



SANDY CITY COMMUNITY DEVELOPMENT

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Staff Report Memorandum August 7, 2025

To: Planning Commission
From: Community Development Department
Subject: Jordan Credit Union Branch Office - Commercial Modified Site Plan
Review & CUP for Drive-up Window
9260 S. 300 E.
[Community #4, Historic Sandy]

SPR04142025-00696949
CUP05012025-006961
PO Zoning District
0.94 ac., Bldg 10,526 Sq. Ft.

Public Meeting Notice:

This item has been noticed to property owners within 500 feet of the subject area, on public websites, at public locations, and a sign posted on site.

Request

The applicant, Nate Reimer, P.E with CIR Engineering, representing Eileen Eckman, owner's representative for Jordan Credit Union, is requesting review of a preliminary commercial modified site plan review, for a property located at 9260 S. 300 E. The site plan review will consider exterior building design, materials changes, reconfigure the existing parking lot and driveways, a new detached building for drive-up window service, and provide new site landscaping. The new site configuration will increase the drive-up teller queuing space capacity but decrease the available on-site vehicle parking. A 20 percent reduction in the required off-street parking is requested. Please see the attached Exhibits for details on the application materials.

Background

This credit union branch office has existed here since the 1970's. Originally, the credit union was part of the Jordan School District, and the branch office was built on school board owned property. To the south and west of this property, is Canyons School District property and the Jordan Middle School and the district bus parking and maintenance buildings and school parking lots. To the north is residential single-family R-1-8 zoning and homes. East across 300 E. is residential R-1-8 zoning and single-family homes and an LDS Church meeting house.



Jordan Credit Union
9260 S 300 E
SPR04142025-006949
SUB04142025-006950
CUP05012025-006961

Property Case History	
Case Number	Case Summary
Unknown	The Credit Union building was built sometime between 1970 and 1977. No record was created as this was developed under the School District jurisdiction.
78-39	Site plan review to modify the existing building with an addition and modify the parking lot to expand the credit union building. Approved September 13, 1978. (First addition to building)
unknown	Board of Adjustment approval to expand an existing non-conforming use building. Approved March 28, 1985. (Second addition to building)
REZ03192025-006931	Jordan Credit Union Rezoning Petition from Residential R-1-8 to Professional Office PO zoning. Approved July 3, 2025, by the City Council.

Public Notice and Outreach

A neighborhood meeting was held for the previous rezoning case. A neighborhood meeting was not held for the subdivision or the site plan/conditional use cases, as the use and building footprint are not changing. Mailed notices were sent to property owners located within 500 feet of the subject property for the planning commission meeting. The notices and the agenda for the planning commission meeting were posted in required public places and on the various public notice websites. Also, a public meeting notice sign was posted on the property.

Analysis

This location is very functional for the credit union and its members with its proximity to the school and the district offices to the south and east. The building's exterior design and materials are becoming dated, and the credit union wishes to remain at this location but wants to modernize the building's appearance and improve the functionality of the parking and the on-site circulation. The site plan has several elements to be considered by the commission, as follows:

Site Plan Analysis.

The main change to the site layout is the removal of the existing drive-up window teller function from its current attachment to the south side of the building. The new site layout creates a remote teller/ATM structure in the southwest portion of the site. Doing this allows and requires a new layout of the off-street vehicle parking and the parking lot driveways. The available vehicle queuing spaces will be significantly increased with two remote teller stations and a separate ATM station in the remote teller structure. The new site plan also triggers changes to the required front yard landscape setbacks to the parking lot and driveways. These increased front yard setback landscape areas also are limiting the space on the site for on-site vehicle parking stalls. Finally, the existing driveway located on the north side of the building will be eliminated and landscaped in its place. City staff has reviewed the proposed remodeled site plan, parking locations, driveways and on-site circulation, landscaping plan, etc., and



recommends approval by the planning commission. (Please see attached Exhibit A, for site and landscaping plans.)

Required Off-Street Vehicle Parking Reduction Request

A reduction request of 20 percent or eight (8) parking stalls less than required by the city code, based upon the use, site design, and location of the current building is sought by the applicant. Exhibit B contains a parking study report prepared for this site by Hales Engineering, a state licensed transportation engineering firm. The study cites three of the five potential justification criteria contained in City Code Section 21-24-3 (c) (10, *Parking Reduction* criteria as being met. The conclusion of the transportation engineers' report is that three of the possible reduction criteria will be met with the new parking layout. These criteria are (1) Parking demand Analysis, (2) Walkability and Multi-Modal Design, and (3) Proximity to Transit. Meeting these three criteria will allow up to a 20 percent reduction, which equals a reduction of 8 parking stalls from the requirement of the city code based upon the size of the building.

The city code required parking stall count is 43 stalls. The site plan provides 36 stalls, which is slightly less than 20 percent. A 20 percent reduction would allow up to eight (8) stalls to be reduced. Staff recommends that the planning commission approve the request to reduce the off-street vehicle parking requirement for this project by 20 percent.

Building Architectural Design, Materials, and Colors

Please see the attached Exhibit C, building elevations and renderings and the color board photo, for the proposed building design, materials and colors. These provisions will meet the *Sandy City Architectural Design Standards*. Staff recommends that the planning commission approve the building changes and upgrades as proposed.

Conditional Use Permit

A drive-up window in the PO Zone requires a conditional use permit. Please see applicant's letter to the planning commission requesting the approval of the conditional use for the drive-up remote teller operation at this site, attached as Exhibit D.

As part of Conditional Use Permit analysis, the city may impose conditions on a conditional use, based upon certain standards of review found in section 21-33-04, "*Conditional Use Permit*", of the Sandy City Land Development Code. The following standards of review are applicable to this request and merit discussion or additional consideration by the Planning Commission before an approval can be given (the staff's analysis response is found below each item written in italics).

Sec. 21-33-4. Conditions.

In order to achieve compliance with the standards set forth herein, the City may impose conditions that address:

- (1) Size, configuration and location of the site and the proposed site plan layout.

The size of the site is adequate to provide the required parking with approval of the requested 20 percent parking reduction and other site improvements necessary to host the proposed modifications of the existing building and its use.

- (2) Proposed site ingress and egress to existing and proposed roads and streets.

The proposed site improvements will provide adequate vehicle access to the site. Three existing driveway approaches are present. The new site layout will reduce the number of accesses to two, one each on each street.

- (3) The adequacy, provision, relocation, or protection of public facilities and amenities, including roads and streets, culinary water, secondary water, sanitary sewer, storm drainage, public safety and fire protections, and other utilities.

All necessary utility and street access infrastructure is present and available on site. Accessible ramps will be added to the intersection corner. The sidewalk on 300 E. St. will be relocated and widened.

- (4) Design, location and amount of off-street parking, loading areas and solid waste disposal and collection areas.

A permanent dumpster enclosure and dumpster will be provided on the revised site plan. Off-street parking is addressed in the above portion of the staff report. Off street parking will be adequate for the existing use with the granting of the requested 20 percent reduction. The traffic analysis report supports the reduction in required parking stalls, based upon standards and vehicle count and national study information.

- (5) Site circulation patterns for vehicles, pedestrians, and other traffic.

The on-site vehicle circulation is adequate for the intended use and represents an improvement above the current layout. Pedestrian access around the site and from the sidewalk to the building entrance are provided

- (6) Mass, size, number, location, design, exterior features, materials, and colors of buildings, structures and other facilities.

These factors have been considered and recommended for approval by the Planning Commission in the Site Plan Review application and determined to be appropriate and compatible, and to reasonably mitigate anticipated impacts to adjoining properties.

- (7) The location and design of all site features, including proposed signage, lighting, and refuse collection.

These factors have been addressed in the proposed site improvement plans for the project. Commercial Signage is not being requested by the applicant and would be considered only under a separate application for signage.

- (8) The provision of usable open space, public features, and recreational amenities.

This standard is not applicable to this project.

- (9) Fencing, screening and landscape treatments, and other features designed to increase the attractiveness and safety of the site and protect adjoining property owners from noise, visual, and other impacts.

No new fencing is proposed as part of this site plan review. A new landscape planting plan is proposed for the site which meets the city's requirements for a low water use planting plan. Unfortunately, most of the existing mature trees on site will need to be removed due to the changes to the parking and driveways. The new tree planting will meet the city requirements as to quantity, caliper and variety.

- (10) Measures directed at minimizing or eliminating possible nuisance factors, including, but not limited to, noise, vibrations, smoke, dust, dirt, debris, plant materials, odors, gases, noxious matter, heat, glare, electromagnetic disturbances, and radiation.

The changes to the site will improve the impact of vehicles entering the property on the north side of the building. None of the other factors are a problem with this continuing operation.

- (11) The Measures designed to protect the natural features of the site, including wetlands and drainage ways, ground water protection, soils, wildlife, and plant life.

This standard is not applicable.

- (12) The regulation of operating hours for activities affecting normal schedules and functions.

Extended operating hours are not being requested, nor would they be expected for this financial office use.

- (13) Identifying a time for regular review and monitoring, as determined necessary, to ensure the use continues to operate in compliance with all conditions and requirements of approval.

Routine business licensing and plan review processes are in place to review and monitor factors related to the CUP operations. Complaints will be investigated by the City Code Enforcement Staff and resolved or forwarded to the Planning Commission for reconsideration and possible revocation.

- (14) Measures to assure compliance with all conditions and requirements of approval, including, but not limited to, bonds, letters of credit, improvement agreements, agreements to conditions, road maintenance funds, and restrictive covenants.

All of these relative requirements will be implemented by city staff during the final review and approval processes.

- (15) Such other conditions determined reasonable and necessary by the city to allow the operation of the proposed conditional use, at the proposed location in compliance with the requirements of this title.

None have been identified.

Staff Concerns

Staff does not have any concerns.

Recommendations:

Site Plan Review

1 Staff recommends that the Planning Commission determine preliminary site plan review is complete for the proposed Jordan Credit Union Branch Office located at 9260 S. 300 E. based on the following findings and subject to the following conditions:

Findings:

1. That the proposed project will meet all the applicable requirements of the Sandy City Development Code and the Sandy City Architectural Design Standards as to building architectural design, materials and colors.
2. That the proposed remodeled building and new site improvements to this existing financial service building and use will improve the viability of this existing credit union branch office, by improving the functionality and the visual appearance of the building and the existing site.
3. That the requested parking reduction is justified under the provision of the Sandy City Development Code.
4. That the new building design, material and colors will better contribute to the creation of a “Campus” feeling for the Canyons District facilities with the new middle school design and the district offices, located along 300 E. St.

Conditions:

1. That street improvements be carried out according to the Sandy City Engineer and specifically:
 - a. That 300 East Street be further improved to a 32 foot half-width public right-of-way following the standard improvements found in the Standard Details and Specifications.
2. That a 20 percent reduction in the required amount of off-street vehicle parking is approved.
3. That the proposed building design, materials and colors is approved as presented in the application materials.
4. That the developer proceeds through the final site plan review process with staff prior to the start of any construction. The final site plan shall comply with all Development Code requirements and those modifications required or allowed by the Planning Commission.

5. That the development complies with all Building & Safety, Fire and Life Safety Codes applicable to this type of use.
6. All utility boxes (i.e. transformers, switchgear, telephone, cable TV, etc.) shall be shown on the site plan and shall be placed underground or moved behind the front setback of the buildings and screened from view. Each box shall be shown in its exact location and shall be noted with its exact height, width and length. Building utility meters shall be mounted to the side or rear elevation or screened.
7. That the developer be responsible for the placement of a temporary 6-foot-high chain link fence around the perimeter of the project during the construction phase of the project for security. Said fence shall also be required to include fabric to prohibit blowing dust problems, if it becomes necessary or if it is required by the Community Development Department during Site Plan Review.
8. That the applicant complies with all department requirements as noted in all Preliminary Review letters or communications prior to submittal for final site plan review with staff.

Conditional Use Permit

#2 Staff recommends that the Planning Commission approve a conditional use permit for the drive-up window (remote teller building and its related vehicle queuing layout), based upon the staff report analysis and the following findings and conditions:

Findings:

1. This use is existing and will be continued with the new building design, materials, and colors and the proposed site improvements, consistent with Sandy City Code requirements and conditions.
2. All the proposed site improvements will allow continuation of the prior financial services functions with better buffering of the existing neighboring residential properties.

Conditions:

1. That the operational hours be limited to the normal business hours.
2. That the site plan approval conditions and the proposed site improvements be installed as part of the final site plan review process.

Planner:



Douglas L. Wheelwright
Development Services Manager

File Name: S:\USERS\PLN\STAFFRPT\2025\SPR04142025-006949 JORDAN CREDIT UNION BRANCHNEW
FOLDER\JORDAN CREDIT UNION BRANCH OFFICE DRAFT P.C. STAFF REPORT 8-7-2025.DOCX

Exhibit "B"
See the attached file for full information



MEMORANDUM

Date: June 4, 2025
To: Sandy City
From: Hales Engineering



Subject: Sandy Jordan Credit Union Parking Study

UT25-3018

Introduction

This memorandum discusses the parking study completed for the proposed Jordan Credit Union development located in Sandy, Utah. The study identifies the City parking supply rates and parking demand rates identified by the Institute of Transportation Engineers (ITE). The proposed development is located on the northwest corner of 9300 South / 300 East in Sandy, Utah. A vicinity map of the project site is shown in Figure 1.



Figure 1: Site vicinity map of the project in Sandy, Utah

Exhibit "C"
See the attached file for full information



Exhibit "D"



LOANS
MORTGAGES
SAVINGS & CHECKING
BUSINESS

Sandy City Planning Commission
10000 Centennial Parkway
Sandy, UT 84070

May 2, 2025

Dear Planning Commission Members,

Jordan Credit Union respectfully submits this letter in support of the proposed site plan for our Sandy branch, which includes the relocation of our existing drive-thru to a remote ATM/Teller location on the property.

As a longstanding financial institution in this community, Jordan Credit Union has utilized a drive-thru attached to our Sandy branch building for many years. This service has provided a vital, convenient banking option for our members, especially those with mobility challenges or who prefer quick, contactless transactions.

The new site plan maintains this important functionality while significantly improving the layout and traffic flow of the property. The drive-thru will be moved to a detached, remote location on site, which results in several key benefits:

- **Improved Accessibility:** The new layout enhances ADA access and pedestrian safety around the building.
- **Better Parking:** Relocating the drive-thru allows for more efficient and increased parking availability for our members and staff.
- **Elimination of Residential Impact:** The revised circulation plan removes the existing drive-thru access point adjacent to the residential side of the property, reducing potential traffic and noise concerns for our neighbors.
- **Enhanced Traffic Flow:** The new configuration offers improved queuing space for drive-thru users, minimizing congestion and ensuring smoother onsite circulation.

We believe these improvements not only preserve the essential services we offer but also represent a more thoughtful integration of our operations within the surrounding community. We respectfully request your approval of the site plan along with a conditional use permit for the proposed drive-thru and appreciate your ongoing support of Jordan Credit Union's efforts to serve the residents of Sandy.

Thank you for your consideration.

Sincerely,

Eileen Eckman
Chief Operations Officer
Jordan Credit Union