



PLANNING COMMISSION MEETING AGENDA

May 17th 2022

City Council Chambers – 4580 S 2300 E

Interested parties are encouraged to watch the video stream of the meeting on the City of Holladay webpage. Participation in *public hearings* portions of the meeting can be accomplished in either of the following ways:

- In-person attendance: at Holladay City Hall – space is limited to pre-arranged socially distanced seating -face masks are required.
- Emailed comments: must be received by 5:00 pm on 05/16/2022 to the Community and Economic Development Department; jteerlink@cityofholladay.com

AGENDA

- 5:30 PM** **WORK SESSION** – The Commission may discuss any or all agenda items. No decisions or voting to occur.
6:00 PM **CONVENE REGULAR MEETING** – Public Welcome & Chair Opening Statement

PUBLIC HEARING – ACTION ITEMS

1. **Zone Map Amendment – Rezone - Remove FCOZ Overlay at 5560 S Wasatch Blvd**
 *This item has been rescheduled to May 31st *File #22-4-05*
2. **“Base 45 Townhomes Subdivision” - Preliminary Plan/Plat – 2180 E 4500 S. (RM Zone)**
 *This item has been rescheduled to May 31st *File #17-1-05-1*
3. **Text Amendment – Chp. 13 Land Use Development Code; Water Conservation, 13.08, 13.10 & 13.77**
 Review and recommendation to City Council on proposed amendments to Title 13, of the Holladay City Code, Land Use and Development Regulations as per State of Utah legislation requiring updates to municipal landscaping requirements emphasizing water conservation. *File #13-4-02-4*
4. **Text Amendment – Chp. 13 Land Use Development Code; Residential Uses in the ORD Zone, 13.45, 13.100**
 Review and recommendation to City Council on proposed amendments to Title 13, of the Holladay City Code, Land Use and Development Regulations to include multi-family uses within the Office Research & Development Zone. *File #00-4-30-07*
5. **Text Amendment – Chp. 13 Land Use Development Code; Off-Street Parking Requirements, 13.80**
 Review and recommendation to City Council on proposed amendments to Title 13, of the Holladay City Code, Land Use and Development Regulations updating minimum parking ratio requirements by use and consideration of allowing flex ratio provisions as adjustments to required minimums. *File #01-04-23-3*
6. **Text Amendment – Chp. 13 Land Use Development Code; Design Review Board Locale Requirement, 13.05**
 Review and recommendation to City Council on proposed amendments to Title 13, of the Holladay City Code, Land Use and Development Regulations updating the location/area representation requirements for members of the City of Holladay Design Review Board. *File #22-4-04*

ACTION ITEMS

7. **Approval of Minutes** – 04/05/2022

ADJOURN

CERTIFICATE OF POSTING

I, Stephanie N. Carlson, the City Recorder of the City of Holladay, certify that the above agenda notice was posted at City Hall, the City website www.cityofholladay.com, the Utah Public Notice website www.utah.gov/pmn, and was emailed to the Salt Lake Tribune and Deseret News and others who have indicated interest.

The Chair shall call the meeting to order at the appropriate time, greet the people, and read the following statement:

- *The City of Holladay Planning Commission is a volunteer citizen board whose function is to review land use plans and other special studies, make recommendations to the City Council on proposed zoning map and ordinance changes, and approve conditional uses and subdivisions.*
- *The Planning Commission does not initiate land use applications; rather acts on applications as they are submitted. Commissioners do not meet with applicants except at publicly noticed meetings.*
- *Commissioners attempt to visit each property on the agenda, where the location, the nature of the neighborhood, existing structures and uses related to the proposed change are noted.*
- *Decisions are based on observations, recommendations from the professional planning staff, the City's General Plan, zoning ordinance and other reports, by all verbal and written comments, and by evidence submitted, all of which are part of the public record.*
- *Meeting procedure can be found on the back of the agenda.*

Rules of the City of Holladay Planning Commission for Public Hearings

The Planning Commission Chair or Vice Chair is the Presiding Officer and will conduct the hearing.

1. **Introduction.** The Presiding Officer informs those attending of the procedure and order of business for the hearing.
2. **Staff Presentation.** City Staff briefly introduces the request that prompted the public hearing. The presentation shall not last more than five minutes.
3. **Sponsor Presentation.** If desired, the applicant or his/her representative may also make a presentation. The presentation shall not last more than fifteen minutes.
4. **Public Comment.** The Presiding Officer asks for public comment on the matter before the Commission. Comments are limited to three minutes and speakers are allowed to speak only once. Speakers are requested to:
 - (a) Complete the Citizen Comment Form
 - (b) Wait until recognized before speaking
 - (c) Come to the microphone and state their name and address for the record
 - (d) Be brief and to the point
 - (e) Not restate points made by other speakers
 - (f) Address questions through the Presiding Officer
 - (g) Confine remarks to the topic
 - (h) Avoid personalities

After each citizen has spoken, Commission members may ask questions of the participant before the Presiding Officer resumes or closes the hearing.

5. **Applicant Summation/Response.** Following citizen comment and questions by the Commission, the applicant shall be given an opportunity to give up to fifteen minutes summation and/or response prior to closing of the public hearing.
6. **Closing the Hearing.** If there is no further public comment, questions by Commission members, or final response by the applicant, the Presiding Officer shall conclude the hearing at least ten minutes in advance of a subsequently scheduled public hearing. The Commission may vote to extend the public hearing past the starting time of a subsequent public hearing.
7. **Consideration of Item.** At the close of the public hearing, the Commission shall consider the item, discuss its merits and vote on the matter or vote to continue it at a future meeting.



Request: **Ordinance amendments: Water Efficiency in Landscaping**
 Subject: State amendments
 Applicant: City of Holladay, Community and Economic Development Department
 Planner: Jonathan Teerlink and Samantha DeSeelhorst, Sustainability Analyst, Cottonwood Heights

GOVERNING ORDINANCES:	13.07.030	Text Amendment Procedure / Requirements
	13.04.040	Definitions
	13.08	Site Plan – Landscaping plans submittals
	13.10	Subdivisions – Preliminary Requirement/Landscaping plan
	13.77	Landscaping – Water Efficiency updates

REQUIRED PLANNING COMMISSION ACTION: Legislative

Text, or ordinance amendments are proposed changes to the City of Holladay Code. Amendments can be in the form of a new, or an alteration of, existing rules or regulations/standards. Such amendments to the City of Holladay ordinance requires the Planning Commission to hold a public hearing and forward a recommendation, with findings, to the City Council for final decision/action.

REQUEST

This application represents a city-initiated request to amend implement water efficient landscaping standards in response to state planning and water provider requirements. The proposed amendments would strengthen current requirements and incorporate new ones that will bring the city’s codes in line with recent state code amendment

BACKGROUND

In collaboration with the Governor’s Office of Planning and Budget, the Department of Natural Resources, the Department of Environmental Quality, and the Department of Agriculture and Food, Governor Cox will be releasing a water action plan for Utah, as part of an ongoing effort to conserve water amid extreme drought conditions and population growth.

One of the key focus areas identified by Governor Cox is to expand incentive programs which encourage residents to replace grass with more waterwise landscaping options. Previous incentive programs were only available to a limited group of Utah communities. To facilitate this incentive expansion, Central Utah Water Conservancy District began offering incentives in August 2021 for park strip and yard conversions to all of Salt Lake County, including Cottonwood Heights.

In order to continue to be eligible for these incentives, communities must adopt water conservation landscaping standards related to irrigation and landscape design. Although the proposed standards are encouraged for all projects and retrofits, they are only required for new construction.

Staff recommends that we adopt the attached standards in consistency with state planning and water provider requirements.

-Samantha DeSteelhorst

In addition, during the 2022 Utah Legislative session, the [House Bill 282](#) was passed which made several amendments related to waterwise landscaping, in particular:

- Public entities can’t prohibit waterwise landscaping
- Authorizes certain landscape requirements by a municipality
- Cities and HOAs can’t require turf/sod in the park strip or areas less than eight feet (8’) wide

There were other bills related to water conservation that were approved during the last legislative session, but those did not directly impact municipalities.

NON-CONFORMING USES

This Code Amendment would not create any non-conforming use situations.

STAFF ANALYSIS:

The state legislation updates the Land Use Development Management Act (LUDMA). The effect of the bill is to remove barriers to everyone (homeowners and developers) from using waterwise landscaping design on their properties. While the city has had a water efficient landscaping allowances throughout title 13 of the Holladay ordinance to promote and encourage landscaping alternative, there are a few sections of the ordinance where the concept of water efficiency can be reinforced to require more waterwise landscaping and comply with recent state code requirements. The main points proposed to be updated are as follows:

Staff has prepared amendments to the various section of the ordinance where Landscaping is required as submittals for new development.

GENERAL PLAN COMPLIANCE

The General Plan encourages appropriate development standards for all uses and zoning categories within Holladay. This code amendment would further that goal and objective.

SUMMARY OF CHANGES COMPARISON CHART

Below is a simplified comparison chart of the current (codified) code and the most recent proposal.

Ordinance	Topic	Current Language	Proposed Changes
13.04.040	Definitions, terms	Current definition of Landscaping	Reinforce water wise design, and to introduce & define the idea of Localscapes
13.08	Site Plan	<i>Submittal requirements for a site layout for new developments. This is the site plan reviewed and considered by the Planning Commission.</i>	Reinforce water wise design, and require design ideas according to Localscapes principles.
13.10	Subdivisions	<i>Submittal requirements for a Preliminary level plan for new developments. The 2nd of 3 steps to subdivision approvals considered by the Planning Commission</i>	Preliminary plats now shall provide areas were compliance with water efficient landscaping will comply with standards of the underlying zone.
13.77	Landscaping	City wide landscaping standards by zone	Reinforce water wise design, and to introduce & define the idea of Localscapes

STANDARDS OF ORDINANCE AMENDMENT CONSIDERATION, FOR or AGAINST:

13.07.030G: Approval Standards:

1. A decision to amend the text of this title or the zoning map is a matter within the legislative discretion of the city council. The city council, after reviewing the planning commission recommendation, may:
 - a. Adopt the amendment as recommended by the planning commission;
 - b. Make any revisions to the proposed amendment that it considers appropriate;
 - c. Remand the proposed amendment back to the planning commission for further consideration; or
 - d. Reject the proposed amendment.
2. In reviewing a text or map amendment, the following factors should be considered:
 - a. Whether the proposed amendment is consistent with goals, objectives and policies of the city's general plan;
 - b. Whether the proposed amendment is harmonious with the overall character of existing development in the vicinity of the subject property;
 - c. The extent to which the proposed amendment may adversely affect abutting properties; and

- d. The adequacy of facilities and services intended to serve the subject property, such as, roadways, parks and recreation facilities, police and fire protection, schools, stormwater drainage systems, environmental hazard mitigation measures, water supply, and wastewater and refuse collection.

RECOMMENDATION:

Staff recommends that the Planning Commission forward a positive recommendation to the City Council to amend chapters 13.04, 13.08, 13.10 and 13.77 of the Holladay Municipal Code, as amended based on the following findings:

1. Compliance with the Purpose of the Land Development Code by promoting and facilitating the orderly growth and development within the City of Holladay.
2. Compliance with the Goals and Policies of the General Plan by establishing appropriate development standards for all uses and zoning categories within the City of Holladay

MOTION EXAMPLES

“I _____ Motion to forward a recommendation to the City Council to (approve, deny) a request to amend provided sections of title 13 of the City of Holladay Land Use code as they relate to statutory water efficiency standards, based upon the following findings”

<1. ...

1 **WATER WISE LANDSCAPING AMENDMENTS**

2 2022 GENERAL SESSION

3 STATE OF UTAH

4 **Chief Sponsor: Ryan D. Wilcox**

5 Senate Sponsor: Michael K. McKell

7 **LONG TITLE**

8 **General Description:**

9 This bill modifies provisions regarding water wise landscaping.

10 **Highlighted Provisions:**

11 This bill:

- 12 ▶ defines terms;
- 13 ▶ prohibits certain public or private entities from prohibiting water wise landscaping;
- 14 and
- 15 ▶ authorizes certain landscaping requirements.

16 **Money Appropriated in this Bill:**

17 None

18 **Other Special Clauses:**

19 None

20 **Utah Code Sections Affected:**

21 **ENACTS:**

22 **10-9a-535**, Utah Code Annotated 1953

23 **17-27a-531**, Utah Code Annotated 1953

24 **57-8a-231**, Utah Code Annotated 1953

26 *Be it enacted by the Legislature of the state of Utah:*

27 Section 1. Section **10-9a-535** is enacted to read:

28 **10-9a-535. Water wise landscaping.**

29 (1) As used in this section:

30 (a) "Lawn or turf" means nonagricultural land planted in closely mowed, managed
31 grasses.

32 (b) "Mulch" means material such as rock, bark, wood chips, or other materials left
33 loose and applied to the soil.

34 (c) "Overhead spray irrigation" means above ground irrigation heads that spray water
35 through a nozzle.

36 (d) (i) "Vegetative coverage" means the ground level surface area covered by the
37 exposed leaf area of a plant or group of plants at full maturity.

38 (ii) "Vegetative coverage" does not mean the ground level surface area covered by the
39 exposed leaf area of a tree or trees.

40 (e) "Water wise landscaping" means any or all of the following:

41 (i) installation of plant materials suited to the microclimate and soil conditions that
42 can:

43 (A) remain healthy with minimal irrigation once established; or

44 (B) be maintained without the use of overhead spray irrigation;

45 (ii) use of water for outdoor irrigation through proper and efficient irrigation design
46 and water application; or

47 (iii) use of other landscape design features that:

48 (A) minimize the need of the landscape for supplemental water from irrigation; or

49 (B) reduce the landscape area dedicated to lawn or turf.

50 (2) A municipality may not enact or enforce an ordinance, resolution, or policy that
51 prohibits, or has the effect of prohibiting, a property owner from incorporating water wise
52 landscaping on the property owner's property.

53 (3) (a) Subject to Subsection (3)(b), Subsection (2) does not prohibit a municipality
54 from requiring a property owner to:

55 (i) comply with a site plan review or other review process before installing water wise

56 landscaping;

57 (ii) maintain plant material in a healthy condition;

58 (iii) follow specific water wise landscaping design requirements adopted by the
59 municipality, including a requirement that:

60 (A) restricts or clarifies the use of mulches considered detrimental to municipal
61 operations;

62 (B) imposes minimum or maximum vegetative coverage standards; or

63 (C) restricts or prohibits the use of specific plant materials.

64 (b) A municipality may not require a property owner to install or keep in place lawn or
65 turf in an area with a width less than eight feet.

66 Section 2. Section **17-27a-531** is enacted to read:

67 **17-27a-531. Water wise landscaping.**

68 (1) As used in this section:

69 (a) "Lawn or turf" means nonagricultural land planted in closely mowed, managed
70 grasses.

71 (b) "Mulch" means material such as rock, bark, wood chips, or other materials left
72 loose and applied to the soil.

73 (c) "Overhead spray irrigation" means above ground irrigation heads that spray water
74 through a nozzle.

75 (d) (i) "Vegetative coverage" means the ground level surface area covered by the
76 exposed leaf area of a plant or group of plants at full maturity.

77 (ii) "Vegetative coverage" does not mean the ground level surface area covered by the
78 exposed leaf area of a tree or trees.

79 (e) "Water wise landscaping" means any or all of the following:

80 (i) installation of plant materials suited to the microclimate and soil conditions that
81 can:

82 (A) remain healthy with minimal irrigation once established; or

83 (B) be maintained without the use of overhead spray irrigation;
84 (ii) use of water for outdoor irrigation through proper and efficient irrigation design
85 and water application; or
86 (iii) the use of other landscape design features that:
87 (A) minimize the need of the landscape for supplemental water from irrigation; or
88 (B) reduce the landscape area dedicated to lawn or turf.
89 (2) A county may not enact or enforce an ordinance, resolution, or policy that prohibits,
90 or has the effect of prohibiting, a property owner from incorporating water wise landscaping on
91 the property owner's property.
92 (3) (a) Subject to Subsection (3)(b), Subsection (2) does not prohibit a county from
93 requiring a property owner to:
94 (i) comply with a site plan review or other review process before installing water wise
95 landscaping;
96 (ii) maintain plant material in a healthy condition;
97 (iii) follow specific water wise landscaping design requirements adopted by the county,
98 including a requirement that:
99 (A) restricts or clarifies the use of mulches considered detrimental to county
100 operations;
101 (B) imposes minimum or maximum vegetative coverage standards; or
102 (C) restricts or prohibits the use of specific plant materials.
103 (b) A county may not require a property owner to install or keep in place lawn or turf in
104 an area with a width less than eight feet.
105 Section 3. Section **57-8a-231** is enacted to read:
106 **57-8a-231. Water wise landscaping.**
107 (1) As used in this section:
108 (a) "Lawn or turf" means nonagricultural land planted in closely mowed, managed
109 grasses.

110 (b) "Mulch" means material such as rock, bark, wood chips, or other materials left
111 loose and applied to the soil.

112 (c) "Overhead spray irrigation" means above ground irrigation heads that spray water
113 through a nozzle.

114 (d) (i) "Vegetative coverage" means the ground level surface area covered by the
115 exposed leaf area of a plant or group of plants at full maturity.

116 (ii) "Vegetative coverage" does not mean the ground level surface area covered by the
117 exposed leaf area of a tree or trees.

118 (e) "Water wise landscaping" means any or all of the following:

119 (i) installation of plant materials suited to the microclimate and soil conditions that
120 can:

121 (A) remain healthy with minimal irrigation once established; or

122 (B) be maintained without the use of overhead spray irrigation;

123 (ii) use of water for outdoor irrigation through proper and efficient irrigation design
124 and water application; or

125 (iii) the use of other landscape design features that:

126 (A) minimize the need of the landscape for supplemental water from irrigation; or

127 (B) reduce the landscape area dedicated to lawn or turf.

128 (2) An association may not enact or enforce a governing document that prohibits, or
129 has the effect of prohibiting, a lot owner of a detached dwelling from incorporating water wise
130 landscaping on the property owner's property.

131 (3) (a) Subject to Subsection (3)(b), Subsection (2) does not prohibit an association
132 from requiring a property owner to:

133 (i) comply with a site plan review or other review process before installing water wise
134 landscaping;

135 (ii) maintain plant material in a healthy condition;

136 (iii) follow specific water wise landscaping design requirements adopted by the

137 association including a requirement that:

138 (A) restricts or clarifies the use of mulches considered detrimental to the association's
139 operations;

140 (B) imposes minimum or maximum vegetative coverage; or

141 (C) restricts or prohibits the use of specific plant materials.

142 (b) An association may not require a property owner to install or keep in place lawn or
143 turf in an area with a width less than eight feet.

Representative Raymond P. Ward proposes the following substitute bill:

LANDSCAPING REQUIREMENTS

2022 GENERAL SESSION

STATE OF UTAH

Chief Sponsor: Raymond P. Ward

Senate Sponsor: _____

LONG TITLE

General Description:

This bill addresses the planting and maintaining of lawn or turf.

Highlighted Provisions:

This bill:

- ▶ prohibits certain government or private entities from requiring a property owner or resident to meet certain landscaping requirements; and
- ▶ directs the government or private entities to provide landscaping alternatives.

Money Appropriated in this Bill:

None

Other Special Clauses:

None

Utah Code Sections Affected:

ENACTS:

10-9a-535, Utah Code Annotated 1953

17-27a-531, Utah Code Annotated 1953

57-8a-231, Utah Code Annotated 1953

Be it enacted by the Legislature of the state of Utah:



26 Section 1. Section **10-9a-535** is enacted to read:

27 **10-9a-535. Lawn requirements.**

28 (1) As used in this section:

29 (a) Except as provided in Subsection (1)(b), "lawn or turf" means nonagricultural land
30 planted in closely mowed, managed grasses.

31 (b) "Lawn or turf" does not include a:

32 (i) golf course;

33 (ii) park;

34 (iii) athletic field;

35 (iv) sod farm;

36 (v) stormwater retention basin; or

37 (vi) shared recreational or common area in a multi-family housing development of five
38 acres or greater.

39 (2) A municipality may not enact an ordinance, resolution, or policy that requires, or
40 has the effect of requiring, a property owner to plant or maintain only lawn or turf on any
41 portion or percentage of the landscaped portion of the property owner's property.

42 (3) A municipality shall provide a property owner with landscaping alternatives to be
43 used in place of lawn or turf.

44 Section 2. Section **17-27a-531** is enacted to read:

45 **17-27a-531. Lawn requirements.**

46 (1) As used in this section:

47 (a) Except as provided in Subsection (1)(b), "lawn or turf" means nonagricultural land
48 planted in closely mowed, managed grasses.

49 (b) "Lawn or turf" does not include a:

50 (i) golf course;

51 (ii) park;

52 (iii) athletic field;

53 (iv) sod farm;

54 (v) stormwater retention basin; or

55 (vi) shared recreational or common area in a multi-family housing development of five
56 acres or greater.

57 (2) A county may not enact an ordinance, resolution, or policy that requires, or has the
58 effect of requiring, a property owner to plant or maintain only lawn or turf on any portion or
59 percentage of the landscaped portion of the property owner's property.

60 (3) A county shall provide a property owner with landscaping alternatives to be used in
61 place of lawn or turf.

62 Section 3. Section **57-8a-231** is enacted to read:

63 **57-8a-231. Lawn requirements.**

64 (1) As used in this section:

65 (a) Except as provided in Subsection (1)(b), "lawn or turf" means nonagricultural land
66 planted in closely mowed, managed grasses.

67 (b) "Lawn or turf" does not include a:

68 (i) golf course;

69 (ii) park;

70 (iii) athletic field;

71 (iv) sod farm;

72 (v) stormwater retention basin; or

73 (vi) shared recreational or common area in a multi-family housing development of five
74 acres or greater.

75 (2) An association may not enact a governing document that requires, or has the effect
76 of requiring, a lot owner of a detached dwelling to plant or maintain only lawn or turf on any
77 portion or percentage of the landscaped portion of the lot owner's property.

78 (3) An association shall provide a lot owner with landscaping alternatives to be used in
79 place of lawn or turf.

CHAPTER 13.08

DEVELOPMENT REVIEW AND APPROVAL FOR ADMINISTRATIVE PROCEDURES

SECTION:

13.08.080: Site Plan

13.08.080: SITE PLAN:

A. Purpose: This section sets forth the procedure for review and approval of a site plan in all zones. Such procedure is intended to provide for orderly, harmonious, safe, environmentally sensitive and functionally efficient development consistent with the priorities, values, and guidelines found in various elements of the Holladay City general plan and this title.

B. Authority: The planning commission and community development director are authorized to approve site plans as provided in this section.

C. Initiation: A property owner may request approval of a site plan as provided in this section. An agent of a property owner shall provide a notarized authorization.

D. Procedure:

1. Site plan applications shall be reviewed in three (3) steps as per section 13.08.010 of this chapter.

2. Submission of an application for site plan review shall be as provided in chapter 13.03 of this title.

3. After the application is determined to be complete, the community development director shall forward the application to the technical review committee for its review and recommendation.

4. Upon receipt of a recommendation from the technical review committee, the community development director shall forward the application to the planning commission for conceptual review and preliminary approval.

5. Following a public hearing as required by subsection 13.08.010C7 of this chapter, and pursuant to the standards set forth in subsection E of this section, the planning commission, shall:

a. Approve the site plan with or without additional requirements;

b. Continue its review of the site plan; or

c. Deny the application.

6. Unless otherwise designated by the planning commission, a decision approving a site plan shall be deemed preliminary approval of the application.

7. Except as specified in subsection 13.08.010D5 of this chapter, the community development director is authorized to grant final approval of a site plan application after all conditions and requirements of the preliminary approval which are necessary for final approval have been met. Final approval of a site plan application shall be in the form of a letter to the applicant which, together with an approved site plan, if required, shall constitute final approval.

8. After a final decision to approve, approve with requirements, or deny a site plan, the community development director shall give the applicant written notice of the decision within ten (10) days.

9. A record of each approved site plan shall be maintained in the community development department. (Ord. 2012-15, 9-20-2012)

E. Approval Standards: The planning commission shall approve a site plan only upon conformance with the requirements of this title as applicable to the zone in which the development occurs and the following standards relating to: (Ord. 2015-02, 2-5-2015)

1. Safety for persons and property:

- 1 a. Building elevations and grading plans designed to prevent or minimize floodwater damage,
2 where property may be subject to flooding; (Ord. 2012-15, 9-20-2012)
- 3 b. Relocation, covering, or fencing of irrigation ditches, drainage channels, and other potential
4 attractive nuisances existing on or abutting the property; (Ord. 2015-02, 2-5-2015)
- 5 c. Increased or decreased setback distances from lot lines where the planning commission
6 determines it to be necessary to ensure public safety and to ensure compatibility with the intended
7 characteristics of the properties in the area;
- 8 d. Limitations and control of the number, location, color, size, height, lighting, and landscaping of
9 outdoor advertising signs and structures in relation to the creation of traffic hazards and appearance and
10 harmony with adjacent development;
- 11 e. The location, arrangement, and dimensions of truck loading and unloading facilities;
- 12 f. Construction of curbs, gutters, drainage culverts, sidewalks, streets, fire hydrants, and street
13 lighting, as well as, dedication of property within a future right of way as shown on the city of Holladay
14 circulation map adopted as part of the Holladay city general plan;
- 15 g. Reduction of permitted street grades for winter and storm conditions, or exposure;
- 16 h. Proposed fence heights that will not create visual or other safety hazards, including backing
17 movements, passing vehicles, sidewalk traffic, and small children; and
- 18 i. Mitigation measures designed to prevent graffiti;
- 19 2. Health and sanitation measures:
 - 20 a. A guarantee of sufficient water to serve the intended land use and a water delivery system
21 meeting standards adopted by the unified fire authority and city council;
 - 22 b. A wastewater disposal system and a solid waste disposal system meeting standards adopted by
23 the city and the Salt Lake Valley health department regulations; and
 - 24 c. Construction of water mains, sewer mains, and drainage facilities serving the proposed use, in
25 sizes necessary to protect existing utility users in the district and to provide for an orderly development
26 of land in the city;
- 27 3. Environmental concerns:
 - 28 a. Limitations and/or restrictions on the use and/or location of uses in sensitive areas due to soils
29 capabilities, wildlife and plant life;
 - 30 b. Processes for the control, elimination, or prevention of land, water, air or other natural resource
31 pollution; the prevention of soil erosion; and the control of objectionable odors;
 - 32 c. The planting of locally adapted ground cover or other surfacing to prevent dust and erosion;
 - 33 d. Appropriate design, construction, and location of structures, buildings, and facilities with respect
34 to existing environmental conditions such as geologic hazards, wetlands, groundwater, floodplains, fault
35 zones, landslide areas, rockfall, or steep slopes;
- 36 4. Conformance with the goals, objective and policies of the general plan;
- 37 5. Removal of incompatible structures, debris, or plant materials;
- 38 6. Landscaping shall of highly water efficient design incorporating Localscapes® design criteria (as
39 defined 13.040.040); (Ord. 2012-15, 9-20-2012)
- 40 7. The location, height, and materials of walls, fences, hedges, and screen plantings to ensure
41 harmony with abutting development; (Ord. 2015-02, 2-5-2015)
- 42 8. Relocation of proposed or existing structures as necessary to provide for future streets as shown
43 on the Holladay city circulation map, adequate sight distances for general safety, groundwater control, or
44 similar problems;
- 45 9. Provision for, or construction of, recreational facilities necessary to satisfy needs of the proposed
46 use;
- 47 10. Other improvements which serve the property and which may compensate for possible adverse
48 impacts to the district from the proposed use;

1 11. Consideration of specific short and long range use of development to assure future timeliness,
2 feasibility, and impact on the community;

3 12. Energy conservation concerns;

4 13. Dark sky protection (elimination of off site light source visibility and light trespass).

5 F. Appeal: A person adversely affected by a final decision of the planning commission regarding
6 approval or denial of a site plan may appeal the decision to the city council.

7 G. Effect Of Approval: Every site for which a site plan has been approved shall conform to such plan.

8 1. A building permit shall not be issued for a building or structure, external alterations thereto, or
9 sign or advertising structure until the provisions of this section have been met. No structures or
10 improvements may be constructed unless shown on an approved site plan.

11 2. Approval of a site plan shall not be deemed as approval of a conditional use permit or other permit.
12 Approval of such permits shall be obtained in accordance with applicable provisions of this title and
13 other applicable provisions of this code.

14 H. Amendment: Except as may be provided elsewhere in this title, no element of an approved site plan
15 shall be changed or modified without first obtaining approval of an amended site plan as follows:

16 1. Alteration or expansion of an approved site plan may be permitted by the community development
17 director upon making the following findings:

18 a. The proposed amendment does not relate to a specific requirement of approval by the approving
19 authority;

20 b. The amended site plan will conform to applicable requirements of this code;

21 c. The proposed alteration or expansion meets the approval standards of subsection E of this
22 section;

23 d. The architecture of the proposed alteration or expansion, and landscaping, site design and
24 parking layout are compatible with facilities existing on the site; and

25 e. The site can accommodate a change in the number of employees on the site or a change in impact
26 on surrounding infrastructure.

27 2. If the community development director cannot make the findings required in the foregoing
28 subsection, an amended site plan shall be approved by the planning commission before an alteration or
29 expansion occurs.

30 3. Except as provided in subsection H1 of this section, the procedure for approval of an amended site
31 plan shall be the same as the procedure for approval of an original site plan as set forth in this section.

32 I. Expiration: A site plan approval issued pursuant to this section shall expire and have no further force
33 or effect if the building, activity, construction, or occupancy authorized by the approval is not commenced
34 within two (2) years of the date of the approval. A twelve (12) month extension may be approved by the
35 land use authority subject to payment of an extension fee equal to the original filing fee. (Ord. 2012-15, 9-
36 20-2012)

37

1
2
3
4
5 CHAPTER 13.10 SUBDIVISIONS

6 SECTION:

7
8 13.10.010: PURPOSE:

9 This chapter sets forth the procedures for considering and approving a subdivision,
10 vacation, alteration, or amendment of a recorded subdivision plat; and vacation of a street,
11 right-of-way, or easement. Such procedures are intended to provide for orderly,
12 harmonious, safe, environmentally sensitive and functionally efficient development
13 consistent with the priorities, values, and guidelines found in various elements of the
14 Holladay City general plan and this title. (Ord. 2012-15, 9-20-2012)

15
16 13.10.050: SUBMISSION REQUIREMENTS:

17 A. Conceptual Plat: Unless waived by the Community Development Director as not
18 applicable, the following items shall be submitted for conceptual subdivision review:

- 19 1. All information required by section 13.03.040 of this title;
20 2. A scaled drawing of the proposed subdivision. Such drawing shall include:
21 a. Name of development;
22 b. Name, phone number and business address of applicant/developer and engineer or
23 land surveyor responsible for the preparation of the drawing;
24 c. Name, phone number and business address of property owner;
25 d. Date of preparation, scale, north arrow and current zoning designation;
26 e. A vicinity map containing sufficient information to locate accurately the property
27 shown on the plat;
28 f. The number of proposed lots with lot widths and area;
29 g. Names and locations of existing and proposed fronting streets, public or private;
30 h. Existing contours;
31 i. Existing location of all significant trees as defined in section 13.04.040 of this title.

32 B. Preliminary Plat: Following conceptual plat approval the applicant shall submit to the
33 community development director the following:

- 34 1. A completed preliminary plat application and fee together with the approved
35 conceptual plat.
36 2. Three (3) full size paper copies and one 11-inch by 17-inch size copy of the
37 preliminary plat, drawn to scale by a licensed engineer, architect, or land surveyor. A
38 preliminary plat shall include the following:
39 a. In a title block located in the lower right hand corner the following shall appear:
40 (1) The proposed name of the subdivision, which name shall be verified by the
41 community development department to be free of duplication;

1 (2) The location of the subdivision, including: current property address, and section,
2 township and range;

3 (3) The names and addresses of the owner, the subdivider, if different than the
4 owner, and the designer of the subdivision; and

5 (4) The date of preparation, scale (no less than 1 inch to equal 40 feet) and the
6 north arrow.

7 b. A preliminary plat shall show existing conditions:

8 (1) The location of and dimensions to the nearest monument;

9 (2) All abutting property under the control of the subdivider, even though only a
10 portion is being subdivided;

11 (3) The location, width and names of all existing public or private streets, and drive
12 entrances within two hundred feet (200') of the subdivision and of all prior platted streets
13 or other public ways, railroad and utility rights of way, parks and other public open spaces,
14 permanent buildings and structures, permanent easements and section and corporation
15 lines, within and adjacent to the tract;

16 (4) The location of all existing wells, active and abandoned, and of all reservoirs
17 within the tract and to a distance of at least two hundred feet (200') beyond the tract
18 boundaries;

19 (5) Existing sewers, water mains, culverts or other underground facilities within the
20 tract and to a distance of at least two hundred feet (200') beyond the tract boundaries,
21 indicating pipe sizes, grades, manholes and exact location;

22 (6) Existing tree canopy, ditches, canals, natural drainage channels, and open
23 waterways;

24 (7) Boundary lines of abutting tracts of unsubdivided land, showing ownership
25 where possible;

26 (8) Contours at vertical intervals of not more than two feet (2'). The 100-year flood
27 level of all watercourses, if any, shall be indicated in the same datum for contour
28 elevations;

29 (9) All installed fire hydrants on or within five hundred feet (500') of the proposed
30 subdivision;

31 (10) Current zoning designation; and

32 (11) Parcels under the control of the applicant but not included in the subdivision
33 shall be marked and included in the development and the boundary completely indicated
34 by bearings and distances including accurate outlines and legal descriptions of any areas to
35 be dedicated or reserved for public use, with the purposes indicated thereon, and of any
36 area to be reserved by deed or covenant for common uses of all property owners.

37 c. A preliminary plat shall show proposed development:

38 (1) The boundary lines of the proposed subdivision indicated by a solid heavy line
39 and the total approximate acreage encompassed therein;

40 (2) Layout, numbers, and typical dimensions of lots;

41 (3) Parcels of land intended to be dedicated or temporarily reserved for public use
42 or set aside for use of property owners in the subdivision;

1 (4) Easements for water, sewers, drainage, utility lines and any other easements
2 required by the Planning Commission's conceptual approval;

3 (5) Details of all proposed realignments of existing ditches, canals, natural drainage
4 channels, and open waterways;

5 (6) Locations of all proposed streets, including typical street cross sections, and
6 dimensions of public streets, private streets, and driveways within two hundred feet (200')
7 of the plat (proposed street names shall be verified by the Salt Lake County Assessor's
8 Office to be free of duplications); ~~and-~~

9 (7) Landscaping and proposed grading plan; featuring water efficient landscape
10 designs conforming to the standards of the underlying zone, as set forth in 13.77 of this
11 title.

12 3. Where the plat submitted covers only a part of the subdivider's tract, a sketch of the
13 prospective street system of the unplatted parts of the subdivider's land shall be submitted,
14 and the street system of the part submitted shall be considered in relationship to existing
15 master street plans; and

16 4. Where required, written evidence of any agreements with abutting property owners
17 relative to the subdivision development. These agreements shall include those relative to
18 drainage, easements, protection strips, property line agreements or exchanges and
19 improvement bonds. (Ord. 2014-19, 11-20-2014)

20 5. Where the subdivision abuts a public street, a detailed street tree plan, which shows
21 compliance with the provisions of section 13.77.080, "Tree Canopy Sustainability", of this
22 title. (Ord. 2014-19, 11-20-2014; amd. Ord. 2018-18, 11-8-2018)

23 6. A will-serve letter from each utility company serving the project stating the company
24 has reviewed the plat and is setting forth its comments concerning the extent of service
25 availability; and acceptance of the proposed location of all utility easements. A copy of the
26 plat approved by the utility company shall be returned to the Technical Review Committee,
27 initialed and stamped by the company.

28 7. A copy of proposed protective covenants, articles of incorporation, association or
29 condominium, if applicable.

30 8. Information required for the City to establish financial guarantee for any
31 improvements to be placed on public property.

32 9. To mitigate possible adverse impacts from the proposed development, the Technical
33 Review Committee shall determine from a review of the preliminary plat whether the soil,
34 slope, vegetation, and the drainage characteristics of the site are such as to require
35 substantial cutting, clearing, grading, and other earthmoving operations in the construction
36 of the development, or otherwise create an erosion hazard and, if so, the Community
37 Development Director shall require the applicant to provide soil erosion, geological hazard
38 and sedimentation control plans and specifications. Such control plans and specifications
39 shall be prepared by a qualified professional with the costs of preparation of such plans
40 and specifications being borne by the applicant.

41 10. The following additional information shall be submitted to the Community
42 Development Director for preliminary plat review if determined necessary by the
43 Community Development Director and the Technical Review Committee:

- 1 a. A traffic study prepared by a qualified traffic engineer or other qualified person;
- 2 and
- 3 b. Evidence that the applicant has sufficient control to effectuate the proposed use.
- 4 11. Where applicable, a geotechnical study including groundwater depths, soil stability
- 5 and seismic hazard potential.
- 6 12. Civil construction drawings with sufficient detail for construction of all
- 7 improvements, stamped by the project engineer including:
- 8 a. Horizontal control.
- 9 b. Demolition.
- 10 c. Grading and drainage.
- 11 d. Erosion control.
- 12 e. Utilities, on site and off site.
- 13 f. Roadway design.
- 14 g. Civil details, general notes, etc.
- 15 h. Appropriate supporting documents showing compliance with state and federal
- 16 standards such as: air emissions, site pollution prevention measures and water discharge
- 17 standards.
- 18

1
2
3 CHAPTER 13.04
4 DEFINITIONS

5
6 LANDSCAPING, LANDSCAPED: Shall be highly water efficient consisting of a combination of planted trees,
7 shrubs, vines, vegetative ground cover, perennial plants and annual plants or lawn, together with ~~ana~~
8 water efficient drip type irrigation system to maintain the plants alive and flourishing for the length of
9 time the plantings are to be maintained if not in perpetuity. A maximum of fifty percent (50%) of the total
10 required landscaped area may include permeable materials such as organic mulch, inorganic materials
11 such as rocks, boulders, gravel, or other materials, and/or ornamental objects such as fountains, pools,
12 statues, retaining walls, or benches.

13
14 LOCALSCAPES®: A landscaping approach designed to create locally adapted and sustainable landscapes
15 through a 5-part approach (central open shape, gathering areas, activity zones, connecting pathways and
16 planting beds).

17 A. Activity Zones: Portions of the landscape designed for recreation or function, such as storage
18 areas, fire pits, vegetable gardens, and playgrounds.

19 B. Active Recreation Areas: Areas of the landscape dedicated to active play where Lawn may be used
20 as the playing surface (ex. sports fields and play areas).

21 C. Central Open Shape: An unobstructed area that functions as the focal point of Localscapes and is
22 designed in a shape that is geometric in nature.

23 D. Gathering Areas: Portions of the landscape that are dedicated to congregating, such as patios,
24 gazebos, decks, and other seating areas.

25 E. Hardscape: Durable landscape materials, such as concrete, wood, pavers, stone, or compacted
26 inorganic mulch.

1 SECTION:

2 13.77.010: Purpose

3 13.77.020: Applicability

4 13.77.030: Application Requirements

5 13.77.040: Property (Non-Parking Lot) Landscaping Standards

6 13.77.050: Minimum Landscaping Requirements By Zone

7 13.77.060: Parking Lot/Parking Structure Landscaping

8 13.77.070: Landscape Buffers

9
10 13.77.010: PURPOSE:

11 A. The intent of this chapter is to consolidate and clarify the various sections in this title which
12 previous to adoption of this chapter addressed landscaping regulations for all zones within the City.

13 B. The regulations of this chapter are intended to promote landscaping in the City of Holladay that will
14 improve community livability, preserve the quality of life, and enhance the aesthetic quality, economic
15 viability, and environmental health of the City.

16 C. Landscaping can be a significant expense to businesses and residents. At the same time, landscaping
17 improves the livability of residential neighborhoods, enhances the appearance and customer attraction of
18 commercial areas, increases property values, improves the compatibility of adjacent uses, screens
19 undesirable views, and can reduce heat and air and noise pollution.

20 D. The intent of these regulations is to achieve a balance between the right of individuals to develop
21 and maintain their property in a manner they prefer and the rights of City residents to live, work, shop,
22 and recreate in pleasant, healthy, and attractive surroundings.

23 E. These regulations are intended in part to accommodate Localscapes®, design aspects
24 encourageencouraging the use of water conserving landscape designs and low water use plant materials
25 irrigated by drip type water systems and to discourage landscaping that requires high water use for
26 maintenance while preserving Holladay's unique tree canopy, character and inventory. (Ord. 2013-22, 9-
27 5-2013)

28 F. The City's street tree/community tree program and its recognition as a tree city sets the standard for
29 public and private property management of the valuable, historic tree coverage that gives Holladay a
30 unique environment not generally found in other areas of the region. (Ord. 2013-22, 9-5-2013; amd. Ord.
31 2018-18, 11-8-2018)

32
33 13.77.020: APPLICABILITY:

34 A. Landscape Plan: A detailed landscape plan as required by chapter 13.03 and 13.08 of this title shall
35 be submitted for all development, redevelopment, additions or site modifications except for single-family
36 homes on individual lots. *Policy change - recommendation discussion needed

37 B. Tree Sustainability Plan: A tree removal permit application as required by sections 13.77.080 and
38 13.77.090 of this chapter shall be submitted for all development or site modifications prior to approval of
39 any demolition, building or development permit.

40 C. Applicability To Existing Structures: Existing development shall be required to conform to this
41 standard based upon the following guidelines:

42 1. For additions that are twenty five percent (25%) to fifty percent (50%) of the existing structure or
43 developed area, perimeter and right-of-way landscaping shall be installed.

44 2. For additions that are greater than fifty percent (50%) of the existing structure or developed area,
45 all current landscape standards of this chapter shall be met.

1 3. If the location of existing buildings or other structures prevents conformance with the requirement
2 of this section or if implementation would create nonconformity, the Planning Commission may grant
3 relief from these standards as per section 13.77.130 of this chapter. (Ord. 2019-04, 2-28-2019)
4

5 13.77.030: APPLICATION REQUIREMENTS:

6 A. All landscape plans shall comply with the requirement for size, scale, number of copies and contents
7 that are required by chapter 13.03 of this title.

8 B. The landscape plans may be on the same site plan used to show parking layout, setback compliance,
9 etc.

10 C. All landscape plans except those required for single-family homes on individual lots shall be
11 prepared by a landscape architect, landscape designer, or qualified arborist or nurseryman. (Ord. 2013-
12 22, 9-5-2013)
13

14 13.77.040: PROPERTY (NON-PARKING LOT) LANDSCAPING STANDARDS:

15 All landscaping as defined by section 13.04.040 of this title shall be highly water efficient and designed to
16 preserve and generally enhance desirable natural features (i.e., topography, waterways, existing
17 vegetation, etc.), enhance architectural features of the building, strengthen vistas and provide shade for
18 the project as well as its customers and employees. The following general standards apply to all required
19 landscaping covered under this title, except for single-family homes on individual lots.

20 A. Perimeter Property Landscaping: The purpose of perimeter landscaping is to ensure the long term
21 and consistent maintenance of highly water efficient landscaping along streets, to improve the visual
22 quality of the streetscape, unify diverse architecture and carry out the long term goals of the City of
23 Holladay promoting attractive streets and street beautification. Perimeter landscaping includes both
24 landscaping in all required setback areas and any required buffer landscaping. Perimeter landscaping
25 requirements are regulated by section 13.77.050 of this chapter. Further, distinct parking lot periphery
26 and internal landscaping standards are found hereafter (see section 13.77.060).

27 B. Internal Property Landscaping Requirements/Recommendations: The purpose of the internal
28 landscaping standards is not to restrict the use of locally adapted and sustainable landscaping but
29 encourage design implementation is to visually soften the mass of buildings and to visually separate
30 building areas and development within the City. The following internal landscaping requirements and
31 recommendations are intended to augment the perimeter landscaping requirements as required by
32 section 13.77.050 of this chapter:

33 1. A minimum of one tree shall be required for every three hundred (300) square feet of the required
34 internal landscaping area. Up to five percent (5%) of the required trees may be substituted by shrubs.
35 Ten (10) shrubs with a minimum container size of five (5) gallons shall be required for each substituted
36 tree. (Ord. 2013-22, 9-5-2013)

37 2. The location of the internal landscaping area shall abut those building elevations which form the
38 major public views of the project from abutting streets and property and to the users of the project, or
39 within a plaza or courtyard between buildings or portions of buildings, or in a similar area which
40 substantially conforms to the stated purpose of the required internal landscaping standards set forth
41 herein and approved by the Planning Commission. (Ord. 2015-02, 2-5-2015)

42 3. Landscaping around the base of a structure is recommended to visually “soften” the edge between
43 the parking lot and building and to also discourage graffiti.

44 4. Building entries should be emphasized with special landscaping and/or paving in combination
45 with lighting.

46 C. Berming: Berming at the edge of the building in conjunction with the landscaping may be used to
47 soften and screen parking areas, reduce structure mass and height along street facades, and contain or
48 direct stormwater runoff. Berms may not encroach into any clear view area of a street or driveway.

1 D. Hardscape Materials: Decorative paving materials such as bricks, pavers, flagstones, decorative
2 gravels, artificial turf, and textured concrete may be utilized if they form a useful open space, add color or
3 texture to the design, and comply with the purpose and intent of this section. Untextured concrete or lava
4 rocks are not permissible hardscape materials. All impervious hardscape areas within a landscaped area
5 must be considered as part of the overall impervious surface coverage allowance as required by other
6 provisions of this title.

7 E. Landscaping Irrigation: Generally, landscaping emplaced in conjunction with newly or re-developing
8 construction on site and in parking lot areas shall be irrigated ~~where at all possible~~ with an efficiently
9 designed drip sprinkler system which automatically adjusts to frequency and duration of irrigation
10 events in response to changing weather conditions, i.e rain delay/shut off capabilities. Said system will be
11 designed and maintained to ~~minimize limit waste and~~ watershed onto adjoining public right(s) of way.
12 (Ord. 2013-22, 9-5-2013; amd. Ord. 2021-27, 10-14-2021)

13 13.77.050: MINIMUM LANDSCAPING REQUIREMENTS BY ZONE:

14 The following requirements are the minimum landscaped area required by each zone except where
15 modified by the Planning Commission as an administrative relief allowed by section 13.77.130 of this
16 chapter. Landscape features shall incorporate Localscapes® (as defined 13.04.040) design elements
17 meant to reduce, minimize and or eliminate water use by activity area:

18 A. Single-Family Residential Zones (FR, R-1):

19 1. ~~Within one year of the adoption of this chapter the entire front yard and side yard abutting to a~~
20 ~~street of developed lots in Residential Zones shall be landscaped and maintained.~~

21 2. The front yard of all lots on which buildings are located shall be landscaped within one year of the
22 date of the issuance of a final certificate of occupancy or final inspection.

23 B. Multiple-Family Residential Zones (R-2, R-M): The minimum landscaping coverage in percent for all
24 lots in the Multi-Family Zones are as follows:

25 1. A minimum of forty percent (40%) of the total site shall be landscaped.

26 2. A minimum landscaped buffer averaging five feet (5') wide as required by section 13.77.070 of this
27 chapter shall be provided along the side and rear property lines.

28 C. Office, Research Park And Development Zone (O-R-D):

29 1. A minimum of thirty percent (30%) of the total site shall be landscaped.

30 2. A minimum landscaped buffer averaging five feet (5') wide as required by section 13.77.070 of this
31 chapter shall be provided along the side and rear property lines.

32 3. Where a side or rear yard abuts a residential use or Residential Zone boundary the entire setback
33 area shall be landscaped.

34 D. Neighborhood Commercial Zone (NC):

35 1. All front setback areas and the side setback areas which abut a public street on corner lots shall be
36 landscaped.

37 2. A minimum landscaped buffer averaging five feet (5') wide as required by section 13.77.070 of this
38 chapter shall be provided along the side and rear property lines.

39 E. PO, C-1 And C-2 Commercial Zones:

40 1. The front setback area and the side setback area which faces on a street on corner lots shall be
41 landscaped.

42 2. A minimum landscaped buffer averaging five feet (5') wide as required by section 13.77.070 of this
43 chapter shall be provided along the side and rear property lines.

44 F. Residential Office Zone (RO):

45 1. The first twenty feet (20') in depth of the front setback and/or front yard shall be landscaped.

46 2. Other setback areas which abut a public street shall be landscaped.
47

3. A minimum landscaped buffer averaging five feet (5') wide as required by section 13.77.070 of this chapter shall be provided along the side and rear property lines.

G. Holladay Village Zone (HV): Landscaping is not required in the HV Zone except for the requirements of subsection 13.71.080K, "Buffer Standards For Proposed Development Abutting Residential Property Not In The HV Zone", of this title.

H. Holladay Crossroads Zone (HCR): General Property Landscaping (Non-Parking Lot): Landscaping shall only be required in buffer areas where an HCR zoned property abuts a residentially zoned property, and, in parking lots as specified above. Notwithstanding, in cases where a use is conditionally approved by the Planning Commission to be emplaced in the HCR Zone, the Commission may require emplacement of additional property landscaping. All landscaping installed in the HCR Zone shall comply with relevant planting and maintenance regulations that govern landscaping and buffering in section 13.77 of this title - as well as the Tree Canopy Sustainability Ordinance's standards.

I. P, R/M-U, and LU Zones:

1. All required front and side yard areas that abut a public street shall be landscaped.

2. A minimum landscaped buffer averaging five feet (5') wide as required by section 13.77.070 of this chapter shall be provided along the side and rear property lines. (Ord. 2019-03, 2-28-2019; amd. Ord. 2021-09, 4-8-2021)

13.77.060: PARKING LOT/PARKING STRUCTURE LANDSCAPING:

A. Purpose: The purpose of perimeter and internal parking lot landscaping is not to restrict the use of locally adapted and sustainable landscaping but encourage design implementation is to soften and mitigate the visual effect of (a) large expanse(s) of asphalt. Landscaping can also reduce summer heat gain in parking areas and define pedestrianways.

B. Hardscape Parking [Lot] Requirements: Landscaping in hardscape parking areas, in all non-single and [non] two-family residential zones, shall meet the following minimum requirements:

1. Overall Landscape Coverage Standards:

a. In general, any and all parking lots shall be landscaped such that landscape coverage in an around the periphery of a/the lot complies with the overall percentage minimums set forth in Table 13.77.061 below.

TABLE 13.77.061

Size Of Parking Area(s)	Percent to be Landscaped
Less than 15,000 sq. ft.	5
15,000 sq. ft. and larger	7.5

Furthermore, all open-air parking lots designed for, or containing, six (6) or more parking spaces shall provide landscaping in accordance with the provisions of this sub-section. Conversely, parking lots designed for five (5) or fewer parking spaces shall not be required to provide landscaping other than providing the percentage of yard area landscaping and landscaped buffering as specified in Table 13.77.061 above; however,

(1) Only the first ten-feet (10') [width/depth] of landscape(d) areas located along and around the perimeter of a parking lot (i.e., beyond the curb or edge of pavement of the parking lot) may count towards satisfying this requirement; and,

(2) Landscaping in and/or around parking lots containing five (5) or fewer parking spaces shall contain one or more deciduous trees that, when mature, will expectedly provide approximately 50% shade coverage to that lot - this connotes that the tree(s) canopy(ies) will extend over one or more portions of the paved lot to provide [the] 50% coverage (as measured during summer solstice).

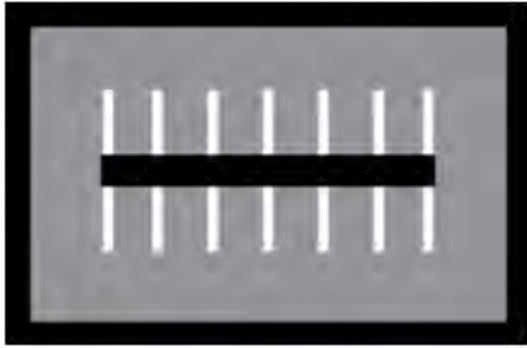
1 2. Parking Lot Landscape Strips and Islands Standards:

2 a. All open-air parking lots designed for, or containing, five (5) or more parking spaces (whether
3 emplaced with new construction or in conjunction with substantial (i.e., 50% plus re-construction or
4 expansion of [a] building[s] on a property) shall provide landscaping in accordance with the provisions of
5 this sub-section 2 that follow hereafter.

6 b. Interior parking lot landscape design shall meet one (1) of the following options designed to
7 provide approximately fifty percent (50%) tree canopy coverage within twenty (20) years:

8 (1) Option One - Landscaped Strips: Landscape strips set perpendicular to the head-end of
9 parking spaces within a parking bank may be employed (see Figure 1 hereafter).

10 Figure 1. Landscaped Strip(s)



11
12 When used, such strips shall meet the following minimum requirement(s):

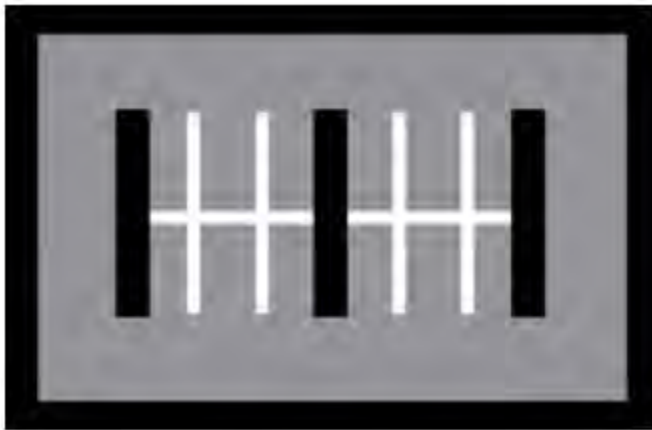
13 A. They shall be a least five-feet (5') wide/deep; and,

14 Exception: When the strip(s) will serve as vegetated drainage swales, the minimum width/depth of a/the
15 strip(s) shall be eight-feet (8'); and,

16 B. One Class II deciduous tree (selected from the City's approved/adopted Tree Selection Guide's
17 picklist) shall be planted at each end of a parking strip and, for any parking bank [or double bank] at least
18 ninety-feet (90') feet long, at a centered [45' interval] position in between the "end trees".

19 (2) Option Two - Landscaped Islands: Landscape [tree] islands that serve as parking space
20 interrupts and endcaps within a parking bank (or double bank) may be employed (see Figure 2
21 hereafter).

22 Figure 2. Landscaped Islands



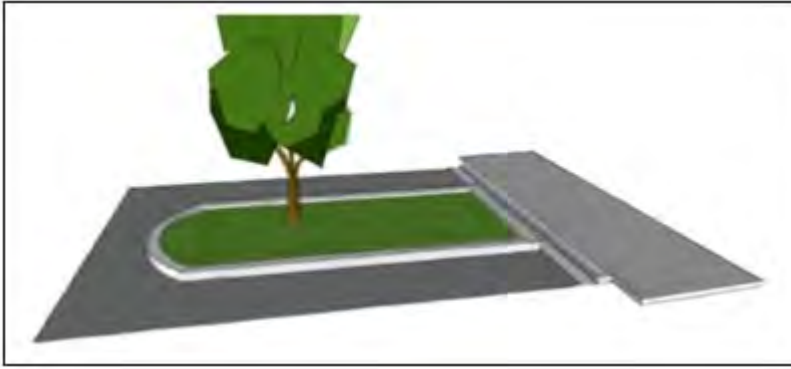
23
24 When used, such tree planter islands shall meet the following minimum requirement(s):

25 A. They shall be set parallel to abutting parking spaces as illustrated in Figure 2 above at
26 intervals not to exceed seventy-two feet (72'); and,

27 B. They shall be of the same size/dimension as adjoining parking stalls. For example, if located in
28 a single row of ninety degree (90°) oriented parking spaces that are nine feet (9') wide by eighteen feet

1 (18') deep/long, a landscape planter shall also be, correspondingly, nine feet (9') wide and eighteen (18')
2 deep). Where two (2) parking rows adjoin each other "head to head", back to back planters may be used.
3 If placed back to back in, for example, a pair of ninety degree (90°) oriented parking rows, then the
4 resulting planters would likely appear to be a single nine foot (9') wide by thirty-six foot (36') deep/long
5 planter (see Figure 2 above hereafter); and

6 Figure 3. Parking Lot [Singular] Planter Design Illustration

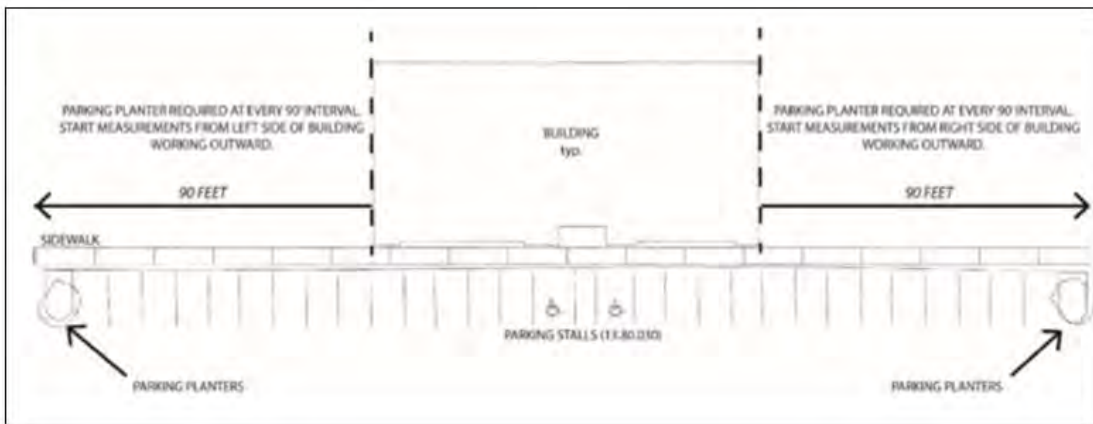


7
8 C. They shall be protected/wrapped by a curb that is at least a six-inches (6") high.

9 D. Drainage Channel: A one foot (1') shall be provided at the back end of, or within, a parking
10 planter's abutment against a curb or other barrier in order to facilitate site drainage (e.g., stormwater
11 flow across a parking lot into a drain) -- see Figure 3 above:

12 Exception: Any parking bank/row located immediately fronting/against any principal commercial or
13 multiple-family residential building on a property and between the limits/span of its exterior side walls,
14 such placement in front of the building is, and shall be, optional. In other words, if a parking bank abuts
15 the front entry area of non-single-family residential building and extends past the outside walls of that
16 building, then planters shall be required where any continuous ninety-foot (90') parking space intervals
17 are found past the end/side walls (see Figure 4 hereafter):

18 Figure 4. Planters Not to Block Building Storefront Area(s)



- 19
20 3. Landscape(d) areas shall be concaved [in slope] to allow storm water infiltration; and
21 4. Plants used to improve any of the fore-going listed landscape areas (i.e., parking lot periphery and
22 internal planter strips or islands) shall comply with the following requirements:
23 a. Primary plant materials used therein shall be deciduous shade trees; and,
24 b. Shade trees planted in, and around, parking lots shall be limited those species listed in the City's
25 approved Tree Selection Guide's picklist); and
26 c. Shade trees planted, in and around, parking lots shall be at least 2" in caliper; and

1 d. Ornamental trees [e.g., Class I types], shrubbery, hedges, and other plants may be used to
2 supplement the shade tree plantings in perimeter planting areas, but shall not be the only plants used in
3 such landscaping.

4 e. When low impact development infiltration is infeasible (according to the Storm Drainage System
5 Design and Management Manual, Chapter 11), the area of LID designs with underdrains or impermeable
6 liners may be credited towards the required numbers of trees at the rate of two hundred (200) square
7 feet of LID area equal to one (1) tree; up to fifty percent (50%) of the number of required trees.

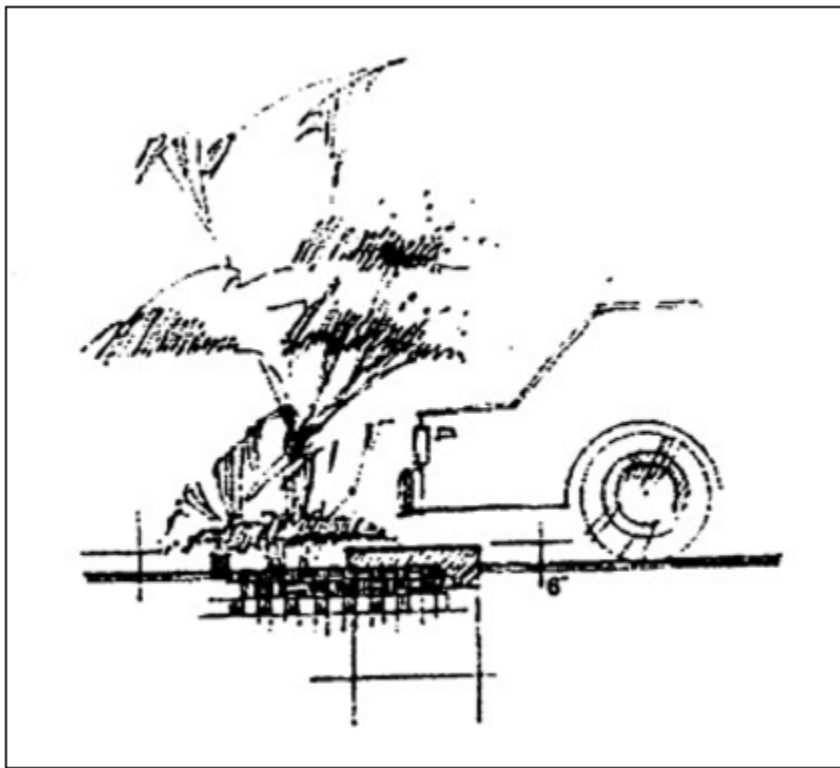
8 f. Interior parking lot landscaping areas shall also be planted with ground cover at a density that
9 will achieve thirty-five percent (35%) coverage within two (2) years.

10 5. All grade-level parking should be separated from the street and screened from pedestrian view by
11 landscaping. The landscaping shall include shrubs and trees, be located on private property, and, be wide
12 enough to maintain the plant material as well as provide a view screen.

13 6. All parking and landscaped areas shall be separated from the parking surface by at least a six-inch
14 (6") high concrete, continuous curb.

15 7. All landscaped and pedestrian areas shall be protected from encroachment by parked cars.
16 Accordingly, eighteen-inch (18") wide concrete wheel stops shall be emplaced at the head end of parking
17 spaces - save those stalls that are established for parallel parking (see Figure 5 hereafter).

18 Figure 5. Parking Wheel Stop/Bumper Overhang



19 C. Parking Structures: Parking structures shall be screened with live plant material that is intended to
20 hide or obscure the sides of the structures from public view.

21 D. Re-construction of a Parking Lot: When a parking lot is expanded, or torn up and then reconstructed
22 (as opposed to being just resealed and/or striped) only the renovated portion shall be improved to
23 comply with current landscape development code(s), including [any] engineering, water, wastewater or
24 fire division/department improvement regulations including, but not limited to, curbing, gutter,
25 sidewalk, storm drainage facilities, landscaping, light fixtures, etc. (Ord. 2013-22, 9-5-2013; amd. Ord.
26 2021-09, 4-8-2021; Ord. 2021-27, 10-14-2021)

19
20
21
22
23
24
25
26
27
28

1 13.77.070: LANDSCAPE BUFFERS:

2 A. Purpose: The landscape requirements in this section are intended to ensure that abutting land uses
3 are adequately protected and are provided an appropriate amount of land separation to conduct
4 permitted uses without causing adverse impacts. (Ord. 2013-22, 9-5-2013)

5 B. Applicability: The landscape buffer is required for all nonresidential uses sharing a lot line with an
6 abutting residential zone or residential land use or by requirement of an approval granted by a land use
7 authority under provisions of this title. (Ord. 2015-02, 2-5-2015)

8 C. Standards:

9 1. The width of the buffer is determined by the requirements of section 13.77.050 of this chapter
10 unless modified by the land use authority as part of a site plan approval as allowed by other provisions of
11 this title, however, no landscaped buffer shall be smaller than that required for the health and growth of
12 the plants and trees contained within the required buffer area.

13 2. The materials within the required buffer between abutting land uses are regulated as follows:

14 a. All buffer areas shall be comprised of materials such as, a mix of evergreens and deciduous trees,
15 water efficient shrubs, ~~lawn~~, or ~~other~~ vegetative ground cover or up to fifty percent (50%) nonvegetative
16 mulch or other hardscape as defined by section 13.77.040 of this chapter.

17 b. Fences, walls and berms may also be incorporated in the buffer areas where they will not create a
18 public safety hazard.

19 3. Where trees are incorporated, the required buffer area shall result in a barrier where trees touch
20 at the time of the tree maturity.

21 4. Where existing or proposed abutting land uses cannot be adequately buffered with plant materials,
22 the land use authority may require inclusion of a wall, fence or other type of screen that mitigates noise,
23 and/or unsightly uses. All fences, walls, or other screens must comply with the regulations of section
24 13.76.710 of this title.

25 5. Chainlink fencing with or without slats does not qualify as screening material.

26 6. All buffers between different land uses may include any required perimeter parking lot landscape
27 buffers. (Ord. 2013-22, 9-5-2013)

28



Request: **Ordinance amendments: Residential Uses in the ORD Zone**
 Subject: Inclusion of multi-family uses within the Office Research and Development Zone
 Applicant: City of Holladay, Community and Economic Development Department
 Planner: Jonathan Teerlink

GOVERNING ORDINANCES:	13.07.030	Text Amendment Procedure / Requirements
	13.45	Office Research and Development Zone
	13.100	Land Use Table

REQUIRED PLANNING COMMISSION ACTION: Legislative

Text, or ordinance amendments are proposed changes to the City of Holladay Code. Amendments can be in the form of a new, or an alteration of, existing rules or regulations/standards. Such amendments to the City of Holladay ordinance requires the Planning Commission to hold a public hearing and forward a recommendation, with findings, to the City Council for final decision/action.

REQUEST

A directive by the Holladay City Council to study and propose amendment(s) to Title 13, Chapter 13.45 and 13.100 of the Holladay Municipal Code. The purpose of the study is to introduce residential uses and associated ancillary uses within the ORD zone.

REASONING & PURPOSE

The overall intent of this amendment is to; address barriers in providing housing within the city and to support the purposes of the City’s land use policies of the General Plan. By strengthening these provisions, the city intends to provide varied housing options within appropriate locations of the city and to collaborate with current property owners to meet current moderate-income housing needs by providing missing housing product within the city.

NON-CONFORMING USES

This Code Amendment would not create any non-conforming use situations.

GENERAL PLAN COMPLIANCE

The General Plan encourages varied and approachable residential uses and appropriate development standards for zoning categories within Holladay. This code amendment would further the goals and objectives set for in Chapter 5: Moderate Income Housing, of the General Plan, specifically;

*“1. **Land Use element:** consider location(s) of land for housing residents of various income levels in addition to the other categories of public and private uses of land. This will be addressed in Chapter 2 of the General Plan – Land Use, Urban Design and Neighborhood Preservation in 2020.” -pg47, General Plan 2016*

“In order to comply with new SB 34 stipulation, the City of Holladay has chosen three (3) strategies to plan housing for residents of all income levels, as well as coordinate that housing with transportation access and employment opportunities. The first two of these strategies have been addressed and met by the city, and a third is currently being worked on. They are:

- 1. Allow for higher density or moderate-income residential development in commercial or mixed use zones, commercial centers or employment centers*
- 2. Eliminate or reduce parking requirements for residential development where a resident is less likely to own their own vehicle*
- 3. Accessory Dwelling Units (ADU’s) as an additional zoning tool to allow for acceptable infill development throughout the community” -pg. 55, Implementation Strategies, Moderate Income Housing, General Plan 2016*

SUMMARY OF CHANGES COMPARISON CHART

Below is a simplified comparison chart of the current (codified) code and the most recent proposal.

Ordinance	Topic	Current Language	Proposed Changes
13.45	ORD Zone	Purpose of ORD land use provision	Inclusion of multi-family land uses to meet housing needs
13.100	Land Use Table -	Allowable Primary and accessory land uses by zone category.	Proposed changes include allowing multi-family residential as a Primary land use. Mixed use PUD developments are proposed. Additionally, proposed are inclusions of any ancillary uses incidental to a residential unit.

STANDARDS OF CONSIDERATION, FOR or AGAINST:

13.07.030G: Approval Standards:

1. A decision to amend the text of this title or the zoning map is a matter within the legislative discretion of the city council. The city council, after reviewing the planning commission recommendation, may:
 - a. Adopt the amendment as recommended by the planning commission;
 - b. Make any revisions to the proposed amendment that it considers appropriate;
 - c. Remand the proposed amendment back to the planning commission for further consideration; or
 - d. Reject the proposed amendment.
2. In reviewing a text or map amendment, the following factors should be considered:
 - a. Whether the proposed amendment is consistent with goals, objectives and policies of the city's general plan;
 - b. Whether the proposed amendment is harmonious with the overall character of existing development in the vicinity of the subject property;
 - c. The extent to which the proposed amendment may adversely affect abutting properties; and
 - d. The adequacy of facilities and services intended to serve the subject property, such as, roadways, parks and recreation facilities, police and fire protection, schools, stormwater drainage systems, environmental hazard mitigation measures, water supply, and wastewater and refuse collection.

RECOMMENDATION:

Staff recommends that the Planning Commission forward a positive recommendation to the City Council to amend Title 13.45 and 13.100 of the Holladay Municipal Code, as amended based on the following findings:

1. Compliance with the Purpose of the Land Development Code by promoting and facilitating the orderly growth and development within the City of Holladay.
2. Compliance with the Goals and Policies of the General Plan by establishing appropriate development standards for all uses and zoning categories within the City of Holladay

MOTION EXAMPLES

A motion to approve / deny

“I ___ Motion to forward a recommendation to the City Council to (approve, deny) the proposed amendments to allow permitted, multi-family land uses and accessory uses within the ORD zone based upon the following findings”

A motion to continue:

“I ___ Motion to continue the proposed amendments to allow additional conversation regarding permitted, multi-family land uses and accessory uses within the ORD zone based upon the following findings

1
2
3
4
5 CHAPTER 13.45
6 O-R-D OFFICE, RESEARCH PARK AND DEVELOPMENT ZONE
7 SECTION:

8 **13.45.010: Purpose Of Provisions**

9 13.45.020: Design And Site Plan Approval

10 13.45.030: Primary Uses

11 13.45.040: Accessory Uses

12 13.45.050: Outside Storage Not Permitted

13 13.45.060: Setback Requirements

14 13.45.070: Building Height

15 13.45.080: Coverage Restrictions

16 13.45.090: Perimeter Wall

17 13.45.100: Landscaping

18 13.45.110: Lighting

19 13.45.120: Nuisance Factors And Hazards

20 13.45.130: Screening

21 13.45.140: Access And Parking

22 13.45.150: Pedestrian Walkways

23 13.45.160: Design Considerations

24
25 **13.45.010: PURPOSE OF PROVISIONS:**

26 The purpose of the O-R-D Zone is to provide an aesthetically attractive environment where flexibility in
27 the land use mix can be fostered. The primary intent of the zone is to establish a specific area where more
28 intensive office, research and development facilities can be located. However, the complexity of the land
29 in the zone and its adjacency to a major freeway access supports the incorporation of subordinate, and
30 compatible **multi-family residential and** general commercial activity such as travel and tourism related
31 uses. Retail, service, convenience and food establishments are considered appropriate for the zone when
32 developed with proper site plan and architectural design guidelines. The zone is intended to ensure
33 compatibility of new development with the surrounding land uses, including adjacent residential
34 developments, and to enhance and support the overall economic health **and housing needs** of the City.
35 (Ord. 2019-09, 5-16-2019)

36
37 13.45.020: DESIGN AND SITE PLAN APPROVAL:

38 Design and site plan approval for all development is subject to the three (3) step review and approval
39 process as required in chapter 13.08 of this title. (Ord. 2019-09, 5-16-2019)

40
41 13.45.030: PRIMARY USES:

42 A. Primary Uses: The permitted and conditional uses allowed in the O-R-D Zone shall be as set forth in
43 chapter 13.100, "Appendix A - Allowed Uses", of this title. Any primary land use not shown as a permitted
44 or conditional use in chapter 13.100, "Appendix A - Allowed Uses", of this title, shall be prohibited.

1 B. Combined Uses: Any combination of uses may be established within the same building or on the
2 same lot or parcel. If any of the proposed uses is a conditional use, that use shall be reviewed and
3 approved by the Planning Commission as required by section 13.08.040 of this title. (Ord. 2019-09, 5-16-
4 2019)
5

6 13.45.040: ACCESSORY USES:

7 Permitted and conditional uses set forth in chapter 13.100, "Appendix A - Allowed Uses", of this title shall
8 be deemed to include accessory uses and activities that are necessarily and customarily associated with
9 and incidental and subordinate to such primary uses allowed by chapter 13.100, "Appendix A - Allowed
10 Uses", of this title.

11 A. Accessory uses shall be subject to the same regulations that apply to permitted and conditional uses
12 in the zone except as otherwise expressly provided in this title.

13 B. No accessory use, building or structure shall be allowed on a lot or parcel unless a primary
14 permitted or conditional use had been and is currently established except as allowed by chapter 13.88 of
15 this title.

16 C. Specific accessory uses allowed in the O-R-D Zone are as set forth in chapter 13.100, "Appendix A -
17 Allowed Uses", of this title. (Ord. 2019-09, 5-16-2019)
18

19 13.45.050: OUTSIDE STORAGE NOT PERMITTED:

20 Outside storage of any stock, motor vehicles (other than parking for employee and visitor vehicles), or
21 other property is not permitted. (Ord. 2019-09, 5-16-2019)
22

23 13.45.060: SETBACK REQUIREMENTS:

24 The minimum setback requirements for all main and accessory buildings are as follows:

25 A. Front setback:

- 26 1. Minimum shall be ten feet (10');
- 27 2. Maximum shall be fifty feet (50').

28 B. Side setback:

- 29 1. Thirty feet (30') if abutting a Residential Zone. The side yard shall be increased at least one foot
30 (1') for each additional foot of building height above thirty feet (30');
- 31 2. Ten feet (10') if abutting other zones.

32 C. Rear setback:

- 33 1. Thirty feet (30') if abutting a Residential Zone. The rear yard shall be increased at least one foot
34 (1') for each additional foot of building height above thirty feet (30');
- 35 2. Ten feet (10') if abutting to other zones.

36 D. Corner side setback:

- 37 1. Minimum shall be ten feet (10');
- 38 2. Maximum shall be fifty feet (50'). (Ord. 2019-09, 5-16-2019)
39

40 13.45.070: BUILDING HEIGHT:

41 The maximum height of a building or structure shall be seventy two feet (72'). (Ord. 2019-09, 5-16-2019)
42

43 13.45.080: COVERAGE RESTRICTIONS:

44 A. Maximum Coverage: The maximum lot coverage of impervious surface area for a development site
45 shall be seventy percent (70%).

1 B. Coverage Bonus: The total percent impervious coverage as per subsection A of this section may be
2 increased no more than an additional ten percent (10%) as allowed by the following table:

3 COVERAGE BONUS TABLE 13.45.080.001
4 (Maximum 10 Percent Bonus Area Allowed)

Method	Maximum Percent Increase
Plant 2" caliper tree: 1% per tree. Species as per tree selection guide made available through Holladay City Community Development Director	6.0%
Permeable pavers or porous surface ¹ : Installed as per approved manufacturing standards	3.5%
Water wise landscaping: Landscaping area must be equal in area to the percent increase gained, as per Holladay water wise guidelines made available through Holladay City Community Development Director	3.5%
Sump ²	2.5%
Cistern ²	2.5%

6
7 Notes:

- 8 1. Appropriate porosity approved by City Engineer.
 - 9 2. Size, design and capacity approved by City Engineer.
- 10 (Ord. 2019-09, 5-16-2019)

11
12 13.45.090: PERIMETER WALL:

13 A. When Required; Waiver: The project area shall have a decorative tinted concrete or masonry wall
14 along all rear and side yards not fronting on a public street, but which abut a residential use. This
15 requirement may be waived by the Planning Commission upon a determination that the wall is not
16 necessary to buffer the abutting use. Such walls shall not be located in the required setback from a public
17 street.

18 B. Height: All perimeter walls shall be a maximum of six feet (6') high unless the Planning Commission
19 requires a higher wall as part of the site plan or conditional use approval.

20 C. Access: The Planning Commission may require appropriate access to trails, creeks, or other open
21 space amenities. (Ord. 2019-09, 5-16-2019)

22
23 13.45.100: LANDSCAPING:

24 All uses in the O-R-D Zone shall comply with the provisions governing landscaping and buffering in
25 chapter 13.77 of this title. (Ord. 2019-09, 5-16-2019)

26
27 13.45.110: LIGHTING:

28 A. Lighting Plan Required: All proposed development shall have a professionally designed lighting plan
29 approved by the Planning Commission as part of the site plan/conditional use permit process. Such plans
30 shall emphasize energy conservation and compatibility with adjacent uses and using the minimum light
31 necessary to achieve visibility and security while ensuring the enjoyment of a starry night for all
32 members of the community.

1 B. Height Of Light Poles: The maximum height of light poles shall be thirty feet (30'). The light shall be
2 low intensity, boxed/shielded from uses on adjacent lots, and down directed to avoid light wash or
3 flooding of any adjacent Residentially zoned or used properties.

4 C. Surface Parking Lot Lighting: All parking lot lights, except those required for security, shall be
5 extinguished one hour after the end of business hours. No more than fifty percent (50%) of the total
6 luminaries used may remain on overnight for security reasons.

7 D. Pedestrian Walkways: Pedestrian walkways to mass transit facilities shall be lighted.

8 E. Light Sources: All light sources shall be full cutoff fixtures, completely concealed with an opaque
9 housing. (Ord. 2019-09, 5-16-2019)

10
11 13.45.120: NUISANCE FACTORS AND HAZARDS:

12 Operations shall not be conducted which emit offensive or objectionable noise, vibration, smoke, odors,
13 dust or gases, air pollution, water pollution or generates heavy truck traffic. Precautions shall be taken in
14 all operations against radiation, radioactivity, fire and explosion hazards.

15 A. Compliance Required: Activities conducted on the premises shall comply with all local, State, and
16 Federal laws and regulations and permits.

17 B. Noise Level: The noise level emanating from any use or operation shall not exceed the limits in the
18 Health Department Health Regulation 21, or its successor, regarding noise control. (Ord. 2019-09, 5-16-
19 2019)

20
21 13.45.130: SCREENING:

22 A. Trash Receptacles: All trash or refuse receptacle areas shall be completely screened from
23 surrounding properties by a masonry wall or other material architecturally compatible with the building
24 that is either a minimum of six feet (6') high or high enough to screen the height of the container or the
25 container shall be enclosed within a building. Any trash or refuse receptacle area shall be a minimum of
26 fifty feet (50') from any residential use.

27 B. Mechanical Equipment: All ground mounted mechanical equipment including, but not limited to,
28 heating and air conditioning units shall be completely screened from surrounding properties by a
29 masonry wall or shall be enclosed within a building.

30 C. Roof Appurtenances: The use of roof appurtenances is discouraged. If roof appurtenances, including,
31 but not limited to, air conditioning units, elevator shafts and mechanical equipment are used, they shall
32 be designed to be architecturally compatible with the building or placed within an enclosure no taller
33 than the absolute minimum needed. Such structures shall comply with the requirements for penthouses
34 and roof structures of the International Building Code, as adopted by the State. Such enclosures require
35 Planning Commission approval, and shall minimize visibility from on- site parking areas, abutting public
36 streets, and abutting Residentially zoned property.

37 D. Utility Connections: All utility connections shall be compatible with the architectural elements of the
38 site and not be exposed except where necessary. Pad mounted transformers and/or meter box locations
39 shall be included in the site plan with an appropriate screening treatment. Power lines and other utility
40 cables shall be installed underground where possible.

41 E. Loading Areas And Docks: Loading areas and docks shall be screened by landscaping and/or visual
42 barriers from adjacent properties and public streets. (Ord. 2019-09, 5-16-2019)

43
44 13.45.140: ACCESS AND PARKING:

45 A. Access:

1 1. The number of access points along public streets shall be minimized by sharing and linking parking
2 areas with adjacent properties. Reciprocal ingress and egress, circulation and parking agreements shall
3 be required to facilitate the ease of vehicular movement between abutting properties. The Planning
4 Commission may grant an exception to this requirement if it is satisfied that obtaining a reciprocal
5 parking agreement is not practical or would create an undue hardship on the developing property.

6 2. On corner sites, access points shall be located as far from the corner as reasonably possible and in
7 no case less than sixty feet (60') from the point of intersection of the property lines. Vehicular circulation
8 shall be designed to preclude the intrusion of traffic directly into residential areas.

9 B. Vanpool; Car Pool Spaces: One vanpool/car pool space shall be provided for every twenty five (25)
10 parking spaces in all parking lots or parking structures directly associated with an office, and/or research
11 and development use. Parking spaces for vanpool/car pool vehicles shall have a priority location near
12 building entrances to encourage this form of mass transit.

13 C. Prohibited Parking Areas: Parking shall not be located in the required front setback or the required
14 corner side setback which faces on a public street. (Ord. 2019-09, 5-16-2019)

15
16 13.45.150: PEDESTRIAN WALKWAYS:

17 A. Required: Pedestrian walkways, a minimum of six feet (6') wide, shall be required to accommodate
18 pedestrian movement between activity centers within the site, to adjacent uses and from building
19 entrances directly to mass transit facilities not to be calculated in the impervious coverage requirement.

20 B. Public Easements: Public easements for walkways, jogging paths and similar uses may be required.
21 (Ord. 2019-09, 5-16-2019)

22
23 13.45.160: DESIGN CONSIDERATIONS:

24 In order to meet the purposes of the O-R-D Zone, the Planning Commission shall consider the following
25 prior to approval of any plan:

26 A. Scale: The scale of the development shall be in character with the surrounding land uses including
27 adjacent development.

28 B. Access: Development may occur only when sufficient and safe access is provided to and within the
29 site from both public and private streets.

30 C. Design: The architectural design of all new buildings shall be compatible in materials and finishes
31 with the development pattern within the zone. (Ord. 2019-09, 5-16-2019)

Chapter 13.100 APPENDIX A - ALLOWED USES

C = Conditional use, P = Permitted use, - = Not allowed, SDMP = Site development master plan

ZONE

USE	All FR Zone	R-1-4, R-1-8, R-1-10, R-1-15	R-1-21, R-1-43, R-1-87	R-2-8, R-2-10	R-M	RO	NC	P	HCR	ORD	C-1	C-2	HV	PO	R/M-U	LU
ACCESSORY USES*																
Alcoholic beverage retail sales ¹⁴																
Bar establishment	-	-	-	-	-	-	-	-	p ²²	C	-	C	-	-		
Bar establishment, equity	-	-	-	-	-	-	-	C	p ²²	C	-	C	-	-		
Bar establishment, fraternal	-	-	-	-	-	-	-	-	p ²²	C	-	C	-	-		
Brewery	-	-	-	-	-	-	-	-	p ²²	C	-	C	-	-		
Off premises	-	-	-	-	-	-	P	-	P	-	P	P	P	-	See SDMP	See 13.63
On premises banquet and catering	-	-	-	-	-	-	-	P	P	C	-	C	P	-		
On premises beer retailer	-	-	-	-	-	-	-	P	P	P	-	P	P	-		
Restaurant - beer only	-	-	-	-	-	-	P	P	P	P	P	P	P	-		
Restaurant - full service	-	-	-	-	-	-	P	P	P	P	P	P	P	-		
Restaurant - limited service	-	-	-	-	-	-	P	P	P	P	P	P	P	-		
Single event permit	-	P	P	P	P	-	P	P	P	P	P	P	P	P		
Drive-through	-	-	-	-	-	-	-	-	C	P	C	P	-	-		
Family food production	p ¹	p ¹	p ¹	-	-	-	-	-	-	-	-	-	-	-		
Flea market/farmers' market	-	-	-	-	-	-	-	P	P	-	P	P	P	-		
Guesthouse and/or caretaker quarters	C 9	C 9	C 9	-	-	-	-	-	-	-	-	-	-	-		
Home daycare/preschool	C 3	C 3	C 3	C 3	C 3	-	-	-	-	-	-	-	-	C ³		
Home daycare/preschool, small	C 4	P 4	P 4	P 4	P 4	-	-	-	-	-	-	-	-	P ⁴		
Home occupation	C 5	C 5	C 5	C 5	C 5	-	-	-	C	C	-	-	-	-		
Household pets	P 10	P 10	P 10	P 10	P 10	-	-	-	P	P	-	-	-	-		
Livestock, large	p ¹	-	p ¹	-	-	-	-	-	-	-	-	-	-	-		
Livestock, small	p ¹	p ¹	p ¹	-	-	-	-	-	-	-	-	-	-	-		
Merchandise vending machine, outside	-	-	-	-	-	-	-	-	P	-	P	P	P	-		
Mobile food trailer	-	-	-	-	-	-	-	p ¹⁷	p ¹⁸	P	P	P	P	-	See SDMP	See 13.63
Mobile food truck	-	-	-	-	-	-	-	p ¹⁷	p ¹⁸	P	P	P	P	C ¹⁸		
Outside dining	-	-	-	-	-	-	C	C	C	C	C	C	C	-		
Outside display	-	-	-	-	-	-	C	-	P	-	P	P	P	-		
Outside storage	-	-	-	-	-	-	-	-	-	-	C	C	-	-		
Permanent cosmetics	-	-	-	-	-	-	p ¹⁴	-	P	p ¹⁴	p ¹⁴	p ¹⁴	p ¹⁴	C ¹⁴		
Resource recycling collection	-	-	-	-	-	-	p ⁸	p ⁸	-	p ⁸	p ⁸	p ⁸	-	-		
Seasonal sales	-	-	-	-	-	-	p ¹³	p ¹³	p ¹³	p ¹³	p ¹³	p ¹³	p ¹³	-		
Short term rental	-	-	-	C6	C6	-	-	-	-	C	-	-	-	-		
Sportsman's kennel, cattery, animal hobby permit	p ¹¹	p ¹¹	p ¹¹	-	-	-	-	-	-	-	-	-	-	-		
Stable, private	-	-	p ¹	-	-	-	-	-	-	-	-	-	-	-		
Temporary buildings incidental to construction, & living quarters for security	C ¹³	C ¹³	C ¹³	C ¹³	C ¹³	-	p ¹³	p ¹³	p ¹³	p ¹⁴	p ¹⁵	p ¹⁶	p ¹⁷	C ¹³		
Temporary sales/use	-	-	-	-	-	-	-	p ¹³	p ¹³	-	p ¹³	p ¹³	-	-		

PRIMARY USES

AGRICULTURE:																See SDMP	See 13.63
Agriculture	P	P	P	P	P	-	-	P	-	-	P	P	-	-			
ENTERTAINMENT AND RECREATION:																See SDMP	See 13.63
Arcade	-	-	-	-	-	-	-	-	-	-	-	P	-	-			
Auditorium, exhibit hall, convention center	-	-	-	-	-	-	-	-	-	P	C	P	-	-			
Motion picture theater, live theater	-	-	-	-	-	-	-	-	P	-	P	P	-	-			
Private nonprofit recreational grounds and facilities	C	C	C	C	-	-	-	C	-	-	C	C	-	C			
Professional, fraternal and social association	-	-	-	-	-	-	-	-	P	-	P	P	-	P			
Recreation, commercial, indoor	-	-	-	-	-	-	-	-	P	-	P	P	-	-			
Recreation, commercial, outdoor	-	-	-	-	-	-	-	P	-	-	C	C	-	-			
Recreation, fitness center	-	-	-	-	-	-	-	-	P	-	P	P	P	C ¹⁴			
INDUSTRIAL AND MANUFACTURING:																See SDMP	See 13.63
Building materials sales and services	-	-	-	-	-	-	-	-	P	-	P	P	-	-			
Disinfecting and exterminating	-	-	-	-	-	-	-	-	-	-	-	C	-	-			
Educational and scientific research, medical/dental lab	-	-	-	-	-	-	C	-	P	P	P	P	-	P			
Landscaping installation and maintenance	-	-	-	-	-	-	-	C	-	-	P	P	-	-			
Light Manufacturing and Assembly	-	-	-	-	-	-	-	-	C	C	C	C	-	-			
PLANNED UNIT DEVELOPMENT:																See SDMP	See 13.63
Mixed-use planned unit development	-	-	-	-	-	-	-	-	P	C	C	C	C	C			
Nonresidential planned unit development	-	-	-	-	-	-	-	-	P	C	C	C	-	C			
Residential planned unit development	C	C	C	C	C	-	-	-	-	C	-	-	-	-			
PUBLIC:																See SDMP	See 13.63
Cemetery	-	-	-	-	-	-	-	-	P	-	-	-	-	-			
Charter school	-	-	-	-	-	-	-	-	P	P	-	-	-	P			
Educational facility, public	-	-	-	-	-	-	-	-	P	-	-	-	-	-			
Public use	-	-	-	-	-	-	-	-	P	-	-	-	-	-			
Quasi-public use	-	-	-	-	-	-	-	-	P	-	-	-	-	-			
RESIDENTIAL:																See SDMP	See 13.63
Bed and breakfast	C ²	-	C ²	C ²	C ²	C	P	-	-	-	P	P	P	-			
Dwelling:																	
Live/work	-	-	-	-	-	P	-	-	P	-	-	-	-	-			
Multiple-family	-	-	-	-	P	-	C ¹⁴	-	P	P	P ¹⁴	P ¹⁴	P	-			
Single-family	P	P	P	P	-	-	-	-	-	-	-	-	-	-			
Two-family	-	-	-	P	P	-	-	-	-	-	-	-	-	-			
Group homes:																	
Assisted living facilities, type I:																	
Large	-	-	-	-	C	-	-	-	-	-	-	C	-	-			
Small	-	-	-	-	C	-	C	-	-	-	P	P	-	-			
Limited	-	-	-	P	P	C	P	-	-	-	P	P	-	-			
Assisted living facilities, type II:																	
Large	-	-	-	-	C	-	-	-	-	-	-	C	-	-			
Small	-	-	-	-	C	-	C	-	-	-	P	P	-	-			
Limited	-	C	-	C	P	C	P	-	-	-	P	P	-	-			
Nursing home	-	-	-	-	C	-	-	-	-	-	-	-	-	-			
Residential facilities for persons with a disability	P	P	P	P	P	-	-	-	-	-	-	-	P	-			
Residential facility for elderly persons	P	P	P	P	P	-	-	-	-	-	-	-	-	-			
Temporary lodging, hotel, motel, etc.	-	-	-	-	-	-	-	-	-	P	C	P	P	-			

RETAIL:															
Drugstore (pharmacy)	-	-	-	-	-	-	-	P	-	P	P	P	P	p ¹⁶	-
Gas station	-	-	-	-	-	-	-	-	-	C	C	C	C	-	-
Groceries/food	-	-	-	-	-	-	-	P	-	P	C	P	P	-	-
Mobile food court	-	-	-	-	-	-	-	-	C	-	C	C	C	C	-
Motor vehicle sales, rental (new only)	-	-	-	-	-	-	-	-	-	-	-	-	C	-	-
Motorcycle sales, rental	-	-	-	-	-	-	-	-	-	-	-	-	P	-	-
Neighborhood market, large	-	-	-	-	-	-	-	-	-	P	-	P	P	P	-
Neighborhood market, small	-	-	-	-	-	-	-	-	-	P	-	P	P	P	-
Nursery, garden center	-	-	-	-	-	-	-	C	-	-	-	P	P	-	-
Recreational vehicles sales, rental	-	-	-	-	-	-	-	-	-	-	-	-	C	-	-
Restaurant	-	-	-	-	-	-	-	P	-	P	P	P	P	p ¹⁶	-
Retail, general	-	-	-	-	-	-	-	P	-	P	C	P	P	p ¹⁶	-
Sexually oriented business	-	-	-	-	-	-	-	-	-	-	C	-	-	-	-
SERVICES:															
Banking and credit	-	-	-	-	-	-	-	-	-	P	P	P	P	-	P
Blood plasma facility	-	-	-	-	-	-	-	-	-	-	C	-	-	-	-
Commercial daycare, preschool	C ¹²	C ¹²	C ¹²	C ¹²	C ¹²	-	-	C ¹²	-	p ¹²	p ¹²	p ¹²	p ¹²	p ¹²	C
Commercial kennel	-	-	-	-	-	-	-	-	-	C	-	C	C	-	-
Commercial stable (on lots of 1 acre or more)	-	-	C	-	-	-	-	-	-	-	-	-	-	-	-
Dry Cleaning ¹⁵	-	-	-	-	-	-	-	-	-	C ¹⁹	-	P	P	-	-
Educational facility, private	-	-	-	-	-	-	C	-	C	P	C	C	C	-	P
Equipment rental and leasing	-	-	-	-	-	-	-	-	-	-	-	P	P	-	-
Funeral home, crematory	-	-	-	-	-	-	-	-	-	-	-	P	P	-	-
Hospital	-	-	-	-	-	-	-	-	-	C	C	-	C	-	-
Imaging center	-	-	-	-	-	-	-	-	-	-	P	-	-	-	-
Laundry, self- service	-	-	-	-	-	-	-	-	-	-	-	P	P	p ¹⁶	-
Medical, dental, and related health	-	-	-	-	-	-	-	P	-	P	-	P	P	P	P
Medical laboratory	-	-	-	-	-	-	-	-	-	-	C	-	-	-	-
Motor vehicle repair	-	-	-	-	-	-	-	-	-	-	-	C	P	-	-
Nonresidential treatment facility	-	-	-	-	-	-	-	-	-	-	-	-	-	-	C
Personal service	-	-	-	-	-	-	-	P	-	P	P	P	P	p ¹⁶	C
Pet grooming/pet daycare	-	-	-	-	-	-	-	-	-	P	-	P	P	p ¹⁶	C
Professional offices and business services	-	-	-	-	-	-	C	P	-	P	P	P	P	P	P
Public health center	-	-	-	-	-	-	-	-	-	-	P	-	-	-	-
Reception center	-	-	-	-	C	-	-	-	-	C	-	P	P	-	-
Small engine repair, appliance, electrical, and machine repair	-	-	-	-	-	-	-	-	-	-	-	C	P	-	-
Surgical out-patient facility	-	-	-	-	-	-	-	-	-	-	C	-	-	-	-
Veterinary services	-	-	-	-	-	-	-	-	-	P	-	P	P	-	-
Transportation, communications, and utility facilities:															
Local, suburban and interurban transportation	-	-	-	-	-	-	-	P	-	P	P	P	P	-	-
Public parking	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P
Radio and television broadcasting studio	-	-	-	-	-	-	-	-	-	C	C	C	C	-	-
Utility company, public	C	C	C	C	-	-	-	C	C	P	P	P	P	-	P
Utility facility company	C	C	C	C	-	-	-	C	C	P	P	P	P	-	P
Wireless telecommunications	SEE TELECOMUNICATION SECTION 13.83														

See SDMP See 13.63

See SDMP See 13.63

See SDMP See 13.63

Notes:

* Includes accessory buildings and uses customarily incidental to a permitted or conditional use.

1. See section [13.76.240](#), "Animal And Fowl Restrictions", of this title.
2. See section [13.76.715](#), "Bed And Breakfast", of this title.
3. See section [13.76.720](#), "Home Daycare/Preschool", of this title.
4. See section [13.76.725](#), "Home Daycare/Preschool, Small", of this title.
5. See section [13.76.730](#), "Home Occupation", of this title.
6. See section [13.76.735](#), "Short Term Rental", of this title.
7. Reserved.
8. See section [13.76.750](#), "Resource Recycling Collection Facility", of this title.
9. See section [13.14.110](#), "Accessory Buildings", of this title.
10. Provided the area is not in a watershed area.
11. Subject to [title 8](#), "Animals", of this code.
12. See section [13.76.260](#), "Commercial Daycare/Commercial Preschool Facilities", of this title.
13. See sections [13.76.250](#), "Temporary Sales/Seasonal Sales Permit", and [13.76.501](#), "Temporary Uses", of this title.
14. When accessory to a permitted or conditional use.
15. Subject to well source protection ordinance.
16. May not exceed 10,000 square feet of gross floor area.
17. By contract with public entity only.
18. Subject to Section 13.76.770 "Mobile Food Businesses"
19. Drop off and pick up only
20. Indoor display, sales and service only
22. Subject to the following controls: a) a. A minimum separation of 150' shall be maintained between the use and any residentially zoned or used property lying outside the boundary of

(Ord. 2014-15, 8-21-2014; amd. Ord. 2015-17, 12-10-2015; Ord. 2016-03, 3-17-2016; Ord. 2018-06, 5-17-2018; Ord. 2019-03, 2-28-2019; Ord. 2019-07, 4-4-2019; Ord. 2019-09, 5-16-2019; Ord. 2021-02, 3-4-2021)



Request: **Ordinance amendments: Off-Street Parking Requirements**
 Subject: Update and continuity amendments to off-street parking ratios and consideration of allowable adjustments based upon proposed scenarios.
 Applicant: City of Holladay, Community and Economic Development Department
 Planner: Jonathan Teerlink

GOVERNING ORDINANCES:	13.07.030	Text Amendment Procedure / Requirements
	13.80	Off Street Parking

REQUIRED PLANNING COMMISSION ACTION: Legislative

Text, or ordinance amendments are proposed changes to the City of Holladay Code. Amendments can be in the form of a new, or an alteration of, existing rules or regulations/standards. Such amendments to the City of Holladay ordinance requires the Planning Commission to hold a public hearing and forward a recommendation, with findings, to the City Council for final decision/action.

REQUEST

Proposal by city staff to Amend Title 13.80; Off Street Parking Standards, of the Holladay Municipal Code. The purpose of the Code Amendment is to update the minimum parking requirements for various land uses within the city, such as minimum spaces per bedroom of residential dwelling units.

REASONING & PURPOSE

The overall intent of this amendment is to update land use terminology, implement modern parking theory to update current ratios and address overparking of certain uses. Also, to open a discussion of modern parking requirements used nationwide; specifically allowances for adjustments to minimum standards based upon locale and or proposed parking strategy proposed by the property owner/developer.

NON-CONFORMING USES

This Code Amendment would not create any non-conforming use situations.

BACKGROUND

Determining the right amount of parking is always a delicate balancing act, between the need for access in an auto-oriented world and the desire to minimize traffic and the sometimes-harmful impacts autos bring. Many communities are concerned about the negative impacts of having too little parking – neighbors complain, cars are parked illegally, shop owners worry about discouraging patrons, lenders and developers worry about the desirability of their properties, drivers waste time hunting for parking spaces, etc. Recently, some communities have begun to realize that too much parking can be as detrimental to the community, environment and redevelopment potential as too little, and have taken steps to reduce parking requirements and improve the efficiency of existing parking.

There is no simple, correct answer on how much parking is needed. Factors depend on:

- Area of interest (town and neighborhood centers will have different needs than standalone developments)
- Access available to that area (less parking is needed for locations with good walking and transit access)
- Type of development existing or planned (residential parking needs are greatest overnight, office during the day, and some retail uses will need the most parking on weekends)
- Varied approaches by the property owner or building operator to address appropriate parking needs

One way to improve on generic parking requirements in to allow flexibility based upon certain considerations such as;

- Access to transit
- Presence of nearby complementary destinations within walking and biking distances
- Potential for shared parking
- Expected demographics for residential developments (age, auto ownership, income etc.)
- Implementing programs to reduce parking need; carpools, car sharing, bike/motorcycle spaces

GENERAL PLAN COMPLIANCE

The General Plan encourages appropriate development standards for all uses and zoning categories within Holladay. This code amendment would further that goal and objective.

SUMMARY OF CHANGES COMPARISON CHART

Below is a simplified comparison chart of the current (codified) code and the most recent proposal.

Ordinance	Topic	Current Language	Proposed Changes
13.80	Off Street Parking	The current ordinance irregulates an assumed minimum off street parking requirement by use.	Address missing ratio for residential parking / bedroom count
			allowable strategies which may adjust the required minimum parking demand by use.

RECOMMENDATION:

Staff recommends that the Planning Commission hold the required public hearing and moderate a discussion on staff prepared proposals. A motion to continue may be necessary – *staff direction on specific elements is appropriate.*

MOTION EXAMPLES

A motion to continue:

“I___Motion to continue the proposal to amend 13.80 off street parking requirements for further discussion”



MEMORANDUM

To: LaNiece Davenport, Community Development Director
Jonathan Teerlink, Planning Manager
From: Robert Hobbs, Planner
Date: August 27, 2021
Re: Chart 13.80.1 Update – Focusing on commercial zones and redevelopment of the same with moderate income housing interplaying with parking space count minimum requirements

Introduction:

The October 2018 publication of Planning Magazine [an APA publication] contains an article titled “People Over Parking” authored by Jeffrey Spivak. The introductory comments penned by the author explain how an adjustment to required parking ratios for multi-family developments produced an outcome parallel to that currently being contemplated by our department. The article reads’;

“Like a lot of cities, Minneapolis has experienced the dual trends of rising multifamily rents and dwindling housing affordability. For years it offered the usual carrots of tax incentive and development subsidies for residential projects with affordable units. But three years ago, it tried a different strategy: The city slashed its multifamily parking requirements in certain parts of town.

The usual ratio of one parking space for every one unit was cut in half for larger apartment projects and was eliminated entirely for projects with 50 or fewer units located near high-frequency transit. Lo and behold, the market mostly responded in the exact ways planners had predicted.

Apartment developers proposed projects with fewer parking spaces. That lower the cost of construction [estimated in the same article to be circa \$ 5,000 per above ground, open-air paved space]. So, such project began offering rents below the market’s established levels. New studio apartments, which typically went for \$ 1,200 per month, were being offered for less than \$ 1,000 per month.

Tinkering with minimum parking requirements is not new. Cities have been fiddling with regulations for decades, sometimes raising them, sometimes lowering them, and sometimes giving variances for specific projects. What’s different now is an evolving understanding that urban lifestyles are changing, traditional parking ratios are outdated, and too much supply can be as harmful as too little.

So there’s a burgeoning movement of municipalities across the U.S. reducing or eliminating parking requirements for certain locales or certain types of development or even city-wide [e.g., Buffalo, New York].”

Thus, for Holladay to consider revamping its parking requirements by reducing the number of spaces for a give use – whether in a given situation or not – would not be bucking a trend or paddling upstream. Rather, it would be on the front end of a growing trend

affecting this country now after approximately 70 years of catering to an automobile-centric society. That said, it should be noted that the apparent trend in sizing of vehicles in the country is, generally, to build larger and larger cars and trucks – a movement that does not dovetail well with the idea of eliminating on-site parking opportunities for the driving public.

Parking Reduction Talking Points:

Justifications aside, what of the mechanics of any revisions to Holladay's zoning code that affect parking space counts? Should revisions be broad spectrum (i.e., "city-wide") or keyed to certain focal points, like multi-family or commercial nodes? And should the reductions be simplistic or tied, as a kind of quid-pro-quo incentive or amenity to (re)development projects (kind of like happens in many PUD project approvals)? At the time of this memorandum's creation, it has been suggested that efforts be concentrated in skewering "redevelopment roadblocks of our retail areas as well as [in] ways to [encourage] [moderate] income [housing] development participation from developers by inciting them with incentives (i.e., lower parking ratios) when near established or proposed transit points." That said, let's start with the "where" issue....

Where:

- Old Cottonwood Mall campus; and,
- Oakmont Plaza center at 3970 S, 2700 E ; and,
- The commercial area now encompassed by the HCR Zone at 6200 S and Highland and Van Winkle; and,
- Those properties south of the HV Zone around or near City Hall

How:

Implementing code revisions -- after vetting their draft versions in context of the following, debatable, considerations:

- For such areas as listed above, make specifically applicable the "existing surface parking lot" clause cited in/at § 13.80.040.B.(2); and,
- Encourage parking spaces set at 45-60degree angles (to encourage maximum efficiency of layout and ease of use); and,
- Trade off residential unit provision for reduced parking count allowance(s) [as effectuated, for example, in the HV Zone]; and,
- Keep parking space sizing as is in code; and,
- Define the nodes whereto specific parking reduced ratio provisions will apply but do not codify the boundaries nor make them a generic "so many feet" (like 300') in a radius around a node area; and,
- Apply a maximum number of spaces allowed as done for the HV Zone but maybe using a more restrictive percentage than 125; and,
- Require, if appropriate, a bus shelter and/or bike rack/space requirement to any (re) development in one of the node regions; and,
- Ascertain the current number of parking spaces commonly required for a given use and compare to what we have on the books to see what numbers need to change to bring our community's codes in line with current needs/trends (and possibly with other municipalities' recent standards). The intent would be reduce where able stall counts.

Victoria Transport Policy Institute

1250 Rudlin Street, Victoria, BC, V8V 3R7, CANADA

www.vtpi.org info@vtpi.org

Phone & Fax 250-360-1560

"Efficiency - Equity - Clarity"

Parking Management *Strategies, Evaluation and Planning*

by

Todd Litman

Victoria Transport Policy Institute

April 25, 2006



Abstract

Parking management refers to various policies and programs that result in more efficient use of parking resources. This report summarizes the book, [*Parking Management Best Practices*](#) (Planners Press, 2006), which describes and evaluates more than two-dozen such strategies. It investigates problems with current parking planning practices, discusses the costs of parking facilities and the savings that can result from improved management, describes specific parking management strategies and how they can be implemented, discusses parking management planning and evaluation, and describes how to develop the optimal parking management program in a particular situation. Cost-effective parking management programs can usually reduce parking requirements by 20-40% compared with conventional planning requirements, providing many economic, social and environmental benefits.

Todd Alexander Litman © 2006

You are welcome and encouraged to copy, distribute, share and excerpt this document and its ideas, provided the author is given attribution. Please send your corrections, comments and suggestions for improving it.

Contents

Introduction	2
How Much Is Optimal?	9
Parking Facility Costs.....	11
Parking Management Strategies	12
Shared Parking.....	12
Parking Regulation	13
More Accurate and Flexible Standards	14
Parking Maximums	15
Remote Parking and Shuttle Service.....	15
Smart Growth.....	16
Walking and Cycling Improvements	17
Increase Capacity of Existing Parking Facilities.....	17
Mobility Management	18
Parking Pricing.....	19
Improve Parking Pricing Methods.....	19
Financial Incentives	20
Unbundle Parking	20
Parking Tax Reform.....	21
Bicycle Parking and Changing Facilities	21
Improve User Information and Marketing	21
Improve Enforcement and Control.....	21
Transportation Management Associations and Parking Brokerage	21
Overflow Parking Plans	21
Address Spillover Problems	22
Improve Parking Facility Design and Operation	22
Summary	23
Developing An Integrated Parking Plan	24
Conclusions.....	25
References And Resources For More Information	26

Introduction

Parking is an essential component of the transportation system. Vehicles must park at every destination. A typical automobile is parked 23 hours each day, and uses several parking spaces each week.

Parking facilities are a major cost to society, and parking conflicts are among the most common problems facing designers, operators, planners and other officials. Such problems can be often defined either in terms of *supply* (too few spaces are available, somebody must build more) or in terms of *management* (available facilities are used inefficiently and should be better managed). Management solutions tend to be better than expanding supply because they support more strategic planning objectives:

- Reduced development costs and increased affordability.
- More compact, multi-modal community planning (smart growth).
- Encourage use of alternative modes and reduce motor vehicle use (thereby reducing traffic congestion, accidents and pollution).
- Improved user options and quality of service, particularly for non-drivers.
- Improved design flexibility, creating more functional and attractive communities.
- Ability to accommodate new uses and respond to new demands.
- Reduced impervious surface and related environmental and aesthetic benefits.

Parking management refers to policies and programs that result in more efficient use of parking resources. Parking management includes several specific strategies; nearly two dozen are described in this report. When appropriately applied parking management can significantly reduce the number of parking spaces required in a particular situation, providing a variety of economic, social and environmental benefits. When all impacts are considered, improved management is often the best solution to parking problems.

Parking Management Principles

These ten general principles can help guide planning decision to support parking management.

1. *Consumer choice.* People should have viable parking and travel options.
2. *User information.* Motorists should have information on their parking and travel options.
3. *Sharing.* Parking facilities should serve multiple users and destinations.
4. *Efficient utilization.* Parking facilities should be sized and managed so spaces are frequently occupied.
5. *Flexibility.* Parking plans should accommodate uncertainty and change.
6. *Prioritization.* The most desirable spaces should be managed to favor higher-priority uses.
7. *Pricing.* As much as possible, users should pay directly for the parking facilities they use.
8. *Peak management.* Special efforts should be made to deal with peak-demand.
9. *Quality vs. quantity.* Parking facility quality should be considered as important as quantity, including aesthetics, security, accessibility and user information.
10. *Comprehensive analysis.* All significant costs and benefits should be considered in parking planning.

Parking Management Benefits

- *Facility cost savings.* Reduces costs to governments, businesses, developers and consumers.
- *Improved quality of service.* Many strategies improve user quality of service by providing better information, increasing consumer options, reducing congestion and creating more attractive facilities.
- *More flexible facility location and design.* Parking management gives architects, designers and planners more ways to address parking requirements.
- *Revenue generation.* Some management strategies generate revenues that can fund parking facilities, transportation improvements, or other important projects.
- *Reduces land consumption.* Parking management can reduce land requirements and so helps to preserve greenspace and other valuable ecological, historic and cultural resources.
- *Supports mobility management.* Parking management is an important component of efforts to encourage more efficient transportation patterns, which helps reduce problems such as traffic congestion, roadway costs, pollution emissions, energy consumption and traffic accidents.
- *Supports Smart Growth.* Parking management helps create more accessible and efficient land use patterns, and support other land use planning objectives.
- *Improved walkability.* By allowing more clustered development and buildings located closer to sidewalks and streets, parking management helps create more walkable communities.
- *Supports transit.* Parking management supports transit oriented development and transit use.
- *Reduced stormwater management costs, water pollution and heat island effects.* Parking management can reduce total pavement area and incorporate design features such as landscaping and shading that reduce stormwater flow, water pollution and solar heat gain.
- *Supports equity objectives.* Management strategies can reduce the need for parking subsidies, improve travel options for non-drivers, provide financial savings to lower-income households, and increase housing affordability.
- *More livable communities.* Parking management can help create more attractive and efficient urban environments by reducing total paved areas, allowing more flexible building design, increasing walkability and improving parking facility design.

This report describes various parking management strategies, how to evaluate these strategies and develop an integrated parking plan, plus examples and resources for more information. Most parking management strategies have been described in previous publications but no existing document describes them all or provides guidance on planning and implementing a comprehensive parking management program. This report summarizes the book [Parking Management Best Practices](#), published by Planners Press in 2006. If you find this report useful, please purchase the book for more information.

Examples

Below are three illustrative examples of parking management programs.

Reducing Building Development Costs

A mixed-use building is being constructed in an urban or suburban area that will contain 100 housing units and 10,000 square feet of commercial space. By conventional standards this requires 200 parking spaces (1.6 spaces per housing unit plus 4 spaces per 1,000 square feet of commercial space), costing from \$2 million for surface parking (about 9% of the total development costs), up to \$6 million for underground parking (about 25% of total development costs). However, because the building is in a relatively accessible location (on a street that has sidewalks, with retail business and public transit services located nearby) and onstreet parking is available nearby to accommodate occasional overflows, the building owners argue that a lower standard should be applied, such as 1.2 parking spaces per housing unit and 3 spaces per 1,000 square feet of commercial space, reducing total requirements to 150 spaces. To further reduce parking requirements the developer proposes the following:

- *Unbundle parking*, so parking spaces are rented separately from building space. For example, rather than paying \$1,000 per month for an apartment with two parking spaces renters pay \$800 per month for the apartment and \$100 per month for each parking space. This typically reduces parking requirements by 20%.
- Encourage businesses to implement *commute trip reduction programs* for their employees, including *cashing out* free parking (employees are offered \$50 per month if they don't use a parking space). This typically reduces automobile commuting by 20%.
- *Regulate* the most convenient parking spaces to favor higher-priority uses, including delivery vehicles and short errands, and handicapped users.
- Include four *carshare vehicles* in the building. Each typically substitutes for 5 personal vehicles, reducing 4 parking spaces.
- Incorporate excellent *walking facilities*, including sidewalk upgrades if needed to allow convenient access to nearby destinations, overflow parking facilities and transit stops.
- Incorporate *bicycle parking* and changing facilities into the building.
- Provide *information* to resident, employees and visitors about transit, rideshare and taxi services, bicycling facilities, and overflow parking options.
- Develop a contingency-based *overflow parking plan* that indicates where is available nearby if on-site facilities are full, and how and *spillover impacts* will be addressed. For example, identify where additional parking spaces can be rented if needed.

This management program allows total parking requirements to be reduced to 100 spaces, providing \$100,000 to \$500,000 in annualized parking facility capital and operating cost savings (compared with \$20,000-\$50,000 in additional expenses for implementing these strategies), as well as providing improved options to users and reduced vehicle traffic.

Increasing Office Building Profits and Benefits

An office building has 100 employees and 120 surface parking spaces, providing one space per employee plus 20 visitor spaces. The building earns \$1,000,000 annually in rent, of which \$900,000 is spent on debt servicing and operating expenses, leaving \$100,000 annual net profit.

Parking management begins when a nearby restaurant arranges to use 20 spaces for staff parking during evenings and weekends for \$50 per month per space, providing \$12,000 in additional annual revenue. After subtracting \$2,000 for walkway improvements between the sites, and additional operating costs, this increases profits 10%. Later a nearby church arranges to use 50 parking spaces Sunday mornings for \$500 per month, providing \$6,000 in annual revenue. After subtracting \$1,000 for additional operating costs, this increases profits by another 5%. Next, a commercial parking operator arranges to rent the building's unused parking to general public during evenings and weekends. This provides \$10,000 in net annual revenue, an additional 10% profit.

Inspired, the building manager develops a comprehensive management plan to take full advantage of the parking facility's value. Rather than giving each employee a reserved space, spaces are shared, so 80 spaces can easily serve the 100 employees. A commute trip reduction program is implemented with a \$40 per month cash-out option, which reduces parking requirements by another 20 spaces. As a result, employees only need 60 parking spaces. The extra 40 parking spaces are leased to nearby businesses for \$80 per month, providing \$32,000 in annual revenue, \$9,600 of which is used to fund cash-out payments and \$2,400 to cover additional costs, leaving \$20,000 net profits.

Because business is growing, the tenant wants additional building space for 30 more employees. Purchasing land for another building would cost approximately \$1 million, and result in two separate work locations, an undesirable arrangement. Instead, the building manager stops leasing daytime parking and raises the cash-out rate to \$50 per month, which causes an additional 10 percentage point reduction in automobile commuting. With these management strategies, 87 parking spaces are adequate to serve 130 employees plus visitors, leaving the land currently used by 33 parking spaces available for a building site. To address concerns that this parking supply may be insufficient sometime in the future, a contingency plan is developed which identifies what will be done if more parking is needed, which might involve an overflow parking plan, providing additional commuter incentives during peak periods, leasing nearby parking, or building structured parking if necessary.

This parking management plan saves \$1 million in land costs, a \$50,000 annualized value. Parking spaces can still be rented on weekends and evenings, bringing in an additional \$25,000. These parking management strategies increased total building profits about 75%, allow a business to locate entirely at one location, and provide parking to additional users during off-peak periods. Other benefits include increased income and travel options for employees, reduced traffic congestion and air pollution, and reduced stormwater runoff.

Downtown – Addressing Parking Problems

A growing downtown is experiencing parking problems. Most downtown parking is unpriced, with 2-hour limits for on-street parking. During peak periods 90% of core-area parking spaces are occupied, although there is virtually always parking available a few blocks away, and many of the core spaces are used by commuters or long-term visitors, who moved their vehicles every two hours to avoid citations.

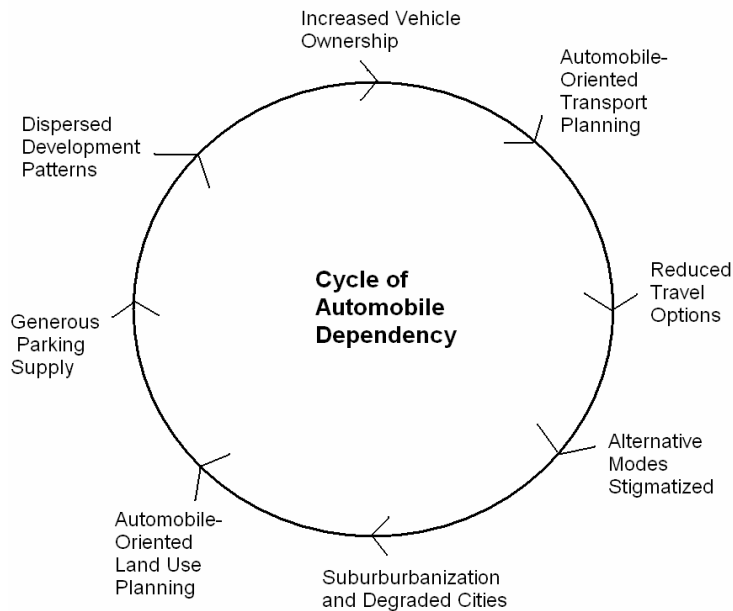
Local businesses asked the city to build a \$5 million parking structure, which would either require about \$500,000 in annual subsidies or would require user charges. Experience in similar downtowns indicates that if most public parking is unpriced, few motorists will pay for parking so the structure would be underutilized and do little to alleviate parking problems. Local officials decide to first implement a management program, to defer or avoid the need for a parking structure. Parking surveys are performed regularly to track utilization and turnover rates, in order to identify problems. The program's objectives are to encourage efficient use of parking facilities, insure that parking is convenient for priority uses (deliveries, customers and short errands), and maintain parking utilization at about 85%. It includes the following strategies:

- Increase enforcement of regulations, particularly during busy periods, but insure that enforcement is friendly and fair.
- Reduce on-street time limits (e.g., 2-hours to 90 minutes) where needed to increase turnover.
- Expand core area boundaries to increase the number of spaces managed for short-term use.
- Encourage businesses to share parking, so for example, a restaurant allows its parking spaces to be used by an office building during the weekdays in exchange for using the office parking during evenings and weekends.
- Encourage use of alternative modes. The city may partner with the downtown business organization to support commute trip reduction programs and downtown shuttle service.
- Develop special regulations as needed, such as for disabled access, delivery and loading areas, or to accommodate other particular land uses.
- Implement a residential parking permit program if needed to address spillover problems in nearby residential areas, but accommodate non-residential users as much as possible.
- Provide signs and maps showing motorists where they may park.
- Have an overflow parking plan for occasionally special events that attract large crowds.
- Establish high standards for parking facility design, including aesthetic and safety features, to enhance the downtown environment.
- Price parking, using convenient pricing methods. Apply the following principles:
 - Adjust rates as needed to maintain optional utilization (i.e., 85% peak occupancy).
 - Structure rates to favor short-term uses in core areas and encourage longer-term parkers to shift to other locations.
 - Provide special rates to serve appropriate uses, such as for evening and weekend events.
 - Use revenues to improve enforcement, security, facility maintenance, marketing, and mobility management programs that encourage use of alternative modes.

Paradigm Shift

Parking management represents a *paradigm shift*, that is, a fundamental change in how a problem is perceived and solutions evaluated. The current paradigm assumes that more parking supply is always better. It reflects *predict and provide* planning, in which past trends are extrapolated to predict future demand, which planners then try to satisfy. This often creates a self-fulfilling prophecy, since abundant parking supply increases vehicle use and urban sprawl, causing parking demand and parking supply to ratchet further upward, as illustrated in Figure 1.

Figure 1 Cycle of Automobile Dependency



Generous parking supply is part of a cycle that leads to increased automobile dependency. Parking management can help break this cycle.

Table 1 compares the old and new parking paradigms. Under the old paradigm, *parking problem* means that inadequate free parking is available at each destination. It strives to maximize supply and minimize price. The new paradigm strives to provide *optimal* parking supply and price. It considers too much supply as harmful as too little, and prices that are too low as harmful as those that are too high.

The old paradigm assumes that parking lots should almost never fill, that parking facility costs should be incorporated into the costs of buildings or subsidized by governments, and that every destination should satisfy its own parking needs. The new paradigm strives to use parking facilities efficiently. It considers full lots to be acceptable, provided that additional parking is available nearby, and that any spillover problems are addressed. It emphasizes sharing of parking facilities between different destinations. It favors charging users directly for parking facility costs, and providing savings to people who reduce their parking demand.

Table 1 Old and New Parking Paradigms Compared

Old Parking Paradigm	New Parking Paradigm
“Parking problem” means inadequate parking supply.	“Parking problem” can mean inadequate supply, inefficiently management, inadequate information, and other problems associated with parking facilities and activities.
More parking is better.	Too much capacity is as harmful as too little.
Parking should generally be provided free. Whenever possible, parking facilities should be funded indirectly, through building rents or taxes.	As much as possible, users should pay directly for parking facilities.
Parking should be available on a first-come basis.	Parking should be regulated to favor higher priority uses and encourage efficiency.
Parking requirements should be applied consistently, without exception or variation.	Parking requirements should reflect each particular situation, and should be applied flexibly.
Traditional solutions should be favored. New approaches should be discouraged since they are unproven and not widely accepted.	Innovations should be encouraged, since even unsuccessful experiments often provide useful information.
Parking management should only be applied as a last resort, where it would be too costly to increase supply.	Parking management programs should be widely applied to prevent parking problems.
“Transportation” consists of driving. Dispersion of destinations (urban sprawl) is acceptable or even desirable.	Automobile traffic is one part of the transportation system. Dispersed, automobile-dependent land use patterns may be undesirable.

Parking management changes the way parking problems are defined and solutions evaluated.

The old paradigm tends to resist change. It places a heavy burden of proof on innovation. The new paradigm recognizes that transport and land use conditions evolve so parking planning practices need frequent adjustment. It shifts the burden of proof, allowing new approaches to be tried until their effectiveness (or lack thereof) is proven.

It is important to define parking problems carefully. For example, if people complain about a parking problem, it is important to determine exactly what type of problem, and where, when and to whom it occurs. Increasing supply helps reduce parking congestion and spillover problems but increases most other problems. Management solutions tend to reduce most problems, providing a greater range of benefits and so are supported by more comprehensive planning.

How Much Is Optimal?

The optimal supply of parking is the amount that motorists are willing to purchase if they have good parking and transportation options, and all cost-effective parking management strategies are implemented. But conventional planning practices reflect an assumption that it is desirable to provide as much parking as possible at every destination, so most parking facilities almost never fill even if provided for free. It considers parking management a measure of last resort, to be applied only where it is not feasible to further expand parking supply.

Conventional planning determines how much parking to provide at a particular site planners based on recommended minimum parking standards published by various professional organizations. This provides an *index* or *parking ratio* used to calculate the number of spaces to supply at a particular location. These are *unconstrained* and *unadjusted* values, which generally reflect the maximum supply that could be needed.

These standards are often excessive and can usually be adjusted significantly downward. To appreciate why it is helpful to know a little about how parking standards are developed. Conventional parking standards are based on parking demand surveys, the results of which are collected and published in technical reports such as ITE's *Parking Generation*. This process implies a higher degree of accuracy than is actually justified. Fewer than a dozen demand surveys are used to set standards for many land use categories. The analysis does not usually take into account geographic, demographic and economic factors that can affect parking demand, such as whether a site is urban or suburban, and whether parking is free or priced.

These standards err toward oversupply in many ways. They are derived from parking demand studies that were mostly performed in automobile-dependent locations. They are generally based on 85th percentile demand curves (which means that 85 out of 100 sites will have unoccupied parking spaces even during peak periods), an 85th occupancy rate (a parking facility is considered full if 85% of spaces are occupied) and a 10th design hour (parking facilities are sized to fill only ten hours per year). Applying these standards results in far more parking supply than is usually needed at most destinations, particularly where land use is mixed, there are good travel options, parking is managed for efficiency or priced.

Most people planning apply parking standards have little understanding of the biases and errors they contain, and the problems created by excessive parking supply. The application of generous and inflexible parking standards is often defended as being *conservative*, implying that this approach is cautious and responsible. Use of the word *conservative* in this context is confusing because it results in the opposite of what is implied. Excessive parking requirements waste resources, both directly, by increasing the money and land devoted to parking facilities, in indirectly, by increasing automobile use and sprawl. Better parking management actually tends to be more *conservative* overall.

Alternative Ways To Determine How Much Parking To Supply

There are better ways to determine how much parking to supply at a particular site. *Efficiency-based standards* size facilities for optimal utilization. This means that most parking lots are allowed to fill, provided that management strategies can insure user convenience and address any problems. For example, parking facilities at a store can be sized to fill daily or weekly, provided that overflow parking is available nearby, motorists have information about available parking options, and regulations are adequately enforced to address any spillover problems that develop.

Efficiency-based standards take into account geographic, demographic and economic factors that affect parking demand. They also reflect the relative costs and benefits of different options, so less parking is supplied where parking supply is relatively costly to provide or where management programs easy to implement. Efficiency-based standards should also reflect strategic planning objectives such as a desire for more compact development, or to reduce traffic.

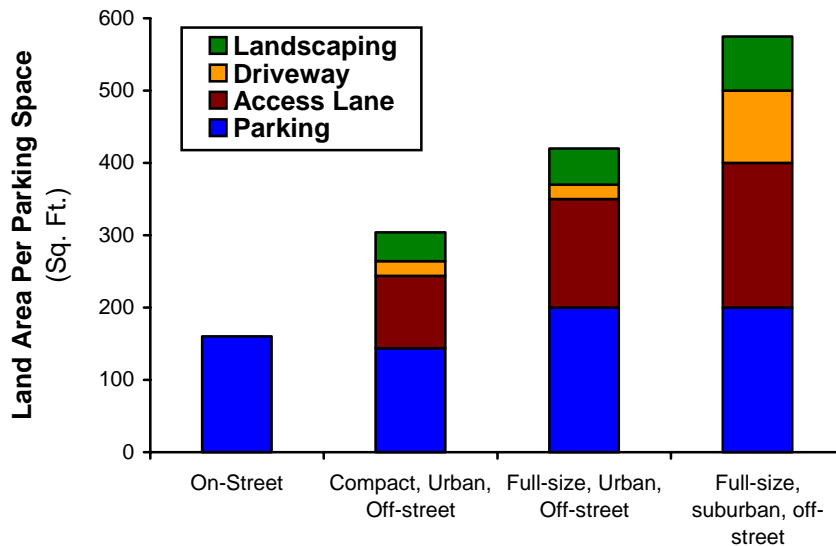
Because it is not possible to predict exact parking demand and management program effectiveness, efficiency-based standards rely on *contingency-based planning*, which means that planners identify solutions that can be deployed if needed in the future. For example, if a new building is predicted to need 60 to 100 parking spaces, the conventional approach is to supply either the middle value (80 spaces), or the maximum value (100 spaces). With contingency-based planning, the lower-bound value (60 spaces) is initially supplied, conditions are monitored, and various strategies are identified for implementation if needed. This may include banking land for additional parking supply and various parking management programs. This allows planners to use lower parking standards with the confidence that any resulting problems can be easily solved.

Parking Facility Costs

A major benefit of parking management is its ability to reduce facility costs (Parking Costs,” Litman, 2003). Parking facility costs are usually borne indirectly through rents, taxes and as a component of retail goods, so most people have little idea of parking facility costs and the potential savings from more efficient management.

A typical parking space is 8-10 feet (2.4-3.0 meters) wide and 18-20 feet (5.5-6.0 meter) deep, totaling 144-200 square feet (13-19 sq. meters). Off-street parking requires driveways and access lanes, and so typically requires 300-400 square feet (28-37 square meters) per space, allowing 100-150 spaces per acre (250-370 per hectare).

Figure 2 Typical Parking Facility Land Use (“Parking Evaluation,” VTPI, 2005)



Land requirements per parking space vary depending on type and size. Off-street spaces require driveways and access lanes. Landscaping typically adds 10-15% to parking lot area.

The direct, annualized costs of providing parking (not including indirect costs such as stormwater management, environmental impacts, aesthetic degradation, etc.). This varies from about \$250 per space if otherwise unused land is available, and construction and operating costs are minimal, to more than \$2,250 for structured parking with attendants. On-street parking spaces require less land per space than off-street parking, since they do not require access lanes, but their opportunity costs can be high if they use road space needed for traffic lanes or sidewalks. The *Parking Cost, Pricing and Revenue Calculator* (www.vtppi.org/parking.xls) can be used to calculate these costs for a particular situation.

In addition to these direct costs, generous parking supply imposes indirect costs, including increased sprawl, impervious surface and associated stormwater management costs, reduced design flexibility, reduced efficiency of alternative modes (walking, ridesharing and public transit use), and increased traffic problems. Put more positively, parking management can help solve a variety of economic, social and environmental problems, increase economic productivity, and make consumers better off overall.

Parking Management Strategies

This section describes a variety of specific parking management strategies. For more information see Litman (2006a) and related chapters in VTPI (2005).

Shared Parking

Shared Parking means that a parking facility serves multiple users or destinations (“Shared Parking,” VTPI, 2005). This is most successful if destinations have different peak periods, or if they share patrons so motorists park at one facility and walk to multiple destinations. Parking facilities can be shared in several ways.

- *Shared Rather Than Reserved Spaces.* Motorists share parking spaces, rather than being assigned a reserved space. For example, 100 employees can usually share 60-80 parking spaces, since at any particular time some are on leave, commuting by an alternative mode, in the field, or working another shift. Hotels, apartments, condominiums and dormitories can share parking spaces among several units, since the number of vehicles per unit varies over time. Sharing can be optional, so for example, motorists could choose between \$60 per month for a shared space or \$100 for a reserved space.
- *Share Parking Among Destinations.* Parking can be shared among multiple destinations. For example, an office building can share parking with a restaurant or theater, since peak demand for offices occurs during weekdays, and on weekend evenings for restaurants and theaters, as indicated in Table 2. Sharing can involve mixing land uses on single site, such as a mall or campus, or by creating a sharing arrangement between sites located suitably close together.

Table 2 Typical Peak Parking Periods For Various Land Uses

Weekday	Evening	Weekend
Banks and public services	Auditoriums	Religious institutions
Offices and other employment centers	Bars and dance halls	Parks
Park & Ride facilities	Meeting halls	Shops and malls
Schools, daycare centers and colleges	Restaurants	
Factories and distribution centers	Theaters	
Medical clinics	Hotels	
Professional services		

This table indicates peak parking demand for different land use types. Parking can be shared efficiently by land uses with different peaks.

- *Public Parking Facilities.* Public parking, including on-street, municipal off-street, and commercial (for profit) facilities generally serve multiple destinations. Converting from free, single-use to paid, public parking allows more efficient, shared use.
- *In Lieu Fees.* “In lieu fees” mean that developers help fund public parking facilities instead of providing private facilities serving a single destination. This tends to be more cost effective and efficient. It can be mandated or optional.
- *Special Parking Assessment.* Businesses in an area can be assessed a special assessment or tax to fund parking facilities in their area, as an alternative to each business supplying its own facilities. This is often implemented through a downtown business improvement district.

Parking Regulation

Parking regulations control who, when and how long vehicles may park at a particular location, in order to prioritize parking facility use. The table below describes common regulations and the type of parking activity they favor.

Table 3 Common Parking Regulations

Name	Description	Favored Activity
User or vehicle type	Spaces dedicated to loading, service, taxis, customers, rideshare vehicles, disabled users, buses and trucks.	As specified.
Duration.	Limit parking duration (5-minute loading zones, 30-minutes adjacent to shop entrances, 1- or 2-hour limits).	Short-term users, such as deliveries, customers and errands.
Time period restrictions	Prohibit occupancy at certain times, such as before 10 am, to discourage employee use, or between 10 pm and 5 am to discourage resident use.	Depends on restrictions.
Employee restrictions.	Require or encourage employees to use less convenient parking spaces.	Customers, deliveries and errands.
Special events	Have special parking regulations during special events.	Depends on restrictions.
Accommodate short-term users.	Provide options for vehicles that make numerous short stops, such as special parking passes.	Delivery and service vehicles.
Residential parking permits	Use Residential Parking Permits (RPPs) to give area residents priority use of parking near their homes.	Residents.
Options for special users.	Establish a system that allows specific parking spaces to be reserved for service and construction vehicles.	Vehicles used for special activities.
Restrict overnight parking	Prohibit overnight parking to discourage use by residents and campers.	Shorter-term parkers
Street cleaning restrictions	Regulations that prohibit parking on a particular street one day of the week to allow street sweeping.	Street cleaning. Insures motorists move their vehicles occasionally.
Large vehicle restrictions	Limit on-street parking of large vehicles, such as freight trucks and trailers.	Normal-size vehicles
Arterial lanes	Prohibit on-street parking on arterials during peak periods, to increase traffic lanes.	Vehicle traffic over parking.
abandoned vehicles	Have a system to identify and remove abandoned vehicles from public parking facilities.	Operating vehicles.

More Accurate and Flexible Standards

More accurate and flexible standards means that parking requirements at a particular location are adjusted to account for factors, such as those in Table 4.

Table 4 Parking Requirement Adjustment Factors

Factor	Description	Typical Adjustments
Geographic Location	Vehicle ownership and use rates in an area.	Adjust parking requirements to reflect variations identified in census and travel survey data.
Residential Density	Number of residents or housing units per acre/hectare.	Reduce requirements 1% for each resident per acre: Reduce requirements 15% where there are 15 residents per acre, and 30% if there are 30 residents per acre.
Employment Density	Number of employees per acre.	Reduce requirements 10-15% in areas with 50 or more employees per gross acre.
Land Use Mix	Range of land uses located within convenient walking distance.	Reduce requirements 5-10% in mixed-use developments. Additional reductions with shared parking.
Transit Accessibility	Nearby transit service frequency and quality.	Reduce requirements 10% for housing and employment within ¼ mile of frequent bus service, and 20% for housing and employment within ¼ mile of a rail transit station.
Carsharing	Whether a carsharing service is located nearby.	Reduce residential requirements 5-10% if a carsharing service is located nearby, or reduce 4-8 parking spaces for each carshare vehicle in a residential building.
Walkability	Walking environment quality.	Reduce requirements 5-15% in walkable communities, and more if walkability allow more shared and off-site parking.
Demographics	Age and physical ability of residents or commuters.	Reduce requirements 20-40% for housing for young (under 30) elderly (over 65) or disabled people.
Income	Average income of residents or commuters.	Reduce requirements 10-20% for the 20% lowest income households, and 20-30% for the lowest 10%.
Housing Tenure	Whether housing are owned or rented.	Reduce requirements 20-40% for rental versus owner occupied housing.
Pricing	Parking that is priced, unbundled or cashed out.	Reduce requirements 10-30% for cost-recovery pricing (i.e. parking priced to pay the full cost of parking facilities).
Unbundling Parking	Parking sold or rented separately from building space.	Unbundling parking typically reduces vehicle ownership and parking demand 10-20%.
Parking & Mobility Management	Parking and mobility management programs are implemented at a site.	Reduce requirements 10-40% at worksites with effective parking and mobility management programs.
Design Hour	Number of allowable annual hours a parking facility may fill.	Reduce requirements 10-20% if a 10 th annual design hour is replaced by a 30 th annual peak hour. Requires overflow plan.
Contingency-Based Planning	Use lower-bound requirements, and implement additional strategies if needed.	Reduce requirements 10-30%, and more if a comprehensive parking management program is implemented.

This table summarizes various factors that affect parking demand and optimal parking supply.

Parking Maximums

Parking Maximums means that an upper limit is placed on parking supply, either at individual sites or in an area. Area-wide limits are called *Parking Caps*. These can be in addition to or instead of minimum parking requirements. Excessive parking supply can also be discouraged by reducing public parking supplies, imposing a special parking tax, and by enforcing regulations that limit temporary parking facilities. Maximums often apply only to certain types of parking, such as long-term, single-use, free, or surface parking, depending on planning objectives.

Remote Parking and Shuttle Service

Remote Parking (also called *Satellite Parking*) refers to the use of off-site parking facilities. This often involves shared facilities, such as office workers parking at a restaurant parking lot during the day, in exchange for restaurant employees using the office parking lot evenings and weekends. It can involve use of public facilities, such as commercial parking lots. Remote parking can also involve use of parking facilities located at the periphery of a business district or other activity center, and use of overflow parking during a special event that attracts large crowds. Special shuttle buses or free transit service may be provided to connect destinations with remote parking facilities, allowing them to be farther apart than would otherwise be acceptable. Another type of remote parking is use of *Park & Ride* facilities, often located at the urban fringe where parking is free or significantly less expensive than in urban centers.

Figure 3 **Overflow Parking Sign**



Remote parking requires providing adequate use information and incentives to encourage motorists to use more distant facilities. For example, signs and maps should indicate the location of peripheral parking facilities, and they should be significantly cheaper to use than in the core. Without such incentives, peripheral parking facilities are often underused while core parking is congested.

Smart Growth

Smart growth (also called *New Urbanism*, *Location Efficient Development* and *Transit Oriented Development*) is a general term for development policies that result in more efficient transportation and land use patterns, by creating more compact, development with multi-modal transportation systems (“Smart Growth,” VTPI, 2005).

Smart growth supports and is supported by parking management. Parking management reduces the amount of land required for parking facilities, reduces automobile use and increases infill affordability. These land use patterns, in turn, tend to reduce vehicle ownership and use, and so reduce parking requirements. They allow more sharing of parking facilities, shifts to alternative modes, and various types of parking pricing. Smart growth usually incorporates specific parking management strategies, as indicated in Table 5. Effective parking management is a key component of smart growth.

Table 5 Conventional and Smart Growth Parking Policies

Conventional Parking Policies	Smart Growth Parking Policies
Managed only for motorist convenience	Managed for transport system efficiency
Maximum parking supply	Optimal parking supply (not too little, not too much)
Prefers free parking	Prefers priced parking (user pays directly)
Dedicated parking facilities	Shared parking facilities
Favors lower-density, dispersed development	Favors compact development.

Walking and Cycling Improvements

Walking and Cycling (together called *Non-motorized, Active or Human Powered* transport) improvements support parking management strategies in several ways (“Walking and Cycling Improvements,” VTPI, 2005):

- Improving walkability (the quality of walking conditions) expands the range of parking facilities that serve a destination. It increases the feasibility of sharing parking facilities and use of remote parking facilities.
- Improving walkability increases “park once” trips, that is, parking in one location and walking rather than driving to other destinations, which reduces vehicle trips and the amount of parking required at each destination.
- Walking and cycling improvements allow these modes to substitute for some automobile trips.
- Walking and cycling improvements encourage transit use, since most transit trips involve walking or cycling links.

Increase Capacity of Existing Parking Facilities

Increase capacity of existing parking facilities means that parking supply increases without using more land or major construction. There are various ways to do this:

- Use currently wasted areas (corners, edges, undeveloped land, etc.). This can be particularly appropriate for small car spaces, motorcycle and bicycle parking.
- Where there is adequate street width, change from parallel to angled on-street parking.
- Maximize the number of on-street parking spaces, for example, by using a curb lane for parking rather than traffic during off-peak periods, and designating undersized spaces for small cars or motorcycles.
- Provide special, small parking spaces for motorcycles. Allow and encourage motorcycles to share parking spaces when possible.
- Reduce parking space size. Shorter-term parking requires larger spaces, but employee and residential parking spaces can be somewhat smaller. A portion of spaces can be sized for compact vehicles, which require about 20% less space than full-size stalls.
- Use car stackers and mechanical garages. These can significantly increase the number of vehicles parked in an area. However, they are only suitable for certain applications. They generally require an attendant to move lower-level vehicles when needed to access upper-level vehicles, and stackers may be unable to accommodate larger vehicles such as SUV, vans and trucks.
- Use valet parking, particularly during busy periods. This can increase parking capacity by 20-40% compared with users parking their vehicles. Commercial lots often have attendants park vehicles during busy periods, but not off-peak.
- Remove or consolidate non-operating vehicles, equipment, material and junk stored in parking facilities, particularly in prime locations.

Mobility Management

Mobility Management (also called *Transportation Demand Management* or *TDM*) is a general term for strategies that increase transportation system efficiency by changing travel behavior (VTPI, 2005). It may affect travel frequency, mode, destination or timing (for example, shifting from peak to off-peak). There are many different mobility management strategies, as summarized in the table below.

Table 6 **Mobility Management Strategies** (VTPI, 2003)

Improved Transport Options	Incentives to Shift Mode	Land Use Management	Policies and Programs
Alternative Work Schedules	Bicycle and Pedestrian Encouragement	Car-Free Districts	Access Management
Bicycle Improvements	Congestion Pricing	Compact Land Use	Campus Transport Management
Bike/Transit Integration	Distance-Based Pricing	Location Efficient Development	Data Collection and Surveys
Carsharing	Commuter Financial Incentives	New Urbanism	Commute Trip Reduction
Guaranteed Ride Home	Fuel Tax Increases	Smart Growth	Freight Transport Management
Security Improvements	High Occupant Vehicle (HOV) Priority	Transit Oriented Development (TOD)	Marketing Programs
Park & Ride	Pay-As-You-Drive Insurance	Street Reclaiming	School Trip Management
Pedestrian Improvements	Parking Pricing		Special Event Management
Ridesharing	Road Pricing		Tourist Transport Management
Shuttle Services	Vehicle Use Restrictions		Transport Market Reforms
Improved Taxi Service			
Telework			
Traffic Calming			
Transit Improvements			

Mobility management includes numerous strategies that affect vehicle travel behavior. Many affect parking demand.

Mobility management both supports and is supported by parking management. Mobility management programs often reduce parking demand, and many parking management strategies help reduce vehicle traffic create more accessible land use patterns or support other mobility management objectives.

Parking Pricing

Parking Pricing means that motorists pay directly for using parking facilities (“Parking Pricing,” VTPI, 2005; Shoup, 2005). This may be implemented as a parking management strategy (to reduce parking problems), as a mobility management strategy (to reduce transport problems), to recover parking facility costs, or to raise revenue for any purpose (such as funding local transport programs or downtown improvements). It is often intended to achieve a combination of objectives.

Currently, most parking is inefficiently priced; it is provided free, significantly subsidized, or bundled (automatically included) with building purchases and rents, forcing consumers to pay for parking facilities regardless of whether or not they want it. When motorists do pay directly for parking, it is often a flat annual or monthly fee, providing little incentive to use an alternative mode occasionally. Rates should be set to optimize parking facility use, called *performance-based pricing*, which means that about 15% of parking spaces are vacant and available at any time (Shoup, 2006).

Improve Parking Pricing Methods

Much of the resistance to parking pricing results from inconvenient pricing methods:

- Many require payment in specific denominations (coins or bills).
- Many require motorists to predict how long they will be parked, with no refund available if motorists leave earlier than predicted.
- Some payment systems cannot easily handle multiple price structures or discounts.
- Some are confusing or slow to use.
- Some have high equipment or enforcement costs.
- Enforcement often seems arbitrary or excessive.

Better payment methods are available. Newer electronic systems are more convenient, accurate, flexible, and increasingly cost effective. They can accommodate various payment methods (coins, bills, credit and debit cards, and by cellular telephone or the Internet), charge only for the amount of time parked, incorporate multiple rates and discounts, automatically vary rates by day and time, and are convenient to use. Some can be integrated with payment systems for other public services such as transit, roads tolls, and telephone use. Some employ contactless technology which automatically deducts payment. Newer systems also produce printed receipts and record data for auditing, which prevents fraud and increases convenience for customers, operators and local governments. They can also automatically record data on utilization and turnover, which improves planning and administration.

Financial Incentives

Financial Incentives means that travelers (particularly commuters) are offered financial benefits for reducing their automobile trips (“Commuter Financial Incentives,” VTPI, 2005). These benefits represent the cost savings that result from reduced parking demand. There are various types of incentives. *Parking cash-out* means that commuters who are offered subsidized parking can choose cash instead. *Transit benefits* means that employees receive a subsidized transit pass. *Universal transit passes* means that a group purchases discounted, bulk transit passes for all members. Another incentive is to provide *discounted or preferential parking* for rideshare (carpool and vanpool) vehicles. Consumers value these options because they provide positive rewards for those who reduce vehicle trips and parking demand.

Financial incentives such as transit benefits and parking cash-out typically reduce automobile travel 10-30%, depending on the value of the incentive, and various factors. In urban areas commuters tend to shift to walking and transit. In suburban areas they tend to shift to cycling and ridesharing. These programs have been particularly successful at college and university campuses.

Unbundle Parking

Unbundling means that parking is rented or sold separately, rather than automatically included with building space. For example, rather than renting an apartment with two parking spaces for \$1,000 per month, the apartment would rent for \$800 per month, plus \$100 per month for each parking space. This is more equitable and efficient, since occupants only pay for parking they need.

Parking can be unbundled in several ways:

- Facility managers can unbundle parking when renting building space.
- Developers can make some or all parking optional when selling buildings.
- In some cases it may be easier to offer a discount to renters who use fewer than average parking spaces, rather than charging an additional fee. For example, an office or apartment might rent for \$1,000 per month with two “free” parking spaces, but renters who only use one space receive a \$75 monthly discount.
- Parking costs can be itemized in lease agreements to help renters understand the parking costs they bear, and to help them negotiate reductions.
- Informal unbundling can be encouraged by helping to create a secondary market for available spaces. For example, office, apartment and condominium managers can maintain a list of residents who have excess parking spaces that are available for rent.

Parking Tax Reform

Parking tax reform includes various tax policies that support parking management, including *commercial parking taxes* (a special tax on parking rental transactions) and *per-space parking levies* (a special property tax applied to parking facilities). These can help reduce parking supply and increase parking prices, as well as providing revenues for public programs.

Bicycle Parking and Changing Facilities

Bicycle parking and changing facilities increase the convenience and security of bicycle transportation (“Bicycle Parking,” VTPI, 2005). In some situations, bicycle parking facilities can substitute for a portion of automobile parking, particularly if implemented as part of a comprehensive bicycle improvement and encouragement program. Optimal bicycle parking supply depends on the level of cycling that occurs in that community and the type of destination. Some destinations, such as schools, campuses and recreation centers have 10-20% of visitors arrive by bicycle, at least during fair weather.

Improve User Information and Marketing

User information refers to information for travelers about parking availability, regulations and price, and about travel options, such as walking, ridesharing and transit. Many parking problems result in part from inadequate user information. User information can be provided by signs, maps, brochures, websites, and electronic guidance systems. It is particularly useful if there is a perceived parking shortage, although space are actually available in an area.

Improve Enforcement and Control

Improve Enforcement and Control means that parking regulations and pricing requirements are enforced more frequently, more effectively and more considerately. Evading parking regulations is a folk crime. Many otherwise upstanding citizens who otherwise never steal will proudly ignore parking regulations and evade payments, reducing their effectiveness. Improving enforcement and control supports parking management by increasing regulatory and pricing effectiveness. As parking management activities expand, so too should enforcement activities.

Transportation Management Associations and Parking Brokerage

Transportation Management Associations (TMAs) are private, non-profit, member-controlled organizations that provide transportation and parking management services in a particular area, such as a commercial district, mall or medical center (“Transportation Management Associations,” VTPI, 2005). TMAs can be an effective way to implement parking management programs. TMAs are typically funded through dues paid by member businesses, and local government grants.

Overflow Parking Plans

Overflow parking plans describe the management strategies that will be applied when parking facilities fill, for example, during special events, peak shopping periods, or temporary reductions in parking supply. Because most parking facilities are sized to accommodate peak demands that seldom occur, an overflow parking plan can significantly reduce the amount of parking needed, and provide reassurance that reduced supply will not create problems.

Address Spillover Problems

Spillover parking problems refers to the undesirable use of offsite parking facilities, such as when business customers and employees park on nearby residential streets or use another businesses' parking lot. Concerns about spillover impacts are used to justify excessive parking requirements and opposition to management solutions. Addressing spillover problems can increase parking management program acceptability and effectiveness. There are several ways to address spillover parking problems.

- Provide information indicating where motorists may and may not park.
- Use regulations to control spillover impacts, such as time limits and permit programs on residential streets near activity centers.
- Use pricing to control spillover impacts, such as charging non-residents for parking on residential streets near activity centers, and businesses charging non-customers for using in their parking facilities.
- Create *Parking Benefit Districts* in areas that experience parking spillover problems, so on-street parking is priced (residents can be exempt).
- Compensate people who bear spillover parking impacts. For example, a high school can send complementary sport event tickets to residents of nearby streets who experience spillover parking problems.
- Establish a monitoring program to identify where parking spillover is a problem. This may include surveys to identify who is parking where, and ways for residents and businesses to report spillover problems.

Improve Parking Facility Design and Operation

Parking facility design and operation refers to physical layout, construction and day-to-day management. Improved design and operation can better integrate parking facilities into communities, improve the quality of service experienced by users, support parking management, and help address specific problems.

Summary

The table below summarizes potential parking management strategies and their impacts.

Table 7 Parking Management Strategies

Strategy	Description	Typical Reduction	Traffic Reduction
Shared Parking	Have each parking space serve multiple users and destinations.	10-30%	
Parking Regulations	Regulations that favor higher-value uses such as service vehicles, deliveries, customers, quick errands, and people with special needs.	10-30%	
More Accurate and Flexible Standards	Adjust parking standards to more accurately reflect demand in a particular situation.	10-30%	
Parking Maximums	Establish maximum parking standards.	10-30%	
Remote Parking	Provide off-site or urban fringe parking facilities.	10-30%	
Smart Growth	Encourage more compact, mixed, multi-modal development to allow more parking sharing and use of alternative modes.	10-30%	✓
Walking and cycling Improvements	Improve walking and cycling conditions to expand the range of destinations serviced by a parking facility.	5-15%	✓
Increase Capacity of Existing Facilities	Increase parking supply by using otherwise wasted space, smaller stalls, car stackers and valet parking.	5-15%	
Mobility Management	Encourage more efficient travel patterns, including changes in mode, timing, destination and vehicle trip frequency.	10-30%	✓
Parking Pricing	Charge motorists directly and efficiently for using parking facilities.	10-30%	✓
Improve Pricing Methods	Use better charging techniques to make pricing more convenient and cost effective.	NA	✓
Financial Incentives	Provide financial incentives to shift mode.	10-30%	✓
Unbundle Parking	Rent or sell parking facilities separately from building space.	10-30%	✓
Parking Tax Reform	Tax parking facilities and their use.	5-15%	✓
Bicycle Facilities	Provide bicycle storage and changing facilities.	5-15%	✓
Improve User Information and Marketing	Provide convenient and accurate information on parking availability and price, using maps, signs, brochures and electronic communication.	5-15%	✓
Improve Enforcement	Insure that parking regulation enforcement is efficient, considerate and fair.	NA	
Transportation Management Associations	Establish member-controlled organizations that provide transport and parking management services in a particular area.	NA	✓
Overflow Parking Plans	Establish plans to deal with periods of peak parking demand.	NA	
Address Spillover Problems	Use management, enforcement and pricing to address spillover problems, such as undesirable use of nearby parking facilities.	NA	
Parking Facility Design and Operation	Improved parking facility design and operations to help solve problems and achieve parking management objectives.	NA	

This table summarizes the parking management strategies described in this report.

Developing An Integrated Parking Plan

Below are recommendations for integrated parking planning. This should be adjusted to reflect the needs of a particular situation.

Define Scope

Define the geographic scope of analysis, such as the site, street, district/neighborhood and regional scale. It is desirable to plan for a walkable area, such as a business district or neighborhood, since this is the functional scale of parking activities.

Define Problems

Carefully define parking problems. For example, if people complain of inadequate parking it is important to determine where, when and to whom this occurs, and for what types of trips (deliveries, commuting, shoppers, tourists, etc.).

Strategic Planning Context

Parking planning should be coordinated with a community's overall strategic vision. This helps insure that individual decisions reflect broader community objectives.

Establish Evaluation Framework

Develop a comprehensive *evaluation framework*. This provides the basic structure for analyzing options, insuring that critical impacts are not overlooked and different situations are evaluated consistently. A framework identifies:

- *Perspective and scope*, the geographic range and time-scale of impacts to consider.
- *Goals* (desired outcomes to be achieved) and *objectives* (ways to achieve goals).
- *Evaluation criteria*, including costs, benefits and equity impacts to be considered.
- *Evaluation method*, how impacts are to be evaluated, such as benefit/cost analysis.
- *Performance indicators*, practical ways to measure progress toward objectives.
- *Base Case* definition, that is, what would happen without the policy or program.
- *How results are presented*, so results of different evaluations can be compared.

Survey Conditions

Survey parking supply (the number of parking spaces available in an area) and demand (the number of parking spaces occupied during peak periods) in the study area.

Identify and Evaluate Options

Develop a list of potential solutions using ideas from this report and stakeholder ideas. Evaluate each option with respect to evaluation criteria.

Develop An Implementation Plan

Once the components of a parking management plan are selected, the next step is to develop an implementation plan. This may include various phases and contingency-based options. For example, some strategies will be implemented the first year, others within three years, and a third set will only be implemented if necessary, based on performance indicators such as excessive parking congestion or spillover problems.

Conclusions

Current parking planning practices are inefficient, resulting in economically excessive parking supply, increased automobile traffic, and more dispersed destinations, contributing to various economic, social and environmental problems. There are many reasons to use management strategies that result in more efficient use of parking resources, in order to address parking problems without expanding supply.

This report describes more than two-dozen management strategies that result in more efficient use of parking resources. These strategies are technically feasible, cost effective, and can provide many benefits to users and communities. Although all of these strategies have been implemented successfully in some situations, they are not being implemented as much as economically justified, due to various institutional barriers. Parking management implementation requires changing the way we think about parking problems and expanding the range of options and impacts considered during planning.

Most parking management strategies have modest individual impacts, typically reducing parking requirements by 5-15%, but their impacts are cumulative and synergistic. A comprehensive parking management program that includes an appropriate combination of cost-effective strategies can usually reduce the amount of parking required at a destination by 20-40%, while providing additional social and economic benefits.

Management solutions represent a change from current practices and so various obstacles must be overcome for parking management to be implemented as much as optimal. Current planning practices are based on the assumption that parking should be abundant and provided free, with costs borne indirectly, incorporated into building construction costs or subsidized by governments. Current parking standards tend to be applied inflexibly, with little consideration of demographic, geographic and management practices that may affect parking requirements. Parking management requires changing current development, zoning and design practices. This requires that public officials, planners and the public change the way they think about parking problems and solutions, and become familiar with the full menu of parking management strategies available and the benefits they can provide. It requires an institutions and relationships, such as transportation management associations, and activities to improve enforcement and addressing potential spillover impacts.

This report summarizes the book *Parking Management Best Practices*, by Todd Litman, published by Planners Press in 2006. If you find this report useful, please purchase the book, which contains more detailed information.

References And Resources For More Information

Center for Watershed Protection (www.cwp.org) provides analysis and resources for minimizing hydrologic impacts and pollution.

CORDIS, *Parking Policy Measures and the Effects on Mobility and the Economy*, Cost-Transport, CORDIS (www.cordis.lu), 1999-2002. This is a comprehensive research program in several European countries to investigate parking management strategies and develop standard parking policies.

Reed Everett-Lee, *Parking Management*, Transportation Tech Sheet, Congress for New Urbanism (www.cnu.org), 1999.

FTA, "Parking Supply Management," *TDM Status Reports*, Federal Transit Administration (www.fta.dot.gov/library/planning/tdmstatus/tdm.htm), 1995.

International Parking Institute (www.parking.org) provides information and other resources for Parking Management professionals.

Michael Kodama, *Parking Management Handbook; How to Use Parking Management to Better Utilize Parking Resources*, Dept. of Environmental Quality, State of Oregon (www.deq.state.or.us), 1999.

Douglas Kolozsvari and Donald Shoup, "Turning Small Change Into Big Changes," *Access 23*, University of California Transportation Center (www.uctc.net), Fall 2003, pp. 2-7; www.spsr.ucla.edu/up/webfiles/SmallChange.pdf.

J. Richard Kuzmyak, Rachel Weinberger, Richard H. Pratt and Herbert S. Levinson, *Parking Management and Supply*, Chapter 18, Report 95, Transit Cooperative Research Program; Transportation Research Board (www.trb.org), 2003.

Todd Litman, *Pavement Busters Guide*, VTPI (www.vtpi.org), 1998.

Todd Litman, *Parking Requirement Impacts on Housing Affordability*, VTPI (www.vtpi.org), 1999.

Todd Litman, *Transportation Land Valuation; Evaluating Policies and Practices that Affect the Amount of Land Devoted to Transportation Facilities*, VTPI (www.vtpi.org), 2000.

Todd Litman, "Parking Costs," *Transportation Cost and Benefit Analysis: Techniques, Estimates and Implications*, Victoria Transport Policy Institute (www.vtpi.org/tca/tca0504.pdf), 2003.

Todd Litman, *Parking Management Best Practices*, Planners Press (www.planning.org), 2006a. If you find this report useful, please purchase the book, which contains far more information.

Todd Litman, *Parking Management: Innovative Solutions To Vehicle Parking Problems*, Planetizen (www.planetizen.com/node/19149), 2006b.

Todd Litman, *Parking Taxes: Evaluating Options and Impacts*, VTPI (www.vtpi.org/parking_tax.pdf), 2006c.

National Parking Institute (www.parking.org) is an organization for parking professionals.

Nelson/Nygaard Consulting, *Housing Shortage / Parking Surplus*, Transportation and Land Use Coalition (www.transcoalition.org/southbay/housing_study/index.html), July 2002.

NEMO Project (www.canr.uconn.edu/ces/nemo) addresses impervious surface impacts.

Oregon Downtown Development Association, *Parking Management Made Easy: A Guide to Taming the Downtown Parking Beast*, Transportation and Growth Management Program, Oregon DOT and Dept. of Environmental Quality (www.lcd.state.or.us/tgm/publications.htm), 2001.

Parking Professional Magazine (www.parking.org/Magazine/Default.aspx) provides information on parking planning and management issues.

Parking Today Website (www.parkingtoday.com) has information and links to parking resources.

Parking Network (www.parking-net.com), provides information for parking professionals.

Gabriel Roth, *Paying for Parking*, Hobart Paper 33 (London), 1965; available at the Victoria Transport Policy Institute website: www.vtpi.org/roth_parking.pdf.

Ryan Russo, *Planning for Residential Parking: A Guide For Housing Developers and Planners*, Non-Profit Housing Association of Northern California (www.nonprofithousing.org) and the Berkeley Program on Housing and Urban Policy (<http://urbanpolicy.berkeley.edu>), 2001.

Seattle, *Parking: Your Guide to Parking Management*, City of Seattle (www.cityofseattle.net/planning/transportation/pdf/Parkingguide.pdf), 2001.

Donald Shoup, "An Opportunity to Reduce Minimum Parking Requirements," *Journal of the American Planning Association*, Vol. 61, No. 1, Winter 1995, pp. 14-28.

Donald C. Shoup, "In Lieu of Required Parking," *Journal of Planning Education and Research*, Vol. 18, 1999a, pp. 307-320, available at (www.sonic.net/~woodhull/trans).

Donald Shoup, "The Trouble With Minimum Parking Requirements," *Transportation Research A*, Vol. 33, No. 7/8, Sept./Nov. 1999b, pp. 549-574, also available at VTPI (www.vtpi.org).

Donald Shoup, *The High Cost of Free Parking*, Planners Press (www.planning.org), 2005. This is a comprehensive and entertaining book of the causes, costs and problems created by free parking, and how to correct these distortions.

Mott Smith, *Onsite Parking: The Scourge of America's Commercial Districts*, Planetizen (www.planetizen.com/node/19246), 2006.

USEPA, *Parking Spaces / Community Places: Finding the Balance Through Smart Growth Solutions*, Development, Community, and Environment Division (DCED); U.S. Environmental Protection Agency (www.epa.gov/smartgrowth/parking.htm), 2006.

VTPI, *Online TDM Encyclopedia*, Victoria Transport Policy Institute (www.vtpi.org), 2005.

13.80.010: PURPOSE:

The purpose of this chapter is to reduce street congestion and traffic hazards in the City by incorporating adequate, attractively designed facilities for off street parking and loading as an integral part of every use of land in the City. (Ord. 2012-15, 9-20-2012)

13.80.020: OFF STREET PARKING REQUIRED:

A. Parking Required: There shall be provided at the time any building or structure is erected or enlarged or increased in capacity, or any use is established, off street parking spaces for automobiles in accordance with the requirements in this chapter.

B. Plans Required To Obtain Building Permit: All applications for a building permit shall be accompanied by a plot plan showing the required parking spaces, with ingress and egress. The plan shall be reviewed and approved by the Community Development Department.

C. Alternatives To On Site Parking: The required off street parking for any new use, structure or building which, due to the size or location of the parcel, cannot be provided on the premises may be provided on other property not more than a three hundred foot (300') distance from the building site measured along the shortest available pedestrian route of access upon a finding by the Planning Commission that the off site parking is conveniently located for such use and will not create a traffic or safety problem. (Ord. 2012-15, 9-20-2012)

13.80.040: NUMBER OF SPACES REQUIRED:

Under no circumstances shall there be less parking spaces provided than actually required by the use.

A. Number Specified: The minimum number of off street parking spaces required in all zones except the HV Zone, shall be as follows:

Amusement center (arcade)	1 space per 100 square feet of floor area
Apartments for elderly persons	1 space for each dwelling unit
Automobile or machinery sales and service garages	2 spaces plus 1 space for each 400 square feet of net floor area
Banks and business or professional offices	2 spaces plus 1 space for each 200 square feet of floor area
Bed and breakfast	1 space for each person employed on the highest employment shift, plus 1 space for every guestroom, plus parking for all accessory uses defined in this title
Bowling alleys	5 for each alley
Churches	1 space for each 61/2 feet of linear pew or 31/2 seats in the auditorium; provided, however, that where a church building is designed or intended to be used by 2 congregations, 11/2 parking spaces shall be provided for each 31/2 seats in the auditorium. For buildings designed or intended to be used for conferences or other special meetings involving more than the regular congregations, the necessary parking shall be determined by the Planning Commission
Dance halls and assembly halls without fixed seats, exhibition halls,	3 spaces for each 100 square feet of floor area used by assembly or dancing

except church assembly rooms in conjunction with auditorium	
Daycare center for children	4 spaces plus 1 space per 500 square feet of floor area
Dormitory building	1 space for each tenant
Dwellings, multiple	2 spaces for each <u>3 bedroom unit</u> , <u>1.5 for each 2 bedroom unit</u> , <u>1 space for each 1 bedroom unit dwelling unit</u>
Dwellings, single-family	2 spaces for each dwelling unit
Dwellings, internal accessory dwelling unit	1 space for each dwelling unit
Funeral homes, mortuaries	1 space for each 40 square feet of floor area in assembly room
Furniture and appliance stores, household equipment or furniture repair shop	1 space for each 600 square feet of gross leasable area
Hospitals and convalescent hospitals	2 spaces per bed for the total capacity of building
Hotels and motels	1 space for each living or sleeping unit, plus parking for all accessory uses as defined in this title
Indoor firearms and/or archery range	2 spaces per shooting point
Manufacturing plants, research or testing laboratories, bottling plants	1 space for each person employed on the highest employment shift
Medical or dental clinics	6 spaces for each doctor's office plus 1 space per employee
Nursing homes	4 spaces plus 1 space per each 5 beds
Recreation	4 spaces per court for tennis courts, 3 spaces per court for racquetball courts, 2 spaces per court for squash courts
Residential facility for elderly persons	2 spaces for the dwelling unit, plus 2 spaces for visitors, the parking spaces may be arranged 1 behind the other
Residential healthcare facility	4 spaces for facilities with 5 or less residents, the parking spaces may be arranged 1 behind the other; and 4 spaces plus 1 space per each 5 beds
Restaurant, coffee/juice bar - full service	1 space per 100 square feet of dining area or 1 space for each 3 seats (whichever is greater) plus 1 stall per each shift employee. Required parking shall not include minimum spaces required in drive-thru lanes (section 13.80.140 of this chapter)
Restaurant, drive-up/drive-thru (fast food outlet with large portion of take-out and/or drive-thru service)	2 spaces per 100 square feet of dining area or 1 space for each 2 1/2 seats (whichever is greater) plus 1 stall per each shift employee. Required parking shall not include minimum spaces required in drive-thru lanes (section 13.80.140 of this chapter)
Restaurants or private nonprofit clubs	1 space for each 2 1/2 seats or 3 spaces per 100 square feet of floor area, whichever is greater
Retail stores, shops, etc., except as provided in this subsection	1 space for each 200 square feet of retail floor space
Rooming/boarding house	1 space per bedroom
Schools	1 space for each 3 1/2 seats in an auditorium, plus 1 space for each administrator and faculty
Shopping centers	5 spaces for each 1,000 square feet of gross leasable area

Short term rental	2 spaces per dwelling unit plus 1 additional space for each bedroom exceeding 2 bedrooms. For buildings with 2 dwelling units or less, the third and fourth spaces, when required, can be in tandem with the first 2 spaces required
Sports arenas, auditoriums, theaters, assembly halls and meeting rooms	1 space for each 3 seats of maximum seating capacity
Trailer sales	5 spaces minimum, or 5 percent of the total site area excluding the landscaped areas, whichever is greater
Wholesale establishments, warehouses, service and maintenance centers and communication equipment buildings	1 space for each person employed during the highest employment shift

B. Adjustments to Off Street Parking minimums may be allowed to account for local factors and proposed development strategies to reduce traffic. The following table summarizes allowable strategies which may adjust the required minimum parking demand by use.

<u>Strategy</u>	<u>Description</u>	<u>Typical Reduction</u>	<u>Traffic Reduction</u>
<u>Shared Parking</u>	<u>Have each parking space serve multiple users and destinations.</u>	<u>10-30%</u>	
<u>Parking Regulations</u>	<u>Regulations that favor higher-value uses such as service vehicles, deliveries, customers, quick errands, and people with special needs.</u>	<u>10-30%</u>	
<u>More Accurate and Flexible Standards</u>	<u>Adjust parking standards to more accurately reflect demand in a particular situation.</u>	<u>10-30%</u>	
<u>Parking Maximums</u>	<u>Establish maximum parking standards.</u>	<u>10-30%</u>	
<u>Remote Parking</u>	<u>Provide off-site or urban fringe parking facilities.</u>	<u>10-30%</u>	
<u>Smart Growth</u>	<u>Encourage more compact, mixed, multi-modal development to allow more parking sharing and use of alternative modes.</u>	<u>10-30%</u>	<u>X</u>
<u>Walking and cycling Improvements</u>	<u>Improve walking and cycling conditions to expand the range of destinations serviced by a parking facility.</u>	<u>5-15%</u>	<u>X</u>
<u>Increase Capacity of Existing Facilities</u>	<u>Increase parking supply by using otherwise wasted space, smaller stalls, car stackers and valet parking.</u>	<u>5-15%</u>	
<u>Mobility Management</u>	<u>Encourage more efficient travel patterns, including changes in mode, timing, destination and vehicle trip frequency.</u>	<u>10-30%</u>	<u>X</u>
<u>Parking Pricing</u>	<u>Charge motorists directly and efficiently for using parking facilities.</u>	<u>10-30%</u>	<u>X</u>
<u>Improve Pricing Methods</u>	<u>Use better charging techniques to make pricing more convenient and cost effective.</u>	<u>NA</u>	<u>X</u>
<u>Financial Incentives</u>	<u>Provide financial incentives to shift mode.</u>	<u>10-30%</u>	<u>X</u>
<u>Bicycle Facilities</u>	<u>Provide bicycle storage and changing facilities.</u>	<u>5-15%</u>	<u>X</u>
<u>Improve User Information and Marketing</u>	<u>Provide convenient and accurate information on parking availability and price, using maps, signs, brochures and electronic communication.</u>	<u>5-15%</u>	<u>X</u>
<u>Improve Enforcement</u>	<u>Insure that parking regulation enforcement is efficient, considerate and fair.</u>	<u>NA</u>	
<u>Transportation Management Associations</u>	<u>Establish member-controlled organizations that provide transport and parking management services in a particular area.</u>	<u>NA</u>	<u>X</u>

1
2 B. Developments In The HV Zone:

3 1. Minimum Number Of Parking Spaces: All developments within the HV Zone shall provide a
4 minimum number of off street parking spaces in the amount specified on chart 13.80.1 in this section. In
5 no case shall the parking provided be less than that required by the use(s) allowed within the structure
6 except as specifically allowed by the Planning Commission upon request per subsection B4 of this section.
7 Notwithstanding the foregoing, when shared parking is furnished as provided in section 13.80.050 of this
8 chapter, the total number of required parking spaces may be reduced as authorized in that section.
9

10 CHART 13.80.1

11 Note:

12 1. When a dwelling unit has over 4 bedrooms, the Community Development Director shall designate the
13 number of required spaces.
14

15 2. Existing Surface Parking Lots: The use of existing surface parking lots within the HV Zone may be
16 continued so long as upon expansion or remodeling of the associated structures (see section 13.71.060 of
17 this title), the parking lot is improved, where reasonably possible, to meet the requirements of this
18 section. Exceptions may be granted by the Community Development Director using alternative parking
19 located within two hundred feet (200') from the project site.

20 3. Maximum Number Of Spaces: In the HV Zone, the maximum number of surface lot parking spaces
21 shall be no more than one hundred twenty five percent (125%) of the required minimum number of
22 spaces as required in chart 13.80.1 of this section.

23 4. Abutting Public Parking: The Planning Commission may allow for fifty percent (50%) of
24 immediately abutting parking stalls in the public right-of-way to be counted toward the minimum
25 required number of stalls for a use in the HV Zone as per chart 13.80.1 of this section, if:

26 a. The use can demonstrate that the abutting parking stalls will be used by the customers of that use
27 as the primary parking location within the village, and

28 b. The use can demonstrate that the reduced number of on site parking stalls in conjunction with
29 the abutting stalls in the right of way will be adequate to accommodate the general business activity on
30 the site, and

31 c. The approval of abutting stalls in the public right of way will not detrimentally impact overall
32 parking capacity of the Holladay Village area and does not represent a violation of the spirit and intent of
33 this title, and

34 d. The abutting on street stalls will not be marked, signed or implied by the use that any stall is
35 reserved for exclusive use by the business. (Ord. 2016-25, 11-3-2016)

36 C. Number Of Parking Spaces For Uses Not Specified: For any use of building not specified in this
37 section, the off street parking requirement shall be determined by the community development director
38 being guided, where appropriate, by the requirements set forth in this section for uses or buildings
39 which, in the opinion of the community development director, are similar to the use or building under
40 consideration.

41 D. Gross Floor Area Defined: "Gross floor area" means the total floor area designed for public access,
42 including basements, mezzanines and upper floors. (Ord. 2013-26, 10-10-2013; amd. Ord. 2021-24, 9-9-
43 2021)

44
45
46 13.80.050: SHARED PARKING:

47 A. Permitted: Notwithstanding any other parking requirements provided in this chapter, when
48 nonresidential land uses occupy the same or abutting lots in the R-M, C-1, C-2, HV, or the O-R-D zone, the

1 total number of off street parking spaces required for each use (section 13.80.040 of this chapter) may be
2 combined and shared upon approval as provided herein. A proposal for sharing of off street parking shall
3 be presented to the planning commission for site plan review and conditional use approval. (Ord. 2015-
4 02, 2-5-2015)

5 B. Application Information: An application for shared parking shall contain the following:

- 6 1. The location and type of each use that will share the parking facility;
- 7 2. The total parking requirements for each use as provided in section 13.80.040 of this chapter or
8 other applicable provision of this title;
- 9 3. The proposed hours of operation of each use;
- 10 4. Documentation that shows the uses sharing a parking lot are unlikely to produce a substantial
11 demand for parking at the same time;
- 12 5. The number and size of proposed parking spaces. All spaces shall meet the size requirements in
13 subsection 13.80.030A of this chapter, size of spaces;
- 14 6. A site plan that demonstrates that the proposed shared parking facility will comply with all the
15 standards required by this code for parking lot development;
- 16 7. Proof of ownership of shared parking facility; and
- 17 8. A landscaping plan.

18 C. Approval Conditions: Shared parking shall only be approved if:

- 19 1. The shared parking facility is located on land in the same ownership as the use, which ownership is
20 established by deed, easement or lease;
- 21 2. Ownership as established in subsection C1 of this section is maintained for the duration of the
22 shared parking permit;
- 23 3. A sufficient number of spaces are provided to meet the maximum parking demand of the
24 participating uses;
- 25 4. Satisfactory evidence establishes that the participating uses are unlikely to produce a substantial
26 demand for parking at the same time;
- 27 5. A disclosure statement is recorded with the city recorder's office stating that the use on the
28 property is contingent on the existence of a shared parking approval;
- 29 6. Additional landscaping is provided, as required by the planning commission; and
- 30 7. There is a finding by the planning commission that the shared parking facility is conveniently
31 located for such use, readily used, and will not create a traffic or safety problem.

32 D. Changes: Any subsequent change in use, occupancy, hours of operation, or to a structure shall
33 require review by the community development director to ensure that any such change complies with the
34 provisions of this chapter. Failure to comply may result in the revocation of the conditional use permit.
35 (Ord. 2012-15, 9-20-2012)



Request: **Ordinance amendments: Design Review Board Locale Requirement 13.05**
 Subject: Amendment to DRB membership requirements due to expanded review responsibilities (HCR)
 Applicant: City of Holladay, Community and Economic Development Department
 Planner: Jonathan Teerlink

GOVERNING ORDINANCES:	13.07.030	Text Amendment Procedure / Requirements
	13.05.70	Land Use and Appeal Authorities – Design Review Board

REQUIRED PLANNING COMMISSION ACTION: *Legislative*

Text, or ordinance amendments are proposed changes to the City of Holladay Code. Amendments can be in the form of a new, or an alteration of, existing rules or regulations/standards. Such amendments to the City of Holladay ordinance requires the Planning Commission to hold a public hearing and forward a recommendation, with findings, to the City Council for final decision/action.

REQUEST

Proposal to Amend Title 13.05, appointments requirements of the Design Review Board of the Holladay Municipal Code.

REASONING & PURPOSE

The purpose of the Code Amendment is to amend the Purpose, and Appointment requirements for members of the Holladay DRB. As the DRB is responsible review and recommendation of various architectural standards of the city, the proposed amendment aligns with the recent adoption of architectural requirements of the Holladay Crossroads Zone and the DRB expanded role.

NON-CONFORMING USES

This Code Amendment would not create any non-conforming use situations.

PROPOSED ORDINANCE CONSIDERATIONS:

The recently approved HCR zone adopted many of the architectural standards implemented within the Holladay Village zone. Design review and recommendation of these standards were delegated to the DRB, expanding their statutory roles. Likewise, it is proposed that appointments related to a member’s location or proximity to these zones be also expanded as proposed.

GENERAL PLAN COMPLIANCE

The General Plan encourages appropriate development standards for all uses and zoning categories within Holladay. This code amendment would further that goal and objective.

SUMMARY OF CHANGES COMPARISON CHART

Below is a simplified comparison chart of the current (codified) code and the most recent proposal.

Ordinance	Topic	Current Language	Proposed Changes
13.05.070	<i>Design Review Board</i>	The current ordinance provides purview roles, as well as membership numbers and location requirements.	Expand membership numbers (5 -6) and required ownership within and near the HCR master planned area. Increase in compensation as budgeted 2021-2022 FY

STANDARDS OF CONSIDERATION, FOR or AGAINST:

13.07.030G: Approval Standards:

1. A decision to amend the text of this title or the zoning map is a matter within the legislative discretion of the city council. The city council, after reviewing the planning commission recommendation, may:
 - a. Adopt the amendment as recommended by the planning commission;

- b. Make any revisions to the proposed amendment that it considers appropriate;
 - c. Remand the proposed amendment back to the planning commission for further consideration; or
 - d. Reject the proposed amendment.
2. In reviewing a text or map amendment, the following factors should be considered:
- a. Whether the proposed amendment is consistent with goals, objectives and policies of the city's general plan;
 - b. Whether the proposed amendment is harmonious with the overall character of existing development in the vicinity of the subject property;
 - c. The extent to which the proposed amendment may adversely affect abutting properties; and
 - d. The adequacy of facilities and services intended to serve the subject property, such as, roadways, parks and recreation facilities, police and fire protection, schools, stormwater drainage systems, environmental hazard mitigation measures, water supply, and wastewater and refuse collection.

RECOMMENDATION:

Staff recommends that the Planning Commission forward a positive recommendation to the City Council to amend Title 13.05, of the Holladay Municipal Code, as proposed based on the following findings:

1. Compliance with the Purpose of the Land Development Code by promoting and facilitating the orderly development application procedures and processes within the City of Holladay.
2. Compliance with the Goals and Policies of the General Plan by establishing appropriate development standards for all uses and zoning categories within the City of Holladay

MOTION EXAMPLES

A motion to approve or deny:

“I___Motion to forward a recommendation to the City Council to (approve, deny) proposal to amend Title 13.05, appointments requirements of the Design Review Board of the Holladay Municipal Code.”

A motion to continue:

“I___Motion to continue the proposal to amend Title 13.05, appointments requirements of the Design Review Board of the Holladay Municipal Code for further discussion”

13.05.010: PURPOSE:

The purpose of this chapter is to establish the land use authority responsible for decisions applying to the administration and provisions of this title. (Ord. 2012-15, 9-20-2012)

13.05.020: SCOPE:

The authority of the decision making bodies and officials as set forth in this chapter shall apply to the entirety of this title, subject to its various provisions. (Ord. 2012-15, 9-20-2012)

13.05.070: DESIGN REVIEW BOARD:

- A. Purpose: A design review board (DRB) is hereby established as provided in this section and in accordance with the procedure established by this code for district representation. The purpose of the DRB is to evaluate the design of proposed developments within the Holladay Village (HV) zone and Holladay Crossroads (HCR) zone and make recommendations to the planning commission regarding such development.
- B. Appointment: The DRB shall consist of five-six (56) members and one alternate member. The board should include where possible professionals who have expertise in the fields of architectural design, landscape design, interior design, urban design, architectural history, art or graphic design, engineering, or planning; a property owner or business owner within the Holladay Village commercial area, a property owner or business owner within the Holladay Crossroads master plan area; and a property owner who resides within a residential neighborhood adjacent to the Holladay Village area and a property owner who resides within a residential neighborhood adjacent to the Holladay Crossroads area. Board members shall be appointed by the city manager with the advice and consent of the city council.
- C. Term And Term Limitation: Each board member, including the alternate member, shall serve a term of three (3) years and may be reappointed for two (2) consecutive staggered terms.
- D. Residency Requirement: Each member of the DRB shall be a bona fide resident and qualified elector of the city.
- E. Compensation: Each member of the DRB shall receive twenty five-forty-five dollars (~~\$25.00~~45.00) per meeting as compensation and as reimbursement for expenses incurred in the performance of their official duties; provided, however, that such compensation and reimbursement not exceed one hundred dollars (\$100.00) per month. The alternate member of the board shall receive twenty fiveforty-five dollars (~~\$25.00~~45.00) per meeting as compensation as set forth above for each meeting at which the attendance of the alternate member is requested by the chair of the board.
- F. Removal And Vacancies: Members of the DRB may be removed for cause by the city manager, upon written charges. Cause shall include, but not be limited to, violations of the Utah municipal officers' and employees' ethics act, Utah Code Annotated section 10-3-1301 et seq., as amended. Any vacancy occurring on the DRB by reason of death, resignation or removal shall be promptly filled by the city manager with advice and consent of the city council for the unexpired term of such member. Any

47 vacancy occurring on the board by reason of expiration of term shall be promptly filled by the city
48 manager with the advice and consent of the city council.

49
50 G. Officers: The DRB shall annually elect a chairperson and such other officers it deems advisable from
51 among its members. The chairperson and such other officers elected by the DRB shall serve for a term
52 of one year and shall not hold the position of chair for more than two (2) consecutive one year terms.

53 H. Quorum: No action of the DRB shall be official or of any effect except when a quorum of the
54 members is present. Three (3) members of the DRB shall constitute a quorum.

55
56 I. Procedure: The DRB shall adopt policies and procedures for the conduct of its meetings, the processing
57 of applications, and for any other purposes considered necessary for the functioning of the board. Such
58 policies and procedures shall be approved by the city council before taking effect. (Ord. 2012-15, 9-20-
59 2012)

60
61 J. Powers And Duties:

62 1. When a land use application is submitted for development in the HV and RO zones, and determined
63 to be complete by the TRC, the DRB shall review the application as provided in sections 13.71.020 and
64 13.50.010 of this title.

65 2. The DRB may recommend to the planning commission amendments to this title regarding
66 development in the HV and RO zones. (Ord. 2014-05, 4-17-2014)

67
68 K. Meetings:

69 1. DRB meetings shall be held on an "as needed" basis and at the call of the community development
70 director. Any member who cannot attend a meeting of the DRB shall so notify the community
71 development director who shall direct the alternate member of the board to fill the vacancy at such
72 meeting. The alternate member may participate in a meeting at which all ~~five-six (65)~~ regular members
73 of the DRB are present but may not vote.

74 2. DRB meetings shall be held after the regular working hours of the city and shall comply with the
75 provisions of Utah Code Annotated section 52-4-102 et seq., or its successor. Such meetings shall be
76 held in a public place designated by the community development director and shall be of sufficient size
77 to ensure public access.

78 3. Minutes and recordings of DRB proceedings shall be kept and such proceedings shall be recorded
79 as provided by law, Utah Code Annotated section 52-4-203, as amended.

80 4. Copies of the minutes and recordings shall be made available to the public as provided in the Utah
81 government records access and management act, Utah Code Annotated section 63-2-101 et seq., as
82 amended. (Ord. 2012-15, 9-20-2012)