

1
2 **MINUTES OF THE COTTONWOOD HEIGHTS CITY**
3 **PLANNING COMMISSION MEETING**

4
5 **Wednesday, March 6, 2019**

6 **5:00 p.m.**

7 **Cottonwood Heights City Council Room**

8 **2277 East Bengal Boulevard**

9 **Cottonwood Heights, Utah**

10
11 ***ATTENDANCE***

12
13 **Members Present:** Chair Graig Griffin, Chris Coutts, Jesse Allen, Doug Rhodes, Sue Ryser,
14 Dan Mills, Alternate Bob Wilde

15
16 **Staff Present:** Community and Economic Development Director Mike Johnson, Senior
17 Planner Matt Taylor, Associate Planner Andrew Hulka,

18
19 **Excused:** Craig Bevan

20
21 **WORK SESSION**

22
23 Chair Graig Griffin called the meeting to order at 5:00 p.m. and welcomed those in attendance.

24
25 **1.0 Planning Commission Business.**

26
27 **1.1 Review Business Meeting Agenda.**

28
29 Chair Bevan reviewed the Business Meeting agenda.

30
31 **1.2 Additional Discussion Items.**

32
33 Associate City Planner, Andy Hulka, reviewed Project HOC-19-001, a request from Sara Carruth
34 for a large home preschool, which is defined as having more than six children. Pick up and drop
35 off procedures were reviewed. It was reported that the small home preschool has been in operation
36 since 2014 and the applicant has requested an increase from six to eight students. Notices have
37 been sent out and staff had not received any comments or calls regarding the request.

38
39 Commissioner Allen suggested a handrail be installed along the side entrance.

40
41 The applicant, Sara Carruth, was present and confirmed that they have had requests for more
42 students.

43
44 Senior Planner, Matt Taylor, next described Project ZTA-18-002 a proposed ordinance adopting
45 Chapter 19.77- "Outdoor Lighting" and provisions in Title 19 – "Zoning" and Title 12 –
46 "Subdivisions". Lighting fixture replacement issues were described. The interface between

1 wildlife and ecological systems was mentioned specifically as a concern and has been added to the
2 preamble of the ordinance. The allowable percentage of the change was discussed.

3
4 Community and Development Director, Mike Johnson, recommended the Commission focus on
5 the ordinance itself and the education of language outside the ordinance.

6
7 Residential lighting standards were discussed at length.

8
9 Senior Planner, Matt Taylor, described the different ways to measure lighting and cut off
10 requirements. He clarified that a foot-candle is a unit of measurement for the total amount of light
11 cast on a surface or illumination. One foot-candle is equivalent to the illumination produced by
12 the source of one candle at a distance of one foot. Light pollution was described.

13 14 **1.3 Adjournment.**

15
16 *Commissioner Wilde moved to adjourn the Work Session. Commissioner Bevan seconded the*
17 *motion. The motion passed with the unanimous consent of the Commission.*

18
19 The Work Session adjourned at 5:50 pm.

20 21 **BUSINESS MEETING**

22 23 **1.0 WELCOME/ACKNOWLEDGEMENTS**

24
25 Chair Graig Griffin called the Business Meeting to order at 6:07 p.m. and welcomed those in
26 attendance.

27 28 **1.1 Ex-Parte Communications or Conflicts of Interest to Disclose.**

29
30 Chair Bevan reviewed the Business Meeting procedures.

31 32 **2.0 Public Comment.**

33
34 There were no public comments.

35 36 **3.0 BUSINESS ITEMS**

37 38 **3.1 Project HOC-19-001 A request from Sara Carruth for a Conditional Use Permit to** 39 **Operate a Home Daycare for up to 12 Children located at 6723 South 2445 East.**

40
41 Associate City Planner, Andy Hulka, presented the staff report and stated that the request is from
42 Sara Carruth for a large home preschool, which is defined as a school with more than six children.
43 The small home preschool has been in operation since 2014 and the applicant has requested an
44 increase from six to eight students. Notices were sent out and staff had received no comments or
45 calls regarding the application. Staff recommended approval and determined that the request
46 meets all of requirements for the zoning ordinance with an additional condition that requires they

1 adhere to the submitted schedule. Pickups and drop offs are to take place 10 minutes prior and
2 after school hours.

3
4 Commissioner Allen suggested a handrail be installed along the side entrance.

5
6 The applicant, Sara Carruth, stated that she instructs parents to park and wait while she brings the
7 children to them when they pick up. The children are brought inside by their parents during the
8 morning drop off.

9
10 Chair Griffin opened the public hearing. There were no public comments. The public hearing was
11 closed.

12
13 *Commissioner Rhodes moved to approve Project HOC-19-001 subject to the following:*

14
15 **Conditions:**

- 16
17 1. *The applicant shall adhere to the typical class hours of 9:00-11:30 a.m. and*
18 *12:30-3:00 p.m. 2 to 3 days per week, as described in the written narrative in the*
19 *official project file and in the staff report dated 03/06/2019.*
20
21 2. *The addition of a hand rail going down the stairs.*
22

23 **Findings:**

- 24
25 1. *The proposed home preschool, in meeting the above conditions of approval,*
26 *conforms to applicable home occupation requirements for home preschools as*
27 *found in the Cottonwood Heights Zoning Ordinance (Title 19) and Business*
28 *License Ordinance (Title 5), including each of the standards set forth in section*
29 *19.84.080 (Conditional Uses – Determination).*
30
31 2. *Because the proposed home preschool use will occur in a designated area within*
32 *the house and yard area with limited hours of operation, it is found that the*
33 *preschool use will be clearly incidental and secondary to the primary use of the*
34 *property as a single-family residence and any perceived negative impacts will be*
35 *mitigated.*
36

37 *Commissioner Wilde seconded the motion. Vote on motion: Commissioner Coutts-Aye,*
38 *Commissioner Ryser-Aye, Commissioner Allen-Aye, Commissioner Rhodes-Aye, Commissioner*
39 *Wilde-Aye, Commissioner Mills-Aye, Chair Griffin-Aye. The motion passed unanimously.*
40

41 **3.2 Project ZTA-18-002 Proposed Ordinance Adopting Chapter 19.77 “Outdoor**
42 **Lighting” and Amending Various Other Provisions in Title 19 – “Zoning” and Title**
43 **12 – “Subdivisions” Relative to Outdoor Lighting Standards.**
44

45 Chair Griffin reported that the above ordinance details outdoor lighting and provisions in Title 19
46 and Title 12 relative to outdoor lighting standards

1
2 Chair Griffin opened the public hearing. There were no public comments.
3

4 Mr. Johnson reported that staff's efforts since the last meeting were to take feedback and
5 incorporate them into the ordinance to ensure that they are incorporating the Dark Sky best
6 practices into the ordinance while trying to avoid such a complex ordinance that it is impossible
7 to follow.
8

9 *Commissioner Wilde moved to close the public hearing and continue the balance of the*
10 *discussion to the following meeting. The motion failed for lack of a second.*
11

12 Commissioner Ryser believed the public hearing should remain open as they do not have a final
13 document and changes still to be made.
14

15 *Commissioner Ryser moved to continue Project ZTA-18-002 to the next meeting and leave the*
16 *public hearing open. The motion was seconded by Commissioner Coutts. Vote on motion:*
17 *Commissioner Coutts-Aye, Commissioner Ryser-Aye, Commissioner Allen-Aye, Commissioner*
18 *Rhodes-Aye, Commissioner Wilde-Aye, Commissioner Mills-Aye, Chair Griffin-Aye. The*
19 *motion passed unanimously.*
20

21 Commissioner Allen requested to review the street lighting ordinance at the same time as the
22 outdoor lighting standards.
23

24 Chair Griffin asked for clarification on landscape lighting.
25

26 **4.0 CONSENT AGENDA**

27

28 **4.1 Approval of Minutes.**

29

30 *The above item was postponed.*
31

32 **5.0 ADJOURNMENT**

33

34 *Commissioner Coutts moved to adjourn. The motion was seconded by Commissioner Rhodes.*
35 *The motion passed with the unanimous consent of the Commission.*
36

37 The Planning Commission Meeting adjourned at 6:35 p.m.

1 *I hereby certify that the foregoing represents a true, accurate and complete record of the*
2 *Cottonwood Heights City Planning Commission Meeting held Wednesday, March 6, 2019*

3
4

5 Teri Forbes

6 Teri Forbes
7 T Forbes Group
8 Minutes Secretary

9
10 Minutes Approved: June 5, 2019