

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

Tuesday, February 18, 2025

6:00 PM

City Council Chambers

4580 South 2300 East

Holladay, Utah

ATTENDANCE:

Planning Commission Members:

Dennis Roach, Chair

Angela Gong

Brian Berndt

Paul Cunningham

City Staff:

Carrie Marsh, City Planner

Jonathan Teerlink, Community Development Dir

Todd Godfrey, City Attorney

Ann Francis Garcia, Economic Development &
Housing Manager

WORK SESSION

Chair Dennis Roach called the Work Session to order at 5:30 p.m. All Commissioners were present with the exception of Commissioner Karianne Prince, Commissioner Jill Fonte, and Commissioner Ginger Vilchinsky. As a result, during the Regular Meeting, there will need to be a unanimous vote on each of the items in order for there to be approval. The Regular Meeting items were discussed. Chair Roach noted that there are two Public Hearing items and one Action Item on the agenda.

City Planner, Carrie Marsh, shared information about the 4141 Highland Office Condominiums Subdivision application. One of the sheets provided to the Planning Commission shows the previously approved original floor plan. She noted that there is the original floor plan as well as the new floor plan. It will shift from four suites to five suites. There was a similar amendment done on the third floor last year. A question was asked about how this will impact parking. Ms. Marsh explained that the parking is based on the use, which is noted in the Staff Report. There might be some variation in the parking requirements if the use is a salon or some kind of personal service as opposed to an office use. However, most of the requirements are based on the total square footage of space being used and the employee parking. That will be evaluated during the Business License process. There will need to be a Parking Plan submitted with shared parking between the suites.

Ms. Marsh noted that there was a previous question about Lot 2 within the original plat. She reminded Commissioners that it is for the cellular telecom tower. This can be seen in the aerial view. That section was separated so it is not an owned piece but is considered part of the common area or Lot 2. Discussions were had about the reason this needed to come forward to the Planning Commission. Ms. Marsh explained that this would create a new ownable property. Since the new property is being created, the Planning Commission needs to approve it, despite the fact that it is all within an existing building. There are Covenants, Conditions, and Restrictions (“CC&R”) similar to a condominium. The CC&Rs will likely have parking allocations for the suites.

Chair Roach asked if it is possible to request that trees be added to the parking lot in the back. Ms. Marsh believed that could have been done originally, but noted that no improvements are being made to the parking lot during this process. Chair Roach mentioned the heat island there. Commissioner Angela Gong asked if the subdivision would negatively impact the parking. Ms. Marsh stated that this is unlikely that there will be a negative impact unless there is a significant change in the use. Even if there was a significant change in the use, that could be managed through the CC&Rs.

The next Public Hearing item relates to the Moderate Income Housing Plan. Economic Development and Housing Manager, Ann Francis Garcia, explained that the changes are shown in red in the Meeting Materials Packet. There is the addition of numbers to the action items and tasks so it becomes easier to report on and is easier for the State to understand what the City is reporting on. As for why this is being done separately from the other General Plan updates, the report must be submitted by August 1. She reiterated that this is a minor change. None of the content itself will be altered through this.

The Action Item on the Regular Meeting agenda is the Highland Park Subdivision. It is an extension of the Final Plat approval. Ms. Marsh reported that there was an extension in 2024. The applicant submitted a narrative and that has been included for Commissioner review. There are financial reasons that the project has not been able to move forward, which is the reason for the extension. Discussions were had about the extension. Ms. Marsh stated that it is six months, which is in line with the existing subdivision code. Community and Economic Development Director, Jonathan Teerlink, explained that there is normally a 12-month extension, but only one is allowed. In this case, what is proposed is a six-month extension. Chair Roach mentioned the Technical Review Committee (“TRC”) notes, which essentially suggests that another 6 months would be appropriate. After that point, rather than granting another extension, it would make sense to restart the process.

Chair Roach noted that the proposed motion language for the Highland Park Subdivision application mentions a “date to be determined in the meeting.” He asked that whoever makes the motion reference the six-month extension suggested by the TRC. It was determined that this would be August 18, 2025.

The Work Session ended at approximately 5:41 p.m.

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

Chair Roach called the Regular Meeting to order at approximately 6:00 p.m. He reiterated that Commissioner Prince, Commissioner Fonte, and Commissioner Vilchinsky are absent. Commissioner Brian Berndt read the Opening Statement for the benefit of those present.

PUBLIC HEARING

1. '4141 Highland Office Condominiums' Subdivision - Amendment and Extension-4141 South Highland Drive (PO) Preliminary/Final Review and Consideration of an Application by Applicant/Property Owner, Tucker Nipko, to Amend an Existing Subdivision of an Office Suite, Extending the Subdivision to Create One Additional Suite within the Building. Item Reviewed as an Administrative Action for Permitted Uses in Accordance to Zone and Subdivision Standards Required by Holladay Ord §13.10 File #23-1-13-2.

Ms. Marsh presented the Staff Report and explained that the application is for a subdivision amendment for an office condominium project at 4141 South Highland Drive. The request is to amend the existing approved Subdivision Plat on the first floor. There will be a modification of the floor plan from four existing suites to five existing suites. It will combine two suites and divide into three suites on the other side. A copy of the original floor plan was provided to the Planning Commission so there is clarity about the original layout. The amendment has also been shared. This is the third amendment noted on that plat. Last year, there was an amendment on the third floor.

Something that Staff includes as a proposed Condition of Approval is the need to ensure that the suite numbers match the elevations for the vertical. That is something that can be addressed on the final plat. Ms. Marsh reported that parking on the site is all managed by the uses, which will be addressed during the time of the Business License. Part of the Business License evaluation has to do with the proposed use for the suite. Parking is then evaluated based on the proposed use in that location.

The applicant, Tucker Nipko, offered to answer Commissioner questions. He was asked whether it makes sense to handle all of the suites at one time. Mr. Nipko explained that someone came in and wanted something smaller than what was originally envisioned for that suite location.

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

Commissioner Cunningham moved to APPROVE the Amendment and Extension of the subdivision application by Tucker Nipko for Highland 4141 Office Condominiums, a 14-unit vertical subdivision located at 4141 South Highland Drive in the Professional Office Zone, based on the following findings:

- 1. The development complies with the General Plan.***
- 2. The development complies with 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 suitable, as addressed in the CC&Rs.***
- 5. Modified suites meet the Fire Code with adequate fire access.***

6. *Parking requirements vary by use and is a required submission at the time of a Business License application.*

This approval is also subject to the following requirement:

1. *Ensure suite locations on floor plan coincide with suite numbers on vertical plat/elevations.*

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

2. **General Plan Amendment – Moderate Income Housing Plan (A STATE REQUIRED AMENDMENT) Review and recommendation to City Council on proposed amendments to Chapter 5, Moderate Income Housing in the 2016 City of Holladay General Plan. Amendments complete statutory obligation to requirements passed by the Utah State Legislature. File #04-6-03-10.**

Ms. Garcia presented the Staff Report and explained that the item relates to a General Plan amendment for the Moderate Income Housing Plan. Staff is proposing minor amendments to the approved plan. The amendments are numerical for each action and task listed. This will make it easier for the State reviewers to review the report on an annual basis. There were no Commissioner questions.

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

Commissioner Paul Cunningham asked how the Moderate Income Housing Plan is working for the City. He wanted to know if Staff believes enough is being done. Ms. Garcia believes the City is starting on the right foot. Resources are being offered to the community, which has been beneficial. She has received calls from residents expressing appreciation for those resources.

Commissioner Gong moved to forward a recommendation to the City Council to APPROVE an amendment to the General Plan, Moderate Income Housing Plan, Chapter 5, based on the following findings:

1. *Compliance with the Utah State Legislature passed HB462 by establishing baselines of current housing stock. Based upon this data, the Land Use Authority shall adopt strategies within their General Plan focused on moving the needle toward increasing numbers based upon population growth and development within the City of Holladay.*
2. *Compliance with the City's Long Range Housing Goals in the General Plan Chapter 5 Moderate Income Housing Plan that was revised and passed in February 2024.*
3. *Compliance with the State's reporting requirement stating that a municipality shall develop actionable and measurable implementation plans for each chosen strategy, adopt them in their General Plan, and provide a yearly report to the state via the Department of Workforce Services on steps the city has accomplished*

making affordable housing more attainable and making meaningful progress towards that goal.

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

ACTION ITEMS

- 3. 'Highland Park' Subdivision - Extension of Final Plat Approval - 4880 South Highland Cir (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. A One-Year Extension was Granted on March 4, 2024. Plats that are Not Recorded within One Year Require Approval of Additional Extension by the Planning Commission According to Holladay Ordinance §13.10.090 File #22-1-11.**

Ms. Marsh presented the Staff Report and explained that the application is for an extension to a Final Plat approval. The request is to extend the previous approval that was granted and the previous extension that was granted. In the Staff Report, there is background information about the process the subdivision has gone through. Previous approval was granted in February 2023 and the Planning Commission approved an extension last year for one additional year. The applicant approached Staff to request another six-month extension. A narrative was submitted, which was provided to the Planning Commission for review. There were financial issues that led to the extension request.

The applicant, Alec Moffit, explained that he is with Sequoia Development. He noted that inflation has priced them out of what it is possible to sell these units for. There is a desire to create something that is more affordable. During the last year, work has been done to reduce the prices. It is now believed that the units can be somewhat affordable. Sequoia Development is in a position to start. There are a few minor items that need to be addressed with the plat, including naming the street and addressing, so it is likely three months until the actual development can start. As a result, the six-month extension that has been requested should provide more than enough time. There is comfort with the timeline. Chair Roach asked what the more affordable range will be. Mr. Moffit stated that there are a few different units. The smaller ones would be roughly \$650,000 and the larger ones would be \$750,000. Based on what is available in Holladay, those prices are considered to be fairly affordable.

Commissioner Berndt moved to APPROVE the request to extend the recording date for the Final Plat for Highland Park, a residential Planned Unit Development subdivision in the R-M Zone, located at 4880 South Highland Circle, to August 18, 2025, finding that:

- 1. No significant changes have been made to the plat.*
- 2. Reasonable circumstances for the extension have been presented.*

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

ADJOURN

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

The Planning Commission Meeting adjourned at approximately 6:18 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, February 18, 2025.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: April 1st 2025