

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY**
2 **PLANNING COMMISSION WORK MEETING**

3
4 **Wednesday, June 7, 2023**
5 **5:00 p.m.**
6 **2277 East Bengal Boulevard**
7 **City Council Work Room**
8

9 **ATTENDANCE**

10
11 **Members Present:** Chair Jesse Allen, Commissioner Dan Mills, Commissioner Lucy
12 Anderson, Commissioner Jessica Chappell, Commissioner Jonathan
13 Ebbeler, Commissioner Mike Shelton, Commissioner Mike Smith
14

15 **Staff Present:** Community and Economic Development Director Michael Johnson, City
16 Planner Ian Harris, Senior Planner Samantha DeSeelhorst, Deputy City
17 Recorder Maria Devereux, System Administrator Alex Earl
18

19 **Excused:** Commissioner Sean Steinman
20

21 **WORK SESSION**
22

23 Chair Jesse Allen called the Work Meeting to order at 5:01 p.m.
24

25 Chair Allen nominated Commissioner Dan Mills to serve as the new Planning Commission Chair.
26

27 ***Commissioner Ebbeler moved to RECOMMEND Commissioner Dan Mills be elected to serve***
28 ***as Chair and Commissioner Lucy Anderson as Vice-Chair. Commissioner Shelton seconded***
29 ***the motion.***
30

31 Community and Economic Development Director, Michael Johnson stated that the Planning
32 Commission will move forward with the consensus that Commissioner Mills be recommended as
33 Chair with Commissioner Anderson as Vice Chair. The item will be placed as an Action Item at
34 the next Planning Commission Business Meeting at which time will be considered and a formal
35 vote will be taken. Mr. Johnson expressed appreciation for Commissioner Allen and his six years
36 of service on the Planning Commission.
37

38 ***The motion was withdrawn.***
39

40 **1.0 Review Business Session Agenda.**
41

42 The Business Session Agenda was reviewed.
43

44 **2.0 Additional Discussion Items.**
45

46 City Planner, Ian Harris reviewed Project SUB-23-002 - Public Hearing and possible action on a
47 Subdivision Amendment. The subject properties are located at 7041 South 2700 East and 7059

1 South 2700 East. The request is to adjust the property lines of two parcels representing a change
2 to the existing Sunburst Circle Subdivision. Lot 1 contains a single-family home and was
3 constructed concurrent with the time the of Sunburst Circle Subdivision Plat. Lot 2 is not a platted
4 lot and both are owned by the applicant. A property rendering was displayed. He reported that
5 the property line between the two properties would be shifted south in order to allocate additional
6 property to Lot 1 while still ensuring that Lot 2 meets the R-1-8 zoning standards.

7
8 It was the intent of the property owner to construct an accessory building for his personal use.
9 However, under the current arrangement of the two parcels, the proposed building would be
10 located at 7059 South 2700 East, which is an undeveloped parcel that does not have a primary
11 dwelling. Mr. Harris explained that accessory buildings must be located on the same parcel as a
12 primary dwelling to be deemed secondary, or accessory to a primary dwelling. To construct a
13 compliant accessory structure, the applicant is proposing to adjust the shared property line between
14 the two parcels, which would allow for the accessory structure to fit on the same parcel as the
15 primary dwelling.

16
17 Mr. Harris stated that the maximum lot coverage in the R-1-8 Zone is 50%. Lot 1 exceeds this
18 limit currently but will be brought into conformance if the Subdivision Amendment is approved.
19 Any new structure built on either lot will be required to comply with the lot coverage limits. Lot
20 setback requirements were reviewed. He reported that both of the proposed lots will meet the
21 8,000-square-foot minimum lot size development standards for the R-1-8 Zone. Lot coverage
22 requirements will be addressed at the time of the Accessory Dwelling Application. Staff
23 recommended approval with conditions enumerated in the Staff report.

24 25 **3.0 Adjournment.**

26
27 ***Commissioner Smith moved to adjourn. Commissioner Shelton seconded the motion. The***
28 ***motion passed with the unanimous consent of the Commission.***

29
30 The Work Meeting adjourned at 5:31 p.m.

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY**
2 **PLANNING COMMISSION BUSINESS MEETING**

3
4 **Wednesday, June 7, 2023**
5 **6:00 p.m.**
6 **2277 East Bengal Boulevard**
7 **City Council Chambers**
8

9 ***ATTENDANCE***

10
11 **Members Present:** Chair Jesse Allen, Commissioner Dan Mills, Commissioner Lucy
12 Anderson, Commissioner Jessica Chappell, Commissioner Jonathan
13 Ebbeler, Commissioner Mike Shelton, Commissioner Mike Smith
14

15 **Staff Present:** Community and Economic Development Director Michael Johnson, City
16 Planner Ian Harris, Senior Planner Samantha DeSeelhorst, Deputy City
17 Recorder Maria Devereux, System Administrator Alex Earl
18

19 **Excused:** Commissioner Sean Steinman
20

21 **BUSINESS SESSION**

22
23 **1.0 Welcome and Acknowledgments.**

24
25 **1.1 ExParte Communications or Conflicts of Interest to Disclose.**

26
27 Chair Allen called the meeting to order at approximately 6:00 p.m. There were no communications
28 or disclosures shared by any of the Commissioners.
29

30 **2.0 General Public Comment.**

31
32 There were no public comments.
33

34 **3.0 Business Items.**

35
36 **3.1 Project SUB-23-002 A public hearing and possible action on a subdivision**
37 **amendment at 7041 S. 2700 E. The proposal seeks to adjust the property lines**
38 **of two parcels, representing a change to the existing Sunburst Circle**
39 **Subdivision.**
40

41 City Planner, Ian Harris presented the Staff Report and stated that the application is a request for
42 a Subdivision Amendment on property located at 7041 South 2700 East. The applicant seeks to
43 adjust the property lines of two parcels representing a change to the existing Sunburst Circle
44 Subdivision. The property located at 7041 South contains a single-family home constructed when
45 the Sunburst Circle Subdivision was platted. The adjacent property located at 7059 South is not a

1 platted lot and both are owned by the applicant. Due to the adjustment being outside the boundary
2 of a subdivision plat, the matter requires Planning Commission approval.

3
4 Spencer Llewelyn was present representing the property owner, John Stout, who is requesting a
5 property line adjustment to accommodate an accessory structure.

6
7 Chair Allen opened the public hearing.

8
9 *Dan Rawlins* identified himself as the adjacent property owner and stated he recently spoke with
10 the applicant regarding the request. There were issues with the applicant due to a previous project
11 that required access to an easement along the north edge of his property. Mr. Rawlins questioned
12 whether a power line will be extended to the proposed accessory building.

13
14 Chair Allen believed Mr. Rawlins' question was not applicable to the current application and
15 recommended he address his concern with Staff.

16
17 There were no additional public comments. The public hearing was closed.

18
19 ***Commissioner Shelton moved to CLOSE the public hearing. Commissioner Ebbeler seconded***
20 ***the motion. The motion passed with the unanimous consent of the Commission.***

21
22 ***Commissioner Smith moved to APPROVE SUB-23-002 subject to the following:***

23
24 ***Conditions:***

- 25
26 ***1. The project must comply with all review comments provided by staff during the***
27 ***technical review of the final plat.***
28
29 ***2. The final plat shall be recorded with Salt Lake County.***
30

31 ***Commissioner Ebbeler seconded the motion. Vote on motion: Commissioner Mills-Aye,***
32 ***Commissioner Anderson-Aye, Commissioner Chappell-Aye, Commissioner Ebbeler-Aye,***
33 ***Commissioner Shelton-Aye, Commissioner Smith-Aye, Chair Allen-Aye. The motion passed***
34 ***unanimously.***
35

36 **4.0 Consent Agenda**

37
38 **4.1 Approval of Planning Commission Minutes from April 19, 2023.**

39
40 ***Commissioner Ebbeler moved to APPROVE the Planning Commission Minutes from April 19,***
41 ***2023. Commissioner Anderson seconded the motion. Vote on motion: Commissioner Mills-***
42 ***Aye, Commissioner Anderson-Aye, Commissioner Chappell-Aye, Commissioner Ebbeler-Aye,***
43 ***Commissioner Shelton-Aye, Commissioner Smith-Aye, Chair Allen-Abstained. The motion***
44 ***passed unanimously with one abstention.***
45

1 **4.2 Approval of Planning Commission Minutes from May 3, 2023.**
2

3 *Commissioner Ebbeler moved to APPROVE the Planning Commission Minutes from May 3,*
4 *2023, as modified. Commissioner Shelton seconded the motion. Vote on motion:*
5 *Commissioner Mills-Aye, Commissioner Anderson-Aye, Commissioner Chappell-Aye,*
6 *Commissioner Ebbeler-Aye, Commissioner Shelton-Aye, Commissioner Smith-Aye, Chair*
7 *Allen-Abstained. The motion passed unanimously with one abstention.*
8

9 **5.0 Adjourn.**
10

11 *Commissioner Shelton moved to ADJOURN. Commissioner Ebbeler seconded the motion. The*
12 *motion passed with the unanimous consent of the Commission.*
13

14 The Planning Commission Meeting adjourned at 6:13 p.m.
15

1 *I hereby certify that the foregoing represents a true, accurate, and complete record of the*
2 *Cottonwood Heights City Planning Commission Work Meeting and Regular Meeting held*
3 *Wednesday, June 7, 2023.*

4
5 Teri Forbes

6 Teri Forbes
7 T Forbes Group
8 Minutes Secretary

9
10 Minutes Approved: _____