use Code, including duplicate land use definitions, inconsistent use classifications, and parking standards that do not always match the uses they are intended to serve. He noted that parking requirements will be reviewed as part of a future phase of the code cleanup. As an example of the challenges Staff faces when interpreting the code, Director Astorga asked the Commission how they would classify a martial arts studio – as a personal service, dance/daycare use, or recreation/gym.

Planner Corbridge gave an example of how the current land use definitions can be confusing. She explained that the existing food service categories, such as fast food and restaurants, do not adequately capture lower intensity uses like cafés and small restaurants. She noted that the code also needs to account for newer types of businesses that are not currently defined.

Chair Bott asked whether the goal of the land use code cleanup was to make land use definitions more broad or more specific.

Director Astorga said the goal is to make land use definitions clearer and more specific, not to create additional use categories. He explained that while the Planning Director can interpret unclear or undefined uses under the ambiguity clause, clearer definitions will lead to more consistent decisions, reduce confusion for the public and City Council, and make it easier to determine what is and is not allowed.

Chair Bott said that it is important to consider changing technology and development trends when making land use definitions more specific.

Director Astorga said the General Plan is meant to provide direction rather than serve as a checklist of goals to complete. He noted that community needs and priorities change over time, so the General Plan should continue to evolve. He also said the City received strong support from both the City Council and the community to take a proactive approach to updating the Land Use Code.

Chair Bott asked Staff to clarify the purpose of the work session. Director Astorga explained that the meeting was intended to introduce the code cleanup process and gather the Commission's feedback before bringing formal code amendments forward for review.

Vice Chair Gilmore and Chair Bott suggested grouping uses together and avoiding overly specific land use categories.

Staff agreed with that direction but noted that broader categories would require stronger, more detailed definitions to ensure uses are still classified consistently, particularly where conditional uses are involved.

Commissioner Perkes clarified with Staff that most of the changes to the land use categories would be in creating more detailed definitions. Director Astorga agreed with Commissioner Perkes that some land use categories could be simplified by using broader classifications, such as combining medical offices into a general office use category.

Director Astorga referenced the Residential and Commercial Use, Definitions, and Parking Matrix attachments in the packet. He specifically discussed addressing conflicting provisions such as hotel and motel regulations.

Commissioner Perkes noted that the Land Use Code already allows the Planning Director to interpret uses that are unclear or not specifically defined. Director Astorga agreed, adding that broader land use categories could simplify the code, but subcategories would still be needed to calculate parking requirements accurately.

Director Astorga added that residential land use categories also need greater clarity, particularly with the Future Land Use Map calling for additional multi-family housing along Orchard Drive.

Director Astorga noted that the City Council recommended replacing the Hospital Zone with a more general commercial zone to better accommodate medical offices and similar commercial uses.

Commissioner Child thanked staff for their work to improve clarity and consistency in the Land Use Code, noting that it will help streamline the process for businesses looking to locate in Bountiful.

Director Astorga reiterated that the primary goals of Phase One are to provide clearer land use definitions and reorganize parking ratios.

Commissioner Bott, on behalf of the Commission, thanked Staff for their hard work, directed Staff to proceed with preparing the proposed code amendments, and expressed support for the proposed process of holding a work session with the Commission before bringing forward formal amendments for a public hearing and recommendation to the City Council.

Additional Comment:

Commissioner Ward explained that her opposing vote was based solely on the recommendation that the applicant consider removing parking stalls to provide additional landscaping and adding a pedestrian entrance on the north side of the property. She said that she supported forwarding a positive recommendation to the City Council for approval of the proposed Final Architectural and Site Plan Review.

5. Director's Report

Nothing was reported

6. Adjourn

Chair Bott adjourned the meeting at 7:18 p.m.