

COTTONWOOD HEIGHTS CITY PLANNING COMMISSION MEETING AGENDA

August 5, 2026



Notice is hereby given that the **Cottonwood Heights Planning Commission** will convene on **Wednesday, August 5, 2026**, at **Cottonwood Heights City Hall** (2277 E. Bengal Blvd., Cottonwood Heights, UT 84121) for its **Work Session** and **Business Session** meetings.

1. Work Session – **5:00 p.m.** –Council workroom
2. Business Session – **6:00 p.m.** – City Council Chambers

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

Please see the reverse side of this agenda for instructions on how to make public comments.

5:00 p.m. Work Session

1.0 Welcome new Planning Commission member

2.0 APA- Fall conference, commissioner training opportunity

3.0 Business Session Agenda Review

The commission will review and discuss agenda items.

4.0 CUP-25-005 -Old Mill Demolition

5.0 Adjourn

6:00 p.m. Business Session

1.0 Welcome and Acknowledgements

- 1.1 Ex parte communications or conflicts of interest to disclose.

2.0 General Public Comment

This is an opportunity for individuals to make general public comments that do not relate to any projects scheduled for public hearing under the "Business Items" section of this agenda. Please see the Public Comment Policy on the reverse side of this agenda for more information.

3.0 Business Items

3.1 Project CUP-26-012

The Planning Commission will hold a public hearing to consider a request for a Conditional Use Permit submitted by Kathryn Belcher to operate a home occupation with client visits, providing Pilates instruction and services, at 3594 Brighton Point Drive.

4.0 Consent Agenda

- 4.1 Approval of **July 1, 2026**, Planning Commission Minutes.

5.0 Adjourn

*Next Planning Commission Meeting: **September 2, 2026**.*

Public Comment

Individuals may provide public comments verbally or via writing.

Verbal comments are accepted in person at the 6:00 p.m. Business Session, but not at the 5:00 p.m. Work Session. At the Business Session, public comments may be given during two intervals:

1. General Public Comment Period – An opportunity for general comments not relating to specific projects on the meeting agenda.
2. Specific Project Public Hearings – An opportunity for comments relating to specific projects on the meeting agenda which were noticed as public hearings.

Please note that verbal comments must be provided by attending the meetings in-person. Verbal comments cannot be provided via the electronic broadcast of planning commission meetings on the city's YouTube channel.

Verbal comment periods are an opportunity for individuals to share comments as they see fit but **are not an opportunity for "question and answer" dialogue.** Questions should be directed to city staff at planning@ch.utah.gov. Verbal comments provided during the public comment period will be limited to three minutes per individual, or five minutes per a spokesperson who has been asked by a group that is present to summarize their concerns.

Alternatively, **written comments** may be submitted to staff via email at planning@ch.utah.gov. For written comments to be entered into the record and distributed to the planning commission prior to the meeting, **they must be submitted to staff by 12:00 p.m. MDT on Tuesday, August 4, 2026, the day prior to the meeting.** Comments received after this deadline will be distributed to the planning commission after the meeting.

Meeting Procedures

Items will generally be considered in the following order: 1. Chair introduction of item, 2. Staff presentation, 3. Applicant presentation, if applicable, 4. Chair opens public hearing, if applicable, 5. Chair closes public hearing, if applicable, 6. Planning commission deliberation, 7. Planning commission motion and vote on item.

Applications may be tabled if additional information is needed in order to act on the item; or if the planning commission feels there are unresolved issues that may need further attention before the commission is ready to make a motion. No agenda item will begin after 9:00 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 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 Thursday, July 30, 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 30th DAY OF JULY 2026, ATTEST: TIFFANY JANZEN, CITY RECORDER

COTTONWOOD HEIGHTS CITY PLANNING COMMISSION PUBLIC HEARING STAFF REPORT

August 5, 2026



Summary

Project #:

CUP-26-012

Subject Property:

3594 Brighton Point Drive

Action Requested:

Conditional Use Permit to
operate a home occupation with
clients (Albion Pilates)

Applicants:

Kathryn Belcher

Recommendation:

Approve, with conditions



Aerial View

Context

Property Owners:

Kathryn Belcher

Address & Parcel #:

3594 Brighton Point Drive
22-25-303-005-0000

Acres:

0.34



View from North Facade

Request

The applicant is requesting approval of a Conditional Use Permit (CUP) to operate an appointment-only home occupation, Albion Pilates, within the existing single-family residence located at 3594 Brighton Point Drive. The proposed business will provide private and duet Pilates instruction for up to two clients per session and will be conducted entirely indoors within an existing dedicated studio space in the residence.

The business will be owner-operated with no additional employees and will operate by appointment only during the following hours: **Monday, 8:00 a.m. to 12:00 p.m.; Tuesday, 8:00 a.m. to 9:00 a.m.; Wednesday, 8:00 a.m. to 11:00 a.m.; and Thursday, 8:00 a.m. to 9:00 a.m.** The applicant anticipates approximately **one to five clients per day**, with appointments staggered to minimize traffic and parking impacts. All client parking will be within the existing driveway.

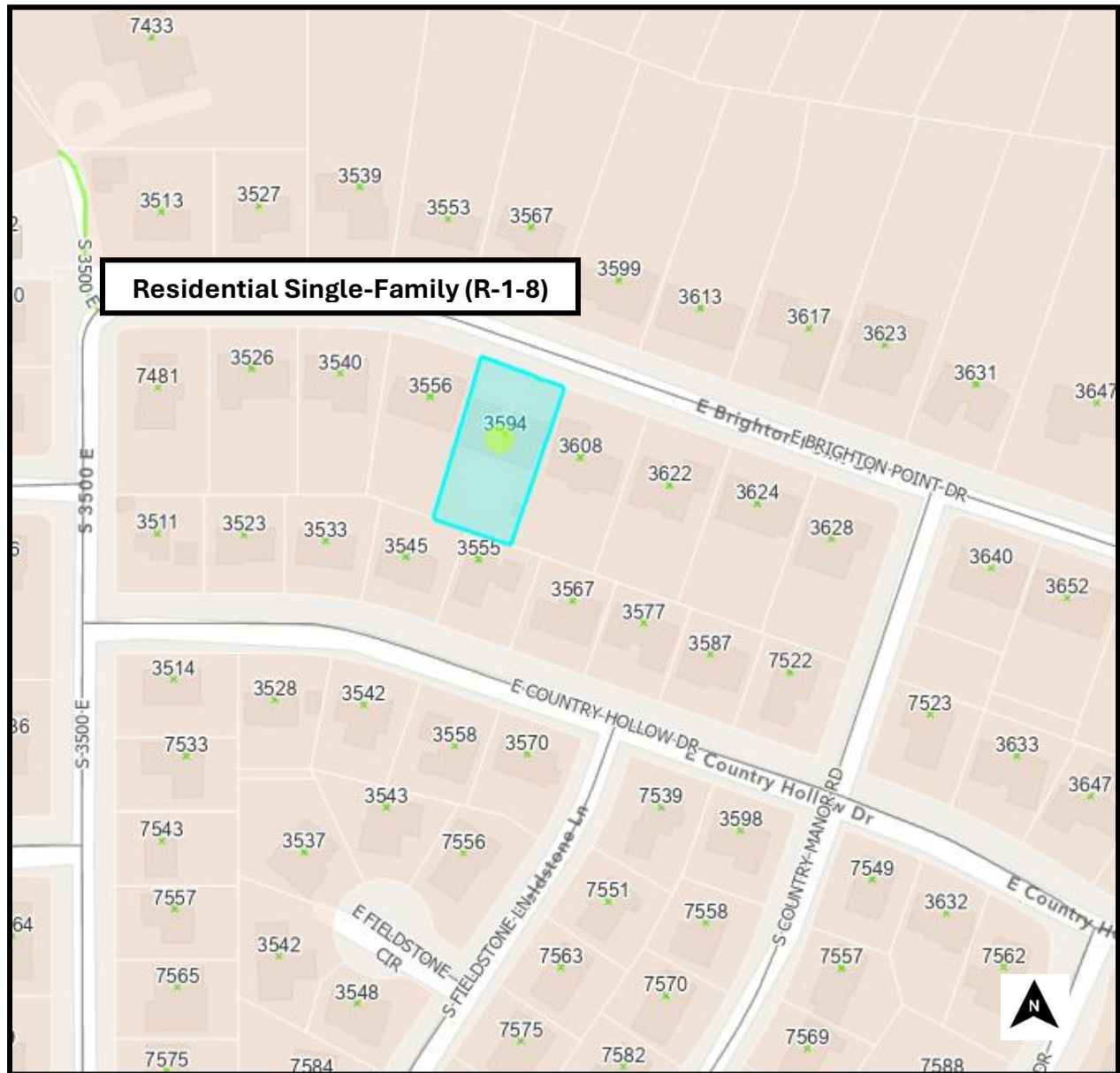
No exterior modifications, signage, outdoor activities, or structural improvements are proposed as part of this request. Staff finds that the proposed home occupation is a low-impact use that is expected to remain incidental and secondary to the primary residential use of the property while preserving the residential character of the surrounding neighborhood. The request is subject to review under the Conditional Use Permit provisions of the Cottonwood Heights Municipal Code.

Site Photo



View from driveway and parking

Zoning and Land Use



Zoning Map

Analysis

Zoning

The subject property is located within the R-1-8 (Single-Family Residential) zoning district. Pursuant to CHMC §19.26.030(E) and CHMC §19.76.040(F)(7), a home occupation with clients is permitted as a conditional use within the R-1-8 zone.

The proposed home occupation consists of appointment-only private and duet Pilates instruction conducted entirely within an existing room of the residence. The business will be owner-operated, with no additional employees, no exterior signage, no outdoor activity, and no structural modifications to the residence. Based on the information provided by the applicant, staff finds that the proposed use will remain incidental and secondary to the residential use of the property, will not alter the residential character of the neighborhood, and is consistent with the intent and purpose of the R-1-8 zoning district.

F. Home occupations.

1. *“Home occupation” means, (unless otherwise provided in this code) any use conducted entirely within a dwelling and carried on by one person residing in the dwelling unit and one additional person who may, or may not, reside in the dwelling unit, which use is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character of the dwelling or property for residential purposes, and in connection with which there is no display nor stock in trade, “stock in trade” being any item offered for sale which was not produced on the premises.*
2. *The home occupation shall not include the sale of commodities except those produced on the premises; provided, however, that original or reproductions of works of art designed or created by the artist operating a home occupation may be stored and sold on the premises. “Reproduction of works of art” includes, but is not limited to printed reproduction, casting, and sound recordings.*
3. *The home occupation shall not involve the use of any accessory building, yard space or activity outside the main building if the use of accessory buildings or outside activity, for the purpose of carrying on a home occupation, violates the rule of the use being clearly incidental and secondary to the use of the dwelling or dwelling purposes.*
4. *The director shall determine whether additional parking, in addition to the two spaces required per dwelling unit, is required for a home occupation and shall also determine the number and location of such additional parking spaces.*
5. *The director will review all home occupations for compliance with the above items. If the proposed home occupation cannot meet any one of the above items, the director shall not approve the home occupation.*
6. *“Minor home occupation” means a home occupation which complies with the requirements of Chapter 5.54 of this code and which will not otherwise have an offsite impact which, when combined with the impact of the primary residential use of the dwelling, exceeds the impact of the residential use alone. A minor home occupation is a permitted use in any zone which allows home occupations.*
7. *“Home occupation with clients” means a home occupation, not otherwise expressly prohibited by this code, where one or more persons visit the dwelling to conduct business on more than a very occasional, sporadic basis. A home occupation with clients requires a conditional use permit.*



View of workshop area

Noticing

Notice of the public hearing was mailed to property owners within 300 feet of the subject property at least 10 days prior to the public hearing, in accordance with CHMC §19.84.050.

Impact

The applicant anticipates serving approximately one to five clients per day through staggered, appointment-only sessions, minimizing traffic and preventing overlapping arrivals. All client parking will be accommodated within the existing driveway, and no on-street parking is proposed. Staff finds that the existing off-street parking is adequate to accommodate the anticipated client visits without creating adverse impacts to neighboring properties or the public street.

Pilates instruction is a quiet, low-impact indoor activity that is not expected to generate excessive noise, odors, or other off-site impacts beyond those normally associated with a single-family residence. The business will operate entirely within the existing residence with no exterior evidence of commercial activity. Based on the limited hours of operation, appointment-only scheduling, and low-intensity nature of the proposed use, staff finds that the home occupation will preserve the residential character of the neighborhood and is not expected to adversely affect surrounding properties.

Conclusions – Recommended Findings for Approval

1. The applicant has provided a written narrative and supporting materials addressing client parking, hours of operation, staffing, and use of interior space. Based on the information submitted, staff finds that the proposed home occupation will remain incidental and secondary to the primary use of the property as a single-family residence and will not alter the residential character of the neighborhood.
2. A Planning Commission public hearing will be held in accordance with applicable local and state noticing and procedural requirements to consider the Conditional Use Permit request

Recommendation

Staff recommends approval of the application with conditions:

Conditions of Approval

1. The applicant shall obtain and maintain a valid Cottonwood Heights Business License for the duration of the home occupation.
2. The home occupation shall operate only within the existing residence and shall remain clearly incidental and secondary to the primary residential use of the property, in accordance with CHMC §19.76.040(F).
3. The business shall be owner-operated, with no additional employees or independent contractors conducting business on the premises.
4. The home occupation shall operate by appointment only and shall be limited to Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m.
5. The business shall be limited to private and duet Pilates instruction as described in the approved application. No group fitness classes or other commercial fitness activities beyond the approved scope shall be conducted without additional City review and approval.

6. All client parking shall be off-street within the existing driveway. The business shall not rely on on-street parking, and clients shall be instructed to park only within the driveway.
7. No exterior signage, outdoor instruction, outdoor business activity, retail display, or alterations to the exterior appearance of the residence shall be permitted in connection with the home occupation. The business shall be conducted entirely within the existing designated studio space inside the residence. No accessory structures or outdoor areas shall be used for business purposes.
8. Approval of this Conditional Use Permit is subject to review or revocation upon evidence of noncompliance with these conditions or applicable provisions of the Cottonwood Heights Municipal Code.
9. Any expansion or modification of the home occupation, including but not limited to hours of operation, number of clients served, class size, services provided, parking arrangements, or employment of additional personnel, shall require additional City review and approval prior to implementation.

Model Motions

Approval

I move to approve project CUP-26-012, based upon the recommended findings for approval outlined in this staff report:

- List any other findings or conditions of approval...

Denial

I move to deny project CUP-26-012, based on the following findings:

- List findings for denial...

Attachments

1. Applicant Narrative
2. Parking Plan
3. Floor Plan

PROJECT NARRATIVE

Conditional Use Permit Application:

3594 Brighton Point Drive

Cottonwood Heights, UT 84121

In-Home Pilates Studio

Canyon Classical Pilates

DBA Albion Pilates

Cottonwood Heights, Utah

I am applying for a conditional use permit to see private clients in my home for Pilates training. I was a teacher at a small local Cottonwood Heights business which unfortunately went out of business due to the sale of the building to a large venture capital company who tripled the rent. We provided affordable individualized training to members of the community through private sessions (one participant), duet sessions (two participants) and small group classes. I have a handful of long-standing clients who depend on these sessions for pain management, maintaining mobility and balance in senior years, treatment of arthritis and spine issues, and overall health and wellness. I am hoping to continue to provide this service for them in my home. I will be limiting sessions to 1-2 people.

Hours of Operation & Client Volume:

I will be an appointment only business. The studio will operate during limited daytime hours:

Monday 8 a.m.-12 p.m.

Tuesday 8 a.m. - 9 a.m.

Wednesday 8 a.m.-11 p.m.

Thurs 8 a.m.- 9 a.m.

Sessions will be staggered, alternating between private clients and duet appointments resulting in a maximum of 3-5 clients per day on longer days and 1-2 clients on shorter days.

Employees:

I will be the sole instructor and employee of this business. No additional staff will be hired or present on the property.

Areas Used:

All activities will be conducted entirely indoors within the dedicated studio space I already use in my home for personal Pilates practice. No outdoor areas of the property will be used for business purposes.

Noise, Odor & Nuisance Prevention:

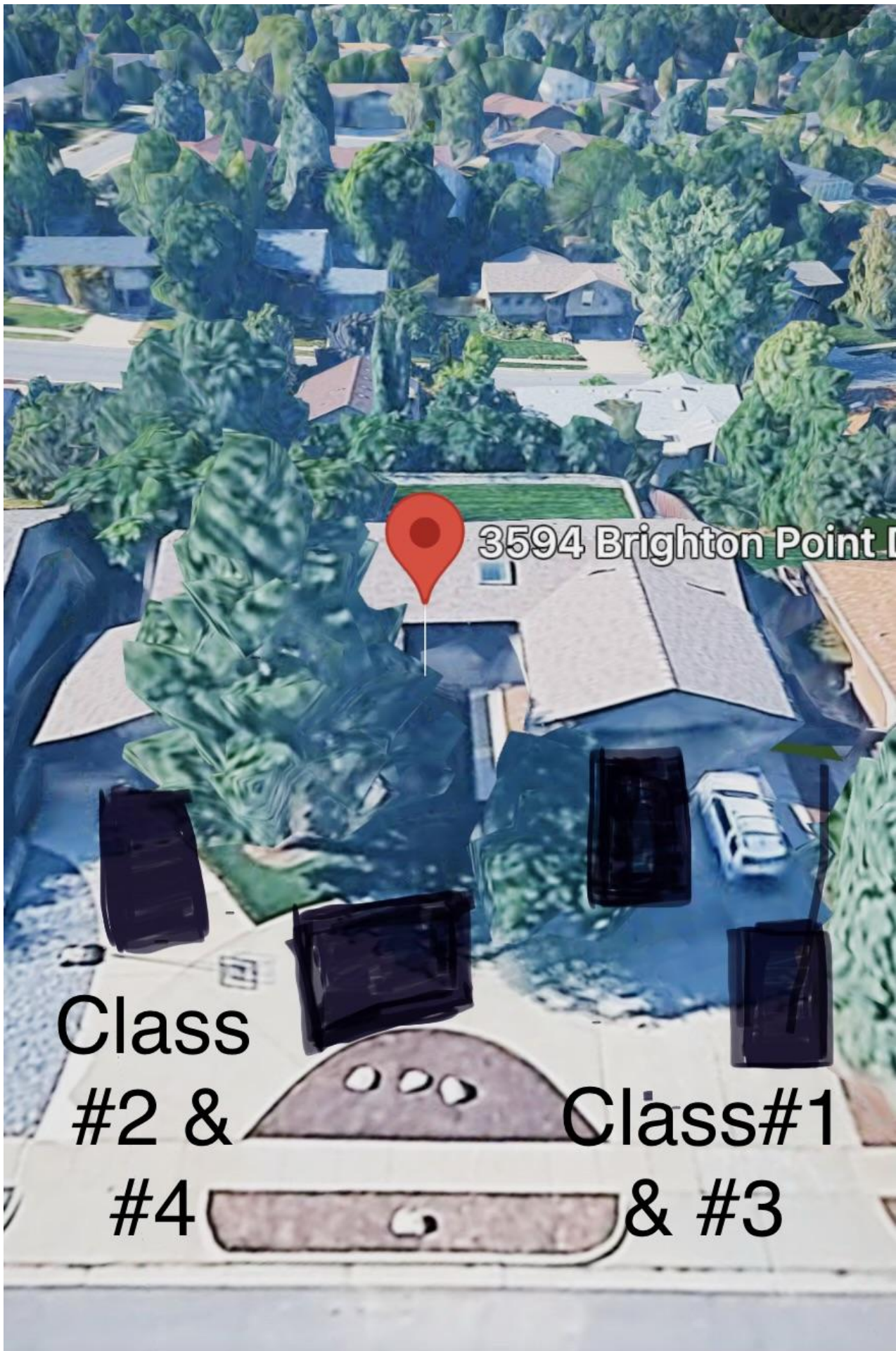
Pilates training is a quiet, low-impact activity that generates no noise beyond normal conversation, no odors, and no nuisances. I have adequate parking in my driveway and will encourage clients to use it, eliminating the need for on-street parking.

Remodels or Construction:

There will be no need for any construction, remodeling, additions, or improvements to my home or the surrounding area. The studio space is already established and fully equipped for this purpose.

Consistency with Cottonwood Heights zoning Ordinance and Maser Plans:

This proposal represents a very small-scale, low-impact home occupation. The minimal number of clients, staggered scheduling, no exterior signage, no structural changes, a single instructor and the quiet nature of Pilates instructions ensure that the business will have no discernible impact on the residential character of the neighborhood. This use is consistent with Cottonwood Heights' goals of supporting small local businesses and preserving the quality and integrity of its residential communities.



3594 Brighton Point

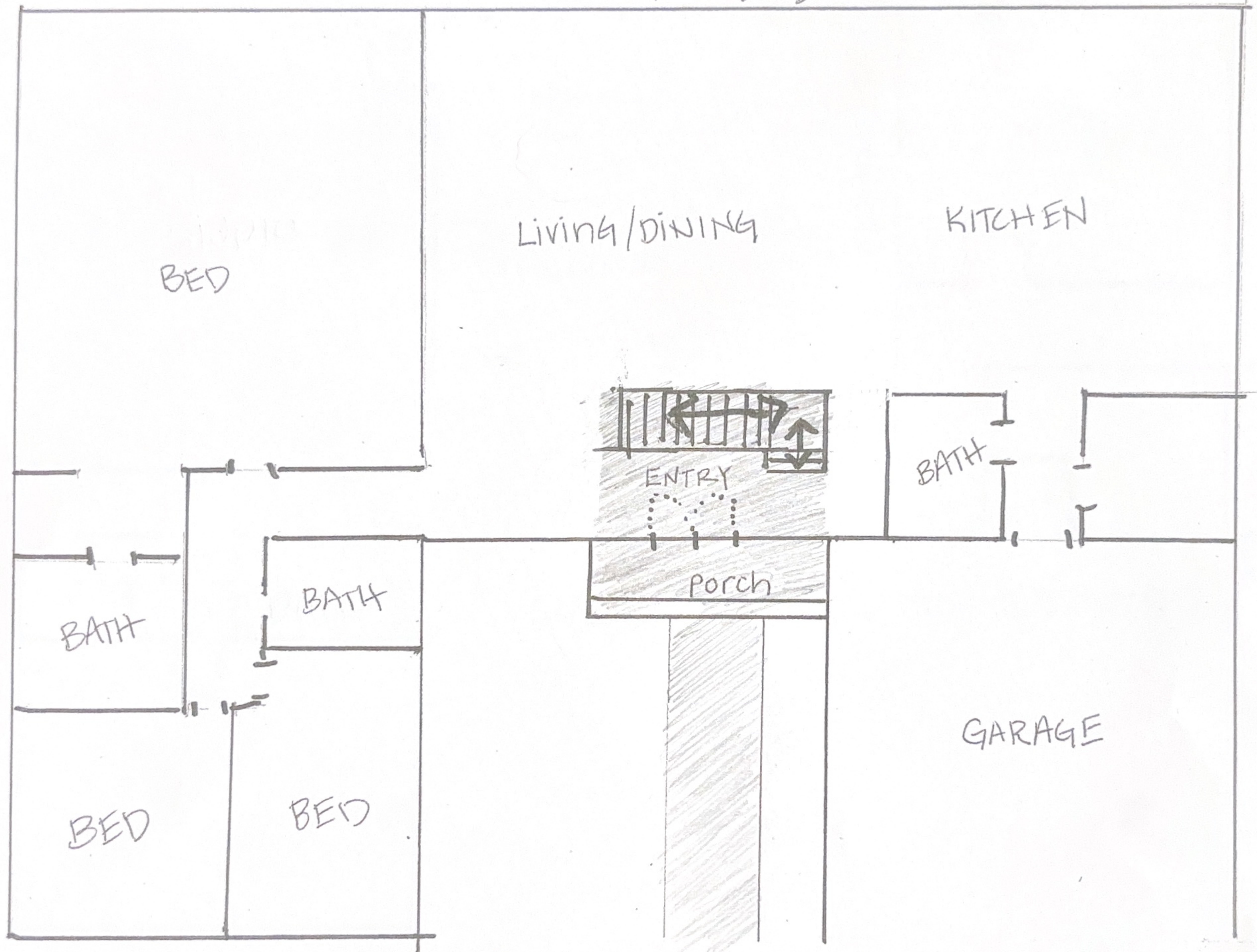
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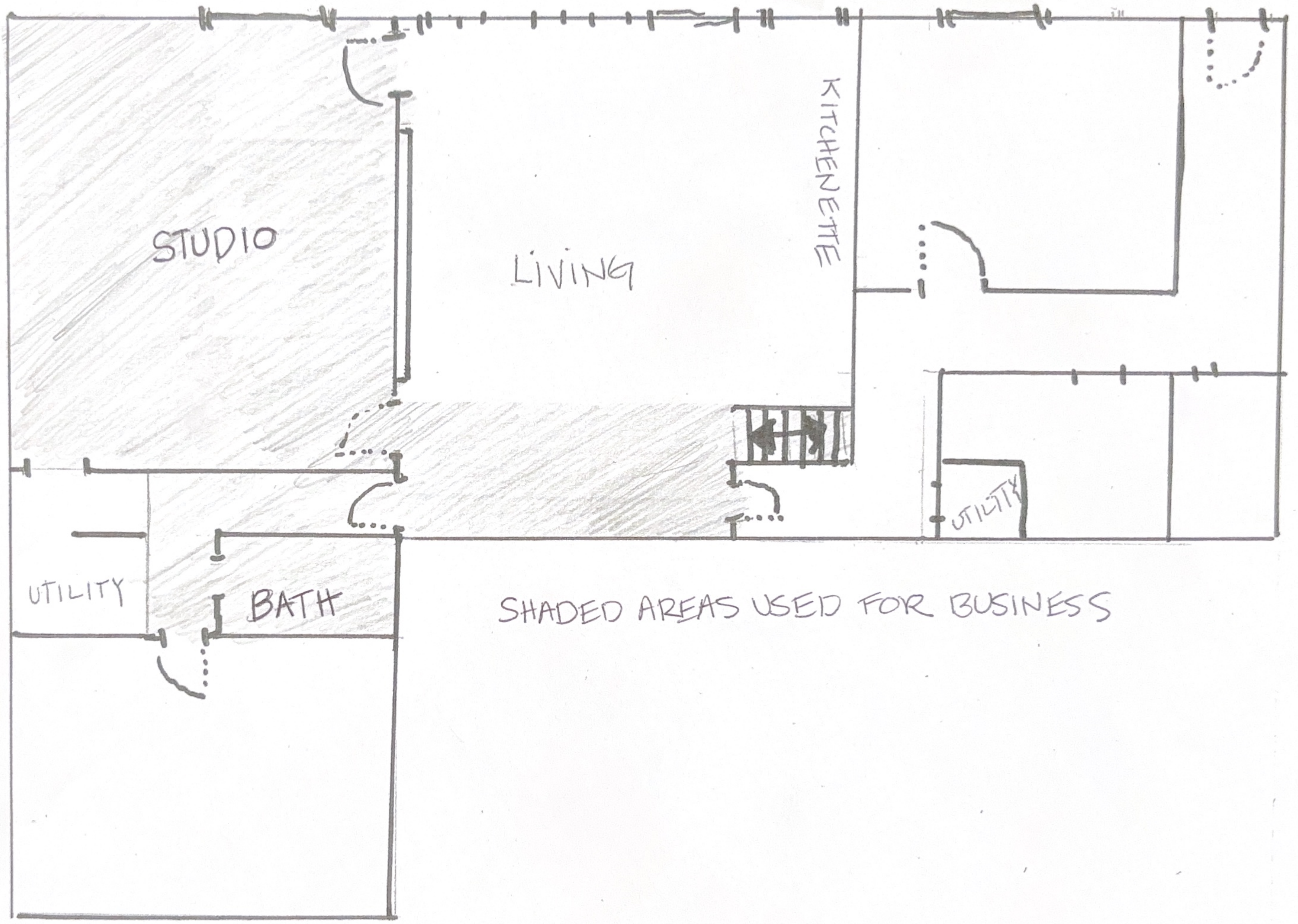


MAIN LEVEL



SHADED AREAS USED
TO ACCESS BUSINESS

LOWER LEVEL



SHADED AREAS USED FOR BUSINESS



**MINUTES OF THE COTTONWOOD HEIGHTS CITY
PLANNING COMMISSION MEETING**

**Wednesday, July 1, 2026
6:00 p.m.
2277 East Bengal Boulevard
City Council Chambers**

ATTENDANCE

Members Present: Chair Sean Steinman, Commissioner Dan Poulson, Commissioner Mike Shelton, Commissioner Rusty Lugo, Commissioner Mike Crowder, , Commissioner Garry Barnes, Commissioner Sarah Kovac

Staff Present: Community and Economic Development Director, Jim Spung; City Recorder, Tiffany Janzen; System Administrator, Alex Earl

WORK SESSION

Chair Sean Steinman called the Planning Commission Work Session to order at 5:00 p.m.

1.0 Welcome New Planning Commission Members.

Chair Steinman asked the Commissioners to introduce themselves and share something others may not know about them.

Commissioner Kovac stated that she moved to Utah in 2018 and Cottonwood Heights in 2019. She lives down the street from the Cottonwood Heights Recreation Center and has three children. She is a licensed architect who had been a member of the Architectural Review Commissioner for the past few years and wanted to become more involved with the community.

Commissioner Barnes stated that he is a retired commercial banker and real estate trainer. He is also a general aviation pilot and has lived in Cottonwood Heights for 20 years.

Commissioner Poulson stated that he had lived in the City for over 50 years and been a member of the Planning Commission for three years. He ate lunch at the East Berlin Russian Officers Club when the Berlin Wall was still standing.

Commissioner Lugo stated that he had been on the Planning Commission for one year and is a commercial real estate agent with a focus on office buildings. He had lived in the community since 2015 and served as the Parent-Teacher Association president. His pet snake had a medical emergency the previous week, but the exotic pet hospital was able to save him.

Commissioner Crowder stated that he was excited to join the Planning Commission as he had never been involved in local government before. He is a residential real estate agent and recreational pilot who moved to Utah from Georgia in 2005 and has lived in Cottonwood Heights since 2018.

City Recorder, Tiffany Janzen, introduced herself and stated that she has jumped out of an airplane.

Community and Economic Development Director, Jim Spung, stated that he has been with the City for almost one year. He was raised in Chicago and got his undergraduate and graduate degrees from the University of Utah. He was in the process of obtaining his pilot license.

Chair Steinman stated that he had lived in the community for the past 10 years but grew up in Sandy and attended Brighton High School. He owns a boutique development company that does both residential and commercial development, as well as a small café. He had been a member of the Planning Commission since 2021, and this was his first year as Chair. He was also the state director of the Home Builders Association. He took glider lessons when he was younger.

Commissioner Shelton stated that he represents District 1, and the other Commissioners may not know that introducing himself made him very uncomfortable.

2.0 Review Business Session Agenda.

Chair Steinman reviewed the Business Session Agenda and reported that the Business Items would be discussed later in the meeting.

Mr. Spung distributed the Utah Land Use Institute's *Citizens Land Use Guide* to the Commissioners. Its author, Craig Call, is a distinguished attorney who taught land use law when Mr. Spung was in college and previously served as the Utah Property Rights Ombudsman. Co-author Wilf Sommerkorn is also an attorney who taught at the University of Utah, had served as the Salt Lake City Attorney, and maintained a blog on the Utah Land Use Institute website. The book reviews general land use rules in layman's terms, and some required trainings would be conducted with the material. Links to two YouTube videos from the authors have been emailed to the Commission.

Item 3.1 was Project SUB-26-004. Mr. Spung reported that the application was for Preliminary Plat approval for a 10-lot single-family residential development on the existing Church of Jesus Christ of Latter-day Saints property at the intersection of 2300 East and Bengal Boulevard. A new public street was proposed with access from Bengal Boulevard, and the street would terminate in a cul-de-sac inside the project. Parcel A will serve as the stormwater detention pond, which will be managed by the Homeowners' Association ("HOA"). The property was zoned R-1-8, and Staff review determined that the proposed subdivision would comply with all requirements of the zone. The proposed minimum lot size was 8,705 square feet, and the largest proposed lot was 17,130 square feet. The minimum lot width of 81 feet exceeded the zone requirement of 70 feet.

In response to a question from Chair Steinman, Mr. Spung reported that the State grants land use and zoning authority to cities. As part of that authority, the city designates an approval body or land use authority to approve certain types of applications. In Cottonwood Heights, any subdivision with 10 or more lots requires review and approval by the Planning Commission. In response to a follow-up question, he reported that the Church property pre-dated the City's incorporation, and churches are typically a conditional use in residential zones.

Mr. Spung reviewed traffic, access, utilities, and infrastructure for the proposed subdivision. The Public Works Department has reviewed the applicant-provided traffic impact study and determined that no significant traffic impacts were expected. The study anticipated 94 average daily trips, with

seven peak morning trips and nine peak evening trips. In response to a question raised by Commissioner Poulson, Mr. Spung reported that the study was reviewed to determine if mitigations were necessary on adjacent streets, but Bengal Boulevard and 2300 East had ample capacity, and the City Engineer had no concerns. He would obtain more specific information prior to the Business Session.

The public street will be owned by the City, but all infrastructure (sidewalks, storm drains, water, sewer, etc.) will be provided at the developer's expense. All City departments, Unified Fire Authority ("UFA"), and Salt Lake City Public Utilities had reviewed the proposal and expressed no concerns. Any remaining technical comments would be completed prior to Final Plat review.

Mr. Spung reported that public notice was sent to all property owners within 1,000 feet of the subject property and no comments were received. Staff recommended approval based on the following findings:

1. The development shall substantially conform to the approved Preliminary Plat and supporting application materials.
2. All applicable requirements of Title 12 and Title 19 of the Cottonwood Heights Municipal Code shall be satisfied prior to Final Plat approval.
3. Final engineering plans, utility plans, drainage plans, and public improvement plans shall be reviewed and approved by the City and referral agencies prior to Final Plat approval.
4. All roadway, sidewalk, drainage, utility, landscaping, and public infrastructure improvements shall be installed or financially guaranteed prior to Final Plat recordation.
5. The applicant shall comply with all requirements of the City Engineer, utility providers, Unified Fire Authority, and all other applicable reviewing agencies.
6. Any necessary easements shall be dedicated and recorded with the Final Plat.
7. Parcel A, including all stormwater detention facilities, drainage improvements, landscaping, and associated common area improvements, shall be privately owned and maintained by the HOA. Appropriate maintenance obligations shall be incorporated into the project Covenants, Conditions, and Restrictions ("CC&Rs") and HOA documents prior to Final Plat recordation.
8. The Final Plat shall be recorded within one year of Preliminary Plat approval unless an extension is granted in accordance with Chapter 12 of the Cottonwood Heights Municipal Code ("CHMC").

Commissioner Poulson asked if there was any discussion about accessing the subdivision from 2300 East instead of Bengal Boulevard. A Council Member had asked his opinion on the matter, and he was curious if that would be a better solution. Chair Steinman stated that a 2300 East access would be approximately 70% closer to the roundabout. The site is complex due to the location of the roundabout, and the City Engineer had approved the proposed access. Mr. Spung indicated that the developer could speak to the question during the public hearing.

Commissioner Poulson stated that he visited the area to get a feel for traffic flow and concluded that approximately 36% of those traveling westbound on Bengal Boulevard turn right onto 2300 East. Of the 171 cars that utilized the roundabout during the 15 minutes he was there, 43 traveled southbound on 2300 East. He did not believe 2300 East was substantially less busy, and Bengal Boulevard had

the advantage of a middle turn lane, so backups at the roundabout will be less likely to impact the subdivision. His review indicated that the way it was platted was ideal.

In response to a question from Chair Steinman, Mr. Spung reported that the Public Works Department reviews standards related to distance from roundabouts. Commissioner Steinman stated that there would be approximately 2.5 car lengths between the southernmost edge of the proposed street and the roundabout if the access was from 2300 East, and the proposed access from Bengal Boulevard was approximately 10.5 car lengths from the roundabout. Mr. Spung confirmed that the street would meet all current City standards.

In response to a question from Commissioner Crowder, Mr. Spung reported that the developer will be responsible for installing all infrastructure. The City will hold a bond for the full value of the construction until it is completed. After the project is completed, inspected, and approved, 10% of that amount will be retained for one year as insurance against failure of any City-owned infrastructure. The City will own the street, sidewalk, curb, gutter, and stormwater infrastructure. In response to a follow-up question from Commissioner Barnes, he confirmed that a guarantee bond is standard for development projects nationwide.

Commissioner Kovac asked about landscaping along 2300 East. Mr. Spung indicated that a Landscaping Plan was not included with the application, but the issue would be discussed in more detail during the Business Session.

In response to a question raised by Chair Steinman, Mr. Spung stated that no impact fee study was planned. The City was built out, and impact fees typically only make sense if there are large undeveloped areas. Impact fees can only be used for new infrastructure, not replacement, and must be spent within a specific timeframe. Chair Steinman stated that other cities use impact fees to pay for parks, for example. Mr. Spung agreed that some cities charge parks impact fees, but the money can only be used for a new park, not to maintain existing parks, and Cottonwood Heights does not have plans for enough parks to justify an impact fee. If a park is included in a development, it is constructed at the developer's expense.

Item 3.2 was Project ZTA-26-002, a City-initiated Zoning Text Amendment of CHMC Chapter 19.34: Residential Multi-Family ("RM") Zone that would:

- Change the front setback from 30 feet to 20 feet.
- Clarify standards for townhouses, as existing standards did not differentiate between setbacks for detached single-family homes and townhouses.
- Clarify that permitted uses do not require a separate Master Development Plan.

Chair Steinman asked about the reason for the decreased setback. Mr. Spung reported that most other zones in the City have a 20-foot setback, and it is not uncommon to have a setback of 10 feet or less in multi-family zones. Thirty feet is unusually large for a multi-family product, and the entire frontage would need to be landscaped, so it was not an efficient use of land. There was a lot of interest in townhouse development in the City, but the existing standard was a barrier.

The Zoning Map was reviewed. In response to a question from Chair Steinman, Mr. Spung reported that Staff was reviewing a subdivision application for a townhouse project on the former bank

property on Bengal Boulevard and another multi-family project was also in review, but setbacks for those projects would not be affected. The Text Amendment was anticipatory in nature. Chair Steinman expressed concern about how the change could impact small infill developments in existing residential neighborhoods, specifically in the area of Bengal Boulevard. Mr. Spung clarified that residential setbacks in the area were already 20 feet, so it would match existing building plans.

An aerial image of a corner property in the area was reviewed. In response to a question, Mr. Spung clarified that the front setback applies to any side that fronts on a street. The example property had street setbacks of 20 feet on one side and 18 feet on the other. Higher density products typically have smaller setbacks, but the proposed setback would bring the product in line with existing single-family areas of the City.

Chair Steinman stated that he was comfortable with the proposed setback on properties adjacent to commercial zones, but there were concerns about both density and massing on the bank property. Mr. Spung clarified that the setbacks from existing developments would not be affected.

3.0 CUP-25-005 – Old Mill Demolition.

Mr. Spung reported that the applicant had not submitted any additional information for review. The consultant had started work on the structural analysis and had a target completion date of September 1. He then provided an overview of the project for the new Commissioners.

The owner of the Old Mill had submitted an application to demolish the structure. However, as it was a designated Historic Structure, specific standards must be satisfied prior to approval of a demolition permit. A public hearing on the application was held in January 2026, and the Planning Commission was required by code to wait at least one year before taking action on a Certificate of Appropriateness and making a final recommendation to the City Council. During the waiting period, Staff had requested information from the applicant justifying why they believe demolition is the only option. The City has also commissioned a structural analysis to assess its current condition and determine if it can be salvaged.

Mr. Spung reported that Commissioner Smith identified an error in the June 2, 2026, Planning Commission Meeting Minutes. The comment on page 13, paragraph 1 was made by Commissioner Mills but incorrectly attributed to Commissioner Smith. Mr. Spung directed the new Commissioners to recuse themselves from approval of the Consent Agenda as they were not present at that meeting.

4.0 Adjourn.

Commissioner Poulson moved to ADJOURN the Work Session. The motion passed with the unanimous consent of the Commission.

The Work Session adjourned at 5:50 p.m.

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

**Wednesday, July 1, 2026
6:00 p.m.
2277 East Bengal Boulevard
City Council Chambers**

ATTENDANCE

Members Present: Chair Sean Steinman, Commissioner Dan Poulson, Commissioner Mike Shelton, Commissioner Rusty Lugo, Commissioner Mike Crowder, , Commissioner Garry Barnes, Commissioner Sarah Kovac

Staff Present: Community and Economic Development Director, Jim Spung; City Recorder, Tiffany Janzen; System Administrator, Alex Earl

BUSINESS SESSION

Chair Sean Steinman called the Planning Commission Work Session to order at 6:31 p.m.

New Planning Commissioners Mike Crowder from District 1 and Sara Kovac from District 2 were introduced. The third new member would be welcomed at the next meeting.

1.0 Welcome and Acknowledgements

1.1 Ex Parte Communications and Conflicts of Interest to Disclose.

There were no Ex Parte Communications or Conflicts of Interest disclosed.

2.0 General Public Comment

There were no comments.

3.0 Business Items

3.1 Project SUB-26-004 – The Planning Commission will hold a Public Hearing to Review a Request for Preliminary Plat approval for the Ivory Bengal Boulevard & 2300 East Subdivision, a proposed 10-lot single-family residential subdivision located at 2327 East Bengal Boulevard. The proposal includes ten (10) residential lots, one stormwater detention parcel, a new public street, and associated public improvements within the R-1-8 Residential Single-Family Zone.

Mr. Spung presented the Staff Report. The application by Ivory Homes was for Preliminary Plat approval for a single-family subdivision at 2327 East Bengal Boulevard in the R-1-8 Zone. The proposal included a new public street and HOA detention parcel. The subject property is on the northeast corner of 2300 East and Bengal Boulevard and currently contains a Church of Jesus Christ of Latter-day Saints meetinghouse and surface parking lot.

The proposed plat was reviewed. The development will include:

- 10 single-family residential lots
- A public street with access from Bengal Boulevard that terminates in a cul-de-sac.
- Curb, gutter, and sidewalks.

The subject property is located in the R-1-8 Zone, which requires a minimum lot size of 8,000 square feet. The proposed single-family lots would satisfy all zoning standards, with a minimum lot size of 8,705 square feet, a maximum of 17,130 square feet, and a minimum lot width of 81 feet.

Access to the development will be from Bengal Boulevard. The applicant-submitted traffic study was reviewed and approved by the City's Engineering Department, and no significant impacts were anticipated as a result of the project. New infrastructure will be installed by the developer and maintained by the City with the exception of the stormwater detention pond on Parcel A, which will be privately owned and maintained by the HOA.

The application was reviewed by all City departments, as well as UFA and utility providers, and no concerns were raised. Any remaining technical comments will be addressed prior to Final Plat recordation.

Public notice was mailed to all property owners within 1,000 feet of the subject property, and no written comments were received. Staff recommended approval based on the findings outlined in the Staff Report.

Chair Steinman asked Mr. Spung to research the required distance from the access road and roundabout.

The applicant, Peter Gamvroulas, stated that he was available to answer questions.

Commissioner Kovac asked how street frontages would be addressed, if fences would be allowed to the property line, and how visibility at the roundabout would be affected. Mr. Gamvroulas stated that he had not seen any code requirements regarding fencing, but they intended to install an upgraded fence along the western and southern boundaries. Color and material had not yet been determined.

In response to a question from Chair Steinman, Mr. Spung stated that a roundabout is not a typical intersection, and he did not anticipate any issues with fencing, but the City Engineer would make that determination. Mr. Gamvroulas stated that they typically identify sight triangles on Site Plans, and none were identified in this area. Sight triangles were considered at the entrance.

Chair Steinman opened the public hearing.

Paula Summers stated that her mother, Helen Smilanich, owns the only house in the roundabout, which is directly across from the proposed development. Her parents bought their home in 1955 and had seen a lot of changes over the years, and communication from the City had not always been good. She was concerned about adding an entrance to Bengal Boulevard, which was already very busy, and believed the northwest corner would be a better location as 2300 East is less busy. She was also

concerned about what the houses would look like. She hoped that Ivory Homes would be a good neighbor and communicate with them.

Scott Bracken stated that he lives on the roundabout, and 2300 East would be a better location for the access road as it is much less busy than Bengal Boulevard. The morning peak hour was mentioned, but traffic really only backs up for approximately 30 minutes in the morning. The people living in the proposed subdivision will likely be more closely associated with the neighborhood behind them than the one across Bengal Boulevard. Vehicles typically exit the roundabout at slower speeds than those entering it. He has lived in the City for 34 years. He hoped that the developer would extend the existing stone wall but ensure that visibility is maintained.

Mary Ann Ebbeler gave her address as 2350 Bristlecone Circle and stated that the proposed plan would have parcels 107 and 108 backing up to her property, and how the parcels are developed will have direct consequences on her privacy, access to mountain views, and ability to enjoy her yard. She hoped that her concerns would be taken seriously by Mr. Gamvroulas and Ivory Homes. She asked how close the homes would be to the property line, if they would be one or two stories, and if using her second-story deck would compromise the new homeowners' privacy. She also asked how residents of Bristlecone Circle will be notified of construction plans, including work hours and plans for dust and noise mitigation, and the developer's plans to secure the area and protect existing neighbors' yards and gardens. She also asked that the developer consider installing a solid 12-foot fence with evergreen trees and shrubs to ensure privacy for current and future homeowners.

Jeannie Palmer stated that she lives next door to Ms. Eveler and shared her concerns. She had also spoken with Mr. Gamvroulas. Her home was chosen to be her forever home because it was in a quiet community and close to the freeway. She was concerned about impacts to the privacy and serenity of her home. She is a gardener who loves to work in her backyard, and she did not want residents of a two-story home looking into her windows. The properties would be sold to individual buyers who can choose their home, so she will have no say in what is built behind her even though she will be impacted by it. She did not see aesthetics or consideration of other human beings in today's political environment or Cottonwood Heights, and she did not know why every piece of property must be covered. She hoped that consideration would be given to property owners and what they have to live with.

Craig Paxman stated that he lives three blocks east of the subject property. He believes the roundabout is one of the best decisions the City had made. He agreed that the egress should be on 2300 East. He asked how the lot sizes would compare with the surrounding parcels and how many parking spaces would be provided for each home. There could be an issue with Brighton High School students parking there. His primary concern was the impact on the roundabout. He believes it would have been helpful to have printed copies of the proposed Preliminary Plat available for citizens in attendance.

Marcia Whitney stated that she lives near Ivory Homes' Cottonwood Canyon Cove development, and those houses are much larger than surrounding homes. They are at least two stories tall, some are 6,000 square feet, and most of the lots are only 0.25 acres. Most of the houses look down into the backyards of homes that are similar to those on Bristlecone Circle. She did not know why they could not be scaled down because it would be an eyesore on the corner. She had heard that the church across from Smith's may also be sold, and she guessed Ivory Homes would also put houses there.

The houses will bring tax revenue to the City, but there will be an additional 26 cars in the roundabout. She has lived in the City for 18 years and was not a fan of the new large houses in the area.

Debbie McIntosh stated that she has lived in the area for 62 years and watched it grow, and she was concerned about the lack of parking at Brighton High School and Butler Middle School. When there is an activity, cars park on both sides of her street, which prevents residents from getting in and out of the neighborhood. She wished that the school district would have purchased the property for parking. The new development will fill the road with visitor parking. She hoped that the number of homes could be reduced and the remaining land gifted to the City for school and event parking. There is no parking at the high school, and it would be an amazing opportunity.

Jodi Whitehead asked if the community would be gated and, if so, if traffic would back up waiting to enter the subdivision.

There were no further comments. The public hearing was closed.

Mr. Spung provided responses to questions posed by the Planning Commission. In response to Commissioner Kovac's landscaping question, the developer will be required to install park strips according to City standards, and Staff will meet with them to review landscaping and irrigation plans to satisfy the requirements. Park strips in front of individual homes are typically the responsibility of the property owner, but he would speak with Ivory Homes regarding how to best manage landscaping along the Bengal Boulevard and 2300 East frontages, including rear yards along those streets.

In response to Chair Steinman's question about distance from the new street to the roundabout, local streets must be at least 150 feet from an intersection, and the street will be approximately 182 feet from the beginning of the roundabout. Commissioner Kovac asked about the distance between the roundabout exit and the property line along 2300 East. Mr. Spung reported that the distance was 154.69 feet, but there was not enough land available for a full right-of-way.

In response to Commissioner Poulson's question regarding the traffic study, Mr. Spung displayed the text of the traffic study conclusion indicating that no negative impacts were anticipated.

Mr. Spung next responded to questions raised during the public comment period. The street will be public and not gated. Regarding architectural styles and building heights, each property owner will be subject to the same rules as other homes in the City. A maximum height of 35 is allowed, and there are no standards regarding architectural style. Plans for individual homes will be reviewed during the building permit process. He assumed that Ivory Homes would construct the homes, so they would likely be similar to other homes in their portfolio.

In response to a question from Commissioner Poulson, Mr. Spung clarified that the homes can be a maximum of 35 feet tall from the existing grade. Homes in sensitive land areas have a maximum height of 30 feet.

Chair Steinman asked Mr. Spung to speak to the property's zoning. Mr. Spung reported that the property was zoned R-1-8, which grants the owner the same property rights as those enjoyed by other property owners in the zone. The City adopts ordinances and applies them to specific zones in the City. If a project meets those adopted standards, the property owner cannot be prevented from building. In this case, it was an administrative decision because the subdivision met those standards.

If Ivory Homes had requested to build apartments, that would have required a rule change and been subject to legislative review by the City Council.

In response to a follow-up question, Mr. Spung confirmed that the subject property's zoning was consistent with all adjacent properties. The average size of parcels immediately abutting the property is approximately 9,000 square feet, and the proposed average lot size of the proposed subdivision was 8,705 square feet, which exceeded the 8,000-square-foot minimum required in the zone. Chair Steinman added that homes on adjacent properties could also be up to 35 feet tall and built to the same setbacks as the Ivory Homes development.

Chair Steinman asked Mr. Spung to speak to construction hours, noise, and dust concerns. Mr. Spung reported that construction hours are regulated by the Salt Lake County noise ordinance, and he believed work was allowed between the hours of 7:00 a.m. and 10:00 p.m. Ivory Homes is the largest home builder in Utah and tries not to make residents angry. He encouraged residents to speak with Mr. Gamvroulas regarding their concerns.

Mr. Gamvroulas stated that the homes will be pre-sold prior to construction and will be similar to those in Cottonwood Canyon Cove and on the cul-de-sac behind City Hall. The home options could be viewed in Ivory Homes' signature catalog on its website. Homebuyers will decide whether to build a rambler or two-story home based on the specific lot and their personal preference.

Regarding traffic concerns, Mr. Gamvroulas stated that he initially requested that the subdivision be designed with access from 2300 East as he believed it made the most sense. However, his engineers determined that the site could not be laid out in an efficient manner with that access due to the required distance from the roundabout. He understood that Bengal Boulevard was not an ideal location for the access.

Mr. Gamvroulas could not promise that views would be maintained, but the homes would comply with City code. The contractor obtained a Utah Fugitive Dust Control Permit for the project, and dust mitigation was required. Regarding privacy, no fences would be built on the north and east boundaries, but consistent fencing would be installed on the west and south boundaries.

Mr. Gamvroulas stated that he initially wanted the subdivision to have a private street, but Cottonwood Heights does not allow private streets outside of planned developments or without surrendering 25% of the property to open space, neither of which was feasible for the project. The homes will have no fewer than two parking spaces, and typically most homes in the price category have three-car garages. No land was available to donate for parking, but parking will be available on the public street. Access would not be gated.

In response to a question from Chair Steinman, Mr. Gamvroulas stated that HOAs are no longer allowed to regulate parking on public streets. Some cities add parking restrictions on streets close to high schools, and if available in Cottonwood Heights, he would petition for restrictions.

Chair Steinman indicated that the property had been closed off for many years, and he was concerned about students parking in the neighborhood when school is in session. He asked Mr. Spung about potential mitigation measures. Mr. Spung stated that gates are not allowed on public streets, but the subdivision configuration will leave little room for street parking that does not block a driveway or hydrant. There will be ample driveway and garage parking for residents. Some areas of Cottonwood

Heights require a parking permit, and that option could be explored at a later time if there was an issue with students parking in the subdivision. Chair Steinman proposed that the issue be preemptively alleviated rather than waiting to find a reactive solution. Mr. Spung stated that options would need to be discussed with the Public Works Department. The solution could be as simple as adding signage prohibiting weekday parking and asking the Police Department to enforce the rule. A parking permit program is an option, but that would carry administrative and enforcement costs.

Chair Steinman asked about the possibility of privatizing the road. Mr. Gamvroulas stated that under current code, a private road was not feasible. Mr. Spung added that it is difficult to have a private road in a small subdivision, as 10 property owners would be responsible for maintaining several million dollars' worth of infrastructure. The City's preference is for streets to be public and not gated off.

Mr. Spung reported that prior to restricting parking during school hours, Staff would need to evaluate other areas to determine the impact on other nearby streets. He was hesitant to restrict parking for 10 property owners and not others who are subject to the same impacts. Commissioner Kovac stated that parking is an issue during sporting and special events, and she was hesitant to add restrictions for one development without considering neighboring residents.

In response to a question from Commissioner Poulson, Mr. Spung reported that the Transportation Master Plan includes cross-sections for all streets, and the subdivision will be subject to the cross-section identified in that plan. Portions of the property may not be required to have park strips, but he would need to consult with the Public Works Department for specific information.

Chair Steinman reminded those present that the public hearing was closed. The application was for a by-right development. If the applicant proposed to change the use or density, the City could impose conditions. However, the project was in the R-1-8 Zone and would comply with the established zoning ordinance. It was unfortunate that so many church properties were being sold, but the Planning Commission was not able to add conditions of approval to uses already approved in the zone. He encouraged citizens to remain active with the City and ask questions of Staff and the City Council.

Commissioner Poulson moved to APPROVE Project SUB-26-004 based on the findings and recommendations, and including the recommended conditions listed in the Staff Report dated July 1, 2026. Commissioner Shelton seconded the motion. Vote on Motion: Commissioner Kovac-Yes; Commissioner Lugo-Yes; Commissioner Barnes-Yes; Commissioner Crowder-Yes; Commissioner Shelton-Yes; Commissioner Poulson-Yes; Chair Steinman-Yes. The motion passed unanimously.

3.2 Project ZTA-26-002 – The Planning Commission will hold a Public Hearing and make a possible recommendation to the City Council on a city-initiated request for a Zoning Text Amendment to modify CHMC Chapter 19.34 regarding development standards in the RM (Residential Multi-Family) zone, and corresponding definitions in CHMC Chapter 19.04

Chair Steinman reported that the above item was discussed in the Work Session.

Regarding the site on Bengal Boulevard that was previously zoned Neighborhood Commercial, Mr. Spung reported that the application was in the subdivision review phase. It was rezoned in August 2025, and it had been confirmed that all zone standards were met.

Chair Steinman opened the public hearing. There were no comments. The public hearing was closed.

Chair Steinman stated that Mr. Spung had addressed the concerns he discussed in the Work Session. The Text Amendment would clarify the ordinance and remove barriers to development in the community.

Commissioner Poulson moved to forward a positive recommendation of APPROVAL to the City Council for Project ZMA-26-002 based on the findings listed in the Staff Report dated July 1, 2026. Commissioner Kovac seconded the motion. Vote on Motion: Commissioner Kovac-Yes; Commissioner Lugo-Yes; Commissioner Barnes-Yes; Commissioner Shelton-Yes; Commissioner Poulson-Yes; Commissioner Crowder-Yes; Chair Steinman-Yes. The motion passed with the unanimous consent of the Commission.

4.0 Consent Agenda

4.1 Approval of June 3, 2026, Planning Commission Minutes.

Commissioner Poulson moved to APPROVE the Consent Agenda, as amended to correct Commissioner Smith to Commissioner Mills on page 13, paragraph 1. Commissioner Barnes seconded the motion. The motion passed with the unanimous consent of the Commission.

5.0 Adjourn.

Commissioner Poulson moved to ADJOURN the Business Meeting. Commissioner Barnes seconded the motion. The motion passed with the unanimous consent of the Commission.

The Work Session adjourned at 7:12 p.m.

I hereby certify that the foregoing represents a true, accurate, and complete record of the Cottonwood Heights City Planning Commission Work Session and Business Session held on Wednesday, July 1, 2026.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____

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