

**MINUTES OF THE COTTONWOOD HEIGHTS ARCHITECTURAL REVIEW  
COMMISSION (“ARC”) MEETING HELD IN-PERSON AND VIA ZOOM ON  
THURSDAY, OCTOBER 26, 2023, AT 6:00 P.M. AT COTTONWOOD CITY HALL  
LOCATED AT 2277 EAST BENGAL BOULEVARD, COTTONWOOD HEIGHTS, UTAH.**

**Members Present:** Commissioner Scott Peters, Chair  
Commissioner Sarah Kovac  
Commissioner Zahra Hassanipour  
Commissioner Niels Valentiner  
Commissioner Scott Chapman

**Staff Present:** Community and Economic Development Director, Michael Johnson  
Senior City Planner, Samantha DeSeelhorst  
Associate Planner & Sustainability Specialist Ian Harris  
Deputy City Recorder, Maria Devereux  
IT Tech, Alex Earl

**Excused:** Commissioner Stephen Harman  
Commissioner Scott Henrickson

**Others:** Parker Thompson  
Corey Middleton  
Michael Van Leeuwen  
Adam Van Leeuwen

**BUSINESS MEETING**

**1.0 Welcome and Acknowledgements.**

Chair Peters called the meeting to order at 6:00 p.m.

**1.1 Ex-Parte Communications or Conflicts of Interest to Disclose.**

There were no ex-parte communications or conflicts of interest to disclose.

**2.0 Business Items**

**2.1 Project CUP-23-012 Review and Potential Action on a Certificate of Design  
Compliance Request by Van Leeuwen Dentistry for Exterior Changes to an  
Existing Building at 1845 East Fort Union Boulevard.**

Senior City Planner, Samantha DeSeelhorst, presented the Staff Report and displayed the property request under review that is located at 1845 East Fort Union Boulevard. The applicant is seeking a Certificate of Design Compliance for exterior changes to an existing building. An aerial property rendering was displayed. Staff recommended approval of the request with the conditions enumerated in the Staff Report. The property was previously a Chase Bank Branch and has been

1 vacant for several years. The applicant, Van Leeuwen Dentistry, was issued a Conditional Use  
2 Permit by the Planning Commission in September 2023 to operate a dental clinic in this location.  
3 Van Leeuwen Dentistry has operated in Cottonwood Heights for several decades and is currently  
4 located on Fort Union Boulevard and Promenade. The applicant purchased the site and in order  
5 to retrofit the existing building, they will be modifying the interior floor plan and exterior updates.  
6 The property is located within the Gateway Overlay District, which requires approval of exterior  
7 modifications. The applicant requested a Certificate of Design Compliance to make the following  
8 changes:

- 9
- 10 • Refinish the existing red brick with a limewash treatment;
- 11 • Incorporate siding accents of Hardie shaker shingles and roofing accents of standing seam
- 12 roofing;
- 13 • Remove the existing bank drive-thru and replace it with a rear entrance and additional
- 14 window;
- 15 • Update the site landscaping with new plantings in the front yard and adjust the layout to
- 16 accommodate additional parking stalls approved by the Planning Commission.
- 17

18 Ms. DeSeelhorst displayed the Site Plan showing the existing building. The primary roofing will  
19 remain with the grey asphalt shingle and handrails to be painted to match the updated window  
20 grids and framing. The existing shutters will be removed. The applicant is proposing to replace  
21 the grass in the front with low-water species landscaping. Staff reported that the parking  
22 requirements have been met. The layout was reviewed by the City Engineer, who had comments  
23 to be addressed in the Building Permit submittal related to circulation, signage, and the proper  
24 striping of the Americans with Disabilities Act (“ADA”) parking stall.

25  
26 Chair Peters asked if the applicant has proposed curb and gutter. Ms. DeSeelhorst reported that  
27 she would confirm that with the applicant but did not see curb and gutter proposed on the plan.

28  
29 Staff found that the project complies with the relevant City’ Code requirements and the Design  
30 Guidelines including compliance with requirements for entrances, windows, four-sided design,  
31 building color, landscape, streetscape, and signs. Staff recommended that the ARC include a  
32 condition of approval that requires the applicant to repair the broken portions of the property’s  
33 perimeter fencing to fully comply with maintenance and modification requirements.

34  
35 The applicant, Adam Van Leeuwen, reported that he has resided in Cottonwood Heights for many  
36 years. He intended to remove the island to allow for better access. The awning on the east side is  
37 located over the stair access to the basement and serves to keep the area dry. The curbing on the  
38 northwest corner will remain unchanged and work on the parking lot will improve the grade and  
39 ADA requirements. Drainage issues were discussed.

40  
41 In response to a comment, Ms. DeSeelhorst confirmed that the subject property will have one-way  
42 access with arrows designating the ingress and egress. The City Engineer included a condition to  
43 his assessment that signage be added to provide clear direction to enter and exit only.

44  
45 Chair Peters referenced the Landscape Plan and would like to see the curb extended and continue  
46 around to a planter area, especially if there is a need for retention. He preferred the addition of

1 three trees in the front and 50% coverage in the beds with shrubs. He recommended plantings in  
2 the parking area where grass is to be removed between the street and sidewalk. Ms. DeSeelhorst  
3 reported that at Staff level when issuing a Building Permit, will require plantings despite the City  
4 Ordinance.

5  
6 Commissioner Valentiner recommended the additional trees be located on the property rather than  
7 the park strip, which is narrow. Staff recommended the Commission include the desired tree  
8 location in the motion. Chair Peters stressed the importance of trees being located in front of the  
9 property to provide shade along the sidewalk and to soften the streetscape.

10  
11 Commissioner Zahra asked if when parking in the two additional parking lots, visitors will have  
12 to walk around and enter the building from the sidewalk. Ms. DeSeelhorst indicated that a street-  
13 facing entrance is required in several plans as well as in City Code. It was anticipated that most  
14 will park and enter from the rear.

15  
16 ***Commissioner Valentiner moved to APPROVE the request and issue a Certificate of Design***  
17 ***Compliance for Project CUP-23-012 subject to the following:***

18  
19 ***Conditions:***

- 20  
21 ***1. Extend the curb into the northwest triangle area creating a planter with drainage***  
22 ***with a tree planted within.***  
23  
24 ***2. Add three trees in the front in the small landscaping bed areas around the***  
25 ***driveway access points compliant with all clear view requirements at intersections***  
26 ***and driveways. Should the three trees not be in compliance with the visibility***  
27 ***triangle, consider the addition of one tree in the designated area as discussed.***  
28  
29 ***3. 50% of plantings include shrub and ground cover coverage that are within the***  
30 ***planter areas on the landscaping plan, not including tree canopies.***  
31  
32 ***4. Add plantings in the park strip area compliant with City Park Strip Landscaping***  
33 ***Requirements.***  
34  
35 ***5. Whatever is feasible in terms of plantings and landscaping in the small western***  
36 ***landscape sliver of land.***  
37  
38 ***6. The applicant shall be required to repair the broken portions of the property's***  
39 ***perimeter fencing.***  
40

41 ***Commissioner Chapman seconded the motion. The motion passed with the unanimous consent***  
42 ***of the Commission.***  
43

1     **3.0     Consent Agenda**

2  
3             **3.1     Approval of Minutes of October 26, 2023.**

4  
5     *Commissioner Kovac moved to APPROVE the minutes of October 26, 2023, after the following*  
6     *process has been met. The Recorder will prepare the minutes and email them to each member*  
7     *of the Commission. Members will have five days to review the minutes and provide any changes*  
8     *to the Recorder. If, after five days, there are no changes, the minutes will stand approved. If*  
9     *there are changes, the process will be followed until the changes are made and the Commission*  
10    *agrees at which time the minutes shall be deemed approved. Commissioner Kovac seconded the*  
11    *motion. The motion passed with the unanimous consent of the Commission.*

12  
13    **4.0     Adjournment**

14  
15    *Commissioner Hassanipour moved to adjourn. Commissioner Kovac seconded the motion. The*  
16    *motion passed with the unanimous consent of the Commission.*

17  
18             **4.1     The Next Meeting is Scheduled for November 16, 2023, Pending Agenda Items.**

19  
20    The Architectural Review Commission Meeting adjourned at approximately 6:30 p.m.

1 *I hereby certify that the foregoing represents a true, accurate and complete record of the*  
2 *Cottonwood Heights Architectural Review Commission Meeting held Thursday, October 26,*  
3 *2023.*

4  
5  
6 Teri Forbes

7 Teri Forbes

8 T Forbes Group

9 Minutes Secretary

10  
11 Minutes Approved: \_\_\_\_\_