



PLANNING COMMISSION MEETING AGENDA

Department of Community and Economic Development
Meeting Date: January 6, 2021

NOTICE is hereby given that the **Cottonwood Heights Planning Commission** will electronically hold a work session meeting at approximately 5:00 p.m., and a business meeting beginning at approximately 6:00 p.m., or soon thereafter, on **Wednesday, January 6, 2021**. In view of the current COVID-19 pandemic, **this meeting will occur only electronically**, without a physical location, as authorized by the Governor's Executive Order 2020-05 dated March 18, 2020 and related legislation enacted by the Utah Legislature since that date. (See the attached written determination of the chair or acting chair of the Planning Commission that conducting this meeting with a physical anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location). The public may remotely hear the open portions of the meeting through live broadcast by connecting to <http://mixlr.com/chmeetings>.

To View the Work Session: Each citizen desiring to view the Work Session *must register in advance* to view the online video broadcast at the following link:

https://cwh.zoom.us/webinar/register/WN_f_9TNN5HSAiOiVwBBx4w7g

To View or Participate in the Business Meetings: Unlike in past Planning Commission business meetings during the current pandemic, citizens now will be able to make live verbal comments during the "General Public Comment" or public hearing portion through the City's online video broadcast via Zoom. Each citizen desiring to make a citizen comment must register in advance to view or participate in the online video broadcast at the following link:

https://cwh.zoom.us/webinar/register/WN_N9ZreFvMRXCT_of0vDUSIA

Each registrant will receive a confirmation email containing information about joining the online video broadcast, and registrants who have entered the online video broadcast "waiting room" will be admitted one at a time for purposes of making comments to the Planning Commission. Public comments also may be given in writing by submitting the comments via email to mjohnson@ch.utah.gov by 12:00 p.m. on the meeting date. In the interest of time and those attending the meeting live, however, submitted written comments will be entered into the record and distributed to the Planning Commission but will not read at the public meeting.

5:00 p.m. WORK MEETING

1.0 Planning Commission Business

1.1. Review Business Meeting Agenda

The Commission will review and discuss agenda items.

1.2. (Project ZTA-20-007) Planning Commission Rules and Procedures

Staff will take feedback from the Commission on potential amendments to update and clarify the Planning Commission Rules and Procedures.

1.3. (Project GPA-20-001) Cottonwood Heights Parks, Trails, & Open Space Master Plan

Staff will present an update on the Cottonwood Heights Parks, Trails, & Open Space Master Plan. Discussion only. A public hearing will be held at a future Planning Commission meeting.

1.4. Additional Discussion Items

The Commission may discuss the status of pending applications and matters before the Commission and new applications and matters that may be considered by the Commission in the future.

6:00 p.m. BUSINESS MEETING

1.0 Welcome and Acknowledgements

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

2.0 General Public Comment

General public comments will be read into the record following the procedure detailed above.

3.0 Business Items

3.1 (Project CUP-20-016)

A public hearing to receive comments and take possible action on a request from Thurmond Dressen, on behalf of Joe Coccimiglio, for conditional use approval of a bed and breakfast at 6632 S. Highland Dr., in the Residential Office (RO) Zone.

4.0 Consent Agenda

4.1 Approval of Planning Commission Minutes

- December 2, 2020 Planning Commission Minutes

5.0 Adjourn

Meeting Procedures

Items will generally be heard in the following order:

1. Staff Presentation
2. Applicant Presentation
3. Open Public Hearing (if item has been noticed for public hearing). Written public comment received prior to the meeting will be read into the record.
4. Close Public Hearing
5. Planning Commission Deliberation
6. Planning Commission Motion and Vote

Planning Commission applications may be tabled if: 1) Additional information is needed in order to act on the item; OR 2) 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 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.

Submission of Written Public Comment

Written comments on any agenda item should be received by the Cottonwood Heights Community and Economic Development Department prior to 12:00 p.m. on the meeting date to be entered into the record and distributed to the Planning Commission. Comments should be emailed to mjohnson@ch.utah.gov. Comments received after 12:00 p.m. on the meeting date will be distributed to the Commission members after the 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) 944-7021 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, December 31, 2020 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>.

DETERMINATION OF THE PLANNING COMMISSION CHAIR CONCERNING AN ANCHOR LOCATION

Pursuant to UTAH CODE ANN. 52-4-207(4), the chair (or acting chair) of the Cottonwood Heights Planning Commission hereby determines that conducting this Planning Commission meeting at an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. The World Health Organization, the President of the United States, the Governor of Utah, the Salt Lake County Mayor and Health Department, and the Mayor of this city have all recognized that a global pandemic exists related to the new strain of a coronavirus named SARS-CoV-2. Due to the state of emergency caused by the global pandemic, I find that conducting a meeting at an anchor location under the current state of public health emergency constitutes a substantial risk to the health and safety of those who may be present at the location. According to information from state epidemiology experts, Utah is currently in an acceleration phase, which has the potential to overwhelm the state's healthcare system.

Signature

Date



PLANNING COMMISSION STAFF REPORT

Conditional Use Permit: Bed and Breakfast

Meeting Date: January 6, 2021

Staff Contact: Samantha DeSeelhorst, Associate Planner
(801-944-7069, sdeseelhorst@ch.utah.gov)

Summary

Action Requested

Conditional use approval for a bed and breakfast establishment.

Recommendation

Approve, with conditions

Applicant:

Thurmond Dressen

Project #:

CUP-20-016



Context

Subject Property

6632 S. Highland Dr.

Property Owner

Joe Coccimiglio

Acres

0.23

Parcel

22-21-432-008-0000



Site Photos



Front View (West)



Side View (South)

Zoning

Project Zoning: RO – Residential Office

Adjacent Zoning (North): R-1-8 –
Residential Single Family

Adjacent Zoning (South): R-1-8 –
Residential Single Family, RO – Residential
Office, CR – Regional Commercial

Adjacent Zoning (East): CR – Regional
Commercial, R-1-8 – Residential Single
Family, R-2-8 – Residential Multi-Family,
RM – Residential Multi-Family

Adjacent Zoning (West): R-1-8 –
Residential Single-Family



Zoning Vicinity Map

Analysis

Applicant Proposal

The applicant is proposing to locate a bed and breakfast establishment within an existing structure at 6632 S. Highland Dr.

Site Plan Review

This proposal does not constitute any expansion of the building, or alteration of site components. The proposed use will be contained within the existing structure. Should alternations be proposed in the future, relevant permits and review will be required.

Ordinance Review

The only permitted use in the RO Zone is single family dwellings. All other allowed uses must obtain conditional use approval.

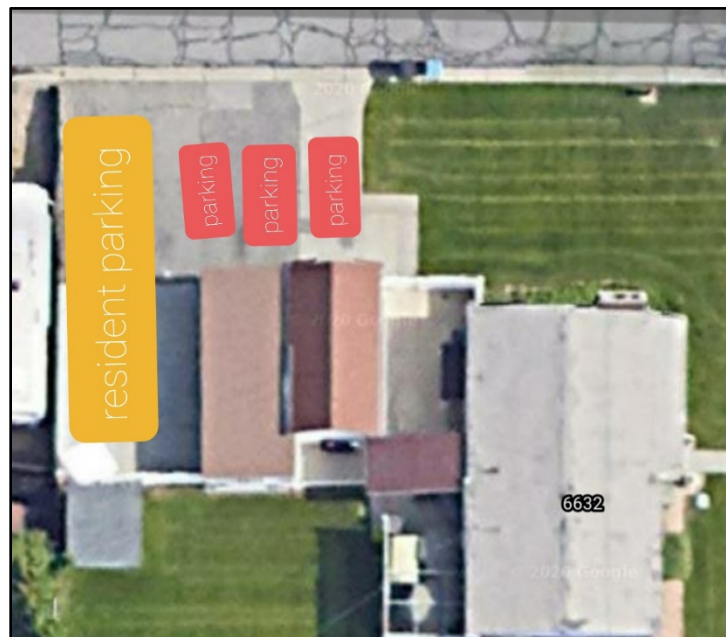
- 19.35.30.P of City Code lists “Bed and breakfast” as a conditional use in the RO zone.
- 19.04.340 of City Code defines “Bed and breakfast” as “a dwelling occupied as a permanent residence by an owner or renter which serves breakfast and provides or offers sleeping accommodations.”

Staff Analysis

- The proposed use is allowed in the RO Zone as a conditional use.
- The definition of this use requires the bed and breakfast to be occupied as a permanent residence by an owner or renter.
 - The applicant's narrative states that a permanent resident will reside in the basement of the home. This resident will sign a yearly contract for to live at the property. Staff has included a recommended condition of approval that the applicant must demonstrate occupancy of a permanent resident prior to business license renewal each year.
- The use's definition also states that the establishment must provide breakfast and sleeping accommodations.
 - The applicant's narrative also states that the permanent resident will prepare and serve breakfast for the guests. Additionally, the applicant has provided a floorplan of the home which indicates multiple bedrooms.

Parking Design and Layout

There is existing off-street parking available on the north side of this property for both the permanent resident and bed and breakfast guests. Based on the need for permanent resident and guest parking, the ITE Parking Generation Manual indicates a minimum requirement of two permanent resident parking stalls and three guest parking stalls. As demonstrated in the map below, these minimum requirements are met.



Parking Map

Criteria for Granting the Conditional Use permit

The city code establishes the criteria by which a conditional use permit may be issued:

A conditional use shall be approved if reasonable conditions are proposed, or can be imposed, to mitigate the reasonably anticipated detrimental effects of the proposed use in accordance with applicable standards. If the reasonably anticipated detrimental effects of a proposed conditional use cannot be substantially mitigated by the proposal or the imposition of reasonable conditions to achieve compliance with applicable standards, the conditional use may be denied (see 19.84.020.B CH Code).

Recommendation

Staff recommends approval of CUP-20-016, with the added conditions:

- The applicant must obtain a business license prior to conducting bed and breakfast uses.
- Upon annual renewal of business licensure, the applicant must demonstrate occupancy within the structure by a permanent resident.

Conclusions - Findings for Approval

- The proposed use described in the report is a conditional use within the RO – Residential Office Zone.
- A public hearing was held in accordance with local and state requirements, including those requirements for notice of a public hearing.

Model Motions

Approval

I move that we approve project CUP-20-016, with the recommended conditions, based upon the findings for approval outlined in the staff report:

- List findings for conditions of approval...

Denial

I move that we deny project CUP-20-016, based on the following findings:

- List findings for denial...

Attachments

- Applicant Narrative

Breakfast will be served by the permanent resident that lives in the 2 bedroom 1 bath apartment in the basement. The basement is equipped with a kitchen where they can prepare breakfast. We will mostly serve individually prepackaged items. There is a space in the basement about 8 feet by 10 feet that we will use to serve the food and then the guest can take back upstairs to the area they are staying.

The permanent resident will sign a yearly contract that will give them the opportunity to stay at the basement apartment. In this contract it will state that they need to serve breakfast everyday from 7-9 AM in the area that is designated for the guest to get breakfast. they will also be in charge of cleaning and helping people check in and out.

Parking

We have a large space to park for guest and resident. We will have 2 spots for the resident and 3 spots for guest. We plan on only having only a max of 6 guest stay at a time this is usually only 2 parking spot.

To Cottonwood Heights-

We are looking to get a conditional use permit for a Bed and Breakfast for our home that was rezoned on 6632 s Highland Dr.

We have no plans to change anything structure of the home. We have 8 parking spots to keep cars off the street and don't plan on having more the 6 people being able to stay in addition to the onsite manager. We do not wish to build any larger blocking any views from the home behind us.

Please let us know what further information you would need for us to continue in this process. Thank you.

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

Wednesday, December 2, 2020

5:00 p.m.

Conducted Electronically

ATTENDANCE

Members Present: Chair Chris Coutts, Craig Bevan, Jesse Allen, Jessica Chappell, Dan Mills, Douglas Rhodes, Bob Wilde

Staff Present: CED Director Michael Johnson, Deputy City Recorder Heather Sundquist, Senior City Planner Andrew Hulka, Associate City Planner Samantha DeSeelhorst, City Attorney Shane Topham

Others Present: Melvin Sweeney, Applicant

WORK MEETING

Chair Coutts called the Work Meeting to order at 5:03 p.m.

Chair Chris Coutts welcomed the newest member of the Planning Commission, Jessica Chappell, and requested her to introduce herself. Ms. Chappell stated that she is a long-term resident of Cottonwood Heights since 2005. This is her first serving on a Planning Commission meeting and she looked forward to serving in the community. She is a Structural Engineer by profession with a policy interest in community development and learning about public safety.

Chair Coutts reported that Commissioner Sue Ryser resigned from the Planning Commission after serving for many years. She was a dedicated public servant and was thanked for her service.

1.0 Planning Commission Business.

1.1 Review Business Meeting Agenda.

The agenda items were reviewed and discussed.

CED Director, Michael Johnson, reported that both of the business meeting items were minor sign applications. Mr. Johnson reported that the text amendment is a City-initiated amendment for the PDD Ordinance as discussed previously. It had been ready for quite a while but was not introduced while Rockworth was going through their application because it is vested under the old ordinance.

Mr. Johnson reported that they intended to introduce the item and conduct the public hearing. They would then give the Commission some time to review the item over the next month. Staff recommended that because it was an applicant-initiated amendment to the provision in that Code, that it be presented to the City Council before the Commission makes a recommendation.

Mr. Johnson reported that they did not want to change the amendment twice. He noted that they wanted to see where the Council lands on proposals and then bring the information back to the Commission. The Commission made the recommendation of approval. The Area Median Income (“AMI”), or the affordability of the units in the PDD, were increased from 50% AMI to 80% AMI. The Commission recommended that the trade-off in the increase in allowable rent be 20% of units rather than 10%.

Mr. Johnson reported that the applicant did not feel comfortable modifying their proposal for 20% but said they were comfortable with 15%. They took a revised proposal of 80% AMI, 15% of the units forward to the Council. The Council has been discussing those two numbers for the last two work sessions with no consensus yet.

Chair Coutts read the statement regarding conducting the meeting from an anchor location.

(Project CUP-20-017) - Overview of Project – Samantha DeSeelhorst

Associate City Planner, Samantha DeSeelhorst, shared slides on the signage application and reported that it is a basic signage application for a property along Highland Drive, requesting conditional use approval for wall and monument signing. The applicant is Wasatch Sign and Lighting on behalf of the property owner, Lynn Curtis.

Ms. DeSeelhorst gave a brief overview of the site context and reported that the approval is for a single monument sign located at the front of the site, and two wall signs, one located on each of the existing buildings. The applicant felt that the lack of signage creates confusion for clients, both in finding the property from Highland Drive and in navigating the site. The two different buildings each serve a different age group of children. There is the Children’s Academy Preschool at the rear of the site, which is specifically childcare for younger kids, age infant through preschool. The Children’s Academy Creek is for older school-aged children.

Ms. DeSeelhorst reported that as far as Code goes, signage does not normally go to the Planning Commission, however, City Code requires all signage in the Residential Office Zone to obtain a Certificate of Design from the Arts Council and conditional use approval from the Planning Commission as well as a standard Building Permit. The Arts Council voted unanimously to issue a Certificate of Compliance at their last meeting on November 19. The item was currently under the review of the Commission.

Ms. DeSeelhorst stated that the same chapter of City Code gives guidelines of signage, as outlined in the project memo and staff report. The application met and followed all guidelines. She reported that the monument sign is compliant with City Code at 32 square feet per side and is four feet tall. It will be constructed using aluminum and steel and located in an existing planter box and will be parallel to the driveway. The wall signs are nearly identical but are different in terms of the name denoting the different age groups. They are also Code compliant at less than the allotted six square feet and are proposed to be constructed of aluminum and Sintra. Ms. DeSeelhorst presented renderings showing the sign placements above the exterior entrances, which are also compliant with City Code. Staff recommended approval of the project.

Chair Coutts had a question related to the light ordinance and had noticed floodlights pointing up at the signage on the monument sign. She stated that the lighting ordinance may better to do down lighting on the monument sign. It was up to the applicant how they would accomplish that. Ms. DeSeelhorst reported that there would be no modification and the lighting was what it was previously approved with the project. The applicant is just proposing to place the sign in between the existing landscaping lights.

Chair Coutts asked how high up the sign was on the signage story building. Ms. DeSeelhorst stated that that is not included in the rendering but she would check it on the plan. Chair Coutts pointed out that the lighting in the R-O Zone should be 18 feet on the sides of the building because they are adjacent to residential. Chair Coutts added that from the renderings, it looked like it might be above that, which means it would be visible from the residential areas. Ms. DeSeelhorst stated that they may have to check with the applicant on what their goals are for lighting the wall signs.

The comment was made that it was interesting that the sole justification was to avoid confusion rather than advertising. Ms. DeSeelhorst stated that that was the rationale for it at the time of the application but there could be multiple benefits for adding signage.

A question was raised as to whether the applicant would consider putting the sign in the column area around the door if they have the big sign over top. Ms. DeSeelhorst was not sure and would establish if there's an issue with the Code when she pulled up the plans.

It was noted that they were just wall signs, not internally lit signs, which takes the lighting out of the equation. Ms. DeSeelhorst agreed. Mr. Johnson stated that the concerns have to be mitigated and the signs have to comply with the R-O ordinance.

(Project ZTA-19-003) Overview – Michael Johnson

Mr. Johnson reported Project ZTA-19-003 is a City ordinance that can be applied in specific City Redevelopment Areas, with the gravel pit or a portion of the gravel pit being the newest. Specific areas where it may apply were identified. It allows a specific development plan that only applies to a particular property. He noted that two projects are currently going through the process. The proposal involves efforts by the City to clean the area up and remove gray areas. Mr. Johnson stated that nearly one year ago the City contracted with Landmark Design to assist with the draft. For all new projects moving forward, the amendment will apply.

Mr. Johnson gave a brief overview and stated that the approach was to use and assess the current ordinance. The Consultant chosen by the Commission met with staff, the Planning Commission, and the developer. He did not meet with Lockwood but they reached out. Mr. Johnson reported that after all of the consultations, some Code modifications were presented to the Commission. Mr. Johnson presented the following Code changes:

- Several terms were eliminated that were similar such as PDD, PDZ, and Development Plan. To clarify the various connotations, some definitions were added.

- It was proposed that Tier 3 be excluded from the ordinance. Because the approval process is more strict, it would not have been included and there is no variation in the standards that need to be met. It was noted that there was no reason for anyone to apply for a Tier 3 PDD and then seek to rezone a site.
- Clear language was added that includes participation in each project by the Architectural Review Commission (“ARC”). The ARC will conduct the first review after which it would go before the Planning Commission and the City Council.
- Clarification was added to the section pertaining to Affordable Housing. It will be held until the update to the Lockwood text is reviewed by the Council. Flexibility was added including allowing 15% of the units to be at 80% of the Area Median Income (“AMI”) and using HUD data rather than City data.
- Significant differentiation was added. One section in the ordinance pertains to development standards and submittal requirements. Regardless of the size or scale of a property, the same level of detail must be provided. Projects were divided into single and multi-phased, with an additional step added to multi-phased projects. A flow chart was added to help visualize the approval process.

Mr. Johnson reported that the targets were updated to make them flow better and make it clear that the goals for PDD are City-wide. With every project, all four points cannot apply, but each project should at least contribute to the objectives. To explain the plan on a case-by-case basis, certain uses were reaffirmed. There were also differentiated application criteria for single and multi-phase developments. Single-phase technologies, such as planting and lighting plans and precise sign information and diagrams, will include the stricter requirements. Building elevations will be as they appear and multi-phase implementations were broken out. There will be several requirements such as a traffic study, market research, a proposal for affordable housing units, and a plan for the concept site or a master site plan showing the open space, houses, and parking.

Mr. Johnson explained that because of the architectural designs, a site photometric plan showing the location of each light bulb will not be needed. This is similar to what was done with the gravel pit. When each phase was reviewed by the Architectural Review Commission and the Planning Commission, they established a design theme and criteria so that the two bodies could determine whether each phase was in compliance. At various stages in the process, the information will be broken down to make it more usable. The City Ordinance for parking and lighting standards will also be referred to as the basis for development.

It was reported that Tier 3 was modified. The building heights are the same in Tiers 1 and 2, but an adjustment was needed. The current ordinance specifies that to construct a Tier 2 project with a height of 50 feet, it must have commercial on the first two floors. According to different market studies and initiatives in other cities, two-level mixed tiers do not always work. Mr. Johnson commented that they did not want only mixed-use on the ground floor but also did not consider two levels of mixed-use to be appropriate. He suggested there be further discussion on the plan for a single mixed-use of 50 feet at ground level. All other information was to remain the same.

Mr. Johnson reiterated the affordable housing argument and reported that 15% of the units have to be provided at that rate in order to build units that are affordable at 50% to 80% of the AMI. Around 10% of the units have to be provided at 50% AMI. The exact number of units can be determined by the City Council.

With clear reference to the Outdoor Lighting Ordinance, additional clarification was applied to the lighting standards. It was noted that the Ordinance will be applied City-wide. A flow chart for the building standards was also created. It described the various steps from the pre-application conference to review by the Planning Commission and what a full application needs to include. Mr. Johnson displayed a map and identified the location of the Tier 3 areas. He clarified that the intent was to conduct a public hearing. He recommended that it be continued and left open.

Concern was raised regarding the building heights in Tier 1. Mr. Johnson stated that the setbacks are 500 feet for a 300-foot height. He stated that the Commission should have some say regarding the building height. The potential of postponing the discussion to a later date was discussed.

1.2 (Project GPA-20-001) Cottonwood Heights Parks, Trails, and Open Space Master Plan.

Mr. Johnson reported that staff had been working for some time on an Open Space Master Plan with a significant amount of input having been provided by the Parks, Trails, and Open Space Committee. Several members were also serving on the Steering Committee. Senior City Planner, Andrew Hulka, provided an overview of the feedback, what the plan seeks to accomplish, and public input. It was noted that at some point, a structured draft plan will be prepared. It was anticipated that a public hearing on the proposal will be conducted in January or February of 2021.

Mr. Hulka reiterated that the plan is still a rough draft and staff continued to collaborate with the Parks, Trails, and Open Space Committee. The plan's definition is a long-range vision for parks, trails, and open space through maintenance and preservation of existing amenities, the addition of new parks, new trails, and continued public education. There are also long-range plans that provide a basis to build off of.

The original 2005 General Plan included feedback on parks, trails, and open space. The County also has a Natural Areas Plan. Mr. Hulka reported that in 2008 the City adopted an Open Space Plan that addressed concerns. The County also has a Parks and Recreation Master Plan and an East-West Recreational Trails Master Plan. Mountain Accord and Wasatch Choice are regional plans that encompass more than just parks, trails, and open space. Some of the goals and insights that are deemed relevant could be adopted.

Existing City plans include the City Bike Plan, which calls for bike lanes and trails throughout the City. The Fort Union Boulevard Master Plan calls for mixed-use pathways or separated bike lanes throughout the entirety of the corridor. The Wasatch Boulevard Master Plan calls for trails on Wasatch Boulevard.

Mr. Hulka reported that they gathered demographic data showing that thousands of residents will need amenities in the coming decades. The population will include people with varying interests

and expectations to use open space in different ways. It was suggested that this be considered in future plans. An inventory was available of parks and open spaces in the City. It includes parks, schools, the Skate Park, the Recreation Center, trails, open public spaces, and regional facilities near the City boundaries. A more comprehensive inventory was being prepared by the Parks Committee.

Mr. Hulka reported that in 2017, they began taking public comment. In September 2017, an Open House was held. Maps were created to highlight desired changes. Surveys were also conducted. Another open house took place in 2018 to get additional feedback from residents. Mr. Hulka described the vision of the plan. Research on the benefits of parks and trails was conducted. It was noted that there are health benefits to the use of parks and trails. With regard to economic benefits, studies have shown that parks and trails increase the economic value of surrounding properties.

Mr. Hulka explained that there have been a number of reports on facilities that people want to see fixed, upgraded, or installed. These include a bike track, a stage for live music, frisbee golf, an all-skills park, a playground, and a multi-use Fort Union path. It was noted that the open space images for Fort Union were prepared by University of Utah students.

The Wasatch Boulevard Plan envisions a trail that would run north to south along Wasatch Boulevard. There had also been a recurring request for a Dog Park for which a plan was included. Overflow trailhead parking in Ferguson Canyon was also something that staff believed would benefit the City.

A path along I-15 close to Parleys along I-80 was also proposed that would require working closely with the Utah Department of Transportation (“UDOT”) on the right-of-way. A drawing was provided showing the connection between Wheeler Farm and the City and Little Cottonwood Canyon.

Mr. Hulka stated that the East Jordan Canal Trail is an existing trail that was extended to Mountain View Park from Fort Union Boulevard. Another new trail being proposed was the Union View Trail that connects the subdivision above Home Depot and Target and the industrial area to the community core. Other connection efforts were described. In the open houses, Deaf Smith Canyon was identified as a priority. Mr. Hulka displayed an image showing the proposal for Bonneville Shoreline access and will look like a neighborhood trailhead with no parking. Foothill open space preservation was another priority identified.

Mr. Hulka reported that the City was divided into areas for planning and are neighborhoods that center around activity nodes. That information was included on a map. To see how existing and new parks and trails, bike lanes, and open space facilities will operate they looked at each neighborhood. The planning areas were identified.

Mr. Hulka reported that several criteria were implemented to identify possible future open space acquisitions and to determine which sites were preferred, which should be prioritized, and potential funding strategies.

A question was raised regarding how the Bonneville Shoreline Trail relates to the report on the park. Mr. Hulka explained that it is a regional trail. A portion of it passes through the City's east side and is included on regional maps. He stated that the Bonneville Shoreline Trail Access proposal was recently approved by the City Council. The park report also contains the trailhead options proposed on the east side of the City.

1.3 Additional Discussion Items.

There were no additional discussion items.

2.0 Adjournment

Commissioner Wilde moved to adjourn. Commissioner Rhodes seconded the motion. The motion passed with the unanimous consent of the Commission.

The Work Session adjourned at 6:00 p.m.

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

Wednesday, December 2, 2020

6:00 p.m.

Conducted Electronically

ATTENDANCE

Members Present: Chair Chris Coutts, Craig Bevan, Jesse Allen, Jessica Chappell, Dan Mills, Douglas Rhodes, Bob Wilde

Staff Present: CED Director Michael Johnson, Deputy City Recorder Heather Sundquist, Senior City Planner Andrew Hulka, Associate City Planner Samantha DeSeelhorst, City Attorney Shane Topham

Others Present: Melvin Sweeney, Applicant

BUSINESS MEETING

Chair Chris Coutts called the Business Meeting to order at approximately 6:00 p.m.

1.0 Welcome and Acknowledgments.

Chair Chris Coutts welcomed those in attendance and read the opening statement regarding the current COVID-19 situation.

1.1 Ex Party Communications or Conflicts of Interest to Disclose.

No conflicts of interest were disclosed.

2.0 GENERAL PUBLIC COMMENT

There were no public comments.

3.0 BUSINESS ITEMS

3.1 (Project CUP-20-017) – A Public Hearing to Receive Comments and Take Possible Action on a Request from Wasatch Sign and Lighting for Approval of Wall and Monument Signage at 7904 South Highland Drive and 7918 South Highland Drive, in the Residential Office (RO) Zone.

Associate City Planner, Samantha DeSeelhorst presented the staff report and stated that the request is for conditional use approval for a wall and monument signage. She clarified that the proposed sign on the second preschool building is approximately 16 feet high on the building. Existing

lighting will be used. It was noted that new lighting will be restricted to 18 to 25 feet in height. A condition could be added to clarify that the lighting will be compliant with the ordinance.

The applicant, Melvin Sweeney from Wasatch Sign and Lighting, stated that for 22 years he has been building signs in Salt Lake City. He appreciated the Planning Commission taking the time to review the application.

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

Commissioner Bevan appreciated the fact that it was a monument sign, which would be more simple to deal with. Commissioner Mills concurred with Commissioner Bevan and stated that the signs will be a great addition. He was concerned that the sign on the front seems small in terms of readability based on the speed of traffic along Highland Drive. Ms. DeSeelhorst explained that there are strict requirements for signs within the RO zone.

Commissioner Rhodes moved to APPROVE Project CUP-20-017 based on the following:

Findings of Approval:

- 1. The proposed signage is compliant with the requirements outlined in the City Code.***
- 2. The required public hearing was conducted.***
- 3. A Certificate of Design has been issued by the ARC.***

Commissioner Wilde seconded the motion. Vote on motion: Commissioner Mills-Aye, Commissioner Bevan-Aye, Commissioner Wilde-Aye, Commissioner Allen-Aye, Commissioner Chappell-Aye, Commissioner Rhodes-Aye, Chair Coutts-Aye. The motion passed unanimously.

3.2 (Project ZTA-19-003) – A Public Hearing to Receive Comments and Take Possible Action on a City-Initiated Zoning Text Amendment to Chapter 19.51 – “Planned Development District”.

CED Director, Michael Johnson gave a brief overview of the item and reported that the City-initiated amendment was developed in 2016 to incentivize redevelopment in certain targeted areas. It gives the City the flexibility to design ordinance standards, development standards, and actual development projects that fit in the location it is being applied to. The ordinance was posted on the City's website. He identified the following changes made:

- Addition of a specific definition to clarify the terms and acronyms used.
- Removal of the Tier 3 area from the ordinance.

- The addition of clear language that requires the participation of the Architectural Review Commission (“ARC”) with every project. The first official step in a process will be review by the ARC before being presented to the Planning Commission and ultimately the City Council.
- Modifications to the Affordable Housing Provision.
- Clarification of the approval process and requirements for single and multi-phase projects. A flow chart was included to provide a graphic of the various steps as part of the approval process.

Staff recommended no action be taken. A Work Session was to be held to implement recommended changes.

Chair Coutts opened the public hearing.

Patricia Dennis raised concerns regarding the 300 feet versus the 50 feet written on the plan. Mr. Johnson clarified that the 50 and 300-foot limits are available at two different levels for different areas. Tier 1 is only applicable at the gravel pit site. The Tier 2 area along Fort Union Boulevard was identified. The maximum building height is 50 feet with mixed-use development. The maximum building height is 300 feet in for Tier 1 at the gravel pit site if there is a 500-foot setback from Wasatch Boulevard.

Commissioner Bevan commended Mr. Johnson for his excellent work on the amendment.

Chair Coutts was concerned about the disparity between how public space is defined by the Commission and planning groups. She remarked that the Commission looks more closely at public space. In an apartment building, for example, public space is open to all tenants and not necessarily to the general public. She asked if there was a way to describe this to simplify the process. Mr. Johnson offered to look into it further.

Commissioner Chappell noticed that the 50-foot height was not altered and was already included in the provision. She asked if the City had inherited a cap. Mr. Johnson clarified that except for office parks, the standard height is 50 feet throughout the City and must be 25 feet from residential zones. It was suggested that there be language stressing the importance of how a project interfaces with the surrounding area. Mr. Johnson stated that the plans could be supplemented with a clear reference to the requirements.

Chair Coutts pointed out that there is a density bonus for developers to provide certain things, such as connectivity to the existing community, as the reason for having the PDD option. In addition to the retail and other things provided by developers, developers get a slightly greater height in their buildings and the City gets additional amenities. Chair Coutts felt that there will always be a push and pull with developers in that regard. The Commission should clarify its intent. Mr. Johnson explained that the intent is for the developer and the City to benefit.

It was reported that some time ago, there was a project that required buildings to be moved back from the property lines. The developers decided to only build next to the property line. The Commission ultimately agreed that it was better to allow for flexibility.

Commissioner Wilde raised concerns about the word ‘clearly’ in the plans and the distinction between a superior and clearly superior project. Mr. Johnson explained that the draft was prepared by staff and will require review by City Attorney, Shane Topham.

A question was raised regarding the restoration of the Mountain Canyon Water Treatment Facility since the City has no jurisdiction over it. There was some question regarding it was appropriate to address how this interface will occur as it abuts Tier 1. Mr. Johnson clarified that because it is a Salt Lake City facility, there will be no issue from a Code perspective. Potential issues were identified

Chair Coutts stated that the public hearing would remain open.

4.0 CONSENT AGENDA

4.1 Approval of Planning Commission Minutes.

- **October 7, 2020, Planning Commission Minutes**

Chair Coutts provided changes and amendments to staff.

Commissioner Bevan moved to approve the minutes of October 7, 2020, with the changes submitted by Chair Coutts. Commissioner Mills seconded the motion. The motion passed with the unanimous consent of the Commission.

- **October 21, 2020, Planning Commission Minutes**

Commissioner Wilde moved to approve the minutes of October 21, 2020. Commissioner Bevan seconded the motion. The motion passed with the unanimous consent of the Commission.

5.0 ADJOURNMENT

Commissioner Rhodes moved to adjourn. Commissioner Chappell seconded the motion. The motion passed with the unanimous consent of the Commission.

The Planning Commission Meeting adjourned at 6:56 p.m.

I hereby certify that the foregoing represents a true, accurate, and complete record of the Cottonwood Heights City Planning Commission Meeting held Wednesday, December 2, 2020.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____