



Development Review Committee

1020 East Pioneer Road
Draper, UT 84020

STAFF REPORT

December 18, 2025

To: Jennifer Jastremsky, Zoning Administrator

Approved

Date

From: Jennifer Jastremsky, AICP, Community Development Director / Zoning Administrator
801-576-6328, jennifer.jastremsky@draperutah.gov

Re: Windsor Mill Townhomes – Final Subdivision Plat Request

Application No.: 2023-4618-SUB

Applicant: David Jenkins, representing Olsen and Associates

Project Location: 11450 S 820 West

Current Zoning: RM1 (Multi-family Residential, up to 8 dwelling units per acre) and CN (Neighborhood Commercial) Zone

Acreage: 4.78 Acres (Approximately 208,591 ft²)

Request: Request for approval of a Final Subdivision Plat in the RM1 and CN zone regarding the creation of 30 townhome units and 1 commercial parcel.

SUMMARY AND BACKGROUND

This application is a request for approval of a Final Subdivision Plat for approximately 4.78 acres located on the south side of 11400 South, at approximately 11450 S 820 West (Exhibit B & C). The property is currently zoned RM1 and CN. The applicant is requesting that a Final Subdivision Plat be approved to allow for the development of the currently vacant site as 30 townhome units and a future office building.

This development has been approved twice before by the Planning Commission, once on February 21, 2019 and on December 17, 2020. The applicant failed to obtain a Land Disturbance Permit before the applications expired due to health reasons. Both former applications were for the same townhome and office building layout. The current applicant is now requesting to subdivide the entire property. A Site Plan was approved for the townhome portion of the project on April 25, 2024. The office development will be built



with a future phase.

While the two previous subdivision applications were approved by the Planning Commission, there has been a change in subdivision regulations and the Zoning Administrator is now the approval authority for the plat.

ANALYSIS

General Plan and Zoning.

Table 1	General Plan and Zoning Designations	Exhibit
Existing Land Use	Residential Medium-High Density, Neighborhood Commercial	Exhibit D
Current Zoning	RM1, CN	Exhibit E
Proposed Use	Residential Townhomes, One undeveloped parcel zoned CN	
Adjacent Zoning		
East	RM1	
West	A5 (Agricultural, 5-acre lot minimum), RA2 (Residential Agricultural, 20,000 square foot lot minimum)	
North	RA2	
South	RA2, R3 (Single-family Residential, 13,000 square foot lot minimum)	

The Residential Medium-High Density and Neighborhood Commercial land use designations are characterized as follows:

Residential Medium-High Density

LAND USE DESCRIPTION		
CHARACTERISTICS	<ul style="list-style-type: none"> • Abundant landscaping • Uniform design standards which also allow architectural variation between units • Architectural variation between units and/or buildings, designed to look like houses, not boxes • Adequate off-street parking • Avoid walls and fences, except for screening and buffering with neighboring developments 	
LAND USE MIX	Primary <ul style="list-style-type: none"> • Single-family homes • Patio homes • Townhouses • Multifamily housing 	Secondary <ul style="list-style-type: none"> • Parks • Churches • Schools • Open Space
DENSITY	<ul style="list-style-type: none"> • Density range: 4-8 dwelling units per acre 	
COMPATIBLE ZONING	<ul style="list-style-type: none"> • Single-family Residential (R4) • Single-family Residential (R5) • Master Planned Community (MPC) • Multiple-family Residential (RM1) 	
OTHER CRITERIA	<ul style="list-style-type: none"> • The Master Planned Community may be utilized • The developer must demonstrate that the project provides a quality living environment 	

Neighborhood Commercial

LAND USE DESCRIPTION		
CHARACTERISTICS	<ul style="list-style-type: none"> • Small-scale commercial land uses that serve local residents in adjacent neighborhoods • Minimal impact in predominantly residential areas • Well-landscaped street frontages • Limited traffic access points and pedestrian access from surrounding residential areas • Don't overcrowd commercial lots; i.e., require adequate setback and landscape buffers • Screened parking and adequate ingress and egress to parking areas • Adequate drainage • Low noise standards 	
LAND USE MIX	<ul style="list-style-type: none"> • Small-scale commercial • Planned retail • Office 	
COMPATIBLE ZONING	<ul style="list-style-type: none"> • Neighborhood Commercial (CN) • Institutional Care (IC) • Commercial Services (CS) 	
LOCATION	<ul style="list-style-type: none"> • Adjacent to neighborhood • Along local roads 	

According to Draper City Municipal Code (DCMC) Section 9-8-020 the purpose of the RM1

zone is to "permit well designed apartments, townhomes, twin homes, and condominiums at relatively high densities that are appropriately buffered from and compatible with surrounding land uses."

According to Draper City Municipal Code (DCMC) Section 9-8-020 the purpose of the CN zone is to "provide areas where convenience buying outlets, having small trade areas, may be established to serve surrounding residential neighborhoods. This zone is intended to promote a combination of retail and service facilities which, in character and scale, meet day to day needs of nearby residents."

Subdivision Layout. The (Exhibit F)

Table 3 Subdivision Design Requirements

Standard	DCMC Requirements	Proposal	Notes
Lot/Parcel Size	RM1 Zone: 1,000 sq ft for townhomes, and 1 acre for overall project area. CN zone: NA	Townhomes: 1,234 sq ft and 1,332 sq ft Overall Project Area: 3.773 acres Parcel A: 1.016 acres	
Street Width	26-feet of drivable surface plus sidewalk on both sides of the roadway	Townhomes: 42-feet wide total, 31-feet of drivable surface, 6-inches curb on both sides, and 6-feet sidewalks on both sides.	
Street Ownership	Private	Private	Parcel A is served by the adjacent public 820 West
Setbacks-			
From Boundary of Townhome Development	10-feet	10-feet	
Easements-			
PUE Front	7-feet	7-feet	The private roadways are utility easements
PUE Rear	7-feet	7-feet	
PUE Side	7-feet	7-feet	
Other	7-feet	7-feet	

The plat shows an old utility easement that will be vacated with the plat. This easement was

for drainage and public utilities, and provided access to construct, reconstruct, operate, maintain and remove such facilities. When Windsor Mill Drive was dedicated to the City and improved as part as the Windsor Mill Subdivision in 2016 this easement was no longer needed.

Criteria For Approval. The criteria for review and potential approval of a final subdivision plat request is found in Section 17-4-040 of the DCMC. This section depicts the standard of review for such requests as:

- A. Upon receipt of the final plat, the Development Review Committee, including the City Engineer, shall review the final plat and construction drawings and determine whether the final plat conforms to the preliminary plat and is in compliance with the engineering and surveying standards and criteria set forth in this chapter and all other applicable standards and ordinances of the City and the State of Utah. If the final plat complies, the Development Review Committee shall forward the plat to the Zoning Administrator, through the Community Development Department. If the final plat does not comply, the Development Review Committee shall return the plat to the subdivider, through the Community Development Department, with comment. Review of the final plat submittal shall follow the process outlined in section 17-1-080 of this title.*
- B. After the fourth or final review, the Zoning Administrator shall either approve the final plat, or deny the final plat if it is does not conform with this title or other applicable ordinances. If the Zoning Administrator denies the final plat, the Zoning Administrator shall specify the reasons for the denial.*
- C. No final plat shall have any force or effect unless the same has been approved by the Zoning Administrator and signed by the Mayor and City Recorder.*

REVIEWS

Planning Division Review. The Draper City Planning Division has completed their review of the Final Subdivision Plat submission. Comments from this division, if any, can be found in Exhibit A.

Engineering and Public Works Divisions Review. The Draper City Engineering and Public Works Divisions have completed their reviews of the Final Subdivision Plat submission. Comments from these divisions, if any, can be found in Exhibit A.

Building Division Review. The Draper City Building Division has completed their review of the Final Subdivision Plat submission. Comments from this division, if any, can be found in Exhibit A.

Fire Division Review. The Draper City Fire Marshal has completed his review of the Final Subdivision Plat submission. Comments from this division, if any, can be found in Exhibit A.

Noticing. Notice has been properly issued in the manner outlined in the City and State Codes.

STAFF RECOMMENDATION

Staff finds that the application complies with the DCMC and recommends that the Zoning Administrator review the request and approve the application based on the findings listed below and the criteria for approval, as listed within the staff report.

If the Zoning Administrator decides to approve the request, staff recommends they include the following conditions of approval:

1. That all requirements of the Draper City Engineering, Public Works, Building, Planning, and Fire Divisions are satisfied throughout the development of the site and the construction of all buildings on the site, including permitting.
2. That all requirements of the geotechnical report are satisfied throughout the development of the site and the construction of all buildings on the site.
3. If the final plat is not recorded within one (1) year from the date of Zoning Administrator approval or construction of the required landscaping and infrastructure has not commenced, such approval shall be null and void. This time period may be extended by the Zoning Administrator for up to one additional six (6) month period for good cause shown. The subdivider must petition in writing for an extension prior to the expiration of the original one (1) year.
4. Prior to printing the mylar, amend the plat designation for Entry No. 5995615 to call it a drainage and public utility easement rather than a right of way and show the easement to be vacated with the plat.

The findings for approval as are follows:

1. The final plat conforms to the preliminary plat and is in compliance with the engineering and surveying standards and criteria set forth in DCMC Chapter17-4 and all other applicable standards and ordinances of Draper City and the State of Utah.

DEVELOPMENT REVIEW COMMITTEE ACKNOWLEDGEMENT

We, the undersigned, as duly appointed members of the Draper City Development Review Committee, do acknowledge that the application which provides the subject for this staff report has been reviewed by the Committee and has been found to be appropriate for review by the Draper City Planning Commission and/or City Council.

Brien Maxfield 
Digitally signed by Brien Maxfield
DN: C=US,
E=brian.maxfield@draperutah.gov,
O=Draper, OU=Public Works -
Engineering, CN=Brien Maxfield
Date: 2025.01.07 11:12:31-07'00'

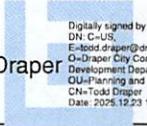
Draper City Public Works Department

Don Buckley 
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E=don.buckley@draperutah.gov,
O=Draper City Fire Department, OU=Fire
Marshal, CN=Don Buckley
Date: 2025.12.28 21:14:51-07'00'

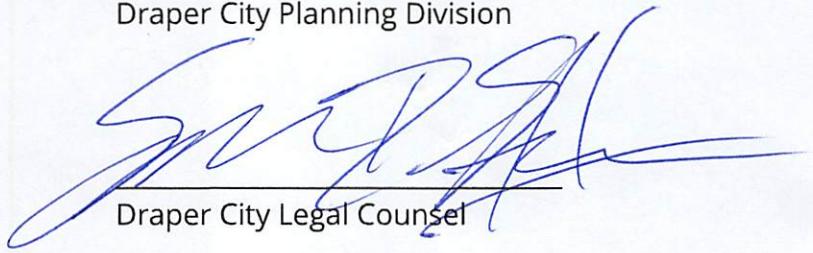
Draper City Fire Department

Matt Symes 
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E=matt.symes@draperutah.gov,
O=Draper City Corporation, CN=Matt
Symes
Date: 2025.12.22 16:19:28-07'00'

Draper City Building Division

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O=Draper City Community
Development Department,
OU=Planning and Zoning,
CN=Todd Draper
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Draper City Planning Division



Draper City Legal Counsel

EXHIBIT A **DEPARTMENT REVIEWS**

REVIEWS ARE NOT MEANT TO BE AN ALL INCLUSIVE LIST OF POSSIBLE COMMENTS OR CONDITIONS.

Planning Division Review.

1. We have determined that the note referencing Entry No. 5995615 is not a right of way easement but a utility easement. It can be vacated with the plat. Please amend this call out to say Drainage and Public Utility Easement and change to vacate with plat.

Fire Division Review.

Townhomes:

1. Fire Department Access is required. An unobstructed minimum road width of twenty-six (26) feet exclusive of the shoulders and a minimum height of thirteen (13) feet six (6) inches shall be required. The road must be designed and maintained to support the imposed loads of emergency apparatus. The surface shall be able to provide all weather driving capabilities. The road shall have an inside turning radius of twenty - eight (28) feet. There shall be a maximum grade of 10%. Grades may be checked prior to building permits being issued. (Fire Department access shall be, maintained at all times throughout the entire project.)
 - D103.6 Signs. Where required by the fire code official, fire apparatus access roads shall be marked with permanent NO PARKING—FIRE LANE signs complying with Figure D103.6. Signs shall have a minimum dimension of 12 inches (305mm) wide by 18 inches (457mm) high and have red letters on a white reflective background. Signs shall be, posted on one or both sides of the fire apparatus road as required by Section D103.6.1 or D103.6.2.
2. IFC SECTION 3310 ACCESS FOR FIRE FIGHTING DURING CONSTRUCTION 3310.1.1 Required access. Approved vehicle access for firefighting shall be, provided to all construction or demolition sites. Vehicle access shall be provided to within 100 feet (30 480 mm) of temporary or permanent fire department connections. Either temporary or permanent roads, capable of supporting vehicle loading under all weather conditions, shall provide vehicle access. Vehicle access shall be, maintained until permanent fire apparatus access roads are available.

- Until permanent fire apparatus access roads are constructed, fire-fighting vehicle access is the means by which fire fighters gain access to the construction or demolition site and building for fire suppression and rescue operations. Such access is an integral component of the fire prevention program. The site superintendent or other person responsible for construction and demolition operations is responsible for maintaining and policing fire-fighter access routes, as provided in Section 3308. Fire apparatus must be able to get within 100 feet (30 480 mm) of any installed fire department connection supplying water to temporary or permanent fire protection systems. Access roads must support the weight of the heaviest vehicle that might respond. The weight requirements are available from the local fire department. All-weather surfaces are required because the responding fire department should not waste time moving snow or trying to get out of mud.

3. IFC CHAPTER 33 FIRE SAFETY DURING CONSTRUCTION AND DEMOLITION. This section of fire will be enforced. Please make sure the project is maintaining all aspects of this chapter during construction.
4. Hydrants and Site Access. All hydrants and a form of acceptable temporary Fire Department Access to the site shall be installed and APPROVED by the Fire Department prior to the issuance of any Building Permits. If at any time during the building phase any of the hydrants or temporary Fire Department Access becomes non-compliant any and all permits could be revoked.
5. No combustible construction shall be allowed prior to hydrant installation and testing by water purveyor. All hydrants must be operational prior to any combustible elements being received or delivered on building site.
6. Visible Addressing Required. New and existing buildings shall have approved address numbers plainly legible and visible from the street fronting the property. These numbers shall contrast with their background.
7. Street Signs required and are to be posted and legible prior to building permits being issued. All lots to have lot number or address posted and legible.

Office:

1. Fire Department Access is required. An unobstructed minimum road width of twenty-six (26) feet exclusive of the shoulders and a minimum height of thirteen (13) feet six (6) inches shall be required. The road must be designed and maintained to support the imposed loads of emergency apparatus. The surface shall be able to provide all weather driving capabilities. The road shall have an inside turning radius of twenty – eight (28) feet. There shall be a maximum grade of 10%. Grades may be checked prior to building permits being issued. (Fire Department access shall be, maintained at all times

throughout the entire project.)

2. IFC SECTION 3310 ACCESS FOR FIRE FIGHTING DURING CONSTRUCTION

3310.1.2 Required access. Approved vehicle access for firefighting shall be provided to all construction or demolition sites. Vehicle access shall be provided to within 100 feet (30 480 mm) of temporary or permanent fire department connections. Either temporary or permanent roads, capable of supporting vehicle loading under all weather conditions, shall provide vehicle access. Vehicle access shall be, maintained until permanent fire apparatus access roads are available.

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4. Hydrants and Site Access. All hydrants and a form of acceptable temporary Fire Department Access to the site shall be, installed and APPROVED by the Fire Department prior to the issuance of any Building Permits. If at any time during the building phase any of the hydrants or temporary Fire Department Access becomes non-compliant any and all permits could be revoked.
5. Fire Hydrants are required. This project needs 3 hydrants. They are to be protected with bollards if susceptible to vehicle damage. The required fire flow for this project is 3250GPM for full 3 hour duration. A 50% reduction is allowed in fire flow which is 1625gpm for 2 hours, for installation of fire sprinklers.
6. No combustible construction shall be, allowed prior to hydrant installation

and testing by water purveyor. All hydrants must be operational prior to any combustible elements being received or delivered on building site.

7. Fire Sprinklers Required. A deferred submittal for a NFPA 13 fire sprinkler shop drawings are to be sent via email to: Don Buckley at fire.permits@draperutah.gov. A complete set of plans, with manufacturer cut sheets, and hydraulic calculations. Plans must be stamped by a NICET level III or better in Auto Sprinkler Layout. (There needs to be a hydrant with-in a 100 feet of the FDC.) FDC is required to have KNOX Locking Caps. ALL FIRE PROTECTION PLANS REQUIRE 3rd PARTY REVIEW PRIOR TO BE SUBMITTED TO THE DRAPER FIRE DEPARTMENT.
8. Post Indicator Valve with Tamper May Be Required. If there is no designated fire riser room with a direct access door from the outside. There shall be either a wall mounted P.I.V (OS&Y) or a typical P.I.V placed a minimum distance of 40 feet from the building with a tamper switch. Any new or existing P.I.V will be required to be identified as to which riser or part of the system they shut off.
9. Fire Department Connection (FDC): The FDC is required as part of a water-based suppression system as the auxiliary water supply. The FDC will give the fire department the capability to supply additional pressure necessary to the automatic fire sprinkler system and the standpipe system. The FDC will be located at the entrance to the building and will be within 100-feet of the fire hydrant. The FDC will be located to ensure connected hoses which supply the system will not obstruct access to the buildings for other fire apparatus. The final location of FDC will be approved by the Fire Marshal. The shown FDC does not meet the fire code requirement and will need to be moved to the South side of the building.
10. Fire Alarm Required. A deferred submittal for fire alarm shop drawings are to be sent via email to the following to: Don Buckley at fire.permits@draperutah.gov . A complete set of plans, with manufacturer cut sheets, and battery calculations. Plans must be stamped by a NICET level III or better in Fire Alarm Systems. ALL FIRE ALARM PLANS REQUIRE 3rd PARTY REVIEW PRIOR TO BE SUBMITTED TO THE DRAPER FIRE DEPARTMENT.
11. Emergency Responder Radio Coverage Required. Emergency responder radio coverage shall be provided in accordance with the IFC 510. Before a Fire Safety Codes Release (Certificate of Occupancy) is issued, compliance with International Fire Code Section 510 is required by means of an Emergency Responder Radio Coverage System (ERRCS) installed, tested, and accepted OR through field testing by a FCC licensed radio contractor to verify that an ERRCS is not warranted. A critical element to compliance with this standard is preliminary testing once the building is dried-in.
12. Knox Boxes Required. Fire Department "Knox Brand" lock box to be mounted to exterior walls, near the main entrance and/or nearest the door serving the exterior access to the fire sprinkler riser room. (At a height of 5 feet to the

top of the box) Lock box purchase can be arranged by the General Contractor.

13. 2A-10BC Fire Extinguishers required. The extinguisher needs to be a serviceable type meaning metal head and metal neck. Extinguishers need to be located in a conspicuous location where they will be readily accessible and immediately available for use. Placed every 75 feet of travel. If in cabinet or not the extinguisher or cabinet needs to be mounted so that the top is not more than five (5) feet above the floor.
14. Visible Addressing Required. New and existing buildings shall have approved address numbers plainly legible and visible from the street fronting the property. These numbers shall contrast with their background.
15. A Fire Safety Plan is required and shall be, developed by the construction company and submitted to the Draper City Fire Marshal's office for review. This shall submitted prior to any combustible construction takes place. The plan should include but not be limited to:
 - A. Name and 24-hour emergency contact information for the site safety director and fire watch personnel.
 - B. Documentation of the training of the site safety director and fire watch personnel.
 - C. Procedures for reporting emergencies.
 - D. Fire Department vehicle access routes (where the temporary fire access is going to be.)
 - E. Location of fire protection equipment, including but not limited to, location of all portable fire extinguishers for use during construction, standpipes (if required), fire department connections (temporary and permanent), and all fire hydrant locations.
 - F. Smoking and cooking polices designated areas to be used, where approved, and signage locations in accordance with 2021 IFC section 3305.8 (No smoking allowed on site).
 - G. Location and safety considerations for temporary heating equipment.
 - H. Hot works permit plan.
 - I. Plans for control of combustible waste material.
 - J. Locations and methods for storage and use of flammable and combustible liquids and other hazardous materials.
 - K. Provisions for site security.
 - L. Emergency accountability for employees on site (How many, how are you tracking who is on site)
 - M. Any other site-specific information required by the Draper City Fire Marshal.
 - N. This plan shall be, updated consistently throughout the project until completion.

EXHIBIT B VICINITY MAP

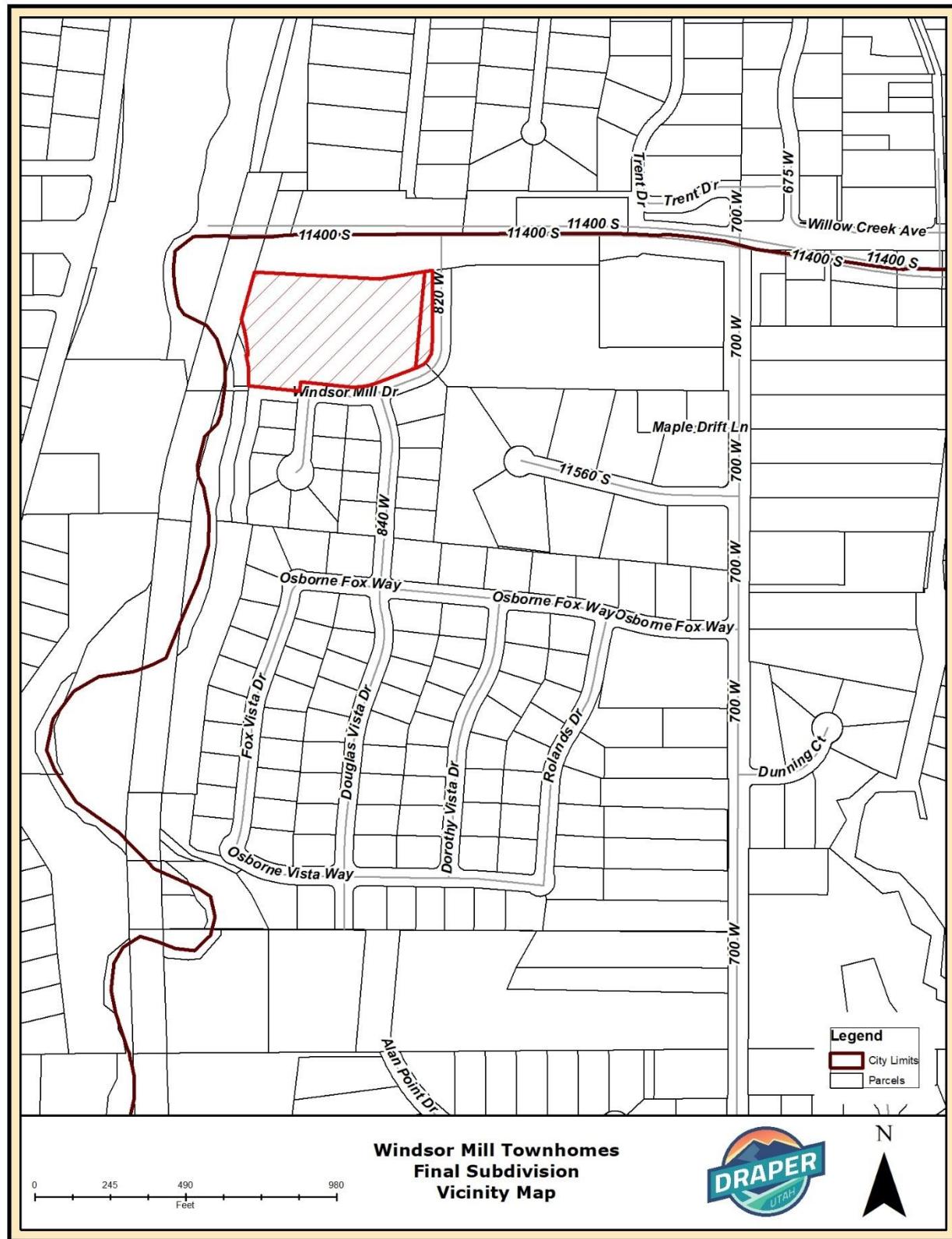


EXHIBIT C

AERIAL MAP

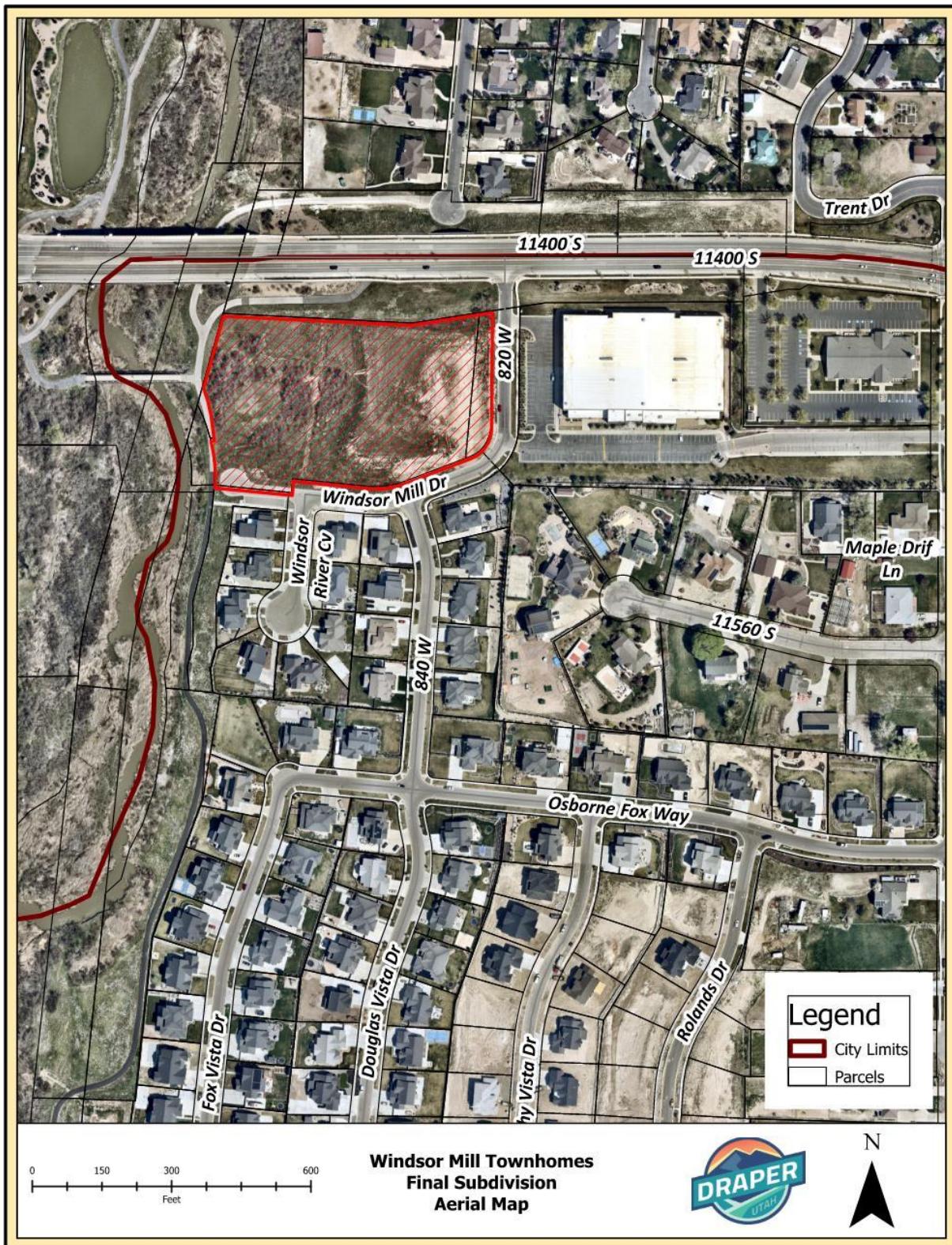


EXHIBIT D
LAND USE MAP

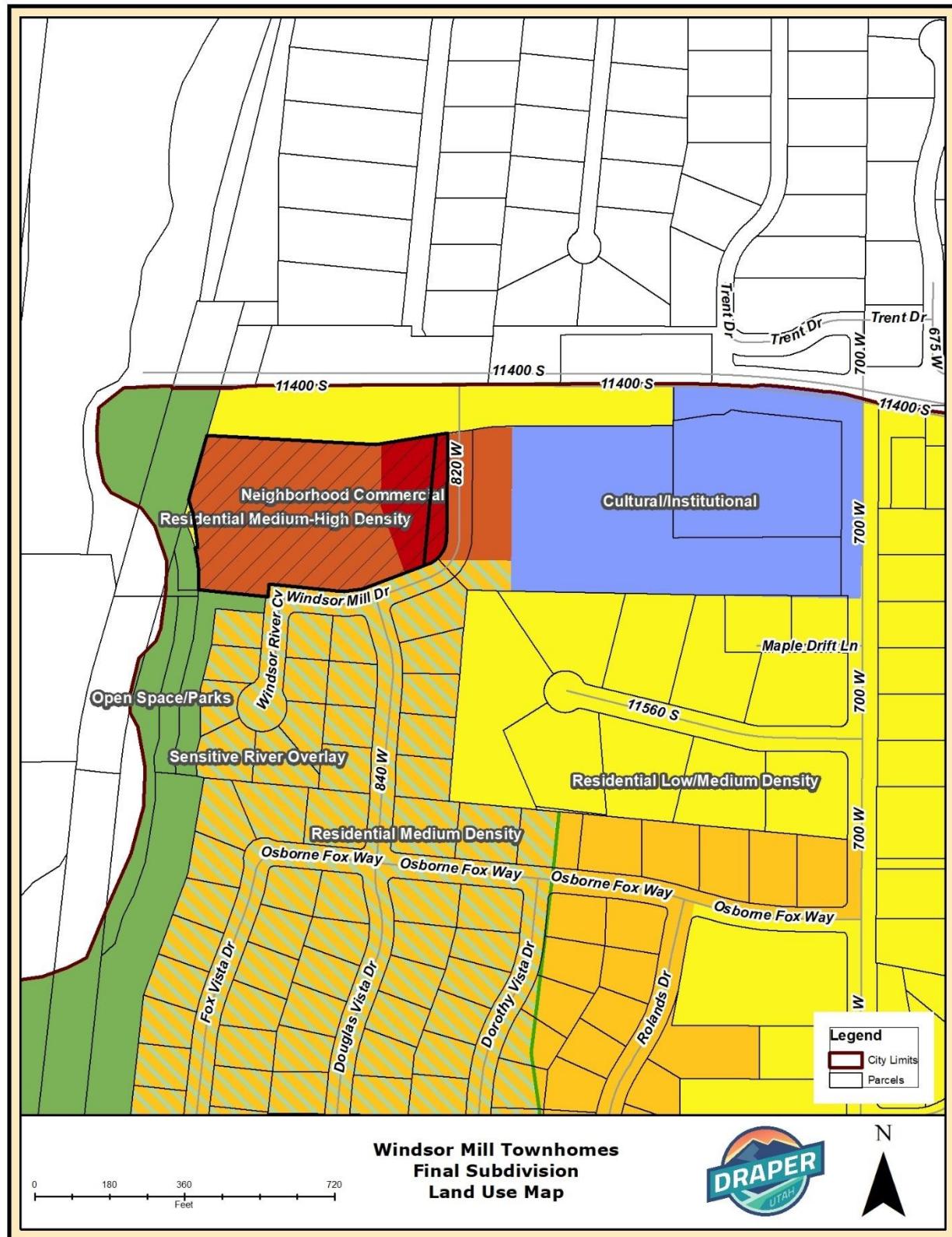


EXHIBIT E

ZONING MAP

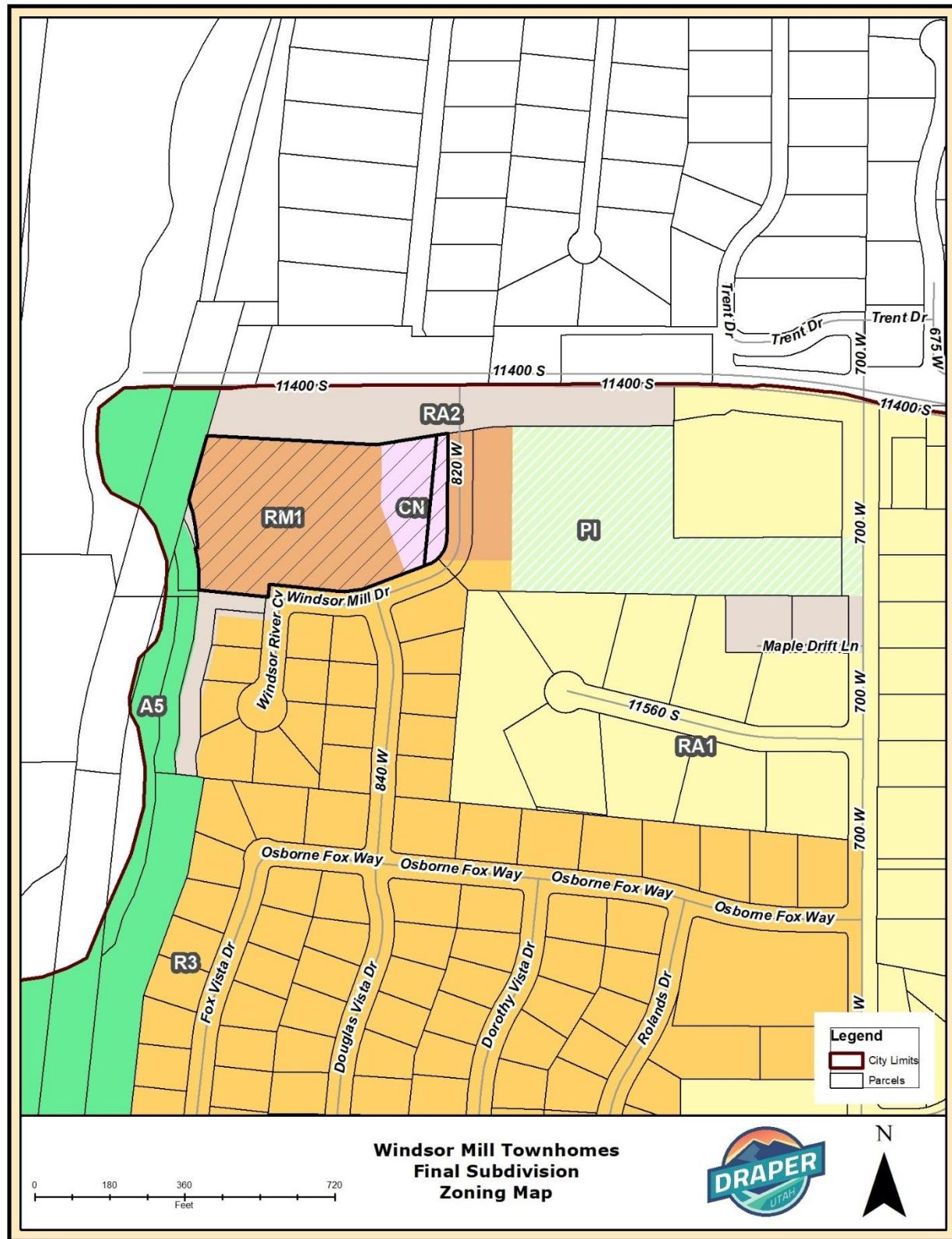


EXHIBIT F

SUBDIVISION PLAT

