

Bountiful City
Planning Commission Minutes
December 17, 2019

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

Excused: City Engineer – Lloyd Cheney

1. Welcome and Introductions.

Chair Monson opened the meeting at 6:30 pm and welcomed all those present. He thanked Von Hill for all his time and effort that he put into the Planning Commission and wished him well in his next adventure.

2. Approval of the minutes for December 3, 2019.

Staff noted that the date of the minutes to be approved should be corrected to November 19, 2019 as there was not a Planning Commission meeting on December 3, 2019. Jim Clark made a motion to approve the minutes for November 19, 2019 as written. Richard Higginson seconded the motion. Voting passed 6-0 with Commission members Bell, Clark, Higginson, Hill, Monson, and Spratley voting aye.

Sam Bawden arrived.

3. Consider approval of the 2020 Planning Commission Meeting Calendar.

Sharon Spratley made a motion to approve the 2020 Planning Commission Meeting Calendar. Jesse Bell seconded the motion. Voting passed 7-0 with Commission members Bawden, Bell, Clark, Higginson, Hill, Monson, and Spratley voting aye.

4. Election of Chairman and Vice Chairman of the Planning Commission for 2020.

Sharon Spratley made a motion to elect Sean Monson as the 2020 Chairman.

Voting passed 6-0 with Commission members Bawden, Bell, Clark, Higginson, Hill, and Spratley voting aye and Monson abstained.

Sharon Spratley made a motion to elect Jesse Bell as the 2020 Vice Chairman.

Voting passed 6-0 with Commission members Bawden, Clark, Higginson, Hill, Monson and Spratley voting aye and Bell abstained.

5. Discussion of Planning Commission Rules and Procedures.

Francisco Astorga presented the proposed adopted Planning Commission Rules and Procedures.

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.

Covered Items Include:

1. Proposed Procedures for Conducting Business
 - a. Commencing and Adjourning a Meeting
 - b. Agenda Items
 - c. Public Hearings
 - d. Temporary Vice Chair
2. Significant Impacts
3. Miscellaneous-Sample Motions
 - a. Positive or Modified Positive Recommendation
 - b. Approval/Granting or Modified Approval/Granting
 - c. Negative Recommendation/Denial
4. Attachments

Chair Monson asked for guidance about directing comments from the audience during public hearings. Mr. Astorga stated that he appreciated the way that Chair Monson stated the expectations for the public comments and especially that comments be directed to the Commission members. He also stated that Bountiful City is going beyond the current State regulations for noticing meetings and Public Hearings. Mr. Higginson appreciated how the Chairman balances the public needs to have information and the structure that the meeting should have. Chair Monson asked if the Commission should have any discussion in between the motion and the second. It was stated that the discussion should be either before the motion or after the second.

Ms. Spratley asked for direction for comments from the public that are not for items on the Planning Commission agenda. Mr. Higginson stated the Planning Commission should not be taking comments from the public outside of agenda items and that the public should be in contact with City Council members for comments. Mr. Drake stated that the public should utilize the public comment time at the City Council meetings.

Mr. Bell appreciated that the staff have been going beyond the regulated noticing for the City meetings.

Adoption will be brought back to Planning Commission in January for recommendation to the City Council.

6. PUBLIC HEARING – Preliminary Subdivision Plat at 1265 North and 1295 North Main Street.

Francisco Astorga stated that this item will be postponed to a future date.

Mr. Hill asked for clarification on Public Hearing for Subdivision Plat. Mr. Astorga stated that Bountiful City follows state code and Subdivision Plat requires a Public Hearing. He stated that this agenda item will be noticed again.

Chair Monson opens **Public Hearing** at 6:54 p.m.

Berlin Duncan 1330 N 200 East. Mr. Duncan asked what has changed from the previous meeting. Mr. Astorga stated that the previous meetings were for an approval of a rezone and this meeting is an approval of the next phase of this project.

Chair Monson closed the **Public Hearing** meeting at 6:56 p.m.

Richard Higginson made a motion to continue this item to a date uncertain. Jim Clark seconded the motion. Voting passed 7-0 with Commission members Bawden, Bell, Clark, Higginson, Hill, Monson and Spratley voting aye.

Chair Monson ascertained there were no other items to discuss. The meeting was adjourned at 6:57 p.m.



Francisco Astorga, Planning Director