

COTTONWOOD HEIGHTS CITY ARCHITECTURAL REVIEW COMMISSION MEETING AGENDA



September 24, 2026

Notice is hereby given that the **Cottonwood Heights Architectural Review Commission** will convene on **Thursday, September 24, 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>.

4:00 p.m. Public Meeting

1.0 Welcome and Acknowledgements

- 1.1 Ex parte communications or conflicts of interest to disclose

2.0 Business Items

2.1 Project SPL-26-005

Review and consideration of a request by Mark Schik of Little Champs ABA UT LLC, for a Certificate of Design Compliance for two proposed wall signs and a replacement pole sign face for Little Champs ABA, located at 1950 E. Fort Union Blvd.

3.0 Consent Agenda

3.1 Approval of Minutes for September 24, 2026

The Architectural Review Commission will move to approve the minutes of September 24, 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 October 22, 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 Thursday, September 17, 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 17th day of September 2026, Attest: Tiffany Janzen, City Recorder

COTTONWOOD HEIGHTS CITY ARCHITECTURAL REVIEW COMMISSION STAFF REPORT



September 24, 2026

Summary

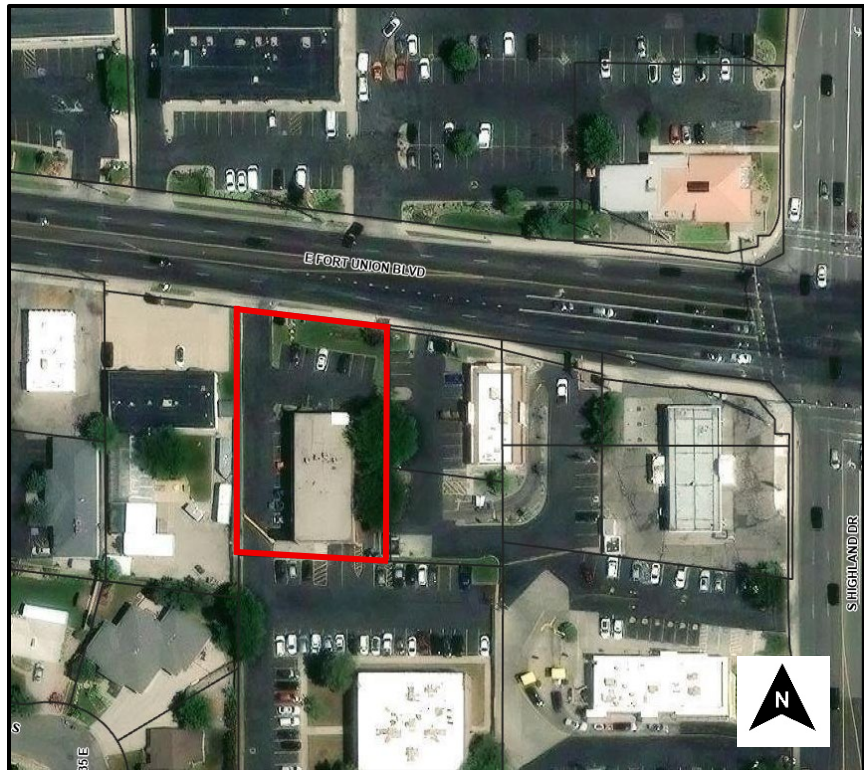
Project Number:
SPL-26-005

Subject Property:
1950 E Fort Union

Action Requested:
Certificate of Design
Compliance for outdoor
signage

Applicant:
Mark Schik – Little Champs
ABA UT LLC

Recommendation:
APPROVE



Satellite view of subject property

Context

Property Owner:
Evelyn Saunders

Acreage:
0.47 acres

Zoning:
CR Regional Commercial
& Gateway Overlay District



Google Street View

Request and Background

On July 28, 2026, the city received a new building permit application for two proposed wall signs and updated pole signs at Little Champs ABA. 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 signs:

1. **Wall Sign (North/Front)** – A 12'-0" x 5'-11" wall sign constructed of aluminum and mounted to the building façade using a hammer drill and concrete screws.
2. **Wall Sign (West/Side)** – A 20'-0" x 3'-8" wall sign constructed of aluminum and mounted to the building façade using a hammer drill and concrete screws.
3. **Pole Sign** – A 8'-1" x 6'-1" vinyl sign face. The existing pole structure was already in place from the previous tenant, and the replacement sign was slid into the existing sign frame.

The Regional Commercial (CR) zone permits wall signs, provided they comply with the size regulations outlined in CHMC 19.82.040. This section requires that the aggregate area of the wall signs displayed on premises shall not exceed 15 percent of the aggregate area of the wall where a sign is to be located. The proposed sign on the north (front) wall would take up approximately **6 percent of the aggregate wall area**. The proposed sign on the west (side) wall would also take up approximately **6 percent of the aggregate wall area**. The replacement sign face on the pole sign will not exceed the existing dimensions of the pole sign. Pole signs are not permitted in Cottonwood Heights, but as this sign predates the City's sign code, it is considered legally nonconforming. All three signs will be replacing similarly located and sized signs from the previous tenant that were approved by the City in 2021.

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 CHMC 19.49.060:

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 black and tan colors utilized in the logo match closely with the building's colors.
- 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 emphasizes the business's professional nature.

Recommendation

Based on the findings and analysis presented herein, staff recommend approval of project SPL-26-005.

Model Motions

Approval

I move to approve project SPL-26-005 and issue a certificate of design compliance based on the findings and recommendations listed in the staff report dated September 24, 2026...

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

Denial

I move to deny project SPL-26-005 based on the following findings:

- *List findings for denial...*

Attachments

1. Proposed Plan



12' 4"

73.2ft²

12' 4"

5' 11"

5' 11"



Mountain Land
PHYSICAL THERAPY













