

MINUTES OF THE BOUNTIFUL CITY PLANNING COMMISSION

Tuesday, September 01, 2026, at 6:30 p.m.

Official notice of the Planning Commission meeting was given by posting the agenda at City Hall, on the Bountiful City website, and on the Utah Public Notice Website.

City Hall - Council Chambers
795 South Main Street
Bountiful, Utah 84010

Present:

Planning Commissioners:	Chair Alan Bott, Vice Chair Krissy Gilmore, Jamie Welch Jaro, Darrin Perkes, Beverly Ward, and Beth Child
Planning Director:	Francisco Astorga
City Engineer:	Lloyd Cheney
City Attorney:	Brad Jepps
Senior Planner:	Amber Corbridge
Recording Secretary:	Rachel Coleman

1. Welcome

Chair Pro Tem called the meeting to order at 6:30 p.m. and welcomed the public, Staff, and members of the Commission.

2. Meeting Minutes from September, 2026

Commissioner Child moved to approve the minutes, with the changes discussed, from August 18, 2026. Commissioner Perkes seconded the motion. The motion passed unanimously with Commissioners Bott, Gilmore, Welch Jaro, Perkes, Ward, Arbuckle, and Child voting “aye.”

3. Land Use Terminology and Definitions Update

Senior Planner Corbridge presented the item outlined in the packet.

Higginson said the trees would be removed but he wished they could stay.

Commissioner Ward asked whether the updated preliminary plat addressed concerns about vehicles backing out of the garages. Mr. Higginson said the proposed 19-foot garages are common in similar developments and confirmed that the proposal meets code requirements for vehicle access and maneuvering.

Commissioner Ward asked whether the cantilevered wall on the west side of the front-facing townhomes would obstruct taller vehicles. Mr. Higginson said it would not.

Mr. Astorga explained that the Code does not establish a minimum garage size but requires each parking space to be at least 9 feet by 18 feet. He said the proposed garages comply with the Land Use Code, although they may not be ideal for vehicle accessibility. Chair Bott said he favored allowing the market to influence development decisions and noted that garages could also be used for storage.

City Engineer Cheney expressed concern that the proposed garages would be very tight for parking two vehicles. He noted that garages in multifamily developments can be difficult to use for parking and may instead become storage areas, potentially resulting in additional on-street parking.

Mr. Higginson addressed Mr. Cheney's concerns and said the HOA agreement will require garage inspections to ensure the garages remain available to accommodate two vehicles.

Commissioner Jaro Welch asked whether the updated proposal satisfies the setback requirements. Ms. Corbridge confirmed that it does.

Chair Bott opened the Public Hearing at 7:00 p.m.

Todd Koury, who lives to the north of the subject property, asked if visitors to the townhomes will be able to park in the RDA parking lot to the south of the subject property.

Mr. Cheney said he was not aware of any restrictions on using the RDA parking lot, provided vehicles are legally parked.

Mr. Higginson emphasized the importance of preserving the historic home on the subject property and expressed hope that the proposed development would benefit the neighborhood.

Chair Bott closed the Public Hearing at 7:04 p.m.

Commissioner Child said it is the Commission's responsibility to grant preliminary approval if the proposal meets Code requirements and all applicable conditions are satisfied.

Vice Chair Gillmore motioned to approve the Preliminary Subdivision Plat for the Center Street Lofts Ten-Unit PUD Subdivision at 92 West Center Street subject to the conditions of approval. Commissioner Arbuckle seconded the motion. The motion passed unanimously with Commissioners Bott, Gilmore, Welch Jaro, Perkes, Ward, Arbuckle, and Child voting "aye."

City Attorney Jeppsen asked whether the Commission or Staff had any legal questions before he left the meeting early. No questions were raised.

4. Planning Commission Code and Planning Commission Rules of Order Update

Mr. Astorga noted that the strikeout version showing the proposed deletions in Exhibit A of the packet was not included in the packet and asked the Commission to refer to the version distributed before the meeting.

Mr. Astorga presented the item outlined in the packet.

Commissioner Perkes noted that the wording in Subsection 4 of Section C regarding recusal from deliberations was redundant. With the Commission's approval, Mr. Astorga revised the language accordingly.

Commissioner Perkes expressed concern that the 45-day postponement period in Subsection 5 of Section C may be too short, particularly when an applicant needs to consult with landowners, and suggested increasing it to 60 days. Commissioner Gilmore agreed. Chair Bott asked Staff for a recommendation, and Mr. Astorga said 60 days would be appropriate and revised the text accordingly.

Mr. Astorga referred the Commission to Attachment 3 on pages 46–57 of the packet, which contains the proposed 2026 Planning Commission Rules of Order and Procedure.

Commissioner Arbuckle asked how late an applicant may submit changes to an application before Commission consideration. Mr. Astorga said an applicant may make changes up until the Commission votes, and Staff will identify any concerns with late changes.

Chair Bott referred to the Public Hearings section and said the Commission wanted to hear from everyone while avoiding repetitive comments. He proposed striking Section C: For-and-Against Format. Vice Chair Gilmore supported having a written two-minute time limit for public comments, while Commissioner Perkes supported language allowing the Commission to limit redundant comments.

Chair Bott suggested explaining the public comment rules and guidelines at the beginning of the comment period, including that repetitive comments are unnecessary. Commissioner Jaro Welch expressed concern that some language in Section B: Public Comment, was too vague. Chair Bott then moved to strike Section C: For-and-Against Format.

Chair Bott encouraged all Commission members to make motions and noted that, if a member needs assistance, the Commission can work together to clarify the motion before it is finalized.

Commissioner Ward referred the Commission to the section on Meeting Decorum.

Mr. Astorga clarified that Section C: For-and-Against Format would be removed and the Chair would remain responsible for maintaining order during meetings. The Commission confirmed its agreement.

Francisco directed the Commission to Attachment 5 of the packet which covers the 2026 Chair Meeting Guide which does not need adoption or recommendation. Mr. Astorga said a printed copy will be accessible to all Commission members.

Commission members thanked Mr. Astorga for all his work on the amendments.

Open Public Hearing 7:46 p.m.

Gary Davis recommended a more condensed format for meeting minutes. He also commented on “permissible bias” under Section 14-2-103(5)(c), suggested using a show of hands to gauge audience consensus on a topic, and discussed the presence of police officers at Planning Commission meetings.

Chair Bott closed the Public Hearing at 7:51 p.m.

Commissioner Jaro Welch motioned to forward a positive recommendation to the City Council for the proposed Planning Commission Code and Planning Commission Rules of Order Update Land Use Code Text Amendment with modifications as discussed. Commissioner Child seconded the motion. The motion passed unanimously with Commissioners Bott, Gilmore, Welch Jaro, Perkes, Ward, Arbuckle, and Child voting “aye.”

5. Land Use Terminology and Definitions Update

Mr. Astorga asked the Commission for more time to work on the item. He asked to continue item until September 15.

Commissioner Ward moved to continue Land Use Terminology and Definitions to September 15, 2026. Commissioner Arbuckle seconded the motion. The motion passed unanimously with Commissioners Bott, Gilmore, Welch Jaro, Perkes, Ward, Arbuckle, and Child voting “aye.”

6. Detached Accessory Dwelling Unit Update for Compliance with State Code

Mr. Astorga presented the item outlined in the packet. Commissioner Ward suggested adding the word “Additionally” to line 122 in Subsection 13 of Section C to better connect the language to the setback requirement. The text was revised accordingly.

Vice Chair Gilmore suggested making the last sentence of Subsection 13 its own subsection. The text was revised accordingly.

Chair Bott questioned the 1,250-square-foot limitation for detached ADUs, noting that affordability is relative

Vice Chair Gilmore clarified that Chair Bott did not believe a maximum ADU square footage was necessary because other requirements, including maximum lot coverage, already regulate the size of an ADU. Chair Bott confirmed her understanding.

Mr. Astorga explained that the intent of the current code was a basic correlation with size and affordability.

Chair Bott expressed concern about the City determining what is affordable for individual property owners. Commissioner Child explained that affordable housing requirements are established by the State and that the City does not define affordability independently. Chair Bott questioned whether all ADUs need to meet State affordable housing criteria. Commissioner Child said she understood his position but did not fully agree.

Chair Bott said larger ADUs could help families remain in Bountiful and emphasized property owners' rights.

Chair Bott suggested removing the square-foot limitation.

Commissioner Jaro Welch disagreed with Chair Bott's suggestion to remove the square-foot limitation. Drawing on her professional experience with federal affordable housing, she questioned at what size an ADU would cease to function as an accessory dwelling and instead become a primary residence. Chair Bott responded that the existing 10% lot coverage limitation for accessory structures could regulate the size and distinguish an accessory structure from a primary residence.

Chair Bott read the purposes of an ADU under §14-14-124 of the Code and said purpose #6 would be most likely to dictate the size of an ADU.

Commissioner Arbuckle noted that the ADU approval process is more streamlined than the review process for a single-family dwelling and said that a maximum ADU size of 1,800 square feet would be reasonable.

Mr. Astorga discussed options for moving forward, including incorporating an increase to the maximum ADU square footage. He noted that the City Council would have final approval and may choose not to approve the increase because it does not directly relate to the General Plan, in which case the issue could be addressed separately later.

Chair Bott opened the Public Hearing at 8:27 p.m.

Mr. Davis said detached ADUs should not have a maximum square-foot limitation beyond the existing 10% lot coverage requirement.

Chair Bott closed the public hearing at 8:28 p.m.

Vice Chair Gilmore motioned to forward a positive recommendation to the City Council for the proposed Detached Accessory Dwelling Unit Update for Compliance with State Code with modifications as discussed, not including the square-foot limitations as discussed. Commissioner Child seconded the motion. The motion passed unanimously with Commissioners Bott, Gilmore, Welch Jaro, Perkes, Ward, Arbuckle, and Child voting "aye."

7. Director's Report

Mr. Astorga reminded the Commission about attending the APA Conference on September 9-10.

8. Adjourn

Chair Bott thanked the Commission and Staff for the lengthy work-session discussion and adjourned the meeting at 8:32 p.m.