

COTTONWOOD HEIGHTS CITY PLANNING COMMISSION STAFF MEMO



May 7, 2025 – CUP-25-004 Update

Request

The applicant for project CUP-25-004, a conditional use application to operate a church in the existing building located at 3425 E. Bengal Blvd. submitted written communication to staff after business hours on Monday, May 5, 2025, noting that modifications to the parking plan would be needed.

In the original proposal, the applicant proposed utilizing five parking stalls within the commercial property (Brighton Pointe Shopping Centre) across the street for overflow parking to be used by church leadership and administration. In the full staff report and analysis, findings and staff recommendations were made based on this parking plan, including the submission of written consent by the property owner to use the stalls.

In the applicant's May 5, 2025, email, they stated, 'Unfortunately, we were not able to obtain written permission from Smith's to park in their lot across the street...' While other options exist for the applicant to propose off-street parking that complies with city ordinance, additional analysis and staff review is warranted, and staff findings and recommendations will need to be updated. Considering this, and after discussion with the applicant on May 6, 2025, staff hereby amends its recommendation to **CONTINUATION TO JUNE 4, 2025**.

As such, staff recommends the following:

- CUP-25-004 to remain on the 5/7/25 Commission meeting agenda for review, discussion, and public comment on the proposal.
- Staff analysis on the existing parking plan is no longer applicable, based on the update provided by the applicant. Additional review will be needed.
- Continuation of CUP-25-004 to the June 4, 2025 Planning Commission meeting. This allows additional time for applicant submittal and staff review of an updated parking plan to determine compliance with city code.