

COTTONWOOD HEIGHTS CITY PLANNING COMMISSION MEETING AGENDA



April 16, 2025

Notice is hereby given that the **Cottonwood Heights Planning Commission** will convene on **Wednesday, April 16, 2025**, 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.** – City Council Work Room
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 comment.**

5:00 p.m. Work Session

1.0 Review Business Session Agenda

The commission will review and discuss agenda items.

2.0 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-25-003

A public hearing and potential action on a request by James Carroll on behalf of Cottonwood Compounding for a Conditional Use Permit to operate a compounding pharmacy at 7076 S. Highland Dr.

- 3.2 Project ZTA-25-001

A public hearing and potential action on a staff-initiated Zoning Text Amendment to codify a definition for the live-work land use type in City Code.

4.0 Consent Agenda

- 4.1 Approval of March 5, 2025 Planning Commission Minutes

5.0 Adjourn

Next Planning Commission Meeting: May 7, 2025

Public Comment Policy

Individuals may provide public comment 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 comment 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. MST on Tuesday, April 15, 2025, 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 Friday, April 11, 2025, 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 11th DAY OF APRIL, 2025, ATTEST: TIFFANY JANZEN, CITY RECORDER

COTTONWOOD HEIGHTS CITY PLANNING COMMISSION STAFF REPORT



April 16, 2025

Summary

Project Number:
CUP-25-003

Subject Property:
8145 S. Pinecreek Ln.

Action Requested:
Conditional Use Approval to
operate a compounding
pharmacy (*Cottonwood
Compounding*)

Applicant:
James Carroll

Recommendation:
APPROVE



Satellite view of subject property

Context

Property Owner:
Kevin and Kristin
Witzenman

Acres:
0.47 acres

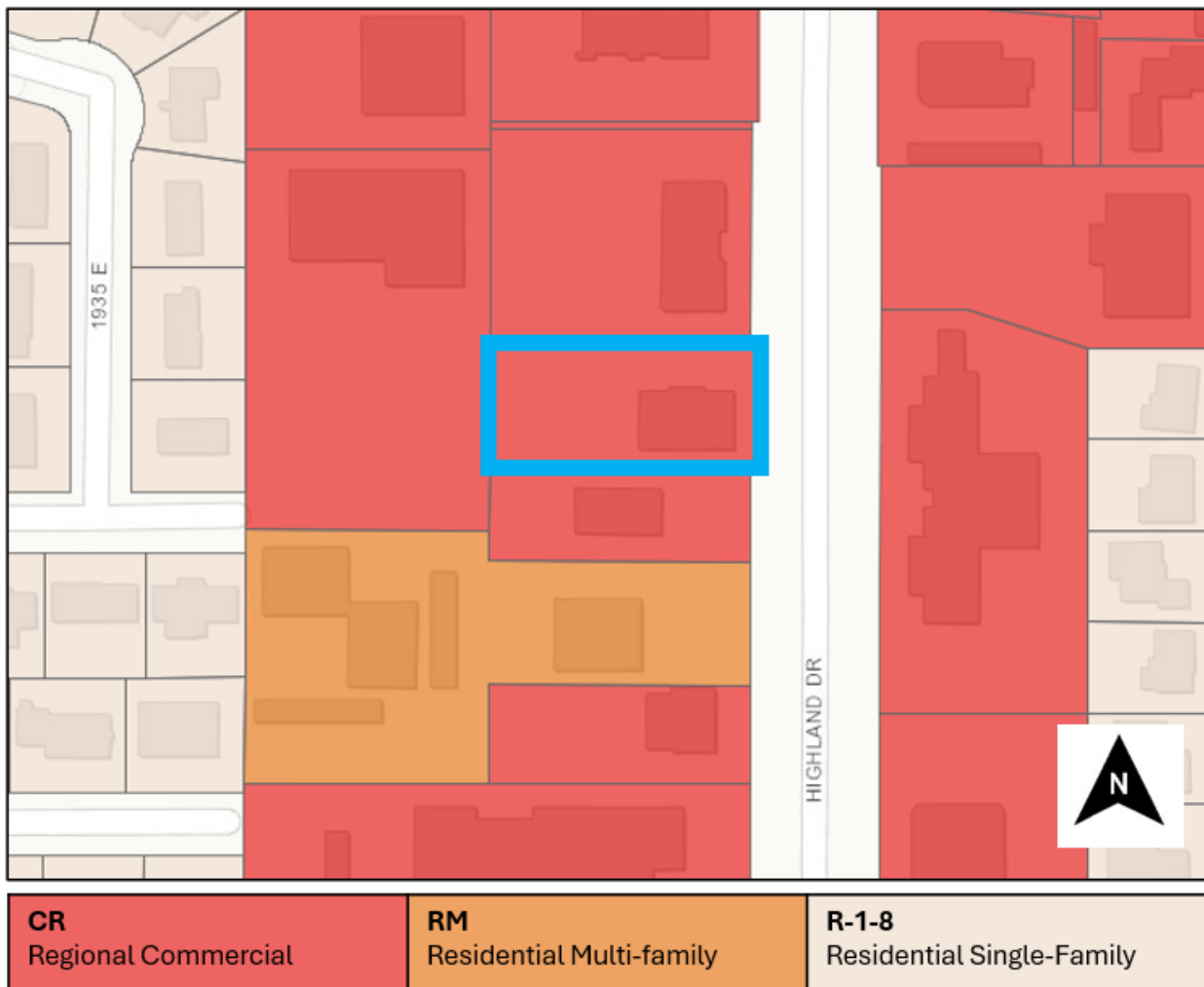


Google Street View

Request and Background

The applicant is requesting approval to operate a compounding pharmacy (Cottonwood Compounding) within an existing commercial building. The business currently operates out of a suite at the building just to the north at 7050 S. Highland Dr (also located within the Regional Commercial (CR) zone. As a compounding pharmacy, the business provides specialty pharmaceutical services to clients, who are recommended to the pharmacy by doctors. The pharmacy’s hours of operation are 9:00 AM to 5:00 PM, Monday through Friday. More details on the applicant’s business can be found in the project narrative, attached to this report.

The property is located in the **Regional Commercial (CR)** zone, which allows drugstores as a Conditional Use. The applicant is seeking to occupy the first story of the building, which was most previously used as a hair salon. The total space occupied by the business will be approximately 3,100 square feet, not including utility space. A floor plan for the proposed internal modifications to the suite is attached. A Pilates studio currently operates on the upper level of the building, and is not affected by this proposal.



The subject property, 7076 S. Highland Dr., is highlighted by blue outline in the Zoning Map screenshot.

While no changes are being made to the site plan of the property, the applicant is proposing superficial exterior modifications to the first story of the building. These changes do not trigger a full site plan review, but the applicant has applied for a certificate of design compliance with the Architectural Review Commission. That application is separate from the conditional use application, and is tentatively scheduled for review by the Commission at the April 24, 2025 meeting.

Analysis

Zoning and Land Use

The zoning designation for the property is CR Regional Commercial. Drugstores are listed as a conditional use in the CR zone. While there is a difference between a traditional drugstore and a compounding pharmacy, staff finds the uses to be reasonably analogous in terms of land use impact. Additionally, other pharmacy uses exist / have existed in the CR zone. The proposed use, for example, currently operates on the adjacent CR-zoned parcel. Other pharmacies, such as Walgreen's and CVS also operate within CR-zoned properties in the city.

As a conditional use, this application is entitled to approval unless reasonable conditions cannot be imposed to mitigate negative impacts of the use. The following excerpt from Utah State Code further describes this:

*i) **A land use authority shall approve a conditional use 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. (10-9a-507-2)***

(ii) The requirement described in Subsection [\(2\)\(a\)\(i\)](#) to reasonably mitigate anticipated detrimental effects of the proposed conditional use does not require elimination of the detrimental effects. (10-9a-507-2)

Parking and Traffic

City Code derives minimum required parking stalls by utilizing the most recent version of the International Transportation Engineers (ITE) Parking Generation manual. For a pharmacy use of this size, the ITE requires a total of 8 stalls for this particular land use. The business will be responsible for maintaining the availability of stalls for staff and customers.

The property contains a total of 30 parking stalls, and the required parking for the proposed use is less than the requirement for the previous hair salon use (10 stalls). Staff finds this application compliant with minimum parking requirements. With no changes proposed to the site or existing building, and anticipated traffic impact of the use being no greater than the previous tenant in the space (client-focused hair salon), staff does not find that the proposed use merits the requirement of a traffic impact study.

Conditional Use Permit Procedure and Authority

The Planning Commission is the **approval authority for administrative applications**, including the **conditional use approval requested by this project**. The details of such authority are included below:

Following any public hearing, the planning commission shall consider the application in a public meeting. The staff's written recommendation shall be considered, among other factors. The planning commission may either approve the proposed conditional use; approve the proposed conditional use subject to specific modifications or conditions; postpone decision pending consideration of additional information to be submitted by the applicant; or deny the proposed conditional use. (19.84.080)

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. (19.84.020)

Noticing

Per code requirement, notices were posted and mailed at least 10 days prior to the meeting. Individual letters were sent to property owners within 300 feet of the subject property. The notice was also posted to the city website and bulletin boards at City Hall.

Findings

Findings of fact include:

1. *A public hearing is being held in accordance with local and state requirements;*
2. *The application was made pursuant to Title 19 of Cottonwood Heights City Code;*
3. *Public noticing for this project was provided in accordance with local and state requirements;*
4. *That the proposed use is one of the conditional uses specifically listed in the zoning district in which it is to be located;*
5. *That such use will not, under the circumstances of the particular case, be detrimental to the health, safety, comfort, order or general welfare of persons residing or working in the vicinity;*
6. *That the use will comply with the intent, spirit, and regulations of this title and will be compatible with and implement the planning goals and objectives of the city;*

7. *That the use will be harmonious with the neighboring uses in the zoning district in which it is to be located;*
8. *That nuisances which would not be in harmony with the neighboring uses, will be abated by the conditions imposed;*
9. *That protection of property values, the environment, and the tax base for the city will be assured;*
10. *That the use will comply with the city's general plan;*
11. *That some form of a guaranty assuring compliance to all imposed conditions will be imposed on the applicant or owner;*
12. *That the internal circulation system of the proposed development is properly designed;*
13. *That existing and proposed utility services will be adequate for the proposed development;*
14. *That appropriate buffering will be provided to protect adjacent land uses from light, noise and visual impacts;*
15. *That architecture and building materials are consistent with the development and surrounding uses, and otherwise compatible with the city's general plan, subdivision ordinance, land use ordinance, and any applicable design standards;*
16. *That landscaping appropriate for the scale of the development and surrounding uses will be installed in compliance with all applicable ordinances;*
17. *That the proposed use preserves historical, architectural and environmental features of the property; and*
18. *That operating and delivery hours will compatible with adjacent land uses.*

Recommendation & Model Motions

Based on the findings and analysis presented herein, staff recommends approval of project CUP-25-003.

Approval

I move to approve project CUP-25-003 based on the findings and recommendations listed in the staff report dated April 16, 2025...

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

Denial

I move to deny project CUP-25-003 based on the following findings:

- *List findings for denial...*

Attachments

1. Project Narrative
2. Plan Set Excerpts

Project Narrative: 7076 Highland Drive

Organization name: **Cottonwood Compounding Inc**

Project Type: Interior & Exterior remodel of old "Tangles Salon" on 7076 S. Highland Drive

Our aim is to serve the community better in a newly remodeled and significantly larger and better equipped facility. We are currently tenants at the Willow Creek Medical building next door at 7050 S. Highland Drive. We provide specialty compounded and commercially available prescription medications to the community of Cottonwood Heights as well as the surrounding area. The majority of our clients are recommended to us by doctors specializing in hormone replacement therapy, weight loss as well as many other specialties. We provide specially compounded creams, capsules, troches, suspensions and injectable medications.

Cottonwood Compounding's hours of operation are Monday through Friday 9-5. We employ approximately 15 people at the pharmacy. Two or three of these employees are drivers who provide our customers with very convenient weekly deliveries of their medications. The majority of our customer base never comes to the pharmacy building at all, preferring to have their medications mailed or delivered. The ones who choose to come in are greeted by very friendly and knowledgeable pharmacy technicians, clerks or pharmacists. This consists of approximately 20-30 customers per day and usually not more than 5-6 at a time.

We do not provide any outdoor services or drive thru's. All work will be done inside on the main level of the building. The current pilates studio will remain upstairs. Fortunately our business will not create any additional noises or odors and is significantly quieter than the salon that occupied it previously. Any potential odor would also be taken care of by the hepa filter systems used in our labs and tested regularly by DOPL and Intelligent Enclosures.

The remodel of this building will include improvements on the main level, new offices and labs. Improvements will be done to the plumbing, electrical and HVAC system. The exterior will consist of a full face lift improving the look of the building. We will paint or replace the red metal roof, soffit and fascia. We will paint the cinder block and add complimentary colored siding on the bottom half of the building, making the building look more like an historic 1800's pharmacy. It is my opinion that this will significantly improve the appearance of the building, similar to the beautiful Silcox building down the street with its vintage feel.

We are currently the only independent, family owned pharmacy within Cottonwood Heights. As a company, we are incredibly loyal to this area as I have personally been here my entire life. I have loved seeing it grow and improve over the years, and it is my desire to be a part of its growth and beauty.

Thank you,

Kristin and Kevin Witzenman
Cottonwood Compounding Inc.

PROPOSED CONSTRUCTION:
MEETS AND BOUNDS
7076 SOUTH HIGHLAD DRIVE
COTTONWOOD HEIGHTS, UTAH 84121

PREPARED FOR:
DR. & MRS. KEVIN WITZENMAN
7050 SOUTH HIGHTLAND DRIVE SUITE 110
COTTONWOOD HEIGHTS, UTAH 84121
(801) 201-0061

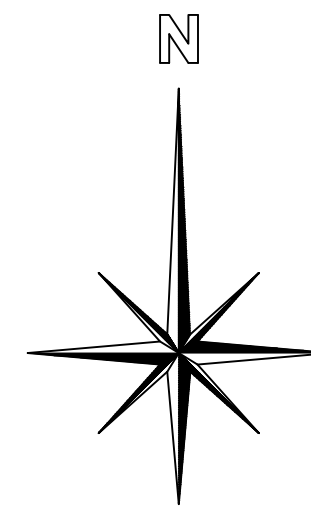
PREPARED BY:
JAMES L. CARROLL & ASSOCIATES
231 EAST 400 SOUTH SUITE #35
SALT LAKE CITY, UTAH 84111
(801) 359-8517

FLOOR ELEVATIONS

LEGEND

EXISTING GRADE - - - - - PROPOSED GRADE _____

Site Plan



NOTE:
1. REQUIRED MEANS OF EGRESS AND FIRE PROTECTION SYSTEMS SHALL BE MAINTAINED DURING DEMOLITION, CONSTRUCTION, REMODELING OR ALTERATIONS AND ADDITIONS TO THE BUILDING. FIRE PREVENTION BUREAU STAFF SHALL APPROVE REVIEW OF ANY EXISTING ALTERATIONS. AS REQUIRED IN IFC SECTION 3311.2
2. ALL FIRE PROTECTION AND DETECTION SYSTEMS SHALL HAVE THE PIPING AND WIRING EXPOSED FOR INSPECTION. THE PIPING AND WIRING MAYBE COVERED AFTER THE FIRE INSPECTION OF THE SYSTEMS HAS BEEN SATISFACTORY COMPLETED.
3. THIS OCCUPANCY WILL NEED AN OPERATIONAL PERMIT THAT IS ISSUED BY THE FIRE PREVENTION BUREAU.

COMMERCIAL USE
EXISTING COMMERCIAL USE
MAIN FLOOR - HAIR & BEAUTY SALON
UPPER FLOOR - FITNESS / PILATES
PROPOSED COMMERCIAL USE
MAIN FLOOR - PHARMACY / COMPOUNDING
UPPER FLOOR - FITNESS / PILATES

APPLICABLE BUILDING CODES:

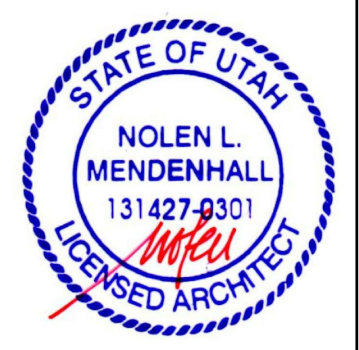
BUILDING CODE: IBC 2021
PLUMBING CODE: IPC 2021
MECHANICAL CODE: IMC 2021
ELECTRICAL CODE: NEC 2020
FIRE CODE: IFC 2018
ENERGY CODE: IECC 2018
ACCESSIBILITY CODE: ICC / ANSI 117.1 2009

2021 IBC CODE REQUIREMENTS INFORMATION - PHARMACY / COMPOUNDING			
GENERAL BUILDING			
NUMBER OF STORES	2 LEVELS		
NUMBER OF STRUCTURES	1		
TENANT SQUARE FOOTAGE	3,286 SQ. FT. TOTAL 2,169 SQ. FT. OFFICE NET 239 SQ. FT. RETAIL		
CODE ITEM REFERENCE	CODE REQUIREMENT	ACTUAL BUILDING DESIGN	
BUILDING			
OCCUPANCY CHAPTER 3	B = BUSINESS	3,286 SQ. FT.	
BUILDING			
OCCUPANCY LOAD TABLE 1004.5	B = BUSINESS - 150 SQ. FT. / PERSON	OFFICE NET - 2,169/150 = 15	
OCCUPANCY LOAD TABLE 1004.5	M = MERCANTILE - 60 SQ. FT. / PERSON	RETAIL - 239/60 = 4	
CONSTRUCTION SECTION 602	TYPE II-B, UNPROTECTED, NOT FIRE SPRINKLED		
REQUIRED	PROVIDED		
ALLOWABLE FLOOR AREA TABLE 506.2	B: 9,000 SQ. FT.	TOTAL BUILDING = 3,286/9000 SQ. FT. = .37 < 1.0 OKAY	
REQUIRED	PROVIDED		
EXITS	2 REQUIRED	3 PROVIDED - SEE SHEET A3.2 FOR DATES	
EXIT TRAVEL DISTANCE TABLE 1017.2	WITHOUT SPRINKLERS MAX. 200 FT.	SEE SHEET A3.2 FOR TRAVEL DISTANCE	
TYPE OF OCCUPANCY	OCCUPANCY CLASSIFICATION	AREA (S.F.)	
BUSINESS	UNCONCENTRATED	2,169	
RETAIL	MERCANTILE	239	
CIRCULATION		878	
		TOTAL OCCUPANTS PER TABLE 1004.1.5	
		19	
CLASSIFICATION	REQUIRED	PROVIDED	
WATER CLOSETS	BUSINESS = 15 PEOPLE = 1/25 MERCANTILE = 4 PEOPLE = 1/500	15/25 = .6 4/500 = .008	1 REQUIRED
LAVATORIES	BUSINESS = 15 PEOPLE = 1/40 MERCANTILE = 4 PEOPLE = 1/750	15/40 = .375 4/750 = .005	1 REQUIRED
DRINKING FOUNTAIN	BUSINESS = 15 PEOPLE = 1/100 MERCANTILE = 4 PEOPLE = 1/1000	15/100 = .15 4/1000 = .004	1 REQUIRED
SERVICE SINK	BUSINESS = 1 SERVICE SINK MERCANTILE = 1 SERVICE SINK		1 IN MECH ROOM

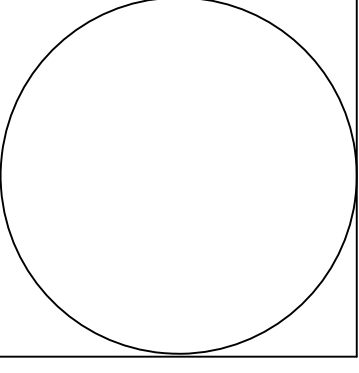


Mendenhall
Architecture
& Design, LLC

4635 SOUTH HIGHLAND DR.
SALT LAKE CITY, UT 84117
801.277.2935



13 FEBRUARY, 2025



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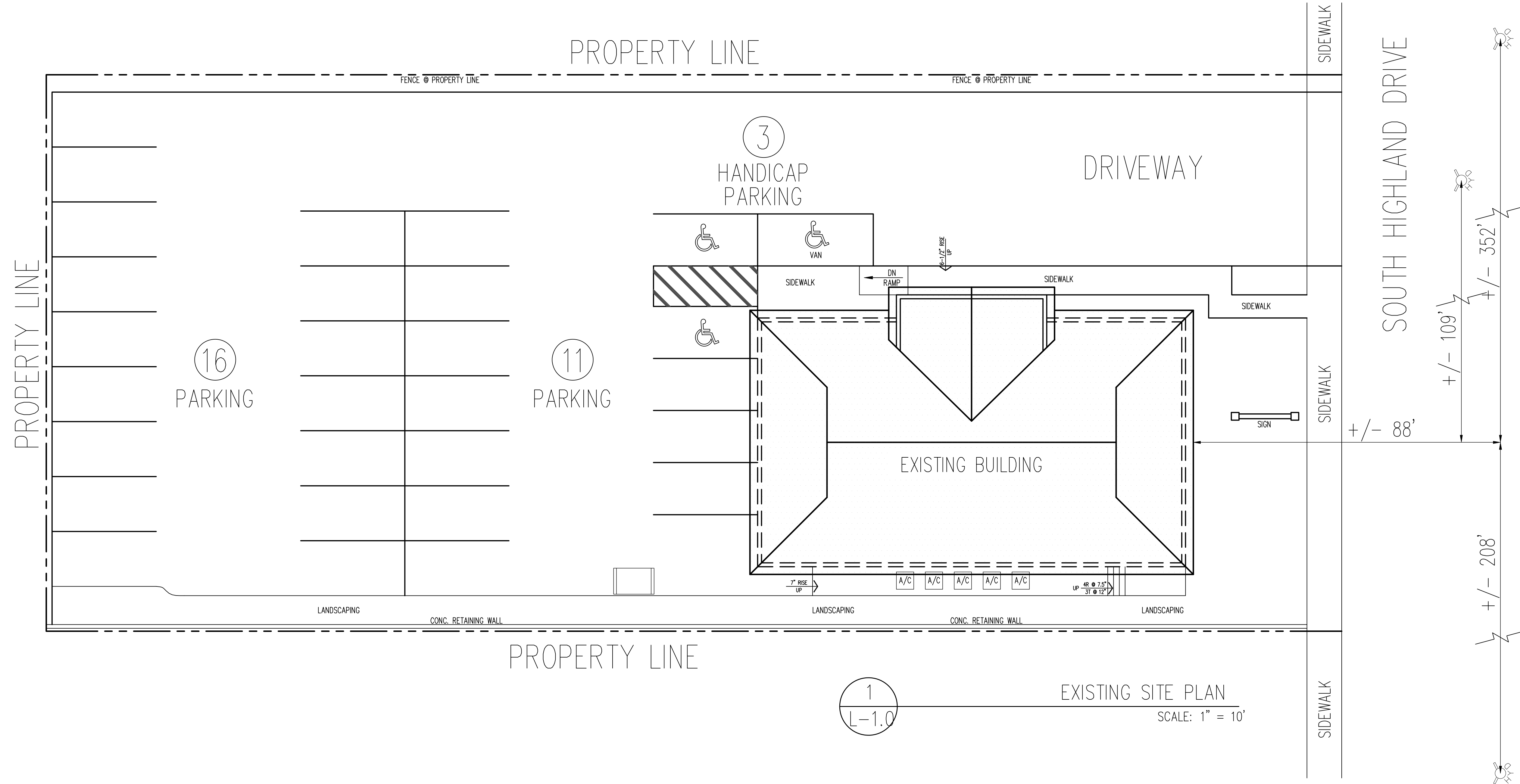
PROJECT: COTTONWOOD
COMPOUNDING LLC TI UNIT
MEETS AND BOUNDS
7076 SOUTH HIGHLAND DRIVE
COTTONWOOD HEIGHTS, UTAH 84121

revisions:		
DATE	MARK	DESCRIPTION

Project number
Date 13 FEBRUARY, 2025
Drawn by
Checked by

EXISTING SITE PLAN

L-1.0



MANEUVERING CLEARANCES

FLOOR SURFACES
1. FLOOR SURFACES WITHIN THE MANEUVERING CLEARANCES SHALL HAVE A SLOPE NOT STEAPER THAN 1:48.
DOOR-OPENING FORCE
1. FIRE DOORS SHALL HAVE THE MIN OPENING FORCE ALLOWABLE BY THE APPROPRIATE ADMINISTRATIVE AUTHORITY. THE FORCE FOR PUSHING OR PULLING OPEN DOORS OTHER THAN FIRE DOORS SHALL BE AS FOLLOWS:
A. INTERIOR HINGED DOOR: 5.0 LBS MAX.
B. SLIDING OR FOLDING DOOR: 5.0 LBS MAX.
C. THESE FORCES DO NOT APPLY TO THE FORCE REQUIRED TO RETRACT LATCH BOLTS OR DISENGAGE OTHER DEVICES THAT HOLD THE DOOR IN A CLOSED POSITION.

ACCESSIBLE DOORS AND DOORWAYS

DOORS AND DOORWAYS IN AN ACCESSIBLE ROUTE SHALL MEET THE REQUIREMENTS OF ALL FEDERAL, STATE AND LOCAL ADOPTED CODES FOR ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES.
OPERABLE PARTS
1. OPERABLE PARTS (HANDLES, PULLS LATCHES, LOCKS, ETC.) SHALL BE 3/4" MIN AND 48" MAX AFF. PARTS SHALL BE OPERABLE WITH ONE HAND AND SHALL NOT REQUIRE TIGHT GRASPING, PINCHING, OR TWISTING OF THE WRIST. THE FORCE REQUIRED TO ACTIVATE OPERABLE PARTS SHALL BE 5.0 LBS MAX.

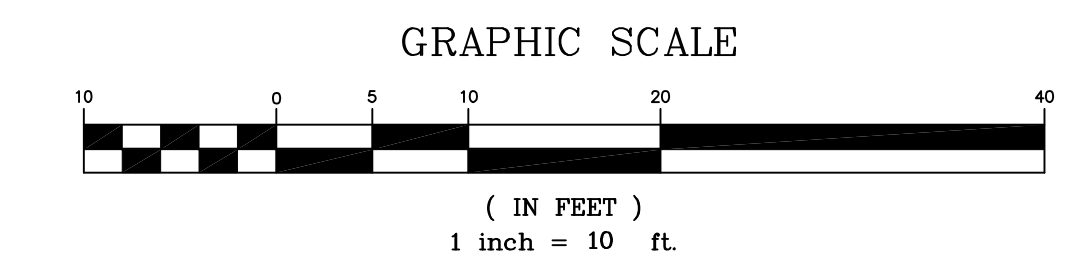
CLEAR WIDTH

1. DOORWAYS AND AT LEAST ONE ACTIVE LEAF OF DOORWAYS WITH TWO LEAVES SHALL HAVE A CLEAR OPENING WIDTH OF 32" MIN. CLEAR OPENING WIDTH SHALL BE MEASURED BETWEEN THE FACE OF THE DOOR AND STOP WITH THE DOOR OPEN 90 DEGREES.
2. FOR AUTOMATIC DOORS THE CLEAR WIDTH SHALL BE BASED ON THE CLEAR OPENING WIDTH PROVIDED WITH ALL LEAFS IN THE OPEN POSITION.
3. OPENINGS MORE THAN 24" IN DEPTH AT DOORS AND DOORWAYS WITHOUT DOORS SHALL PROVIDE A CLEAR OPENING WIDTH OF 36" MIN.
4. THERE SHALL BE NO PROJECTIONS INTO THE CLEAR OPENING WIDTH LOWER THAN 34" ABOVE THE FLOOR. PROJECTIONS INTO THE CLEAR OPENING WIDTH BETWEEN 34" AND 80" ABOVE THE FLOOR SHALL NOT EXCEED 4".

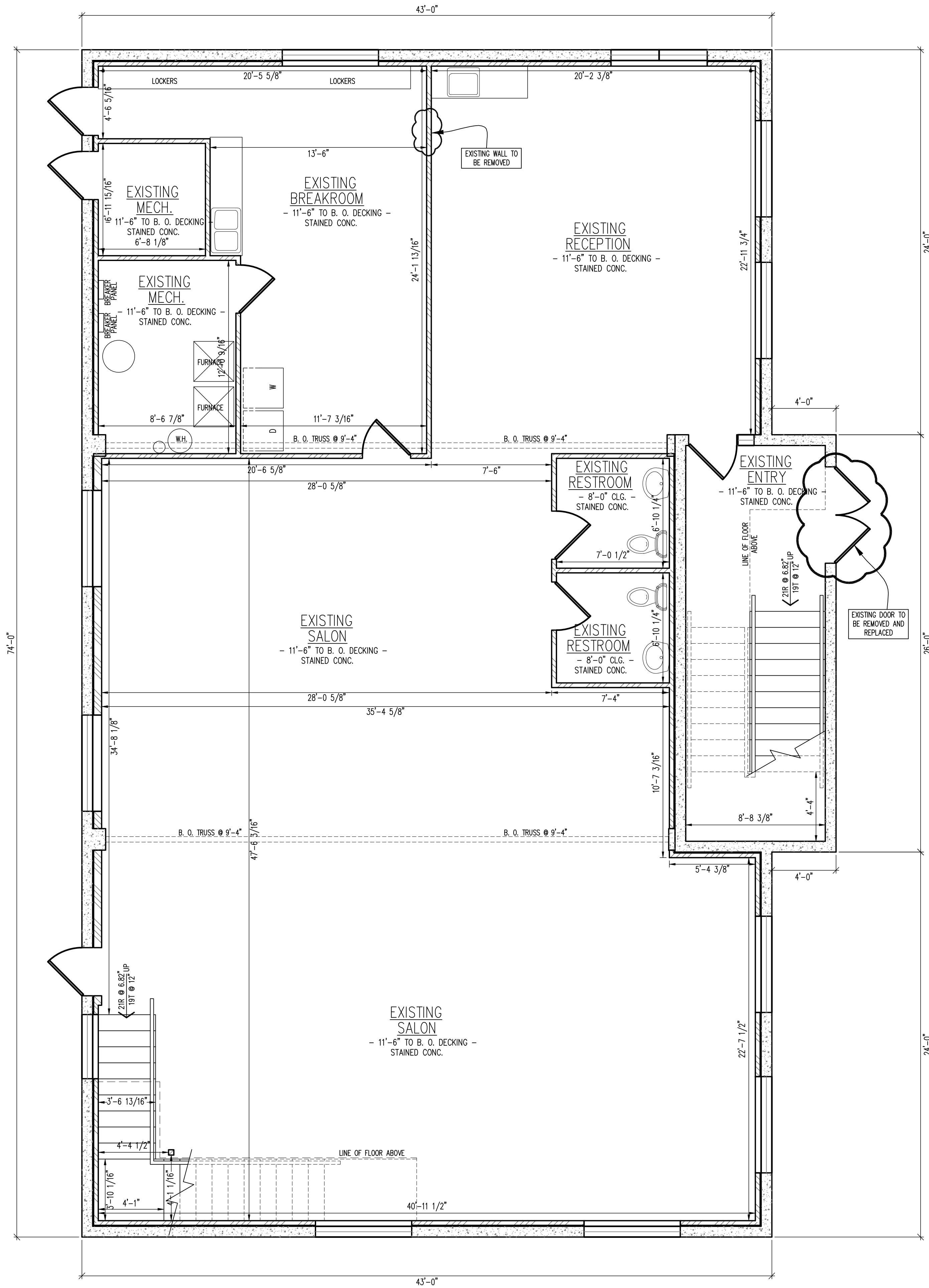
EXCEPTIONS:

A. DOOR CLOSERS AND DOOR STOPS SHALL BE PERMITTED TO BE 78" MIN ABOVE THE FLOOR.
B. IN ALTERATIONS, A PROJECTION OF 5/8" MAX INTO THE REQUIRED CLEAR OPENING WIDTH SHALL BE PERMITTED FOR THE LATCH SIDE.

1
L-1.0
EXISTING SITE PLAN
SCALE: 1" = 10'



Current Floorplan (Salon)



EXISTING CONCRETE BLOCK WALLS
 EXISTING WALLS
 WALLS TO BE DEMOED
 NEW WALLS

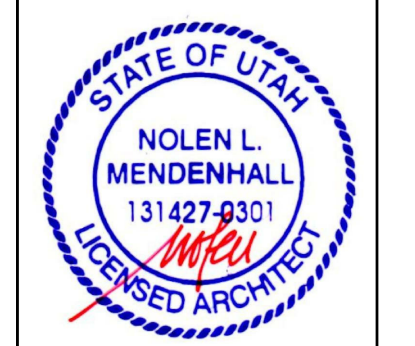
NOTE: CONTRACTOR TO VERIFY ALL DIMENSIONS

SQUARE FOOTAGES:

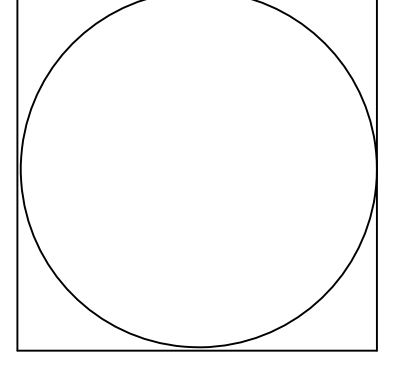
MAIN FLOOR:	3,106 SQ FT
SUBTOTAL	3,106 SQ FT
STOR./MECH. @ MAIN FLOOR:	180 SQ FT
TOTAL:	3,286 SQ FT



Mendenhall Architecture & Design, LLC
 4635 SOUTH HIGHLAND DR.
 SALT LAKE CITY, UT 84117
 801.277.2935



13 FEBRUARY, 2025



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PROJECT: COTTONWOOD COMPOUNDING LLC TI UNIT
 MEETS AND BOUNDS
 7076 SOUTH HIGHLAND DRIVE
 COTTONWOOD HEIGHTS, UTAH 84121

revisions:

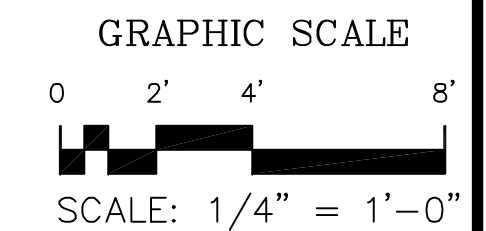
DATE	MARK	DESCRIPTION

Project number
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 Drawn by
 Checked by

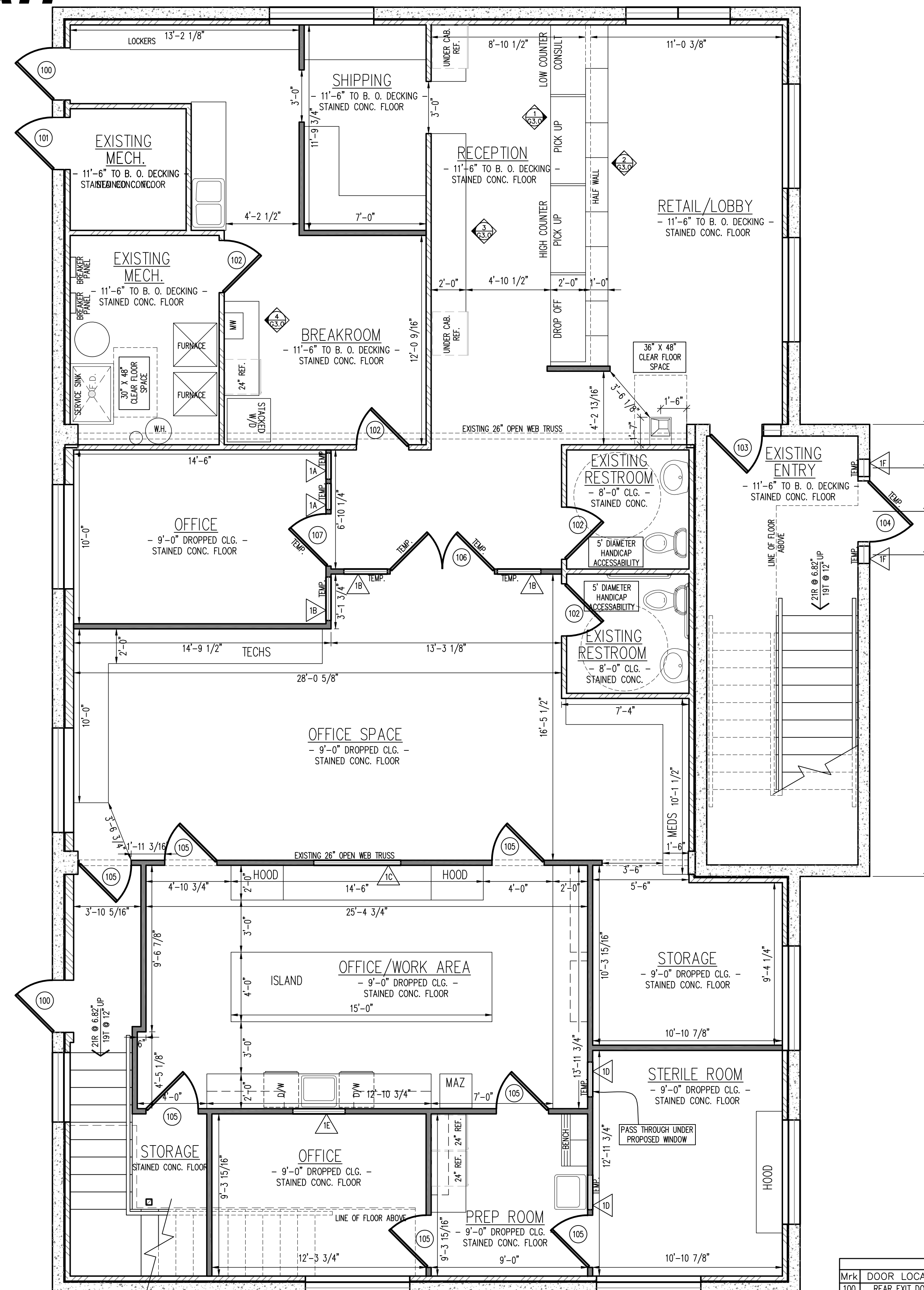
EXISTING MAIN FLOOR & DEMO PLAN

A-3.0

1 EXISTING MAIN LVL - FLOOR/DEMO PLAN
 SCALE: 1/4" = 1'-0"



Proposed Floorplan (Pharmacy)



- EXISTING CONCRETE BLOCK WALLS
- EXISTING WALLS
- WALLS TO BE DEMOED
- NEW WALLS

NOTE: CONTRACTOR TO VERIFY ALL DIMENSIONS

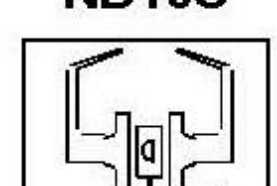
SQUARE FOOTAGES:

MAIN FLOOR:	3,106 SQ FT
SUBTOTAL	3,106 SQ FT
STOR./MECH. @ MAIN FLOOR:	180 SQ FT
TOTAL:	3,286 SQ FT

NOTES:

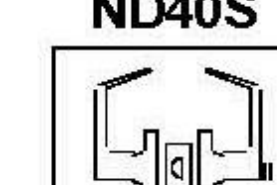
- ACTUAL MFG, TYP, STYLE AND FINISH TO BE APPROVED BY OWNER/TENANT PRIOR TO PURCHASE AND INSTALATION.
- DOOR HARDWARE SHALL COMPLY WITH ANSI STANDARDS FOR OPERABLE PARTS.

ND10S PASSAGE LATCH - F75
BOTH LEVERS ALWAYS UNLOCKED



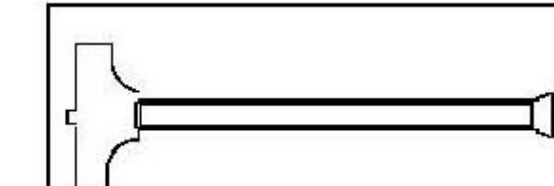
STD

ND40S BATH/ BEDROOM PRIVACY LOCK - F76
PUSH-BUTTON LOCKING. CAN BE OPENED FROM OUTSIDE WITH SMALL SCREWDRIVER. TURNING INSIDE LEVER OR CLOSING DOOR RELEASES BUTTON.



STD

PANIC - P
CAN BE "DOGGED" OPEN W/ ALLEN WRENCH



GROUP #1	GROUP #2	GROUP #3
EXTERIOR DOORS ENTRY	EXTERIOR DOORS ENTRY	INTERIOR DOORS
3 EA. HINGES 1 EA. DEADBOLT E2152 1 EA. CLOSER CUSH STOP 1 EA. THRESHOLD ADA 1 SET WEATHER STRIPPING 1 EA. PUSH BAR 1 EA. PULL	3 EA. HINGES 1 EA. DEADBOLT E2152 1 EA. CLOSER CUSH STOP 1 EA. THRESHOLD ADA 1 SET WEATHER STRIPPING 2 EA. LEVER HANDLE	3 EA. HINGES 2 EA. LEVER HANDLE

Mrk	Awning	Type	Size	Trans	Qty	Description
1A		FIXED	16" x 60"		2	INTERIOR / TEMP.
1B		FIXED	26" x 60"		3	INTERIOR / TEMP.
1C		FIXED	50" x 30"		1	INTERIOR / TEMP.
1D		FIXED	20" x 30"		2	INTERIOR / TEMP.
1E		FIXED	26" x 40"		1	INTERIOR
1F		FIXED	10" x 60"		2	MIL. INS. / DBL. INS. / TEMP.
					9	

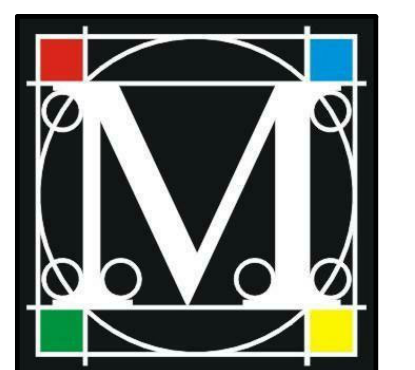
Mrk	DOOR LOCATION	Size	Type	Qty	Door Material	Door Finish	Frame Material	Frame Finish	Hardware	Group	Description
100	REAR EXIT DOORS		EXISTING	2	ALUM.	FACTORY	ALUM.	FACTORY		1	EXISTING
101	REAR MECH. ROOM		EXISTING	1	ALUM.	FACTORY	ALUM.	FACTORY		2	EXISTING
102	BREAK / RESTROOMS		EXISTING	4	ALUM.	FACTORY	ALUM.	FACTORY		3	EXISTING
103	WAITING AREA		EXISTING	1	ALUM.	FACTORY	ALUM.	FACTORY		2	EXISTING
104	FRONT ENTRY	36" x 70"	EXTERIOR	1	OWNER SELECT	OWNER SELECT	OWNER SELECT	OWNER SELECT		1	TRULITE OR EQUAL / TEMP.
105	INTERIOR DOORS	30" x 70"	INTERIOR	7	OWNER SELECT	OWNER SELECT	OWNER SELECT	OWNER SELECT		3	SOLID WOOD W/ HALF LIGHT
106	LAB ENTRY	60" x 70"	INTERIOR	1	OWNER SELECT	OWNER SELECT	OWNER SELECT	OWNER SELECT		3	SOLID WOOD W/ FULL LIGHT / TEMP.
107	INTERIOR DOORS	30" x 70"	INTERIOR	1	OWNER SELECT	OWNER SELECT	OWNER SELECT	OWNER SELECT		3	SOLID WOOD W/ FULL LIGHT / TEMP.
				18							

1
A-3.1

PROPOSED MAIN LVL - FLOOR PLAN

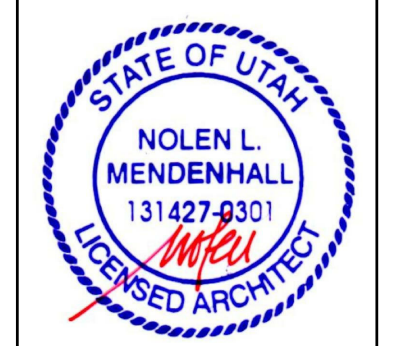
SCALE: 1/4" = 1'-0"

GRAPHIC SCALE
0 2' 4' 8'
SCALE: 1/4" = 1'-0"



Mendenhall Architecture & Design, LLC

4635 SOUTH HIGHLAND DR.
SALT LAKE CITY, UT 84117
801.277.2935



13 FEBRUARY, 2025

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PROJECT: COTTONWOOD COMPOUNDING LLC TI UNIT
 MEETS AND BOUNDS
 7076 SOUTH HIGHLAND DRIVE
 COTTONWOOD HEIGHTS, UTAH 84121

DATE	BY	DESCRIPTION

Project number
Date 13 FEBRUARY, 2025
Drawn by
Checked by

PROPOSED MAIN FLOOR PLAN
A-3.1

COTTONWOOD HEIGHTS CITY PLANNING COMMISSION STAFF MEMO



April 16, 2025

Request

Due to concerns regarding the lack of a codified definition for a live-work use type, the City Council voted on February 18, 2025 to impose a moratorium on all live/work applications for up to 180 days. This only applies to applications submitted after the moratorium was enacted.

While the moratorium is in place, staff has been instructed to develop a definition for live/work uses for consideration and possible codification.

Background & Overview

Concerns regarding a proposed live-work development at 3425 E. Bengal Blvd. (subsequently withdrawn) led to the issuance of a moratorium on new live-work land use applications in the city. Staff researched various definitions and regulatory practices from the Planner's Dictionary, Urban Land Institute, other cities in Utah and around the country to create the proposed definition attached to this memo.

Staff also researched potential alternatives to codifying a definition, which are also included in the attachment.

Recommendation & Model Motions

Staff recommends that the Planning Commission discuss the proposed definition, modify it as desired, and forward a recommendation of approval to the City Council for the proposed changes.

Approval

I move that we forward a recommendation of approval to the City Council for project ZTA-25-001, based on the finding listed in the staff memo and attachments dated April 16, 2025.

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

Denial

I move that we forward a recommendation of denial to the City Council for project ZTA-25-001, based on the following findings...

- List findings for negative recommendation...

Attachments

1. Proposed Changes

Proposed Live-Work Land Use Definition

While the NC Neighborhood Commercial zone allows Live/Work Spaces as a conditional use, the city lacks a formal definition for what constitutes a live/work space. The definition below seeks to define what the space is, and outlines proposals for how the share of uses should be regulated by the city.

Concerns regarding a proposed live/work development in the NC zone caused the City Council to issue a moratorium on allowing new live/work uses in the city. Staff was directed to study and craft a proposed definition for live/work spaces that satisfied concerns related to having a primarily residential land use in a commercial zone. Staff researched definitions from the Planner's Dictionary, Urban Land Institute and other cities to create the proposed definition below.

Title 19 Zoning

19.04 Definitions

19.04.1435 Live/Work Space

A living unit used simultaneously for both residential occupancy and commercial activity by the same occupant(s). The commercial portion of the live/work space shall constitute a minimum of 25% of the total gross floor area of the entire unit. At least 50% of the unit's frontage at ground level along the public right of way shall be dedicated to the commercial portion of the space. Any commercial use within a live/work unit must be included as a permitted or conditional use in the underlying zone.

Alternatives

The Planning Commission could also consider making recommendations to City Council to adopt additional regulations pertaining to Live/Work spaces, such as:

- Adding additional regulation to the live-work space definition
 - o Restricting/limiting commercial uses
 - o Imposing size requirements on commercial space
- Replacing Live/Work use with Mixed Use
 - o Would allow a combination of uses on a development-wide scale rather than within individual units
- Striking Live/Work as an allowed use in the NC zone

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

**Wednesday, March 5, 2025
5:00 p.m.
2277 East Bengal Boulevard
City Council Work Room**

ATTENDANCE

Members Present: Chair Lucy Anderson, Vice-Chair Sean Steinman, Commissioner Dan Mills, Commissioner Mike Smith, Commissioner Mike Shelton, Commissioner Dan Poulson, Commissioner Garry Barnes

Staff Present: City Recorder, Tiffany Janzen; Deputy City Recorder, Cienna Brummel; Associate City Planner/Sustainability Analyst, Ian Harris; Community and Economic Development Director, Michael Johnson; System Administrator, Alex Earl

WORK SESSION

Chair Lucy Anderson called the Work Meeting to order at 5:00 PM.

Community and Economic Development Director, Michael Johnson, introduced New Planning Commissioner, Garry Barnes. Commissioner Barnes stated that he is a former commercial banker. He retired a few years ago and has been working as a consultant to banks, aviation companies, and universities. He has lived in Cottonwood Heights four times.

1.0 Dakota Pacific Development Discussion.

Mr. Johnson reported that Dakota Pacific Real Estate purchased the vacant three-acre parcel adjacent to Hillrise Apartments and is working on a Development Plan for an infill residential project on the site. The plan was previously shared with the City Council.

Steve Borup from Dakota Pacific introduced his colleagues, Ray Bryson and Brian Dille. Mr. Borup reported that the parcel is located next to the Rocky Mountain Power substation. The land was acquired in 2024 from the owners of Hillrise Apartments and they have spent the last year determining the best development for the area, and how it will work with the Town Center and neighboring developments. They considered densities ranging from high-rise condominiums to townhomes and decided upon medium density, with three- and four-story buildings consisting of approximately 120 units with tuck-under garages.

A map of the area and concept drawings were reviewed. The property fronts 2300 East and is adjacent to the future Town Center. Dakota Pacific views it as an entrance into the new Town Center area, and as such they plan to emphasize the pedestrian experience. Mr. Borup reported that they are close to going under contract to purchase Hillrise Apartments. They are now

considering that adjacency and circulation, and their plans assume shared infrastructure. Their plan for the Hillrise Apartments is to renovate and upgrade the units and landscaping.

Mr. Borup reported that the parcel is currently under commercial zoning but they considered the draft form-based code and City goals for the town Center in the design. They discussed a potential mix of commercial and residential on the site but determined that it would be more beneficial to provide the needed residential components for Hillside Plaza. Another consideration was the ability to build in today's market. They want to move forward with a project as soon as possible. They want to create a diversity of housing options, but they do not want to set a price point that people cannot afford.

The Concept Plan includes approximately 120 rental units with a parking ratio of 1.6. There will be surface parking in two parking lots separated by a building. Parking stalls will be assigned. Mr. Borup noted that there is a 30-foot difference in grade between the southeast and northwest corners of the property. The leasing office will be located at the lowest point on the northwest corner. It will have storefront-style glass along 2300 East and look more commercial. A fitness center, outdoor amenities, and green space will be located on the south side of the property. In response to a question, it was clarified that the parking ratio was determined by the market.

There will be two ingress and egress points. The current Hillrise Apartments entrance will be redeveloped to remove the old walls and create more green space, and the secondary access point will be next to the daycare. Currently, residents of Hillrise Apartments use both entrances. Mr. Borup clarified that there is a recorded easement for the access south of the daycare building. Hillrise Apartments is currently overparked at two parking stalls per unit, and they hope to take advantage of that excess parking to allow for additional units in the new buildings.

Commissioner Mills noted that the excess parking for Hillrise Apartments is in the northeast corner of the lot, not to the south near the subject property. He also asked that they consider moving the fitness space to the first level on 2300 East as it would be more in keeping with the goal of form-based code.

The buildings will be three and four stories. Renderings indicate a townhome-style look along 2300 East, and all entrances on that frontage will have an awning. The frontage will include a bicycle and pedestrian lane, seating areas, and landscaping to activate the streetscape. Commissioner Mills stated that the Commission has strong opinions on how the frontage should be handled and requested that they look carefully at the Fort Union Master Plan to better understand the City's vision. Mr. Borup stated that this frontage will not have a true boulevard feel with parking, but there will be a pedestrian priority. He noted that the design assumes more right-of-way than currently exists, and the location of the parked car on the rendering could be a bicycle lane. It was noted that there is currently a bicycle lane in that location.

In response to a question from Commissioner Mills, it was clarified that the grade change will be incorporated within the buildings' structure. The second building will have three- and four-story sections, and its parking lot will be 15 feet above the lower parking lot. There will also be some tuck-under parking on the lower level of that building. The building itself will act as a retaining wall, and there will be one small retaining wall in one area of the property. They will match

existing grade levels at the property lines. Commissioner Mills expressed his appreciation for the grade changes being incorporated into the property to make the area genuinely walkable.

Commissioner Steinman asked if they had considered a rideshare program to reduce the parking ratio and promote more Transit-Oriented Development (“TOD”) features. The developer responded that they have looked at developments with those features. They are practical regarding transportation for work and education purposes, but people still want two cars for entertainment and outdoor activities. They recently made an offer on a TOD site in the West Jordan area. The site has one parking space per unit, and the entire neighborhood around it is full of street-parked cars. The ratio is normally 1.6 to 1.8 cars per unit. They want to avoid overflowing parking in the community, especially in this neighborhood where there is not ample street parking.

Commissioner Steinman recommended considering four to six rideshares that are managed by the apartment complex as he has seen that work in other communities. Mr. Borup stated that they offered a rideshare program in downtown Bozeman, Montana, and it was a struggle. The rideshare car was not used. He understands Commissioner Steinman’s goal, but the challenge is in changing behavior to get people out of cars. Building code usually allows reductions in parking stalls in exchange for things like bicycle storage spaces, which they have done on other projects. They are willing to consider those types of reductions, but they do not believe that a full TOD of one stall per unit would be practical.

In response to a question, Mr. Borup reported that 40% to 45% of the units will be one bedroom and 40% to 40% two bedrooms, with a few studio and three-bedroom units. They will conduct a market study to confirm the unit mix. It will be a market-rate project.

Mr. Johnson reported that the concept was presented to the City Council, and they were supportive of it. It will require a site-specific rezoning plan similar to the Planned Development process. They are coordinating the technical requirements now, and then the item will come back to the Planning Commission for formal review and public comment. In response to a question, Mr. Johnson clarified that the parcel is currently zoned Regional Commercial. The project would not fit within any existing zones, so it would have to be a site-specific redevelopment.

Dakota Pacific is excited about the project and the future Town Center. Their office is in Cottonwood Corporate Center, and many of their employees live in Cottonwood Heights. Commissioner Mills stated that Dakota Pacific’s purchase of Hillrise Apartments is indicative of their commitment to the community, and he was excited about the new development.

2.0 Review Business Session Agenda.

Chair Anderson reported that the Commission would consider a Zoning Map Amendment, followed by Project CUP-24-019, which was continued from the February 5, 2025 meeting.

Mr. Johnson reported that the applicant had not resubmitted or responded with additional details for the CUP-24-019 Live/Work Project. They are considering various options for the site, including submittal of a different type of project, and requested that the Commission table that item until the next meeting. The City Council has implemented a Land Use moratorium on the

Live/Work use type in order to better define it. As long as this application is active, it is not impacted by the moratorium, but it would apply to any new applications in any zone that includes that use type. The moratorium will be in place for a maximum of 180 days or until the Code is amended. A draft of the changes will be discussed at the April 5, 2025, Planning Commission meeting. In response to a question from Chair Anderson, Mr. Johnson clarified that he did not know if the applicant would be ready at the next meeting, but continuing the item again was a reasonable request.

Associate City Planner/Sustainability Analyst, Ian Harris, provided details on the Zoning Map Amendment, Project ZMA-25-001. The subject property is approximately 1.5 acres and is currently zoned Rural Residential RR-1-43, which requires a minimum lot size of one acre, and the Applicant requested rezoning to RR-1-21, which requires a minimum of one-half acre. It was noted that many neighboring properties in the RR-1-43 Zone do not meet the minimum one-acre requirement. The Applicant has applied for rezoning in the hope that they can subdivide their property into two lots with a flag lot similar to two adjacent properties to the north. Any future subdivision plan would require a new application and Staff review.

Staff determined that rezoning the property is within the context of the surrounding area, will meet the requirements for the RR-1-21 Zone, and is compatible with the Residential Rural Density Land Use designation. Much of the surrounding development is in the RR-1-21 Zone. Any development on the property would be required to comply with the standards of the new zone, as well as any relevant Sensitive Lands Overlay Zone standards as the property falls within that zone.

Zoning Map Amendments are legislative actions. The Planning Commission has the authority to take public comment, discuss the merits of the proposal, and make a recommendation of approval or denial to the City Council. The City Council is the final approval authority.

Notices were mailed to property owners within 1,000 feet of the subject property and posted on the property 10 days in advance of the meeting. No public comments were received. Staff recommended approval of the project.

In response to a question, Mr. Harris clarified that the minimum lot size in the RR-1-21 Zone is one-half acre and there is no maximum. Mr. Johnson noted that if the property is subdivided, the flag lot is required to be 125% of the minimum lot size and will have additional setback requirements. The subdivision would be approved at the Staff level, and they would help the Applicant through that process. Additional flag lot requirements were discussed and compared with the existing flag lots north of the subject property, and it was noted that the existing home would be on the flag lot and appeared to meet all requirements.

Commissioner Mills asked about the potential impacts of rezoning on the property to the south, which appears to be horse property. Mr. Johnson stated that the property also has the Rural Residential Land Use designation. Fewer animals are allowed on half-acre lots, but they are in the same category. He noted that the property to the south is zoned RR-1-43 but is only three-quarters of an acre, so it is a nonconforming lot.

Chair Anderson reminded the Commissioners about the requirement for four hours of training, which can be met in a variety of ways. She will forward the document with training resources to Commissioner Barnes. It was noted that two hours of training are provided in Work Sessions. Mr. Johnson reported that they would invite the Property Rights Ombudsman's Office to conduct a training. City Attorney, Shane Topham, would also conduct one training. Commissioner Mills asked for direction on topics the Commissioners may want to research. Mr. Johnson stated that they would see a lot of legislative items and special redevelopment projects in the future.

Mr. Johnson provided an update on the Town Center project. The request for proposals closed in February and seven responses were received. Staff reviewed the responses and are scheduling interviews with the finalists. The City Council voted to authorize beginning the bonding process, with a tentative target of bond issuance near the end of the fiscal year.

A presentation was given on the North Gravel Pit project at the previous evening's City Council Meeting. The Architectural Review Commission will review the plan at its next meeting, and then it will go before the City Council for final consideration in April. There had been no updates on the South Gravel Pit.

The variance application for demolition of the Old Mill was denied. If the owner wishes to modify the historic structure, they must initiate the one-year Conditional Use Permit process. The application has not been submitted, so the one-year period has not started.

Mr. Harris noted that a Development Activity Report is published monthly, and it is a great resource to keep the Commissioners informed about Staff-level activity.

Commissioner Barnes asked why a General Obligation ("GO") bond was selected. Mr. Johnson stated that the City Council chose a GO bond as the interest rates are typically lower because the bond is backed by property taxes. The Council wanted the public to make that decision, and putting it on the ballot was their way of ensuring the decision was made in the most democratic way possible.

2.0 Adjourn.

Commissioner Mills moved to ADJOURN. Commissioner Smith seconded the motion. The motion passed with the unanimous consent of the Commission.

The Work Meeting adjourned at 5:53 PM.

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

**Wednesday, March 5, 2025
6:00 p.m.
2277 East Bengal Boulevard
City Council Chambers**

Members Present: Chair Lucy Anderson, Vice-Chair Sean Steinman, Commissioner Dan Mills, Commissioner Mike Smith, Commissioner Mike Shelton, Commissioner Dan Poulson, Commissioner Garry Barnes

Staff Present: City Recorder, Tiffany Janzen; Deputy City Recorder, Cienna Brummel; Associate City Planner/Sustainability Analyst, Ian Harris; Community and Economic Development Director, Michael Johnson; System Administrator, Alex Earl

BUSINESS SESSION

Chair Lucy Anderson called the Business Meeting to order at 6:00 PM.

1.0 Welcome and Acknowledgements.

1.1 Ex Parte Communications or Conflicts of Interest to Disclose.

Chair Anderson disclosed that she is acquainted with the Applicant for Item 3.1 and she would, therefore, be recusing herself from that decision.

2.0 General Public Comment.

Nick Danziger reported that he owns a home in Canyon Centre. He and his wife spend a lot of time traveling, and they occasionally rent out their home as a short-term rental. He asked that the City take into account the character of the area when considering new short-term rental regulations. His home is next to the area that was grandfathered in with short-term rentals. On the other side, a new condominium building is being constructed. A hotel and restaurants are next to that building. He wants to follow the rules but it is difficult because they are on a City street and regulations do not allow a short-term rental. All units in his development have a two-car garage, and they have a permit for designated street parking. He asked that the Commission consider the area he is in when setting any rules.

3.0 Business Items.

3.1 Project ZMA-25-001 - A Public Hearing and Potential Action on a Request by Deanne Child for a Zoning Map Amendment to Rezone a Property at 8145 South Pinecreek Lane from RR-1-43 (Rural Single-Family Residential) to RR-1-21 (Rural Single-Family Residential).

Chair Anderson reported that the above item was discussed during the Work Session. Associate City Planner/Sustainability Analyst, Ian Harris reported that the application was for a Zoning Map Amendment to rezone the property at 8145 South Pinecreek Lane from RR-1-43, which requires minimum one-acre lots, to RR-1-2, which has a one-half acre minimum. Staff recommended approval of the application as the new zone would fit with the context of the surrounding neighborhood.

The Applicant, Deanne Child reported that she has lived in her home since 1977. The other two original lots have been rezoned and subdivided. She would like to subdivide her property, sell the front lot, and remain in her home on the rear parcel. She has confirmed that emergency vehicles can access her home from the private driveway. Mr. Harris noted that a representative from the Unified Fire Authority was present at the pre-application meeting and expressed no concerns about the driveway or turnaround. Those standards will also be reviewed as part of the subdivision application.

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

Commissioner Shelton moved to recommend APPROVAL of Project ZMA-25-001 to the City Council, based on the Findings and Recommendations listed in the Staff Report dated March 5, 2025. Commissioner Steinman seconded the motion. Vote on Motion: Commissioner Poulson-Yes; Commissioner Shelton-Yes; Commissioner Mills-Yes; Commissioner Smith-Yes; Commissioner Barnes-Yes; Commissioner Steinman-Yes; Chair Anderson-Abstain. The motion passed unanimously with one abstention.

3.2 Project CUP-24-019 – Continuation from February 5, 2025, Planning Commission Meeting – Consideration of a Request by Nathan Anderson for a Conditional Use Permit and Preliminary Plat Approval to Construct a Nine-Unit Live-Work Townhome Development at 3425 East Bengal Boulevard. The Applicant has Requested Further Continuation of this Item to the April 2025 Planning Commission Meeting.

Community and Economic Development Director, Michael Johnson, reported that should the applicant decide to propose a different use type within the Neighborhood Commercial Zone, the process would restart and be noticed as a new application. The continuation would only be valid for a submittal under the Live/Work use type.

Commissioner Mills moved to CONTINUE Project CUP-24-019 to the April 2, 2025, Planning Commission meeting. Commissioner Smith seconded the motion. Vote on Motion:

Commissioner Steinman-Yes; Commissioner Barnes-Yes; Commissioner Smith-Yes; Commissioner Mills-Yes; Commissioner Shelton-Yes; Commissioner Poulson-Yes; Chair Anderson-Yes. The motion passed with the unanimous consent of the Commission.

4.0 Consent Agenda

4.1 Approval of Planning Commission Meeting Minutes from February 5, 2025.

Commissioner Steinman moved to APPROVE the Consent Agenda, as presented. Commissioner Poulson seconded the motion. The motion passed with the unanimous consent of the Commission.

5.0 Adjourn.

Commissioner Smith moved to ADJOURN the Business Session. Commissioner Shelton seconded the motion. The motion passed with the unanimous consent of the Commission.

The Business Meeting adjourned at approximately 6:14 PM.

I hereby certify that the foregoing represents a true, accurate, and complete record of the Cottonwood Heights City Planning Commission Work Session and Regular Meeting held on Wednesday, March 5, 2025.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____

DRAFT