

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

COTTONWOOD HEIGHTS CITY ARCHITECTURAL REVIEW COMMISSION STAFF REPORT



July 16, 2026

Summary

Project Number:

SPL-26-001

Subject Property:

1275 E Fort Union Blvd

Action Requested:

Certificate of Design
Compliance for outdoor
signage

Applicant:

Spencer Williams
(OnRecord Title, LLC)

Recommendation:

APPROVE



Satellite view of subject property

Context

Property Owner:

FSP6 Fort Union, LLC

Acreage:

1.37 acres

Zoning:

O-R-D Office, Research
and Development
& Gateway Overlay District



Google Street View

Request and Background

On May 18, 2026, the city received a new building permit application for a proposed wall sign at OnRecord Title. Given the property's location within the Gateway Overlay District, the Architectural Review Committee (ARC) has requested that the proposal be reviewed at a monthly meeting.

The applicant is requesting approval for the following sign:

1. **Wall Sign** – A 21'-0" x 2'-10" illuminated channel letters on raceway wall sign mounted to building façade.

The Office, Research and Development (O-R-D) zone permits wall signs, provided they comply with the size regulations outlined in 19.82.040. This section requires that the aggregate area of the wall signs displayed on premises shall not exceed 15% of the aggregate area of the wall where a sign is to be located. The proposed sign would take up less than 4% of the aggregate wall area based on the calculations provided in the plans. The sign will be illuminated with white LED lights.

Architectural Review Commission Authority

The Architectural Review Commission is required to review new construction (including substantial alterations) for compliance with applicable design guidelines and compatibility with surrounding properties, as required by Section 19.49.060 of City Zoning Code:

19.49.060 Gateway Overlay District

- A. **Purpose.** Designation of Gateway Overlay Districts is intended to provide for the protection of the aesthetic and visual character of the affected areas. The city council may from time to time upon recommendation by the planning commission adopt specific design guidelines for each Gateway Overlay District. All development, except for ordinary maintenance and repair within the Gateway Overlay District must be approved by the ARC in accordance with the adopted design guidelines. As part of that approval process, the ARC shall review the location, character, and appearance of proposed development, renovation or redevelopment activity. The purpose of such review is to determine, in a cooperative fashion with the applicant, whether a proposed plan meets the guidelines and other standards of the Gateway Overlay District.
- B. **Delineation of district.** Each Gateway Overlay District shall include all the land within the boundary of such district shown on the city's zoning map from time to time. Any lot or parcel of land located at least partially within a Gateway Overlay District shall follow the requirements of this chapter for the entire lot or parcel.
- C. **Certificate of design compliance.** A certificate of design compliance issued by the ARC shall be required before proceeding with any new development or changes to existing development in a Gateway Overlay District. No alteration of the existing condition of land, structures, signs, landscaping or lighting, including, without limitation, demolition of any structure, application of new exterior siding material, creation of a new window or dormer, creation of a driveway or parking facility, construction of a deck, fence or garage, or

enclosure of a porch shall be permitted within the Gateway Overlay District except as provided in this chapter.

- D. General review criteria. The ARC must determine that the following general review criteria are met before issuing a certificate of design compliance for a project:
1. The proposed work must comply with the applicable design guidelines for that overlay district;
 2. The integrity of an individual historic structure is preserved, if applicable;
 3. The design of new buildings or additions must be compatible with surrounding gateway properties; and,
 4. The overall character of the Gateway Overlay District is protected.
- E. Conflict with existing provisions. Where this chapter provides standards, guidelines or criteria that are different from the requirements of the underlying zoning district or other ordinances, the more restrictive provision shall apply.
- F. Use regulations. Subject to review by the ARC for design compliance, all uses permitted or conditionally permitted in the underlying districts shall continue to be permitted or conditionally permitted, respectively, in the overlay district.
- G. Development regulations. The development regulations of the underlying district shall apply, except where such regulations are in conflict with the adopted design guidelines for that overlay district. The following development regulations, however, control any contrary requirements of the underlying zone:
1. Height. In no case shall structure height exceed 45 feet in the Gateway Overlay District.
 2. Setbacks. Building setbacks adjacent to public rights-of-way in the Gateway Overlay District shall be reviewed on a case-by-case basis in accordance with the adopted design guidelines, otherwise, underlying zoning regulations shall apply.
 3. Parking. Except as approved by the ARC, the parking standards of Section 19.80, “Off-Street Parking Requirements,” shall apply in the Gateway Overlay District.
 4. Signs. The sign standards shall be those contained within the applicable design guidelines for that overlay district approved by the city council. If no sign standards exist, the standards in the Chapter 19.82, “Signs,” shall apply, and may be reasonably modified by the planning commission to more accurately reflect the express language or the intent of the applicable design guidelines in regard to signage.

Analysis

Staff finds that the proposed modifications to the building’s exterior are consistent with the city’s Design Guidelines for the Gateway Overlay District. The following findings align with the sign guidelines for the Gateway Overlay District:

- 1) Signs should be in scale with and in proportion to the primary building facade so that the signs do not dominate the appearance.
 - a) Proposed signs do not dominate the building’s appearance and are in proportion with their surroundings
- 2) Sign colors, materials, and design should be compatible with that of the primary façade.

- a) The colors, materials, and design of the proposed signs are in harmony with the primary façade. The white lettering and black aluminum show the sign clearly without feeling out of place.
 - 3) Signs that reflect the type of business through design, shape, or graphic form are encouraged.
 - a) The design of the proposed sign is clear and professional, which is fitting for a title company.
-

Recommendation

Based on the findings and analysis presented herein, staff recommend approval of project SPL-26-001.

Model Motions

Approval

I move to approve project SPL-26-001 and issue a certificate of design compliance based on the findings and recommendations listed in the staff report dated July 16, 2026...

- *List any additional findings or recommendations for approval...*

Denial

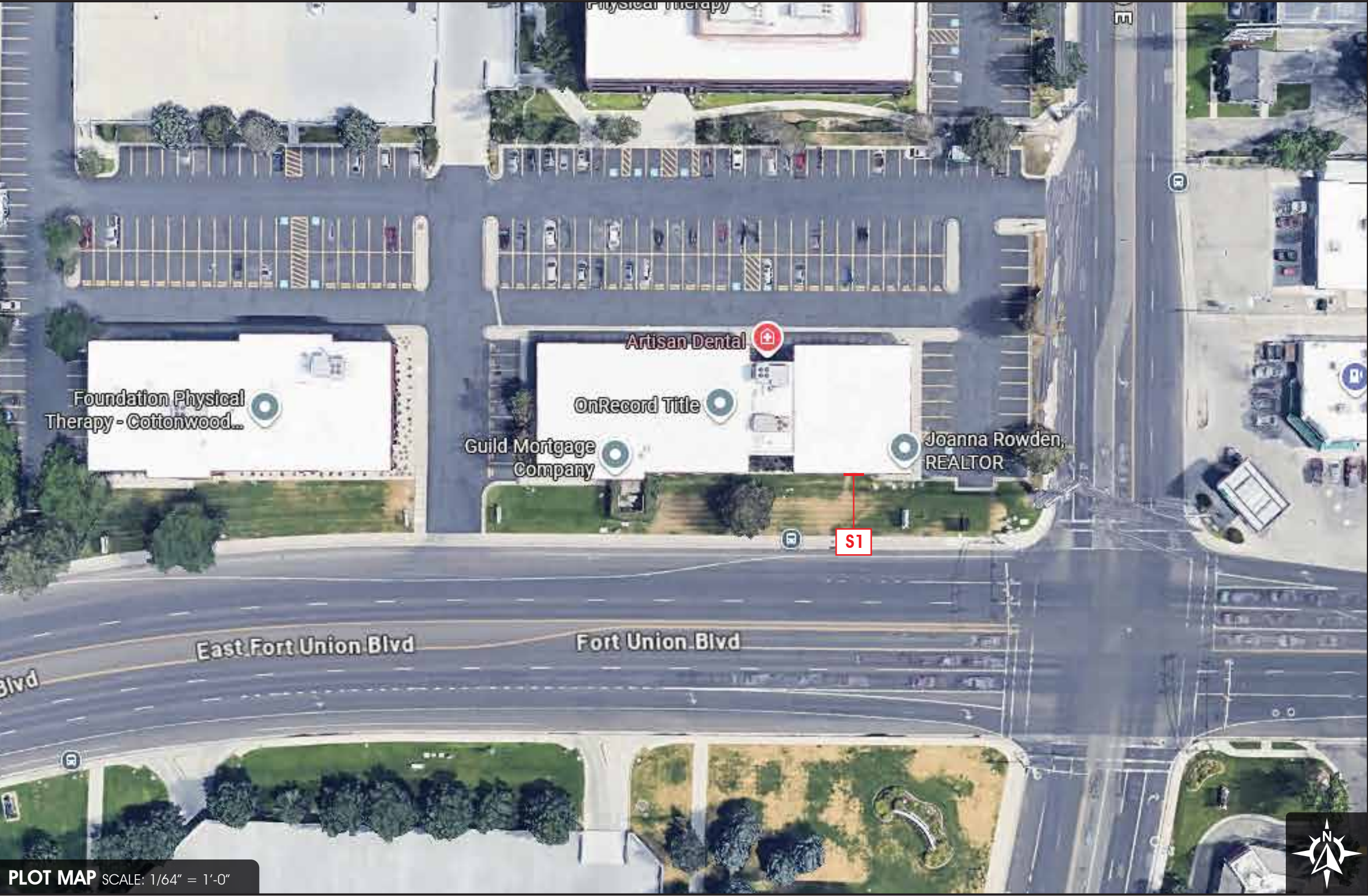
I move to deny project SPL-26-001 based on the following findings:

- *List findings for denial...*
-

Attachments

1. Proposed Plan

PLOT MAP



DESIGN LEGEND

S1: FRONT LIT CHANNEL LETTERS ON RACEWAY
- 2'-10" x 21'-0" OVERALL

PLOT MAP SCALE: 1/64" = 1'-0"

FILE LOCATION: Google Drive (G:) / Shared Drives / Allied Custom / On Record Title / 03 DESIGNER DRAWINGS



ALLIED
ELECTRIC SIGN
& Awning

WWW.ALLIED-SIGN.COM

CLIENT: On Record Title
ADDRESS: 1275 E Fort Union Blvd, Ste 210
Midvale, UT 84047
DESIGNER: Jocelyn
ACCOUNT EXEC.: Regina Hewlett
DATE: 04/29/26
FILE NAME: On Record Title (Midvale) - Channel Letters 05

REV.	DATE	BY	DESCRIPTION
1	02.25.26	JH	Decreasing overall width of sign to 21'-0"
2	04.14.26	JH	Doing x2 layout / color options w. new customer supplied logo
3	04.27.26	JH	Removing Option 2
4	04.29.26	JH	Changing installation location of signage
5	00.00.26	XX	xxxx
6	00.00.26	XX	xxxx
7	00.00.26	XX	xxxx
8	00.00.26	XX	xxxx
9	00.00.26	XX	xxxx
10	00.00.26	XX	xxxx

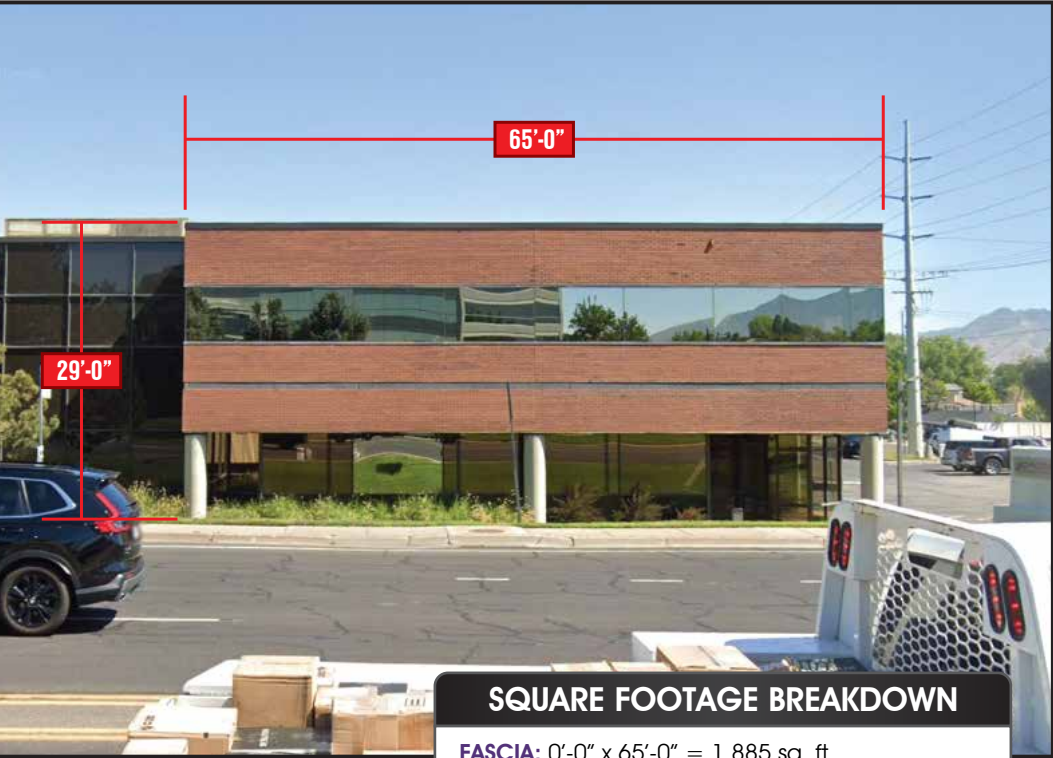
Client Approval	DATE
AE Approval	DATE
Landlord Approval	DATE



Survey	NAME & DATE
Permit	00/00/26
Stage	CALLOUT
	1 of 3

S1.) SOUTH ELEVATION
FRONT LIT CHANNEL LETTERS ON RACEWAY

ACCURATE FIELD SURVEY REQUIRED
PRIOR TO FABRICATION



EXISTING CONDITIONS
Not in Scale

SQUARE FOOTAGE BREAKDOWN

FASCIA: 0'-0" x 65'-0" = 1,885 sq. ft.
CODE ALLOTMENT (15%) = 282.75 sq. ft.
PROPOSED SIGNAGE: 59.5 sq. ft.

*Rendering is an Approximate Visual Aid ONLY
Actual Results May Vary



SOUTH ELEVATION
Not in Scale

FILE LOCATION: Google Drive (G:) / Shared Drives / Allied Custom / On Record Title / 03 DESIGNER DRAWINGS

ALLIED ELECTRIC SIGN & Awning

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Client Approval	DATE
AE Approval	DATE
Landlord Approval	DATE



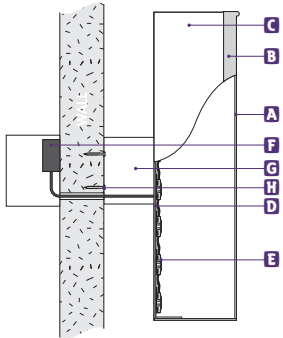
Survey	NAME & DATE
Permit	00/00/26
Stage	CALLOUT
	2 of 3

S1.) SOUTH ELEVATION
FRONT LIT CHANNEL LETTERS ON RACEWAY

ALLIED TO MANUFACTURE & INSTALL
QTY (1) SET OF FRONT LIT CHANNEL LETTERS ON RACEWAY

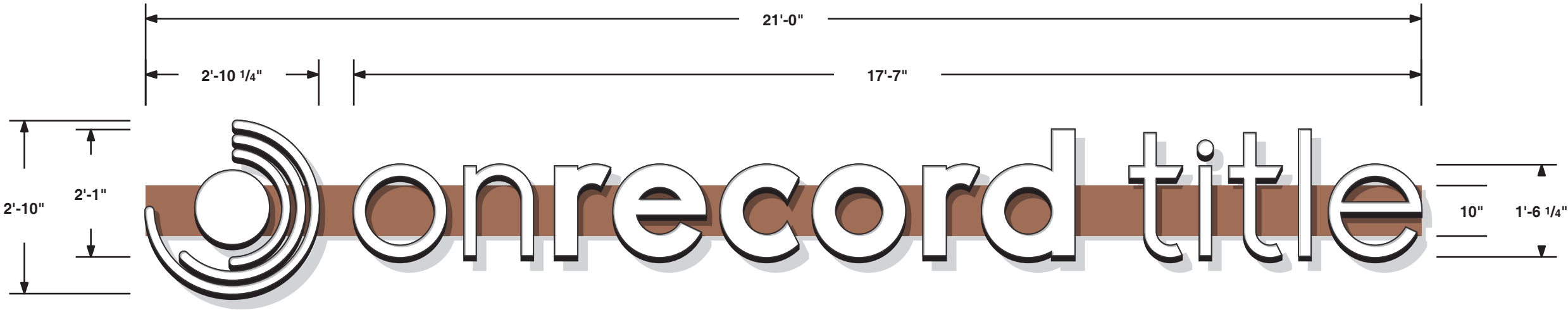
- A FACES: 3/16" Trans White Plex
- B TRIMCAP: 1" Black Trimcap
- C RETURNS: 3" .040 Black Aluminum
- D BACKS: .063 Aluminum Stock Color
- E ILLUMINATION: White LED's
- F POWER SUPPLY: Remote Housed in Power Supply Box
- G RACEWAY: 2" .063 Aluminum Painted P1
- H MOUNTING: Flush to Façade

PAINT SCHEDULE	
SCREEN & PRINT COLORS MAY VARY	
P1:	SW PCM Building Façade



SIDE DETAIL - RACEWAY-MOUNTED CHANNEL LETTERS
Not to Scale

- Visible Disconnect Switch at Sign
- 120V Service Supplied by Others



LETTERS: 59.5 SQ. FT.

SCALE: 1/2" = 1'-0"

FILE LOCATION: Google Drive (G:) / Shared Drives / Allied Custom / On Record Title / 03 DESIGNER DRAWINGS

ALLIED ELECTRIC SIGN & Awning

WWW.ALLIED-SIGN.COM

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Midvale, UT 84047

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8	00.00.26	XX	xxxx
9	00.00.26	XX	xxxx
10	00.00.26	XX	xxxx

Client Approval

AE Approval

Landlord Approval

DATE

DATE

DATE

BACKED BY OUR
5 YEAR L.E.D
WARRANTY

Survey

NAME & DATE

Permit

00/00/26

Stage

CALLOUT

3 of 3

STANDARDIZED SIGN ENGINEERING

PREPARED IN ACCORDANCE WITH THE 2024
INTERNATIONAL BUILDING CODE

FOR BASIC (3-SEC GUST) WINDSPEEDS $V_{ULT} = 95 / 100 / 105 / 110 / 115 / 120 / 130$ MPH
EXPOSURE 'C' OR 'B' CONDITIONS

PROJECT NAME: Onrecord Title

PROJECT ADDRESS:
1275 E Fort Union Blvd Ste 210
Cottonwood heights, UT 84047

AUTHORIZED SIGN
VENDOR:
Allied Electric Sign & Awning

PERMIT NUMBER:

FOR USE BY AUTHORIZED SIGN VENDORS ONLY.

PLAN CHECKER TO VERIFY ACTIVE ORGANIZATION MEMBERSHIP. UNAUTHORIZED USED IS UNLAWFUL.

THIS PACKAGE IS VALID UNTIL AND EXPIRES ON:
30 JUN 2026.

PRINT THIS PAGE FOR CITY SUBMITTAL & BIND WITH APPLICABLE SHEETS.

INCLUDE INDEX (SHEET S I.O) WITH APPLICABLE PAGES MARKED & STRUCTURAL NOTES (SHEET S I.I) WITH ALL SUBMITTALS.

PREPARED FOR EXCLUSIVE USE BY THE MEMBERSHIP
OF THE UTAH SIGN ASSOCIATION



www.reverenceengineering.com
(619) 354-1152
501 W BROADWAY, STE 425
SAN DIEGO, CA 92101

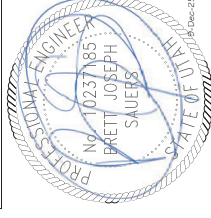
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VERSION 5.0

STATE OF UTAH
STANDARDIZED SIGN
ENGINEERING

No.:	Issue/Revision:	Date:
-----	Version 5.0	12-09-2025
1		
2		
3		



SHEET TITLE:

TITLE SHEET

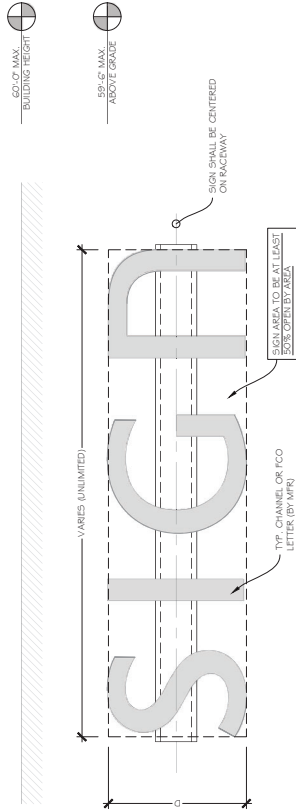
SHEET:

5

ORIGINAL SHEET SIZE: 11x17

EXPOSURE 'C'

PRINT THIS PAGE FOR CITY SUBMITTAL IF APPLICABLE
RACEWAY-MOUNTED LETTERS



1 TYPICAL SIGN ELEVATION

MAX. HEIGHT (FT)	MAX. WEIGHT (PLF)	WIND SPEED (V _{ULT})					
		100	105	110	115	120	130
12'	5	72" O.C. TOP 4 BTM (2 PANS MIN.)					
24'	10	42" O.C. TOP 4 BTM (2 PANS MIN.)					
36'	15	24" O.C. TOP 4 BTM (2 PANS MIN.)					
48'	20	18" O.C. TOP 4 BTM (2 PANS MIN.)					

INSTRUCTIONS

OBSERVE ALL NOTATIONS, RULES, & LIMITS OF DESIGN ON THIS SHEET.

1. CHECK LIMITS OF DESIGN THIS SHEET. OBSERVE OTHER RULES & NOTES.

2. DETERMINE THE MAXIMUM HEIGHT OF THE PROPOSED LETTER SET AND IDENTIFY THE APPROPRIATE ROW IN THE TABLE.

CIRCLE THE ENTIRE APPLICABLE ROW

3. VERIFY THAT THE AVERAGE WEIGHT (PER FOOT) OF THE PROPOSED LETTER SET IS LESS THAN THE MAXIMUM WEIGHT LISTED IN THE TABLE.

4. CIRCLE APPROPRIATE DETAILS FOR APPROVAL ON THE FOLLOWING SHEETS. CROSS OUT ANY DETAILS THAT ARE NOT APPLICABLE.



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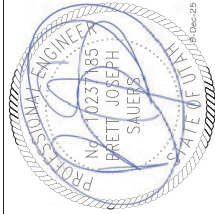
UTAH SIGN ASSOCIATION

VERSION 5.0

STATE OF UTAH
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PACKAGE VALID THROUGH 30 JUN 2026

Rev.	Issue/Revision	Date
---	Version 5.0	12-09-2025
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△		
△		



SHEET TITLE:
RACEWAY-MOUNTED
LETTERS

SHEET:
S.9

ORIGINAL SHEET SIZE: 11x17

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1	Version 5.0	12-09-2025
2		
3		



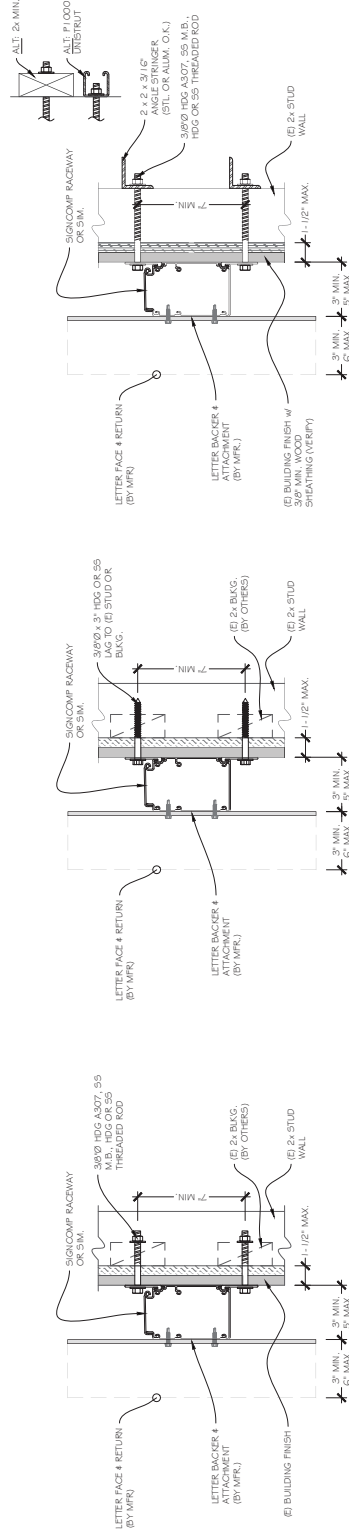
SHEET TITLE

WALL CONNECTION DETAILS

SWEET.

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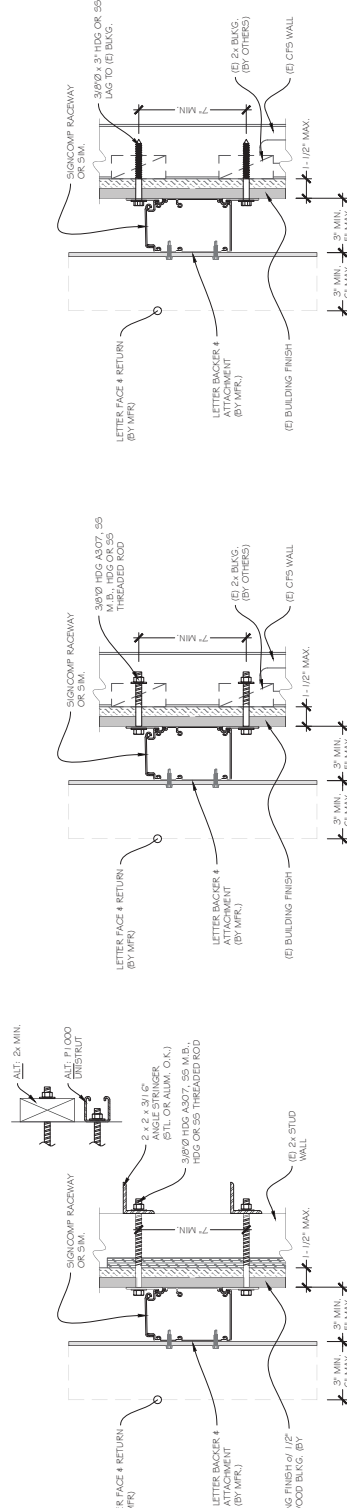
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OPTION 'A'

OPTION "B"

OPTION 'C'



OPTION "D"

OPTION "E"

OPTION 'F'

[illegible]



**ALLIED
ELECTRIC SIGN
& Awning**

LANDLORD APPROVAL FORM

SITE INFORMATION 1275 E Fort Union Blvd Suite 210 & 116, Midvale, UT 84047

LANDLORD CONTACT INFORMATION

NAME Spencer Williams PHONE [REDACTED]

COMPANY OnRecord Title, LLC E-MAIL [REDACTED]

ADDRESS 1275 E Fort Union Blvd Suite 210 CITY Midvale STATE UT ZIP 84047

I AM A DULY AUTHORIZED REPRESENTATIVE FOR THE ABOVE LEASED ADDRESS,

IN MY CAPACITY AS LANDLORD/LANDORD'S REPRESENTATIVE, I DO HEREBY AUTHORIZE **ALLIED ELECTRIC SIGN & AWNING** TO PREFORM ALL WORK ASSOCIATED WITH THE ABOVE REFERENCED LOCATION. I APPROVE PF THE SCOPE OF WORK AND INTENT AS INDICATED IN THE HEREBY APPROVED DESIGN PACKAGE.

I FURTHER AUTHORIZED **ALLIED ELECTRIC SIGN & AWNING** OR ITS REPRESENTATIVE TO OBTAIN ALL PERMITS IN THEIR NAME.

AUTHORIZED BY (NAME, TITLE) Spencer Williams, Owner

AUTHORIZATION SIGNATURE  DATE 04/29/2026