

1 **DRAFT Minutes of the**  
2 **BOUNTIFUL CITY PLANNING COMMISSION**  
3 **Tuesday, November 19, 2024 – 6:30 p.m.**  
4

5 Official notice of the Planning Commission Meeting was given by posting an agenda at City  
6 Hall, and on the Bountiful City Website and the Utah Public Notice Website.  
7

8 **City Council Chambers**  
9 795 South Main Street, Bountiful, Utah 84010  
10

11 Present: Planning Commission Chair Lynn Jacobs, Krissy Gilmore,  
12 Beverly Ward, Jim Clark, and Richard Higginson  
13  
14 Planning Director Francisco Astorga  
15 Senior Planner Amber Corbridge  
16 Assistant Planner DeAnne Morgan  
17 City Engineer Lloyd Cheney  
18 Recording Secretary Sam Harris  
19  
20 Excused: Planning Commission Alan Bott and Sean Monson  
21 City Attorney Bradley Jeppson  
22

23 **1. Welcome**  
24

25 Chair Jacobs called the meeting to order at 6:30 p.m. and welcomed everyone.  
26

27 **2. Meeting minutes from October 01, 2024**  
28

29 Commissioner Clark motioned to approve the minutes from October 01, 2024. Commissioner  
30 Higginson seconded the motion. The motion was approved with Commissioners Jacobs,  
31 Gilmore, Ward, Clark, and Higginson voting “aye.”  
32

33 **3. Meeting minutes from October 15, 2024**  
34

35 Commissioner Clark motioned to approve the minutes from October 15, 2024. Commissioner  
36 Higginson seconded the motion. The motion was approved with Commissioners Jacobs,  
37 Gilmore, Ward, Clark, and Higginson voting “aye.”  
38

39 **4. Land Use Code Text Amendment for Accessory Structures and Retaining Wall Heights**  
40  
41

42 Planning Director Astorga recommended that the Planning Commission forward this item to a  
43 date uncertain, as this staff-initiated item needed more time for research and preparation.  
44

45 Commissioner Higginson motioned to continue the Public Hearing to an uncertain date.  
46 Commissioner Clark seconded the motion. The motion was approved with Commissioners  
47 Jacobs, Gilmore, Ward, Clark, and Higginson voting “aye.”  
48

49 **5. Variance Request to Construct a driveway on Slopes over 30% at 1629 East Maple Hills**  
50 **Drive**

51  
52 Assistant Planner Morgan presented the item as outlined in the packet.  
53

54 Chair Jacobs opened the Public Hearing at 6:42 p.m. Tian Liang (resident) questioned how to  
55 make sure this variant is not going to disturb the land. Chair Jacobs closed the Public Hearing at  
56 6:44 p.m.  
57

58 City Engineer Cheney mentioned that as part of the building process, the applicant will be  
59 required to submit a geotechnical evaluation. City Engineer Cheney also stated that any retaining  
60 walls that are constructed will have to be designed by a licensed engineer and that the home  
61 construction and retaining walls are permitted separately. City Engineer Cheney stated that one  
62 of the responsibilities of the construction of this project is that all of the effects will have to be  
63 contained or mitigated on the site with the improvements that are built, if there's damage  
64 between adjacent properties, that's a civil matter, something the city doesn't get involved in.  
65

66 Commissioner Higginson asked about the neighbor’s driveway being on the property line and  
67 how that happened. He also asked what the elevation difference between the two proposed points  
68 is.  
69

70 Planning Director Astorga stated that the existing driveway could be on the property line but  
71 there is no setback required for driveways.  
72

73 Zachary Moore(applicant) stated that they feel comfortable that the design is safe and that they  
74 plan to maintain the safe conditions for the neighbors.  
75

76 Commissioner Higginson motioned to approve. Commissioner Gilmore seconded the motion.  
77 The motion was approved with Commissioners Jacobs, Gilmore, Ward, Clark, and Higginson  
78 voting “aye.”  
79

80 **6. Zone Map Amendment from RM-19 to MXD-R at 2122 Orchard Drive**

81  
82 Senior Planner Corbridge presented the item as outlined in the packet.  
83

84 Commissioner Gilmore asked if they decide to tear down existing buildings and rebuild, would it  
85 have to come back to planning commission. Senior Planner Corbridge stated that if it is  
86 significant and different than what gets approved here, then it would have to come back through  
87 planning commission.  
88

89 Commissioner Higginson had concerns with the phasing process proposed and the narrow-  
90 limited access at the site and the moving from back to front and front to back. Planning Director  
91 Astorga explained the staff's thought process of alternating residential to non-residential and the  
92 concerns of the non-residential not being complete.

93  
94 Commissioner Higginson asked if there is a way for us, through an increased setback at the West  
95 property line, to not be so intimidated to the neighbors on Penman. Planning Director Astorga  
96 stated that they absolutely have that opportunity.

97  
98 Chair Jacobs opened the Public Hearing at 7:14 p.m. A resident had concerns about the zone  
99 change and people doing what they want. Another resident had concerns about the phasing, cost,  
100 time and effort. Chair Jacobs closed the Public Hearing at 7:17 p.m.

101  
102 Commissioner Gilmore made comments about preserving the buildings and her agreement with  
103 staff on the phasing. She also brought up the possible use of Deed Restrictions.

104  
105 Commissioner Ward made comments about the parking lot to the North being hard to turn  
106 around in. She stated concerns regarding the staff proposed phasing plan and potential issues  
107 blocking traffic if the project construction takes too much time.

108  
109 Commissioner Jacobs had concerns about the phasing plan being in the best interest of the city  
110 but not the best interest of the residents, stating that the proposed phasing plan will drag it out  
111 and be hard for the residents living there.

112  
113 Brian Knowlton (applicant) stated that they are committed to developing this section of the city  
114 and that what they are doing would be beneficial for the community.

115  
116 Randy Beyer (applicant) stated that their plan is to widen the parking area to help with traffic  
117 flow in and out of the development. Randy Beyer also stated that they can appreciate the Deed  
118 Restriction comment and that they love the idea of being able to maintain housing stock.

119  
120 Staff stated that the buildings on Orchard Drive are of mixed use, they are involving residential  
121 type. Staff also stated this might be enough to consider approving their phasing plan because it  
122 involves residential units. Staff made a comment regarding the residential buffering, by stating  
123 that they don't think they need to add any setbacks since the height isn't more than a single  
124 family residential.

125  
126 Commissioner Jacobs motioned that we forward a positive recommended City Council to  
127 approve the zone map amendment RM-19 and C-G to MXD-R subject to the following  
128 conditions:

- 129  
130 1. Submit an updated parking study for review (via Site Plan Application) if the  
131 proposed commercial space changes from office to a more intense permitted  
132 commercial use, based on increased parking demand.  
133 2. Staff recommends add inviting features/elements such as benches, tables, and/or

- 134 chairs to the public amenity areas.  
135 ~~3. Follow the Staff recommended phasing plan outlined above.~~  
136 4. Combine the two parcels (050020125 and 050020047) as a condition of approval  
137 prior to building permit approval.  
138 ~~5. Update Development Plan to show the proposed minimum setbacks from existing~~  
139 ~~building and proposed building.~~  
140 6. Buildings X1 and D shall be limited to two stories, and the plan be updated.  
141

142 New Conditions to read as follows:

- 143  
144 1. Submit an updated parking study for review (via Site Plan Application) if the  
145 proposed commercial space changes from office to a more intense permitted  
146 commercial use, based on increased parking demand.  
147 2. Staff recommends add inviting features/elements such as benches, tables, and/or  
148 chairs to the public amenity areas.  
149 3. Combine the two parcels (050020125 and 050020047) as a condition of approval  
150 prior to building permit approval.  
151 4. Buildings x1 and D shall be limited to two stories, and the plan be updated.  
152

153 Commissioner Higginson seconded the motion. The motion was approved with Commissioners  
154 Jacobs, Gilmore, Ward, Clark, and Higginson voting “aye.”  
155

156 **7. Planning Director’s Report/Update**  
157

158 Planning Director Astorga reported on the Work Session regarding the parking gravel discussion  
159 and public spaces in the R-4. Planning Director Astorga also reported that they are still working  
160 on the General Plan. We also discussed Planning Commission Dinner taking place on December  
161 03, 2024.  
162

163 **8. Adjourn**  
164

165 Chair Jacobs adjourned the meeting at 7:59 p.m.