

PLANNING COMMISSION

City of Holladay

December 3rd 2024

City Council Chambers – 4580 S. 2300 E. Holladay



City of Holladay

This public meeting will be held in-person and also transmitted via live video stream on the [City of Holladay webpage](#). Participation in a *public hearing* portion of this meeting can be accomplished in either of the following ways:

- During the meeting: address the Commission when the item is called by the Commission Chair

MEETING AGENDA

6:00 PM CONVENE REGULAR MEETING – Public Welcome & Chair Opening Statement

PLANNING COMMISSION TRAINING – Required training session conducted by the City’s Attorney’s office

ACTION ITEMS

1. Adoption of 2025 Meeting Calendar

**2. Ratification of prior approvals of Planning Commission Meeting Minutes.
Dates of Minutes:**

Jan – 9th & 23rd

Feb – 6th & 20th

March – 5th & 19th

April – 2nd & 16th

May – 7th & 21st

June – 4th & 25th

July – 16th

August – 20th

September – 3rd

October – 1st & 29th

ADJOURN

CERTIFICATE OF POSTING

I, Stephanie N. Carlson, the City Recorder of the City of Holladay, certify that the above agenda notice was posted on the City of Holladay bulletin board, the City website www.holladayut.gov, the Utah Public Notice website www.utah.gov/pmn, and was emailed to the Salt Lake Tribune and Desert News and others who have indicated interest.

DATE POSTED: [DAY, MONTH DATE, 2024 @ TIME AM/PM]

Stephanie N. Carlson MMC, City Recorder
City of Holladay

Reasonable accommodations for individuals with disabilities or those in need of language interpretation service can be provided upon request. For assistance, please call the City Recorder’s office at 272-9450 at least three days in advance. TTY/TDD number is (801)270-2425 or call Relay Utah at #7-1-1



2025 Calendar

DRAFT

January						
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PLANNING COMMISSION
 CITY COUNCIL
 HOLIDAY - OFFICES CLOSED

State / Federal Holidays 2023

Jan 1	New Year's Day	Jul 4	Independence Day	Nov 11	Veterans Day
Jan 20	Martin Luther King, Jr. Day	Jul 24	Pioneer Day	Nov 27	Thanksgiving Day
Feb 17	Washington's Birthday	Sep 1	Labor Day	Nov 28	Thanksgiving (extn'd holiday)
May 26	Memorial Day	Oct 14	Columbus Day (open)	Dec 25	Christmas Day
Jun 16	Juneteenth Nat'l Indp. Day (obs.)	Nov 4	Election Day		

APPROVED

**MINUTES OF THE CITY OF HOLLADAY
PLANNING COMMISSION MEETING**

**Tuesday, January 9, 2024
6:00 p.m.
City Council Chambers
4580 South 2300 East
Holladay, Utah**

ATTENDANCE:

Planning Commission Members:

Dennis Roach, Chair
Ginger Vilchinsky
Paul Cunningham
Jill Fonte
Karianne Prince
Angela Gong
Brian Berndt

City Staff:

Carrie Marsh, City Planner
Brad Christopherson, City Attorney

CONVENE REGULAR MEETING – Public Welcome and Opening Statement by Commission Chair.

Chair Dennis Roach called the Regular Meeting of the Holladay Planning Commission to order at approximately 6:01 p.m. He read the Commission Statement for the benefit of those present. It was determined that the Training Session will take place before the Action Item is discussed.

ACTION ITEMS

1. **Text Amendment - Chapter 13.76.730; HOME OCCUPATIONS - Continued from 12/19/2023 Meeting. Review and Make a Recommendation to the City Council on Proposed Amendments to Title 13 of the Holladay City Code, Land Use and Development Regulations as they Relate to Home Occupations. Item Reviewed as a Legislative Action, According to Procedures Set Forth in Holladay Ordinance §13.07. File #23-4-08.**

City Planner, Carrie Marsh, presented the Staff Report and explained that the item relates to a proposed Text Amendment for Chapter 13.76.730 – Home Occupations. She reported that the item was continued during the Planning Commission Meeting held on December 19, 2023. There were some changes made to the language based on the direction received from the Planning Commission. Those changes are highlighted in the attachment included in the Meeting Materials Packet. She pointed out some changes made to the parking language. That now reads as follows:

- On-street parking may be approved by the Community and Economic Development Director under circumstances where on-site parking creates a safety issue or is in conflict

I hereby certify that the foregoing represents a true, accurate, and complete record of the City of Holladay Planning Commission Meeting held Tuesday, January 9, 2024.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____

APPROVED

**MINUTES OF THE CITY OF HOLLADAY
PLANNING COMMISSION MEETING**

**Tuesday, January 23, 2024
5:30 p.m.
City Council Chambers
4580 South 2300 East
Holladay, Utah**

ATTENDANCE:

Planning Commission Members:

Dennis Roach, Chair
Paul Cunningham
Jill Fonte
Angela Gong
Brian Berndt
Ginger Vilchinsky

City Staff:

Carrie Marsh, City Planner
Ann Frances Garcia, Economic Development
and Housing Manager
Brad Christopherson, City Attorney

WORK SESSION

Chair Dennis Roach called the Work Session to order at approximately 5:34 p.m.

The agenda items were reviewed and discussed. Chair Roach reported that there is one item on the Regular Meeting agenda, Text Amendment for Chapter 13.14.031 – Accessory Building Units.

City Planner, Carrie Marsh, asked whether Commissioners had questions about the proposed changes to Chapter 13.14.031. She reported that there was previously a discussion about the proposed Text Amendment in the fall. Some changes have been made since that time. The language defines owner occupancy, which is consistent with the Home Occupations language, so there is a formal definition in both sections. Commissioner Cunningham asked about the definition. He pointed out that the actual owner never has to live in the home as long as someone is there who is related by blood, marriage, or adoption. Ms. Marsh explained that owner-occupancy can be difficult in terms of enforcement. However, there is a property ownership affidavit, listing the owner and the agent. A lot of properties in Holladay are owned by LLCs or the property is put in a family trust. Having consistency about what a family member is defined as will be beneficial.

The other notable addition to the proposed Text Amendment is the addition of standards for the conversion of an existing accessory building. The direction from the City Council was to include standards in the code to address conversion. Ms. Marsh reported that the lot minimum size of half an acre or twice the minimum lot size was removed. The reason that was removed is that there is a guesthouse allowance on properties that are half an acre or larger. It is also consistent with the polling data from when the accessory dwelling unit (“ADU”) text was done in 2021. She clarified

Ahead of the next meeting, Ms. Marsh offered to look at how many properties have accessory buildings on them and roughly how many of those could convert. Mr. Christopherson shared information about moderate-income housing needs and future growth. Ms. Garcia shared the Moderate-Income Housing Plan and reviewed the other strategies the City has chosen. Those strategies include Strategy E, Strategy F, Strategy H, Strategy L, Strategy O, and Strategy P.

Chair Roach opened the public hearing. There were no comments. The hearing remained open.

Commissioner Cunningham moved to CONTINUE the public hearing and the application to amend 13.14.031 and associated definitions of Accessory Dwelling Units of the City of Holladay Land Use code, to the next regularly scheduled meeting. Commissioner Fonte seconded the motion. Vote on Motion: Commissioner Vilchinsky-Aye; Commissioner Cunningham-Aye; Commissioner Fonte-Aye; Commissioner Gong-Aye; Commissioner Berndt-Aye; Chair Roach-Aye. The motion passed with the unanimous consent of the Commission.

ADJOURN

Chair Roach moved to ADJOURN. The motion was not seconded. The motion passed with the unanimous consent of the Commission.

The Planning Commission Meeting adjourned at approximately 7:05 p.m.

I hereby certify that the foregoing represents a true, accurate, and complete record of the City of Holladay Planning Commission Meeting held Tuesday, January 23, 2024.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____

APPROVED
MINUTES OF THE CITY OF HOLLADAY
PLANNING COMMISSION MEETING

Tuesday, February 6, 2024
5:30 p.m.
City Council Chambers
4580 South 2300 East
Holladay, Utah

ATTENDANCE:

Planning Commission Members:

Dennis Roach, Chair
Jill Fonte
Paul Cunningham
Karianne Prince
Brian Berndt

City Staff:

Carrie Marsh, City Planner
Jonathan Teerlink, Community and Economic
Development Director
Ann Frances Garcia, Economic Development
and Housing Manager

WORK SESSION

Chair Dennis Roach called the Work Session to order at approximately 5:30 p.m.

The agenda items were reviewed and discussed. Community and Economic Development Director, Jonathan Teerlink, explained that Ann Frances Garcia is the new Economic Development and Housing Manager. She has been hired to review and administer the Moderate-Income Housing Plan requirements from the State. He explained that the State requires a Moderate-Income Housing element in the General Plan. Additionally, the State has mandated that cities select a certain number of strategies in order to address affordable housing needs. The Planning Commission previously recommended several strategies, which were adopted by the City Council.

Ms. Garcia has researched several strategies and discovered some other options that the Planning Commission and City Council can consider. Those options will assist with the affordable housing goals in the City but will not be as difficult to implement. During the Regular Meeting, Ms. Garcia will present the Staff Report and there will be a public hearing held on what is proposed. The City Council received a preview of the options, but a recommendation will be made by the Planning Commission. The Council is interested in hearing from the Planning Commission on this matter.

Council Member Brian Berndt noted that Ms. Garcia reviewed some information during the last Planning Commission Meeting. As he looked through the Meeting Materials Packet, it seemed the State has a blanket expectation for cities. He wondered whether the State has considered communities that do not have light rail or other options to offset transportation needs. Mr. Teerlink explained that the State is holding those with light rail to a higher standard. Holladay is being held to a lesser standard than communities with fixed rail and other types of transportation.

impacts to neighboring properties. Mr. Teerlink stated that graduated height and footprint size are factors.

Commissioner Berndt believed setbacks need to be discussed in addition to height. He did not think those matters were separate but were connected, as one impacted the other. As a result, it was suggested that the discussion be broadened to include setbacks as well. Commissioner Berndt did not want ADUs to redefine what a neighborhood looks like and feels like. ADUs should be a compliment to the area. He worried about the existing accessory buildings being converted. Chair Roach wondered whether the language should be written to separate out new structures and legal non-conforming structures. Ms. Marsh shared additional information about graduated heights.

Mr. Teerlink explained that residents are often told that if there is a desire to add additional height to their accessory building, it can be pulled into the building footprint of the primary residence. Ms. Marsh referenced the example in the Staff Report, which is the approach taken by Salt Lake City. Something similar could be done in Holladay, but with a setback that is further away.

Chair Roach reviewed the items that still need to be discussed by the Commission. This includes lot size restrictions, non-conforming buildings, and setbacks. Ms. Marsh noted that the Planning Commission can also discuss the possibility of ADUs on corner lots at the next meeting.

Commissioner Prince moved to CONTINUE the Text Amendment for Chapter 13.14.031 – Accessory Dwelling Units to the next Planning Commission Meeting. The motion was not seconded. Vote on Motion: Commissioner Fonte-Aye; Commissioner Cunningham-Aye; Commissioner Prince-Aye; Commissioner Berndt-Aye; Chair Roach-Aye. The motion passed with the unanimous consent of the Commission.

ADJOURN

Chair Roach moved to ADJOURN. The motion was not seconded. The motion passed with the unanimous consent of the Commission.

The Planning Commission Meeting adjourned at approximately 8:11 p.m.

I hereby certify that the foregoing represents a true, accurate, and complete record of the City of Holladay Planning Commission Meeting held Tuesday, February 6, 2024.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____

APPROVED

**MINUTES OF THE CITY OF HOLLADAY
PLANNING COMMISSION MEETING**

**Tuesday, February 20, 2024
6:00 PM.
City Council Chambers
4580 South 2300 East
Holladay, Utah**

ATTENDANCE:

Planning Commission Members:

Dennis Roach, Chair
Martin Banks
Brian Berndt
Paul Cunningham
Ginger Vilchinsky
Jill Fonte
Angela Gong

City Staff:

Carrie Marsh, City Planner
Brad Christopherson, City Attorney

**CONVENE REGULAR MEETING – Public Welcome and Opening Statement by
Commission Chair.**

Chair Dennis Roach called the Regular Meeting to order at approximately 6:00 p.m. Commissioner Gong read the Commission Statement for the benefit of those present.

PUBLIC HEARING

- 1. CONTINUED ITEM – Chapter 13.14.031 – Accessory Building Units. Continued Review of Draft Changes, Anticipated Recommendation to the City Council on Proposed Amendments to Title 13 of the Holladay City Code, Land Use and Development Regulations as they Relate to Accessory Dwelling Units. Item Reviewed as a Legislative Action, According to Procedures set forth in Holladay Ordinance §13.07.**

City Planner, Carrie Marsh presented the changes made to the text amendment since the last meeting. The Staff Report identified the changes discussed previously such as ownership requirements. The Planning Commission asked to see specific definitions for immediate family, which was included in the new language. Currently, the minimum lot size is 10,000 square feet. There was an addition for corner lots and double-fronting lots. Some of the details may need to be clarified since corner lots are more unique in terms of setbacks. Other changes that were made were discussed such as height limitations. The new proposed language includes graduated height being set at six feet on the property line and then 45 degrees over. Primary structures are eight

five-foot minimum setback and meet the graduated height requirement, which is currently eight feet with a 45-degree angle over.

Chair Roach considered it to be a control measure to set limits. Ms. Marsh commented on setbacks and stated that when looking at side setbacks for a primary structure, it is 25% total. You could do 12½ % on a front or side setback because that is what a primary structure would be. If there is a 100-foot-wide lot, the minimum setback on one side would be 10 feet. The other side would be 15 feet. The setbacks would be based on the size of the lot.

It was noted that Code Enforcement could take action in a rental situation. Existing non-complying structures were also addressed. If a different standard were set for height, existing non-complying structures would never be in compliance without tearing the ADU down and rebuilding it. It was noted that the Legislature made the decision to not give cities the ability to make this decision and allow it to happen. They have already decided that the public interest is more housing than views and building height. It was suggested that the City take advantage of any opportunity to minimize the impact on the neighbors.

Ms. Marsh stated that the Commission could indicate what they are comfortable with and recommended they wait and see what happens over the next two years and bring it back at that point. They could pass a recommendation for a change in the lot size or change the lot size with a reduced graduated height. Another option would be an increased setback and have staff track the permits and see what happens. They could then look at Code revisions two to three years in the future.

Staff was asked to report back on how many moderate-income houses are created rather than the number of ADUs because they are not the same. Ms. Marsh commented that that is difficult with I-ADUs. It is easy to catch E-ADUs but I-ADUs involve people who are renting their basements out. The City has an I-ADU Permit but most people do not come in and apply.

[END OF AUDIO]

ACTION ITEMS

2. **Approval of Minutes – December 5, 2023, and December 19, 2023.**

ADJOURN

The Planning Commission Meeting adjourned at approximately ____ PM.

I hereby certify that the foregoing represents a true, accurate, and complete record of the City of Holladay Planning Commission Meeting held Tuesday, February 20, 2024.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____

APPROVED

**MINUTES OF THE CITY OF HOLLADAY
PLANNING COMMISSION MEETING**

**Tuesday, March 5, 2024
6:00 PM
City Council Chambers
4580 South 2300 East
Holladay, Utah**

ATTENDANCE:

Planning Commission Members:

Karianne Prince, Vice-Chair
Brian Berndt
Paul Cunningham
Ginger Vilchinsky
Jill Fonte
Angela Gong

City Staff:

Jonathan Teerlink, Community Development Director
Carrie Marsh, City Planner
Brad Christopherson, City Attorney

**CONVENE REGULAR MEETING – Public Welcome and Opening Statement by
Commission Chair.**

In the absence of Chair Dennis Roach, Vice-Chair Karianne Prince called the Regular Meeting to order at approximately 6:00 p.m. She read the Commission Statement for the benefit of those present.

In the interest of time and in an effort to get to their caucus meetings, the Commission first addressed agenda item number 2, which did not require a public hearing. They then addressed the agenda item as printed.

PUBLIC HEARING

- 1. Conditional Use Permit - Fisher Guesthouse Footprint Size - 4044 South 2000 East (R-1-10). Review and Consideration of a Request by Applicant, Charles Fisher, for a Conditional Permit Allowing Construction of a Detached Accessory Building with a Footprint Size Larger than Normally Permitted. Item Reviewed as an Administrative Application as Per Provisions Stated in Holladay Ordinance §13.14.030 & 13.08.040. File #24-2-01.**

City Planner, Carrie Marsh reported that the application is a Conditional Use Permit for a guesthouse. Guesthouses are permitted or conditional uses depending on the size of lots that are one-half acre or larger. The applicant is asking for a footprint size of four 1,470 square feet. The allowed size is 1,200 square feet. The accessory building being proposed is within the setbacks for a primary structure. Side setbacks are at least 10% and rear setbacks must meet the size of the lot. Because the proposed guesthouse is in the footprint of the main structure, staff saw no

Findings:

1. *The development complies with the General Plan.*
2. *The development complies with the regulations within the Professional Office Zone.*
3. *The Division of one suite into two suites, creating one additional unit does not alter any other elements previously approved on the Final Plat.*
4. *Separate meters and shutoffs for utilities are not required for this application and are okay as addressed in the CC&Rs.*
5. *Modified suites meet the Fire Code with adequate fire access.*

Requirement:

1. *Correct third-floor suites to include amended suite numbers, additional Suite #305 on Building Sections Sheet #5.*

Commissioner Bernt seconded the motion. Vote on motion: Commissioner Vilchinsky-Yes, Commissioner Cunningham-Yes, Commissioner Fonte-Yes, Commissioner Gong-Yes, Commissioner Berndt-Yes, Vice-Chair Prince-Yes. The motion passed unanimously.

3. **Highland Park Subdivision - Extension of Final Plat Approval - 4880 South Highland Circle (R-M) Request to Extend the Time Period for Final Plat Approval by Applicant/Property Owner, Alec Moffit/Sequoia Development. Previous Approval for the Preliminary Subdivision was Granted on February 22, 2023, with the Condition of Recording the Final Plat within one year. Plats that are Not Recorded within One Year Require Approval of Extension by the Planning Commission According to Holladay Ordinance §13.10.090. File #22-1-11.**

Ms. Marsh presented the Staff Report and stated that the request is for a residential subdivision that was reviewed last year and approved in February of 2023. 11 townhomes are proposed in the configuration of three or four different buildings located at 4880 South Highland Circle. The applicant reported that various financial issues delayed the recording of the plat. They are currently waiting for approval of the subdivision name, street name, and associated addressing. They will include that information on the Final Plat and take it to be recorded. The Planning Commission can decide what a reasonable time frame would be. She felt that three months was reasonable. Community Development Director, Jonathan Teerlink agreed.

ADJOURN

The Planning Commission Meeting adjourned at approximately 6:20 PM.

I hereby certify that the foregoing represents a true, accurate, and complete record of the City of Holladay Planning Commission Meeting held Tuesday, March 5, 2024.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____

1 **DRAFT**

2
3 **MINUTES OF THE CITY OF HOLLADAY**
4 **PLANNING COMMISSION MEETING**

5
6 **Tuesday, March 19, 2024**
7 **5:30 p.m.**
8 **City Council Chambers**
9 **4580 South 2300 East**
10 **Holladay, Utah**

11
12 **ATTENDANCE:**

13
14 **Planning Commission Members:**

15
16 Dennis Roach, Chair
17 Paul Cunningham
18 Ginger Vilchinsky
19 Jill Fonte
20 Brian Berndt

14 **City Staff:**

15
16 Carrie Marsh, City Planner
17 Jonathan Teerlink, Community Development Director
18 Brad Christopherson, City Attorney

21
22 **WORK SESSION**

23 Chair Dennis Roach called the Work Session to order at approximately 5:30 p.m.

24
25 The agenda items were reviewed and discussed. Community Development Director, Jonathan
26 Teerlink, shared information about the proposed Text Amendment to Chapter 13.62 and explained
27 that City Staff has provided background information about heights across all zones. Based on
28 some elements in the General Plan, specifically Chapter 4, it is possible for the Planning
29 Commission to discuss the merits of the request and the specifics of the General Plan. From there,
30 the Planning Commission can make a recommendation to the City Council. However, City Staff
31 recommends that the Commission keep the public hearing open and continue it to the next meeting.

32
33 Mr. Teerlink explained that some residents expressed concerns with how Text Amendments are
34 noticed in the City. He clarified that this is done according to State law, but some wanted specific
35 neighborhoods to be noticed. Mr. Teerlink reiterated the request to open the public hearing, keep
36 the hearing open, and continue the item to the next Planning Commission Meeting.

37
38 Chair Roach wanted to know if City Staff has a recommendation on the application. Mr. Teerlink
39 confirmed this. Since it is a specific height amendment, there is recommendation for approval.
40 Commissioner Paul Cunningham noted that there has not been a change since Holladay became a
41 City. He wanted to know if someone previously asked for a change that was declined.
42 Mr. Teerlink reported that the height has not been addressed by the Council and an applicant has
43 not previously approached the City. Commissioner Cunningham referenced the graph in the
44 Meeting Materials Packet that shows the different heights in Holladay. He asked if there was an
45 advantage to looking at all zone heights at the same time so there would be a solid rationale for

1 **DISCUSSION ITEM**

2 7. **Discussion - Pending Historic Preservation Ordinance Update Presentation by Staff**
3 **on Pending Updates to Title 13, of the Holladay City Code, Land Use and**
4 **Development Regulations as they Relate to Council Direction on Historical**
5 **Preservation Including; Historical Designation Process, Allowable Land Uses,**
6 **Modification Standards, and Review Processes for Historic Sites. DISCUSSION**
7 **ITEM ONLY for Future Review as a Legislative Action to Make a Recommendation**
8 **to City Council, According to Procedures Set Forth in Holladay Ordinance §13.07.**

9 Mr. Teerlink offered to answer questions about how historic preservation is handled in Holladay.
10 He noted that this is something that City Staff has been concerned about for some time, but the
11 timing to address the matter needed to be appropriate. Former City Council Member, Dan
12 Gibbons, championed the effort to make sure it is addressed. Council Member Emily Gray has
13 taken his place as the liaison for the Historical Commission. She is trying to continue this work
14 and informed City Staff that May is Historic Preservation Month. As a result, there is a desire to
15 have this item in front of the City Council in May so it can be approved during that month. Mr.
16 Teerlink clarified that there will not be an extravagant update or rewrite, but procedural changes.

17
18 Chair Roach asked what would qualify a structure as historic. He wanted to know if there is a
19 certain date needed for consideration. Mr. Teerlink explained that it is open to whatever the State
20 will approve and accept, whether that has to do with an architectural style, individual, or use. He
21 shared an example on Spring Lane of a Victorian home. It is a historic property, not for the
22 architecture, but for the dairy that was located there. This process starts at the State. Once there
23 is approval, it is possible to bring the property to the City Council to add to the Holladay list.

24
25 Commissioner Berndt does not feel he has the background to express an opinion on a historic
26 property. Mr. Teerlink noted that if a historic home comes to the Planning Commission for a
27 Conditional Use for a remodel or addition, it is probably a good idea for the Design Review Board
28 (“DRB”) to be the recommending body before it comes to the Planning Commission for approval.
29 Chair Roach asked if it would make sense to involve the Historical Commission in those kinds of
30 applications. Mr. Teerlink believed the City Council wanted the Historical Commission to assist
31 property owners with the process, but not necessarily to be a recommending body to the Planning
32 Commission. Commissioner Berndt suggested that the Commission share relevant information.

33
34 **ADJOURN**

35 *Chair Roach moved to ADJOURN. The motion was not seconded. The motion passed with the*
36 *unanimous consent of the Commission.*

37
38 The Planning Commission Meeting adjourned at approximately 7:40 PM.

1 *I hereby certify that the foregoing represents a true, accurate, and complete record of the City*
2 *of Holladay Planning Commission Meeting held Tuesday, March 19, 2024.*

3
4
5

6 Teri Forbes

7 Teri Forbes
8 T Forbes Group
9 Minutes Secretary

10
11 Minutes Approved: _____

DRAFT

APPROVED

**MINUTES OF THE CITY OF HOLLADAY
PLANNING COMMISSION MEETING**

**Tuesday, April 2, 2024
5:30 p.m.
City Council Chambers
4580 South 2300 East
Holladay, Utah**

ATTENDANCE:

Planning Commission Members:

Dennis Roach, Chair
Jill Fonte
Paul Cunningham
Karianne Prince
Brian Berndt

City Staff:

Jonathan Teerlink, Community Development Director
Brad Christopherson, City Attorney

WORK SESSION

Chair Dennis Roach called the Work Session to order at approximately 5:33 PM.

The agenda items were reviewed and discussed. The first item on the agenda was continued during the last Planning Commission Meeting. It is a proposed Text Amendment for Chapter 13.62 and has to do with building heights in the C-2 Zone. Community Development Director, Jonathan Teerlink, explained that at the last meeting, the Commission requested that City Staff and the applicant come back with some additional information. One of the requests had to do with what was happening outside the City of Holladay. Cottonwood Heights, Millcreek, and Murray were looked into, and those details were included in the Meeting Materials Packet. He noted that it provided clarification about the location and permitted heights in those cities. Additionally, the applicant provided a schematic to illustrate what height would look like distributed through the space.

Chair Roach asked to review the schematic that was submitted by the applicant. The document was discussed. Mr. Teerlink stated that it showed two and a half levels. Chair Roach pointed out that if the Text Amendment was approved for the C-2 Zone, the change could open up the door for lower-quality three-story buildings. Mr. Teerlink noted that the Commission can make a recommendation to the City Council that City Staff look into architectural standards for the C-2 Zone. Currently, what the Planning Commission is considering is the change from 35 feet to 40 feet. Chair Roach expressed concerns about some of the building designs seen in other cities.

Commissioner Jill Fonte noted that the Planning Commission often discusses what is happening in surrounding cities. However, it is important to remember that the City of Holladay has its own

4. *That there be consideration of a public process for delisting a property, which includes notice provided to the Historical Commission.*
5. *That there be consideration of a public hearing for delisting.*

Commissioner Prince seconded the motion. Vote on Motion: Commissioner Cunningham-Aye; Commissioner Fonte-Aye; Commissioner Prince-Aye; Commissioner Berndt-Aye; Chair Roach-Aye. The motion passed with the unanimous consent of the Commission.

3. **Text Amendment – Chapter 13.04.040 and 13.100.010 Land Use Zones for Quasi-Public and Community Location Uses as directed by City Council. Review and Recommendation to City Council on Proposed Amendments to Title 13, of the Holladay City Code, Land Use and Development Regulations as they Relate to Quasi-Public Uses and Community Locations as Defined by Utah State Code §32B1-102, in Addition to Identifying Zones in which Community Location Uses would be a Conditional Use. Item Reviewed as a Legislative Action, According to Procedures Set Forth in Holladay Ordinance §13.07. File #24-04-07.**

Mr. Teerlink presented the Staff Report and explained that this is a Text Amendment to Chapters 13.04.040 and 13.100.010. He explained that there was a Council direction received to review additional land use zones where quasi-public or church uses may be added. Currently, the P Zone is the only zone where churches can be located. City Staff has provided background information related to the application and potential zones that may be appropriate for these uses. The current recommendation is to open the public hearing, start the discussion, and continue the item.

Chair Roach opened the public hearing. There were no comments. The hearing remained open.

Commissioner Prince moved to CONTINUE an application by the City of Holladay to amend Chapter 13.04 and 13.100.010 of the City of Holladay Land Use Code, to the next regularly scheduled meeting. Commissioner Cunningham seconded the motion. Vote on Motion: Commissioner Cunningham-Aye; Commissioner Fonte-Aye; Commissioner Prince-Aye; Commissioner Berndt-Aye; Chair Roach-Aye. The motion passed with the unanimous consent of the Commission.

Additional discussions were had about the proposed Text Amendment. Mr. Christopherson explained that currently if a church wanted to move into Holladay, a rezone is necessary unless that church is moving into an existing church. That is an issue because there are Federal and State protections that require accommodation of religious uses due to Constitutional protections. In Holladay, there are no P Zones that are not occupied, which means a rezone becomes necessary. The request is for the Planning Commission to consider what zones are most appropriate for quasi-public uses. In most cities, residential zones allow for churches, but that is not done in Holladay.

Commissioner Fonte asked for an update on the Korean Presbyterian Church of Utah. Mr. Christopherson reported that the church withdrew the application. Chair Roach noted that the City Council had not wanted to approve the Text Amendment during the last meeting. Mr.

Christopherson explained that the City is now considering an amendment to the zoning code that addresses the fact that a rezone is required in order to locate a church in Holladay. Chair Roach noted that the Korean Presbyterian Church of Utah wanted to locate the church in a C-2 Zone. With what is now being considered that location still would not work for the use. It was noted that there will be additional discussions about this at the next Planning Commission Meeting.

ADJOURN

Commissioner Prince moved to ADJOURN. The motion was not seconded. The motion passed with the unanimous consent of the Commission.

The Planning Commission Meeting adjourned at approximately 7:26 PM.

I hereby certify that the foregoing represents a true, accurate, and complete record of the City of Holladay Planning Commission Meeting held Tuesday, April 2, 2024.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____

**MINUTES OF THE CITY OF HOLLADAY
PLANNING COMMISSION MEETING**

Tuesday, April 16, 2024

6:00 PM

City Council Chambers

4580 South 2300 East

Holladay, Utah

ATTENDANCE:

Planning Commission Members:

Dennis Roach, Chair
Jill Fonte
Angela Gong
Brian Berndt
Paul Cunningham
Ginger Vilchinsky

City Staff:

Carrie Marsh, City Planner

WORK SESSION

Chair Dennis Roach called the Work Session to order at approximately 5:30 p.m.

The agenda items were reviewed and discussed. Chair Roach reported that there is one Public Hearing item on the Regular Meeting agenda and the approval of Meeting Minutes from February 6, 2024, and March 5, 2024. City Planner, Carrie Marsh, shared information about the first item on the agenda, which is a Zone Map Amendment request to rezone property from R-1-10 to R-2-10. The subject property is located at 1932 East 5600 South, and it is a narrow and deep property.

Ms. Marsh shared context about the surrounding area. Both of the properties on the west side and east side are duplexes, which means the subject property is surrounded by duplexes. However, the two duplexes on the west are non-conforming to the zone. Chair Roach believes on the east side, there is a duplex facing 5600 South and there is another duplex that is part of the PUD subdivision that faces in. This was confirmed. Ms. Marsh reviewed a map of the area and reported that a list of the neighboring properties is included in the Staff Report for reference. Additionally, the Staff Report includes an analysis of the General Plan. This whole area is identified on the Future Land Use Map as Low-Density Residential–Stable. She highlighted surrounding zones.

Chair Roach referenced the duplexes on the west, which are shown on the map in yellow. He asked if those were in the R-2 Zone. Ms. Marsh clarified that those are both in the R-1 Zone but are used as duplexes. Those properties are legal non-conforming uses. There are quite a few properties in Holladay that were zoned as duplexes under Salt Lake County. After incorporation, larger area-wide zoning was done as opposed to property-specific zoning. As a result, there are pockets where there are two or three duplexes all in an area together. For example, there is another

ACTION ITEMS

2. Approval of Minutes – February 6 and March 5, 2024.

Commissioner Gong explained that she did not attend the February 6, 2024, Planning Commission Meeting. As a result, she chose not to vote on those Meeting Minutes. Chair Roach informed those present that he was not present during the March 5, 2024, Planning Commission Meeting.

Chair Roach moved to APPROVE the February 6, 2024, Meeting Minutes. There was no second. Vote on Motion: Commissioner Berndt-Aye; Commissioner Gong-Abstain; Commissioner Fonte-Aye; Commissioner Vilchinsky-Aye; Commissioner Cunningham-Aye; Chair Roach-Aye. The motion passed with the unanimous consent of the Commission.

Chair Roach moved to APPROVE the March 5, 2024, Meeting Minutes. There was no second. Vote on Motion: Commissioner Berndt-Aye; Commissioner Gong-Aye; Commissioner Fonte-Aye; Commissioner Vilchinsky-Aye; Commissioner Cunningham-Aye; Chair Roach-Aye. The motion passed with the unanimous consent of the Commission.

ADJOURN

Commissioner Fonte moved to ADJOURN. The motion was not seconded. The motion passed with the unanimous consent of the Commission.

The Planning Commission Meeting adjourned at approximately 7:00 p.m.

I hereby certify that the foregoing represents a true, accurate, and complete record of the City of Holladay Planning Commission Meeting held Tuesday, April 16, 2024.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____

**MINUTES OF THE CITY OF HOLLADAY
PLANNING COMMISSION MEETING**

**Tuesday, May 7, 2024
6:00 PM
City Council Chambers
4580 South 2300 East
Holladay, Utah**

ATTENDANCE:

Planning Commission Members:

Dennis Roach, Chair
Jill Fonte
Angela Gong
Karianne Prince
Brian Berndt

City Staff:

Jonathan Teerlink, Community Development Director
Brad Christopherson, City Attorney
Carrie Marsh, City Planner

WORK SESSION

Chair Dennis Roach called the Work Session to order at approximately 5:30 p.m. He noted that Commissioner Paul Cunningham and Commissioner Ginger Vilchinsky are both excused.

The agenda items were reviewed and discussed. Chair Roach reported that there is one Public Hearing item and two Action Items on the Regular Meeting agenda. City Planner, Carrie Marsh, shared information about the Public Hearing item, which is the Ault Mixed-Use Planned Unit Development. She explained that this is a property that was previously rezoned to the PO Zone.

The rezone was approved by the City Council and the property owner is now returning for a Conditional Use Permit. The property owner wants to convert the existing office space on the top floor of the building into two dwelling units. One will be the dwelling unit for the owner and the other will function as a rentable unit. The office use will remain in the rest of the building.

Commissioner Karianne Prince asked if there will be any remodeling done on the first floor. Ms. Marsh was not certain but noted that the remodeling will be addressed during the Building Permit process. She noted that having a mixture of uses in the building requires a Conditional Use Permit.

Chair Roach noted that there will not be a change to the setbacks. Ms. Marsh explained that if the applicant wants to add onto the building or add a secondary building, the requirements for the PO Zone will need to be met. However, in this case, only the internal space is proposed to be remodeled. The parking requirements need to be met with the change of use. She informed the Commission that the total parking spaces available are beyond the requirements for the use.

The Planning Commission will consider a permit for the mixture of residential and office space. Commissioner Brian Berndt asked if there is a way the property owner can subdivide further to

6. *Stormwater detention areas and public improvements are to be provided with individual Building Permits for each lot.*
7. *Existing fire access is to be maintained.*
8. *Vehicular access and utility easements are established.*

Conditions of Approval:

1. *All corrections on plat are required before final approval is granted.*
2. *Recommendations from the geotechnical report shall be followed for both lots.*
3. *FCOZ regulations, standards, and processes including pre-development review shall be followed prior to any development of either lot.*

Also, within one year and in accordance with 13.08.010.D5, to defer administrative review and approval of the FINAL PLAT by the Community and Economic Development Director, following a positive, written recommendation from TRC.

Commissioner Prince seconded the motion. Vote on Motion: Commissioner Fonte-Aye; Commissioner Prince-Aye; Commissioner Gong-Aye; Commissioner Berndt-Aye; Chair Roach-Aye. The motion passed unanimously.

3. Approval of Minutes – 03/19/24.

Chair Roach reported that there was a typo in the Regular Meeting agenda. It referenced approval of Meeting Minutes from May 18, 2021, but the correct date of the meeting is March 19, 2024. It was noted that not all Commissioners were present at that meeting. Mr. Christopherson clarified that there is no requirement for Commissioners to abstain from the vote but if the Commissioners who were not present would prefer to abstain, that can be done. He pointed out that there needs to be a minimum of four votes from the Planning Commission for it to pass.

Chair Roach moved to APPROVE the Meeting Minutes from March 19, 2024. There was no second. The motion passed with the unanimous consent of the Commission.

ADJOURN

Chair Roach moved to ADJOURN. Commissioner Fonte seconded the motion. The motion passed with the unanimous consent of the Commission.

The Planning Commission Meeting adjourned at approximately 6:14 p.m.

I hereby certify that the foregoing represents a true, accurate, and complete record of the City of Holladay Planning Commission Meeting held Tuesday, May 7, 2024.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____

APPROVED

**MINUTES OF THE CITY OF HOLLADAY
PLANNING COMMISSION MEETING**

Tuesday, May 21, 2024

6:00 PM

**City Council Chambers
4580 South 2300 East
Holladay, Utah**

ATTENDANCE:

Planning Commission Members:

Dennis Roach, Chair
Jill Fonte
Angela Gong
Brian Berndt
Paul Cunningham
Ginger Vilchinsky

City Staff:

Jonathan Teerlink, Community Development Director
Brad Christopherson, City Attorney
Carrie Marsh, City Planner

WORK SESSION

Chair Dennis Roach called the Work Session to order at approximately 5:30 p.m. He reported that there are six items listed on the original Planning Commission Meeting agenda, but one has been removed and one has been amended. Item 3 was removed Item 6 has been amended. City Planner, Carrie Marsh reported that the February 20, 2024, Meeting Minutes will not be reviewed at this time. However, the January 23, 2024, and April 2, 2024, Meeting Minutes will still be reviewed.

Chair Roach stated who was present at the Planning Commission Meeting, including City Staff and Planning Commission Members. He noted that Commissioner Karianne Prince is excused.

The agenda items were reviewed and discussed. Community and Economic Development Director, Jonathan Teerlink, reviewed the first agenda item, “Royal Holladay Hills, Block C” Site Plan. He reported that Block C is a smaller block up on Highland Drive. It is within the Open Zone in the Site Development Master Plan (“SDMP”). The Open Zone is the most flexible zone in the Royal Holladay Hills development. The Site Plan before the Planning Commission is not for the entire block but for approximately half of the block. It is for a Chase Bank on the corner.

Staff has reviewed the application for compliance with the SDMP. Mr. Teerlink suggested that the Planning Commission focus on architecture, use, landscaping, and parking. As for access to the site, that is all on private roads and nothing accesses directly onto Highland Drive. On the south end, the trail acts as a buffer and separates the parking lot from Big Cottonwood Creek. Most of the landscaping will be interior to the site itself. The bank building will be slightly larger than is normally seen for a bank but is fairly straightforward in terms of the proposed design.

Ms. Marsh reported that the applicant held a neighborhood meeting, which is required for a subdivision amendment. The list of residents notified about that meeting was included in the Meeting Materials Packet. The Meeting Minutes from the neighborhood meeting as well as the list of attendees were also included. As for the notifications sent out by the City, that was separate. She offered to look at the list of addresses the City sent Planning Commission Meeting notifications to. Commissioner Berndt suggested that the discussion be continued in order to verify whether the City's noticing requirements were met. It would also allow the applicant to consider their options moving forward. Discussions were had about the options available to the applicant.

Chair Roach asked what would happen if the item was continued. Mr. Christopherson reminded the Planning Commission that the public hearing has been held and closed. As a result, there would not be new notices shared. No additional public comment would be heard on this particular application. If the applicant wants to hold another neighborhood meeting, that can be done, but it is not something that would be required. If feedback from the Commission is incorporated into their proposal, there would not be a new public hearing or neighborhood meeting required for that. The process would not necessarily start over if the applicant chose to make some modifications.

Chair Roach wants to determine the best path forward for the applicant given the feedback that has been received on the application. Mr. Christopherson reported that the applicant can withdraw the application and reapply with something that is substantially similar but different enough that the feedback has been taken into account. However, if there is a vote on this item, that application cannot be refiled for one year in the same form. Chair Roach asked if the applicant had an interest in withdrawing the application. It was noted that the applicant will withdraw the application. Mr. Christopherson stated that there would be a new public hearing held in the event of reapplication.

ACTION ITEMS

6. Approval of Minutes – January 23, February 20, and April 2, 2024.

Commissioner Cunningham moved to APPROVE the Meeting Minutes from January 23, 2024, and April 2, 2024. Commissioner Fonte seconded the motion. The motion passed with the unanimous consent of the Commission.

ADJOURN

Commissioner Fonte moved to ADJOURN. The motion was not seconded. The motion passed with the unanimous consent of the Commission.

The Planning Commission Meeting adjourned at approximately 8:24 p.m.

I hereby certify that the foregoing represents a true, accurate, and complete record of the City of Holladay Planning Commission Meeting held Tuesday, May 21, 2024.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____

APPROVED

**MINUTES OF THE CITY OF HOLLADAY
PLANNING COMMISSION MEETING**

**Tuesday, June 4, 2024
6:00 PM
City Council Chambers
4580 South 2300 East
Holladay, Utah**

ATTENDANCE:

Planning Commission Members:

Dennis Roach, Chair
Paul Cunningham
Angela Gong
Ginger Vilchinsky

City Staff:

Carrie Marsh, City Planner
Brad Christopherson, City Attorney

WORK SESSION

Chair Dennis Roach called the Work Session to order at approximately 5:30 p.m.

The agenda items were reviewed and discussed. City Planner, Carrie Marsh reported that the Public Hearing item is a Historic Site Modification Permit for Brinton House at 1981 Murray Holladay Road in the R-M Zone. She explained that the application has been evaluated under the existing code, as the Historic Preservation Ordinance has not been passed at a City Council level.

Ms. Marsh noted that the Staff Report details some history of the site. The historic house is in the front of the property and there was an addition in 1979 on the rear side of the property that incorporated a lot of the same elements seen in the main house. The modifications that the applicant is requesting include tree removals, painting window trim, replacement of the south side entrance door and the east side entrance door, fencing, and removing an existing garage and carport on the site in order to build a new one. The applicant sent over some architectural details for the newly proposed garage, which can be reviewed by the Planning Commission.

The Staff Report has a detailed review from Community and Economic Development Director, Jonathan Teerlink, about each of the items that were suggested to be changed. There is a recommendation included for each of those items. Ms. Marsh suggested that the Commission review those recommendations first. A question was asked about the doors. Ms. Marsh explained that the current doors were not there from the beginning. At some point, there was a replacement.

Chair Roach asked about a Landscape Plan. Ms. Marsh reported that she spoke to the applicant about landscaping and trees earlier that day. She noted that it is possible to send him a tree recommendation list. Alternatively, the Commission can share tree recommendations.

That addition could provide more shade canopy and address the heat island. If the cost of that is prohibitive, he understands that, but it is something that could be a benefit to the overall site.

Commissioner Gong asked about the two trees in front that are blocking visibility from the street. Mr. Wheat reported that he will have a Landscape Plan created. It will show the trees that are proposed to be removed as well as the location of the new trees and the type of new trees. Ms. Marsh discussed the tree canopy replacement requirements. Applicants have the option to plant trees off-site. If there is a situation where it is not possible to fit enough trees on the site, it is possible to plant them elsewhere. There is a specific distance for that option. She offered to share those details with the applicant following the meeting. Chair Roach noted that there is line of sight trimming that can be done for some of the existing trees on the site. It sounds like this has already been planned for some of the trees. Commissioner Gong asked about the trees along the fence. Mr. Wheat noted that an Arborist Report is included in the Staff Report. Half of those trees were determined to be sickly enough that removal is necessary. Ms. Marsh pointed out that if some trees along the fence line are removed, there could be space to plant replacement trees there.

Ms. Marsh reported that the tree canopy sustainability language intends to ensure that when trees are removed, the trees are replaced. The replacement replenishes the canopy. It will not be mature right away, but over time, there will be improved conditions on the property.

Chair Roach opened the public hearing. There were no comments. The hearing remained open.

Commissioner Cunningham moved to CONTINUE the application for the ‘Brinton House’ Historic Site Modification Permit at 1981 Murray Holladay Road and leave the public hearing open. Commissioner Gong seconded the motion. Vote on motion: Commissioner Cunningham-Aye; Commissioner Gong-Aye; Commissioner Vilchinsky-Aye; Chair Roach-Aye. The motion passed unanimously.

ADJOURN

Chair Roach moved to ADJOURN. The motion was not seconded. The motion passed with the unanimous consent of the Commission.

The Planning Commission Meeting adjourned at approximately 6:47 p.m.

I hereby certify that the foregoing represents a true, accurate, and complete record of the City of Holladay Planning Commission Meeting held Tuesday, June 4, 2024.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____

**MINUTES OF THE CITY OF HOLLADAY
PLANNING COMMISSION MEETING**

**Tuesday, June 25, 2024
6:00 PM
City Council Chambers
4580 South 2300 East
Holladay, Utah**

ATTENDANCE:

Planning Commission Members:

Dennis Roach, Chair
Jill Fonte
Angela Gong
Brian Berndt
Paul Cunningham
Karianne Prince

City Staff:

Carrie Marsh, City Planner
Jonathan Teerlink, Community Development
Director

**CONVENE REGULAR MEETING – Public Welcome and Opening Statement by
Commission Chair.**

Chair Dennis Roach called the Regular Meeting to order at approximately 6:00 p.m. He explained that since there are no members of the public present, the Commission Statement will not be read. There is no Legal Counsel at the meeting and Commissioner Ginger Vilchinsky is excused.

PUBLIC HEARING

- 1. “Brinton House” Historic Site Modification Permit — 1981 Murray Holladay Road (R-M). Review and Consideration of a Request by the Applicant, Katie Thibodeaux, Representing the Owner Roderick Enterprises, for Modifications to a Designated Historic House and Site. Item Reviewed as an Administrative, Conditional Use Application as Per Provisions stated in Holladay Ordinance §13.08.040, §13.86.030 & §13.86.050 File #24-2-05.**

Chair Roach reported that the item was previously continued, and the public hearing is currently open. It will need to be closed during the Planning Commission Meeting. City Planner, Carrie Marsh, presented the Staff Report and explained that this is a Historic Site Modification Permit request for property located at 1981 Murray Holladay Road. She explained that the applicant came back with revisions based on the feedback received from the Planning Commission. The revisions were primarily made to the doors and the architectural features of the new detached structure. Some modifications were made to the landscaping on the site as well. After a survey was conducted, it was determined that the fencing and a lot of the trees proposed to be trimmed or removed on the perimeter of the property are actually on neighboring properties. Those items are now omitted since they are not on the subject property and not within the scope of the project.

4. *Demolition of existing garage and carports appropriate, as not historically relevant to the property.*
5. *New garage design to feature architectural features found in the main home and 1979 addition.*
6. *No addition of lighting within the parking lot.*
7. *Discussion with Staff to choose an appropriate location for a single tree. One tree is required in the front lawn area that is not in the park strip.*

Commissioner Fonte seconded the motion. Vote on Motion: Commissioner Berndt-Aye; Commissioner Gong-Aye; Commissioner Prince-Aye; Commissioner Fonte-Aye; Commissioner Cunningham-Aye; Chair Roach-Aye. The motion passed with the unanimous consent of the Commission.

It was noted that the election of the Chair and Vice-Chair of the Planning Commission will take place at the next Planning Commission Meeting. Chair Roach noted that he is unable to attend that meeting. Commissioner Prince wondered whether the current Chair, who has served for less than one year, is able to serve in that role again. This was confirmed. As for the terms of Chair Roach and Commissioner Prince, there will be reappointments by the Council on July 11, 2024.

PLANNING COMMISSION TRAINING

Chair Roach noted that Planning Commission training has been prepared by City Staff.

ADJOURN

Chair Roach moved to ADJOURN. The motion was not seconded. The motion passed with the unanimous consent of the Commission.

The Planning Commission Meeting adjourned at approximately 7:35 p.m.

I hereby certify that the foregoing represents a true, accurate, and complete record of the City of Holladay Planning Commission Meeting held Tuesday, June 25, 2024.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____

**MINUTES OF THE CITY OF HOLLADAY
PLANNING COMMISSION MEETING**

**Tuesday, July 16, 2024
6:00 PM
City Council Chambers
4580 South 2300 East
Holladay, Utah**

ATTENDANCE:

Planning Commission Members:

Karianne Prince
Jill Fonte
Angela Gong
Brian Berndt
Paul Cunningham
Ginger Vilchinsky

City Staff:

Carrie Marsh, City Planner
Ann Frances Garcia, Economic Development
and Housing Manager

WORK SESSION

Commissioner Karianne Prince called the Work Session to order at approximately 5:30 p.m.

The agenda items were reviewed and discussed.

City Planner, Carrie Marsh, reported that the first item on the Regular Meeting agenda is a Conditional Land Use Permit for “Frederickson Residential Pool Rental” at 1820 East Spring Lane. It is for an hourly pool rental in a residential zone. Ms. Marsh explained that the item has come to the Planning Commission because it is a use that is outside the standards of the Home Occupation Code. There is a lot of information in the Meeting Materials Packet, as this is outside of the norm for a Home Occupation. The standards the applicant is asking for an exception to are detailed in the Staff Report. It also details what standards the application is in compliance with.

When looking at Conditional Use Permits, it is necessary to consider impacts and mitigation. For example, whether mitigation factors can be applied that will reasonably address the impacts. Ms. Marsh reported that some of the possible mitigation factors are detailed in the Staff Report. It was noted that the Business Licensing Code states there cannot be any business outside the residence of the house. A question was asked about whether an exception is being proposed since the use is not within the residence. Additionally, there was a desire to understand what the Planning Commission will use to make the determination. Ms. Marsh reported that the Planning Commission has authority over Title 13. The Commission could approve the application for a Conditional Use Permit. However, that Conditional Use Permit would be conditional upon the applicant receiving a Business License. Commissioners expressed concerns about the proposal and noted that what has been requested appears to be in conflict with the intent of the code.

3. *Address engineering comments prior to submission of the Preliminary Site Plan.*
4. *Include all required preliminary submission items, as required in 13.03.030.*
5. *Provide CC&R, specifically detailing maintenance of access lane and stormwater retention areas.*
6. *The Fire Marshal's suggestions must be taken into account and brought forward.*

Commissioner Berndt seconded the motion. Vote on Motion: Commissioner Cunningham-Aye; Commissioner Vilchinsky-Aye; Commissioner Fonte-Aye; Commissioner Gong-Aye; Commissioner Berndt-Aye; Commissioner Prince-Aye. The motion passed with the unanimous consent of the Commission.

Commissioner Prince reported that the Planning Commission needs to establish leadership. She suggested that Dennis Roach serve as Chair. Commissioner Vilchinsky believed that Commissioner Prince should serve in the Vice-Chair position. Discussions were had about a vote.

Commissioner Prince nominated Dennis Roach to serve as the Planning Commission Chair for the following year and Karianne Prince to serve as Vice-Chair. Commissioner Berndt seconded the motion. Vote on Motion: Commissioner Cunningham-Aye; Commissioner Vilchinsky-Aye; Commissioner Fonte-Aye; Commissioner Gong-Aye; Commissioner Berndt-Aye; Commissioner Prince-Aye. The motion passed with the unanimous consent of the Commission.

Ms. Marsh reported that the next Planning Commission Meeting will take place in August. The meeting is scheduled to be on the same night as the Public Safety Night. There is one item on the meeting agenda. The intention is to start the meeting at 5:30 p.m. and finish by 6:00 p.m.

ADJOURN

Commissioner Prince moved to ADJOURN. The motion was not seconded. The motion passed with the unanimous consent of the Commission.

The Planning Commission Meeting adjourned at approximately 8:00 p.m.

I hereby certify that the foregoing represents a true, accurate, and complete record of the City of Holladay Planning Commission Meeting held Tuesday, July 16, 2024.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____

1 **MINUTES OF THE CITY OF HOLLADAY**
2 **PLANNING COMMISSION MEETING**

3
4 **Tuesday, August 20, 2024**
5 **6:00 PM**
6 **City Council Chambers**
7 **4580 South 2300 East**
8 **Holladay, Utah**
9

10 **ATTENDANCE:**

11
12 **Planning Commission Members:**

13
14 Dennis Roach, Chair
15 Karianne Prince
16 Angela Gong
17 Brian Berndt
18 Paul Cunningham
19 Jill Fonte
20 Ginger Vilchinsky
21

12 **City Staff:**

13
14 Carrie Marsh, City Planner
15 Jonathan Teerlink, Community Development
16 Director
17 Brad Christopherson, City Attorney

22 **WORK SESSION**

23 Chair Dennis Roach called the Work Session to order at approximately 5:30 p.m. He noted that
24 all Commissioners are present as well as members of City Staff and Legal Counsel. There is one
25 Public Hearing item on the Regular Meeting agenda. The agenda items were reviewed and
26 discussed. City Planner, Carrie Marsh, explained that the application is for a Text Amendment for
27 Chapter 13.100 Appendix A – Table of Allowed Uses. She explained that the item was brought
28 to the Planning Commission on July 16, 2024, and was continued in order to receive more
29 information about the properties the Text Amendment would affect as well as the context of those
30 other properties. She noted that all of the items added to the Staff Report are highlighted.

31
32 Within Holladay, there are eight properties currently zoned as PO and those are all on 80-foot-
33 wide right-of-ways. There are 39 properties zoned as R-M with office uses. Those properties
34 already have a short-term rental right with the zone. It is possible those could rezone to PO because
35 the uses are office space. Ms. Marsh informed the Commission that the Staff recommendation is
36 the same as before, but there is some flexibility. During the last discussion, Commissioner Brian
37 Berndt suggested a positive recommendation to the City Council and then let the Council decide
38 whether they would like to address this matter through the General Plan process.

39
40 Commissioner Paul Cunningham believed the issue at the last meeting was the fact that this
41 amendment will impact more than one property. His feeling remains that this is a concept worthy
42 of discussion when the General Plan update occurs. Commissioner Cunningham reminded
43 Commissioners that the applicant in this case already received a rezone. The initial request was to
44 have two residential units. After the rezone was granted, there was a desire to have a short-term

1 **ACTION ITEMS**

2 **2. Approval of Minutes – May 21 and June 4, 2024.**

3
4 *Chair Roach moved to APPROVE the Meeting Minutes from May 21, 2024, and June 4, 2024.*
5 *There was no second. The motion passed with the unanimous consent of the Commission.*

6
7 **ADJOURN**

8 *Chair Roach moved to ADJOURN. The motion was not seconded. The motion passed with the*
9 *unanimous consent of the Commission.*

10
11 The Planning Commission Meeting adjourned at approximately 6:12 p.m.

1 *I hereby certify that the foregoing represents a true, accurate, and complete record of the City*
2 *of Holladay Planning Commission Meeting held Tuesday, August 20, 2024.*

3
4
5

6 Teri Forbes

7 Teri Forbes
8 T Forbes Group
9 Minutes Secretary

10
11 Minutes Approved: _____

1 **DRAFT**

2
3 **MINUTES OF THE CITY OF HOLLADAY**
4 **PLANNING COMMISSION MEETING**

5
6 **Tuesday, September 3, 2024**
7 **6:00 PM**
8 **City Council Chambers**
9 **4580 South 2300 East**
10 **Holladay, Utah**

11
12 **ATTENDANCE:**

13
14 **Planning Commission Members:**

15 Dennis Roach, Chair
16 Karianne Prince
17 Paul Cunningham
18 Jill Fonte
19 Angela Gong
20 Brian Berndt

14 **City Staff:**

15 Jonathan Teerlink, Community and
16 Economic Development Director

21
22 **WORK SESSION**

23 Chair Dennis Roach called the Work Session to order at approximately 5:30 p.m. He noted that
24 all of the Planning Commissioners were present with the exception of Commissioner Ginger
25 Vilchinsky. City Staff and legal counsel were also present. The two items on the Regular Meeting
26 agenda included the “Royal Holladay Hills Block G” Concept Plan and The “Royal Holladay Hills
27 Block C, Lot 1-2” Preliminary and Final Plat. The agenda items were reviewed and discussed.

28
29 Community and Economic Development Director, Jonathan Teerlink, reported that there are two
30 Royal Holladay Hills applications before the Planning Commission. This is the first time the
31 Commissioners had discussed Block G. He was under the assumption that it would be a large
32 multi-family building but it is now being sold to Tripointe Homes, which plans to build 66
33 townhomes on the property. The Planning Commission is being asked whether this proposal
34 complies with the Site Development Master Plan (“SDMP”) for Royal Holladay Hills. The
35 Commission should consider use, density, architecture, and parking. Some analysis is included in
36 the Staff Report. Looking at the elevations, there are a few items that might be missing, which
37 can be reviewed during the Regular Meeting. This block is situated within the Open Land Use
38 District. It allows for residential uses, including both attached and multi-family development.

39
40 Mr. Teerlink reported that each townhome appears to be garage-parked, which meets the minimum
41 of two parking stalls for each unit. The townhomes are situated around a linear courtyard.
42 Commissioner Karianne Prince noted that in the narrative presented, there was mention of one
43 parking space per unit. Commissioner Jill Fonte also saw that but thought it was mitigated by the
44 garage parking. Commissioner Brian Berndt stated that according to the individual units, there are

- 1 3. *Construction elements and details are found to be acceptable by various divisions*
2 *of the Technical Review Committee.*
3
4 4. *The development complies with the underlying zone and General Plan.*
5
6 5. *Plat is found to be formatted in compliance with the City of Holladay and State*
7 *of Utah regulations.*
8

9 *Commissioner Prince seconded the motion. Vote on Motion: Commissioner Berndt-Aye;*
10 *Commissioner Gong-Aye; Commissioner Prince-Aye; Commissioner Fonte-Aye;*
11 *Commissioner Cunningham-Aye; Chair Roach-Aye. The motion passed unanimously.*
12

13 The applicant was invited to share comments about the application. Mr. Peterson reported that
14 \$2.5 million is set aside for off-site improvements. The timing of those improvements is based on
15 the agreements with the City. The sooner the project creates tax revenue, the sooner the off-site
16 improvements can move ahead. Work will be done with the City to prioritize where those funds
17 will be spent. Mr. Teerlink noted that there are improvements that need to occur on Highland
18 Drive. The poles were a visual barrier to train traffic coming out of the site. On the SDMP
19 drawings, what is being discussed can be seen. It has always been intended to be there and is a
20 high priority for residents. Mr. Peterson noted that a sign could be placed there in the short term
21 to state “No Left Turns.” Right now, there is no signage, so that is something that can be done.
22 The permanent solution will eventually take place, but a sign can be placed in the meantime.
23

24 **ADJOURN**

25 *Chair Roach moved to ADJOURN. The motion was not seconded. The motion passed with the*
26 *unanimous consent of the Commission.*
27

28 The Planning Commission Meeting adjourned at approximately 6:50 p.m.

1 *I hereby certify that the foregoing represents a true, accurate, and complete record of the City*
2 *of Holladay Planning Commission Meeting held Tuesday, September 3, 2024.*

3
4
5

6 Teri Forbes

7 Teri Forbes
8 T Forbes Group
9 Minutes Secretary

10
11 Minutes Approved: _____

DRAFT

**MINUTES OF THE CITY OF HOLLADAY
PLANNING COMMISSION MEETING**

Tuesday, October 1, 2024

6:00 PM

City Council Chambers

4580 South 2300 East

Holladay, Utah

ATTENDANCE:

Planning Commission Members:

Dennis Roach, Chair
Karianne Prince
Ginger Vilchinsky
Angela Gong
Paul Cunningham
Jill Fonte

City Staff:

Carrie Marsh, City Planner
Jonathan Teerlink, Community and Economic
Development Director
Brad Christopherson, City Attorney

WORK SESSION

Chair Dennis Roach called the Work Session to order at approximately 5:30 p.m. He noted that all Commissioners were present, with the exception of Commissioner Brian Berndt. City staff and legal counsel would also be present at the meeting. There are three items on the Regular Meeting agenda. The first is a Public Hearing item for a Zone Map Amendment at 5428 South Highland Drive. The Action Items on the agenda are "1740 East Holladay Townhomes," which is a Residential Site Plan for a Permitted Use, and the approval of several different Meeting Minutes.

City Planner, Carrie Marsh, shared information about the Public Hearing item. She reported that this is a Zone Map Amendment for 5428 South Highland Drive. Some background information about the property was shared. Ms. Marsh explained that it was originally two parcels until 2013. The owner of those two parcels combined them into a single parcel. The property was sold to the current owner and the current owner would like to return it to two separate parcels, but maintain the zoning on the rear parcel that has driveway access off of Baywood Drive. That would remain at half an acre and then there are about 0.44 acres that fronts onto Highland Drive. The rezone would be applied to that front piece, as outlined in the most recent version of the narrative.

Ms. Marsh reported that the request is to return the property boundary to where it was before the two parcels were combined. The house currently on the property is older and there is access off of Highland Drive. As for the rear house, that area is half an acre. It would stay in the R-1-21 Zone and access from Baywood Drive. She acknowledged that this is an unusual situation, where only the front portion of the parcel on Highland Drive is proposed to be rezoned. The R-2-10 Zone was selected based on the Highland Drive Master Plan. Ms. Marsh explained that the proposed zone matches the guidance included in the Highland Drive Master Plan. The Zone Map was shared.

5. *Reduced setbacks on the north, east, and west property lines, as shown on the Site Plan, are required to address environmental and public safety concerns.*

This motion is subject to the following conditions:

1. *Address engineering comments as part of the Final TRC approval.*
2. *The applicant must provide CC&R, specifically detailing maintenance of the access lane and stormwater retention areas for Final TRC approval.*

Commissioner Vilchinsky seconded the motion. Vote on Motion: Commissioner Cunningham-Aye; Commissioner Vilchinsky-Aye; Commissioner Fonte-Aye; Commissioner Prince-Aye; Commissioner Gong-Aye; Chair Roach-Aye. The motion passed unanimously.

3. Approval of Minutes – April 16, 2024 / June 25, 2024 / July 16, 2024 / August 20, 2024.
Chair Roach moved to APPROVE the April 16, 2024, Planning Commission Meeting Minutes. There was no second. The motion passed with the unanimous consent of the Commission.

Chair Roach moved to APPROVE the June 25, 2024, Planning Commission Meeting Minutes. There was no second. The motion passed with the unanimous consent of the Commission.

Chair Roach moved to APPROVE the July 16, 2024, Planning Commission Meeting Minutes. There was no second. The motion passed with the unanimous consent of the Commission.

Chair Roach moved to APPROVE the August 20, 2024, Planning Commission Meeting Minutes. There was no second. The motion passed with the unanimous consent of the Commission.

ADJOURN

Chair Roach moved to ADJOURN. The motion was not seconded. The motion passed with the unanimous consent of the Commission.

The Planning Commission Meeting adjourned at approximately 7:03 p.m.

I hereby certify that the foregoing represents a true, accurate, and complete record of the City of Holladay Planning Commission Meeting held on Tuesday, October 1, 2024.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: _____



FILE# n/a

PLANNING COMMISSION MINUTES

ADDRESS:

N/A

LEGAL DESCRIPTION:

n/a

APPLICANT/REPRESENTATIVE:

City of Holladay, Planning Commission

PROPERTY OWNER:

N/A

ZONING:

N/A

GENERAL PLAN DISTRICT:

N/A

CITY COUNCIL DISTRICT:

N/A

PUBLIC NOTICE DETAILS:

N/A

REQUEST:

Written Meeting Minutes Approval

APPLICABLE REGULATIONS:

Utah Code 52-4-203
13.06.030

EXHIBITS:

Draft Meeting Minutes

STAFF:

Jonathan Teerlink, Planning Manager

DECISION TYPE:

Administrative/Procedural:

Commission shall approve, approve with changes or continue to a later date the agenda item

SITE VICINITY MAP

Effective 5/8/2018

52-4-203 Written minutes of open meetings -- Public records -- Recording of meetings.

- (1) Except as provided under Subsection (7), written minutes and a recording shall be kept of all open meetings.
- (2)
 - (a) Written minutes of an open meeting shall include:
 - (i) the date, time, and place of the meeting;
 - (ii) the names of members present and absent;
 - (iii) the substance of all matters proposed, discussed, or decided by the public body which may include a summary of comments made by members of the public body;
 - (iv) a record, by individual member, of each vote taken by the public body;
 - (v) the name of each person who:
 - (A) is not a member of the public body; and
 - (B) after being recognized by the presiding member of the public body, provided testimony or comments to the public body;
 - (vi) the substance, in brief, of the testimony or comments provided by the public under Subsection (2)(a)(v); and
 - (vii) any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes or recording.
 - (b) A public body may satisfy the requirement under Subsection (2)(a)(iii) or (vi) that minutes include the substance of matters proposed, discussed, or decided or the substance of testimony or comments by maintaining a publicly available online version of the minutes that provides a link to the meeting recording at the place in the recording where the matter is proposed, discussed, or decided or the testimony or comments provided.

Notes:

1 **DRAFT**

2
3 **MINUTES OF THE CITY OF HOLLADAY**
4 **PLANNING COMMISSION MEETING**

5
6 **Tuesday, October 29, 2024**

7 **6:00 PM**

8 **City Council Chambers**

9 **4580 South 2300 East**

10 **Holladay, Utah**

11
12 **ATTENDANCE:**

13
14 **Planning Commission Members:**

15 **City Staff:**

16 Dennis Roach, Chair

Jonathan Teerlink, Community and Economic

17 Karianne Prince

Development Director

18 Ginger Vilchinsky

19 Angela Gong

20 Paul Cunningham

21 Jill Fonte

22
23 **CONVENE REGULAR MEETING – Public Welcome and Opening Statement by Commission**
24 **Chair.**

25 Chair Roach called the Regular Meeting to order at approximately 6:00 p.m. He noted that all
26 Commissioners were present, with the exception of Commissioner Brian Berndt. There are two
27 Action Items on the agenda, including “Royal Holladay Hills, Block G,” and the approval of Meeting
28 Minutes. Commissioner Jill Fonte read the Commission Statement for the benefit of those present.
29

30 **ACTION ITEMS**

- 31 1. **“Royal Holladay Hills, Block G”, Preliminary Subdivision Plan – 4885 South Rodeo**
32 **Walk R-M/U Zone. Preliminary Review and Consideration of Residential Development**
33 **Details Proposal by Applicant, Steve Peterson. The Commission will Review**
34 **Development Specific Details of this Conceptually Approved Site within the Royal**
35 **Holladay Hills Mixed Use Development. All Considerations of this as a Permitted Use**
36 **shall be According to Regulatory Provisions of the Site Development Master Plan**
37 **(SDMP 2007) and Holladay Ordinance §13.65.07(C). File #19-9-19-8.**

38 Community and Economic Development Director, Jonathan Teerlink, presented the Staff Report and
39 explained that the item relates to “Royal Holladay Hills, Block G.” The application before the
40 Planning Commission has been reviewed by the Technical Review Committee (“TRC”) as a
41 Preliminary Subdivision Plan. The Commission approved a Concept Plan on September 3, 2024.
42 Since that time, development drawings for the subdivision have been put together, which includes
43 items such as utility connections, grading, street design, driveway approaches, and slopes. During
44 the previous meeting, the Commission looked at landscaping, architecture, and traffic control
45 measures. The TRC has reviewed all of those elements based on requirements in Title 13 of the Code.
46

1 Mr. Teerlink pointed out that the number of units referenced in the Staff Report is 65, but it is actually
2 57 units. The civil design set, as far as utility connections, has been reviewed by the City Engineer
3 based on a Concept Plan that was reviewed and approved a few years back. Some elements have
4 changed since then because the focus is becoming more detailed and block-specific. Generally, the
5 utilities are coming from the same place and are all being provided by the same providers, but it is
6 now known where those are specifically located. As for the landscaping, that was requested to be
7 fleshed out in more detail. A full Landscaping Plan has now been provided with a planting plan.

8
9 The TRC looks to make sure that the preliminary construction matches the Concept Plan.
10 Mr. Teerlink stated there was an element of the Concept Plan that was seen previously, which was
11 more of a public open space with an art piece. That has been replaced by a unique architectural
12 feature for one of the units. The applicant has been asked to address that during this meeting so the
13 Planning Commission is aware of the proposed change from the Concept Plan that was originally
14 approved.

15
16 Chair Roach asked about the handout that was received, which shows the back of the building. The
17 new design shows that the roof appears lower down and there are some peaks on the front. He
18 wondered whether the back of the building was boxy or if it had that architectural difference.
19 Mr. Teerlink reported that the applicant and the applicant's architect were present at the meeting and
20 could answer that question. The applicant has also been asked to address some Staff questions. For
21 example, the backside had some façade treatments with more interest than what is currently proposed.

22
23 The applicant, Steve Peterson, introduced himself to the Commission and stated that he is excited
24 about the progress happening at the site. He received word earlier in the day that 37 of 38 units have
25 been sold and 13 of the 16 condominiums have been sold. There is excitement because it means the
26 product is being well received in the community. Mr. Peterson is pleased with the product that Tri
27 Pointe Homes is bringing to the project. He reminded the Commission that Tri Pointe Homes are one
28 of the top builders in the country. The founder flew out to look at the site and was excited about what
29 was being done. To address the comment about the façade, a decision needed to be made about where
30 to spend the money and it was determined that it would be best to make the front of the units as
31 aesthetically pleasing as possible. Anything that is seen by the public has been updated and improved.
32 In order to use additional resources in those areas, some details were removed from the alleyways
33 where parking occurs, since no one will really see that, other than when the resident drives in.

34
35 Mr. Peterson reviewed the Landscaping Plan with the Commission. There is approximately 2,200
36 square feet of sod. The hatched pattern shown on the plans represents the sod. In terms of parking,
37 there is delivery and visitor parking on Rodeo Walk Drive and Beverly Park. The garbage removal
38 is done in the alleyway, which is the reason trees and landscaping have been limited in those areas.

39
40 Chair Roach asked about the private alley on the schematic shown, where it abuts against Rodeo Walk
41 Drive. He asked if that runs all the way through or if there is a stop and a landscape buffer.
42 Mr. Peterson confirmed this and explained that it was done intentionally. On the corner, there is a
43 special unit. In major cities, when there are projects with townhome rows, there is often a distinct
44 feature on the corner. The architect felt that it was appropriate to do that on the corner unit shown.
45 Coming down Rodeo Walk Drive, a solid architectural feature on the building will be visible.

1 Chair Roach had some additional questions about parking. He asked if the delivery trucks would
2 park on the Rodeo Walk Drive side before walking to a unit. Mr. Peterson envisions that delivery
3 trucks will park on Rodeo Walk Drive or Beverly Park. In Block D, where the ribbon cutting recently
4 took place, there are 216 units. This block is about the same size, but it will only have 57 units. There
5 is room for the delivery trucks to pull off and parallel park next to the project. This will be done along
6 Rodeo Walk Drive and Beverly Park. Chair Roach asked if there would be a 15-minute parking limit
7 for deliveries. Mr. Peterson believes there would be a few stalls that only allow parking for 15
8 minutes. The rest would be for visitors. Commissioner Fonte asked whether delivery trucks would
9 come into the community. Mr. Peterson clarified that the drivers would walk into the community.

10
11 Commissioner Karianne Prince asked to further discuss the sod that was mentioned between Unit 5
12 and Unit 6. When she looks at the Landscaping Plan, the plans indicate mulch. Mr. Peterson
13 referenced the key on the right and the 2,214 square feet of sod that is shown. Commissioner Prince
14 thanked him for the clarification. Mr. Peterson explained that there is a desire to create green spaces
15 and areas of interest, but still be sensitive to water consumption. He feels the current plan takes all
16 of those needs into account. Commissioner Prince noted that there was a discussion about mail
17 delivery during the Work Session. She asked if there would be a central mail area or if each unit
18 would have a mailbox. Mr. Peterson stated that this has not been finalized and will be worked on
19 with Staff.

20
21 Commissioner Prince asked if each unit would have their own cans to put out in the alley for garbage
22 collection. Mr. Peterson confirmed this. There is enough room for the garbage collection vehicles to
23 navigate the area. Commissioner Fonte wanted to know more about Unit 1. Initially, it seemed the
24 corner piece would have a water feature or something in that area. She asked for more specificity
25 about what is envisioned there. Mr. Peterson reported that there will be a Juliet balcony. It will be
26 similar to what is seen in large cities and some of the architecture there. The special unit will be a
27 landmark for the project and will make a statement. Throughout the site, there are plazas where there
28 will be art sculptures and locations for seating. There was a lot of input received on the corner unit
29 and a lot of discussions were had about what should be added to that location. Commissioner Fonte
30 believed that Unit 1 essentially becomes the showcase unit. Mr. Peterson confirmed this.

31
32 Commissioner Prince noted that the drawings show fourplex units, but she believes there are some
33 with five. Mr. Peterson reported that there are some on Wilshire Road with five and six.
34 Commissioner Prince stated that this will create some visual interest because not everything will be
35 symmetrical. Each unit will go through the City for a Building Permit, but there will be consistency
36 with the different elements. The units and elements came from the Site Development Master Plan
37 (“SDMP”) but also from inspiration in the community. He believes the architects have created
38 something that will resonate with the community. It also ties in with what is in downtown Holladay.
39 He noted that what is before the Planning Commission is a substantial improvement. Commissioner
40 Prince commented that the drawings are much better than the ones seen at concept level. She
41 appreciates that not everything looks the same and that the roofline and materials have been changed.

42
43 Commissioner Angela Gong asked about the elevations shown. There is a height difference between
44 the middle section and the two gabled sections at the end. That height difference was not as clear on
45 the back elevation, so she asked if there was a height difference. The Commission reviewed the
46 submitted materials for clarity. Commissioner Gong noted that before there were carriage units, but

1 it appears those were eliminated to reduce the number of units. This was confirmed. She wondered
2 whether the footprint of the units had changed at all. Mr. Peterson reported that the units range
3 between 1,800 square feet and 2,100 square feet, which are slightly larger than before.
4

5 Commissioner Gong asked about the walkways that cut across the private alleys to prevent people
6 from driving through. It appears that is now an at-grade crosswalk and it is possible to drive through.
7 Mr. Peterson explained that there are walkways around the perimeter. The Concept Plan was
8 compared to the updated version of the plan. Commissioner Prince asked if Commissioner Gong was
9 referencing the green and shrubs across the private alley shown in the conceptual drawing. Those
10 have since been moved and the private alley runs continuously. Commissioner Gong confirmed this.
11 Mr. Teerlink explained that the Fire Department tries to eliminate as many dead ends as possible.
12 There would likely be issues if there was a dead-end situation mid-block without a turnaround.
13

14 Bryon Prince from Tri Pointe Homes explained that a lot of the design focused on the streetscape of
15 Rodeo Walk Drive. Eliminating that access point allowed them to make the project look more
16 attractive and eliminate views of the garages. Additionally, it made the vehicular access tighter. He
17 explained that to accommodate emergency vehicle access and garbage collection, it made sense to
18 have that access straight through. There will be striping and pedestrian connectivity through the east-
19 west corridor. Commissioner Fonte noted that vehicular access was eliminated from Rodeo Walk
20 Drive. She asked if that was related to some of the citizen comments at the last meeting. Mr. Peterson
21 explained that there should not be left-hand turns onto Arbor Lane, so that was addressed with traffic
22 control barriers. Commissioner Prince asked about the east-west pedestrian paths that have been
23 changed. She wondered whether there could be cobblestone to indicate the crosswalk or some other
24 kind of architectural accent. Mr. Peterson believed that is something that can be done.
25

26 Commissioner Prince mentioned the garage façade of the homes. On the handout, it shows that the
27 further right unit stands out and the one next to that stands out. There are then two that do not really
28 have a lot of separation. She would love to see something that shows that separation. When she looks
29 at the handout, it seems the right side is more visually interesting than the left side that is shown.
30

31 Chair Roach discussed traffic calming for the sidewalk. Even something as simple as a raised
32 sidewalk, similar to what is behind City Hall, might be better than the lines. Mr. Peterson liked the
33 suggestion. Commissioner Paul Cunningham noted that it was mentioned earlier some of the units
34 might have basements. Mr. Prince reported that they will all have small basements. He added that
35 there will be larger townhomes available in the project, which has been driven by market analysis.
36

37 Commissioner Cunningham asked if the TRC has looked at the floodplain to ensure that the basement
38 locations are appropriate. Mr. Teerlink reported that the whole site has been raised out of the
39 floodplain and the FEMA approval letter was received a few months ago. There is room now to do
40 something like a basement. Chair Roach noted that Block J already has basements in the townhomes
41 built. Mr. Peterson stated that there will be some exciting announcements about Holladay Hills by
42 the end of the year. A few pieces are being finalized and it will then be possible to share those updates.
43

44 Commissioner Prince noted that earlier in the meeting, it was indicated that 13 of 16 condominiums
45 were sold, and all but one of the units. She asked about the leasing. Mr. Peterson reported that the
46 leasing is about one-third full and they are close to their target. A lot is happening in the area.

1
2 **Commissioner Prince moved to APPROVE the Preliminary Residential Subdivision Development**
3 **Plan for “Royal Holladay Hills, Block G,” in the R-M/U Zone, located at 1888 East Rodeo Walk**
4 **Drive, allowing the Final Site Plan and Plat step to commence with the TRC Staff according to**
5 **Holladay Ordinance 13.10A, with the following findings:**
6

- 7 **1. The proposed development details comply with conceptual approvals granted on**
8 **9/3/2024.**
- 9
- 10 **2. Access, site details, landscaping, and civil construction elements and details are**
11 **found to be acceptable by divisions of the Technical Review Committee.**
12
- 13 **3. All development details and all related components comply with the Subdivision**
14 **Development Code, the R-M/U Zone, and the SDMP as a Master Planned Project.**
15

16 **Commissioner Fonte seconded the motion. Vote on Motion: Commissioner Gong-Aye;**
17 **Commissioner Prince-Aye; Commissioner Fonte-Aye; Commissioner Vilchinsky-Aye;**
18 **Commissioner Cunningham-Aye; Chair Roach-Aye. The motion passed unanimously.**

19 **2. Approval of Minutes – September 3, 2024.**
20

21 Chair Roach noted that on Page 3 Line 18 and Line 19, it states that he read the Opening Statement
22 and welcomed those present, but Commissioner Prince read the statement. On Page 5 Line 8, there
23 was a reference to Council Member Cunningham rather than Commissioner Cunningham.
24

25 **Chair Roach moved to APPROVE the September 3, 2024, Meeting Minutes, as amended. There**
26 **was no second. The motion passed with the unanimous consent of the Commission.**
27

28 **ADJOURN**

29 **Chair Roach moved to ADJOURN. There was no second. The motion passed with the unanimous**
30 **consent of the Commission.**
31

32 The Planning Commission Meeting adjourned at approximately 6:42 p.m.
33

1 *I hereby certify that the foregoing represents a true, accurate, and complete record of the City of*
2 *Holladay Planning Commission Meeting held on Tuesday, October 29, 2024.*

3
4
5

6 Teri Forbes

7 Teri Forbes
8 T Forbes Group
9 Minutes Secretary

10
11 Minutes Approved: _____

DRAFT