

COTTONWOOD HEIGHTS CITY ARCHITECTURAL REVIEW COMMISSION MEETING AGENDA



July 16, 2026

Notice is hereby given that the **Cottonwood Heights Architectural Review Commission** will convene on **Thursday, July 16, 2026 at 4:00 p.m.**, at **Cottonwood Heights City Hall** (2277 E. Bengal Blvd., Cottonwood Heights, UT 84121) for a **Public Meeting**.

The meeting will also be broadcast electronically on the city's YouTube channel at <https://www.youtube.com/@CottonwoodHeights/streams>.

6:00 p.m. Public Meeting

1.0 Welcome and Acknowledgements

- 1.1 Welcome new Commissioners
- 1.2 Ex parte communications or conflicts of interest to disclose

2.0 Business Items

2.1 Project SPL-26-001

Review and consideration of a request by Spencer Williams, on behalf of OnRecord Title, LLC, for a Certificate of Design Compliance for a new wall sign located at 1275 E Fort Union Blvd.

3.0 Consent Agenda

3.1 Approval of Minutes for July 16, 2026

The Architectural Review Commission will move to approve the minutes of July 16, 2026, after the following process is met:

The recorder will prepare the minutes and email them to each member of the Commission. The members will have five days to review the minutes and provide any changes to the recorder. If, after five days, there are no changes, the minutes will stand approved. If there are changes, the process will be followed until the changes are made and the Commission agrees, at which time the minutes shall be deemed approved.

4.0 Adjourn

- 4.1 Next meeting is scheduled for August 27, 2026, pending business items.

Public Comment Policy

As a public meeting, not a public hearing, public comments are not accepted during Architectural Review Commission Meetings. Individuals with questions regarding an Architectural Review Commission application should direct their inquiries to staff prior to the meeting, by emailing planning@ch.utah.gov.

Meeting Procedures

Items will generally be heard in the following order:

1. Staff Presentation
2. Applicant Presentation (If Applicable)
3. Architectural Review Commission Deliberation
4. Architectural Review Commission Motion and Vote

Architectural Review Commission applications may be tabled if: 1) Additional information is needed in order to act on the item; or 2) The Architectural Review Commission finds there are unresolved issues that may need further attention before the Commission is ready to make a motion. No agenda item will begin after 7:00 pm without a unanimous vote of the Commission. The Commission may carry over agenda items, scheduled late in the evening and not heard, to the next regularly scheduled meeting.

Notice of Participation by Telephonic/Digital Means

Architectural Review Commission members may participate in the meeting via telephonic/digital communication. If a commissioner does participate via telephonic/digital communication, the communication will be amplified so that all other Commissioners and all other persons present in the room will be able to hear all discussions.

Notice of Compliance with the Americans with Disabilities Act (ADA)

In compliance with the Americans with Disabilities Act, individuals needing special accommodations or assistance during this meeting shall notify the City Recorder at (801) 944-7015 at least 24 hours prior to the meeting. TDD number is (801) 270-2425 or call Relay Utah at #711.

Confirmation of Public Notice

On Wednesday, July 8, 2026, a copy of the foregoing notice was posted in conspicuous view in the front foyer of the Cottonwood Heights City Offices. The agenda was also posted on the City's website at www.cottonwoodheights.utah.gov and the Utah public notice website at <http://pmn.utah.gov>.

Dated this 8th day of July 2026, Attest: Tiffany Janzen, City Recorder