

MINUTES OF THE BOUNTIFUL CITY PLANNING COMMISSION

Tuesday, August 4, 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: Vice Chair Gilmore, Jamie Welch Jaro, Darrin Perkes, Aaron Arbuckle, and Beth Child

Planning Director: Francisco Astorga
City Engineer: Lloyd Cheney
City Attorney: Brad Jeppsen
Recording Secretary: Rachel Coleman

Excused:

Commissioner Beverly Ward and Chair Alan Bott

1. Welcome

Vice Chair Gilmore called the meeting to order at 6:30 p.m. and welcomed everyone.

Vice Chair Gilmore noted that the Planning Commission meeting was being held in the Council Work Room due to lighting issues in the Council Chambers.

2. Meeting Minutes from July 21, 2026

Commissioner Perkes referred to Line 123 of the packet and stated that he did not believe the phrase, "*consider adding a pedestrian entrance on the north side of the property,*" was part of the Commission's official recommendation.

Commissioner Child moved to approve the minutes from July 21, 2026 with Staff verifying the language of the motion. Commissioner Perkes seconded the motion. The motion was unanimously approved by Commissioners Gilmore, Welch Jaro, Perkes, Arbuckle, and Child.

3. 725 South Main Street – Bountiful Library Remodel Final Architectural and Site Plan Review

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

He acknowledged the representatives from Davis County Library in attendance.

Mr. Astorga said that the reason for the Site Plan Approval application was because of vehicular circulation change, including removing the drive access on Main Street. Mr. Astorga said that the proposal does not add square footage or multiple stories.

Lanette Mills from Davis County Library said that the plans indicate removing square footage.

Mr. Astorga noted that the Staff Report included Sample Motions.

Mr. Astorga invited the commissioners to ask questions.

Vice Chair Gilmore asked the applicant, Davis County Facilities Director, Lane Rose, if he had any questions for Staff or the Commission. Mr. Rose said he did not have any comments.

Vice Chair Gilmore opened discussion.

Commissioner Welch Jaro referred to Page 9 of the packet where it talks about Staff needing to address the proposal of subject property meeting the ADA ramp requirements. She asked Staff if the proposed main entrance of the building will be where the existing main entrance is.

Mr. Astorga referred to Page 18 of the packet and asked the applicant to confirm that the proposed main entrance would remain in the same location as the existing entrance. Commissioner Perkes noted that the site plan showed the vestibule would be removed, but the main entrance would remain on the south side of the building. Mr. Rose confirmed Commissioner Perkes' observation.

Commissioner Welch Jaro referred to Page 13 of the packet and asked whether a ramp would provide access from the parking lot to the basement door on the north side of the building. She noted that the plans showed stairs leading to the basement door but did not indicate a ramp. She asked whether the basement door was intended to serve as an accessible entrance. Mr. Astorga referred to Page 19 of the packet to identify the basement door. Mr. Rose explained that the basement door provides access to a multipurpose room and is intended to serve as an emergency exit, not as the primary entrance.

Commissioner Arbuckle expressed support for the proposed plans, particularly the effort to activate the creek corridor along the north side of the property. Referring to Page 22 of the packet, he asked whether improvements would be made to the exterior lighting. Mr. Rose confirmed that the project includes upgraded lighting along the pathways. Mr. Rose added that he has been working with the City to extend the trail along the creek behind the Senior Center.

Commissioner Child referred to Page 19 of the packet and wanted verification about the location of the children's section.

Ms. Mills explained that the children's section will be located in the southeast quadrant of the basement. She said the story time area will be located in the southeast corner, with the children's book collection immediately north of the story time area.

Vice Chair Gilmore commented about the beauty of the proposed building and liked that it honors the historic design with a modern touch. She said she will miss visiting the temporary location (85 N Main St.) of the library because it activates downtown.

Commissioner Arbuckle moved forwarding a positive recommendation to City Council to approve the Bountiful Library Remodel Final Architectural and Site Plan Review at 725 South Main Street based on the findings and recommendation in the Staff Report. Commissioner Child seconded the motion. The motion was passed unanimously with Commissioners Gilmore, Welch Jaro, Perkes, Arbuckle, and Child voting “aye.”

4. Utah Open and Public Meetings Act Training

City Attorney Jeppsen opened the training by saying that it is mandated by law for the Commission to go through an ethics training.

Vice Chair Gilmore moved to relocate to the Planning Conference Room due to technical difficulties. Commissioner Arbuckle seconded the motion. The motion was passed unanimously with Commissioners Gilmore, Welch Jaro, Perkes, Arbuckle, and Child voting “aye.”

City Attorney Jeppsen provided the Planning Commission with training on the Utah Open and Public Meetings Act (OPMA). As part of the training, Mr. Jeppsen showed the *Introduction to the Open and Public Meetings Act* video, which provided an overview of the basic requirements and responsibilities applicable to public bodies under the Act. The training lasted approximately 30 minutes.

Commissioner Perkes asked whether the Planning Commission had ever held a closed meeting. Mr. Astorga said that, in his experience, he had never seen the Commission hold a closed meeting. Mr. Jeppsen explained that a closed meeting could be necessary to discuss matters involving an individual commissioner. As an example, he noted that if a commissioner were hospitalized, the Commission may need to discuss how to proceed.

5. Director's Report

Mr. Astorga explained that today's training would count as one hour toward the Commission's required four hours of annual training. He noted that the Commission has completed one hour so far. He invited the Commissioners to attend the APA Utah Conference on September 9 and 10, 2026, in Farmington, noting that attendance would fulfill the remainder of their annual training requirement.

Mr. Astorga said the Planning Commission last reviewed its bylaws in 2020 and noted that none of the current commissioners were serving at that time. He said it would be appropriate for the Commission to review the bylaws again and proposed doing so at the next meeting.

6. Adjourn

Vice Chair Gilmore adjourned the meeting at 7:17 p.m.