

# PLANNING COMMISSION

City of Holladay

January 6, 2026

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
- Email: comments must be received by 5:00 pm on **01/05/2026** to the Community and Economic Development Department; [cmarsh@holladayut.gov](mailto:cmarsh@holladayut.gov). Emailed comments will be read by the Commission Chair.

## MEETING AGENDA

**5:30 PM WORK SESSION** – The Commission may discuss any or all agenda items. No decisions or voting to occur.

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

## CONTINUED PUBLIC HEARING

**1. Zone Map Amendment – Rezone from R-2-10 to P-O- 4545 S., 4555 S., and 4559 S. Highland Dr.**

*Continued* Review and recommendation to City Council on a proposal by applicants Jamie Walker and David George, representing property owners Matthew Michalis and David George to amend the Holladay Zone Map at this location from the current, Residential, Two-family Zone (R-2-10) to the Professional Office Zone (P-O) for approximately .36 acres of property, consisting of two lots and a driveway access parcel. Item reviewed as legislative action, according to procedures set forth in Holladay Ordinance §13.07.

*File #25-4-10*

## ACTION ITEMS

**2. Approval of Minutes**

- 06/24/2025
- 12/2/2025

## 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](http://www.holladayut.gov), the Utah Public Notice website [www.utah.gov/pmnn](http://www.utah.gov/pmnn), 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]

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

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

## **RULES OF THE CITY OF HOLLADAY**

### **PLANNING COMMISSION FOR PUBLIC HEARINGS**

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

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

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

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



## FILE# 25-4-10

## 4545 S. HIGHLAND DR. REZONE TO P-O

### ADDRESS:

4545 S. Highland Dr.

### LEGAL DESCRIPTION: 22-04-405-121

LOT 1, BELLA CASA SUBDIVISION, LESS THE S 20 FT THEREOF

### APPLICANT/REPRESENTATIVE:

Jaimie Walker Homes

### PROPERTY OWNER:

Matthew Michalis

### ZONING:

R-2-10

### GENERAL PLAN DISTRICT:

Highland Drive Master Plan - Seg A

### CITY COUNCIL DISTRICT:

District #1

### PUBLIC NOTICE DETAILS:

Published and mailed 12/5/2025

### REQUEST:

Zone Map Amendment

### APPLICABLE REGULATIONS:

13.07.030  
General Plan - HDMP Segment A

### EXHIBITS:

Zone map  
Staff Report  
Applicant Narrative  
Applicant supporting doc.

### STAFF:

Carrie Marsh, City Planner

### DECISION TYPE:

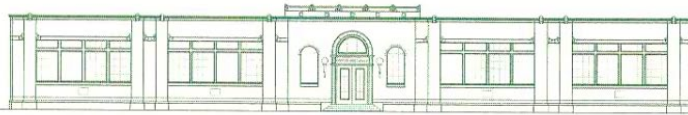
#### ***Administrative:***

Public hearing required. PC shall make a motion of either, denial, approval or to continue. All motions require findings which support the decision. As directed by ordinance, applications shall be approved if the Land Use Authority finds Substantial Evidence of compliance with applicable requirements. Holladay Ord. 13.06.050.B2 and 13.08

### SITE VICINITY MAP



### Notes:



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Community and Economic Development  
Planning and Zoning

## **PLANNING COMMISSION STAFF REPORT**

January 6th, 2026

### **ITEM # 1**

**Request:** Zone Map Amendment

**Project:** Rezone from R-2-10 to P-O

**Address:** 4545 S., 4555 S., and 4559 S. Highland Drive

**Applicants:** Jamie Walker and David George, representing property owners Matthew Michalis and David George

**File No.:** 25-4-10

**Notice:** Mailed Notice on December 22, 2025

**Staff:** Carrie Marsh

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### **GOVERNING ORDINANCES:**

|              |  |
|--------------|--|
| 13.07.030    | <a href="#">AMENDMENT TO THE ZONE MAP</a>  |
| General Plan | <a href="#">HIGHLAND DRIVE MASTER PLAN</a> |
| 13.44.010    | PROFESSIONAL OFFICE ZONE                   |

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### **REQUIRED PLANNING COMMISSION ACTION: Legislative**

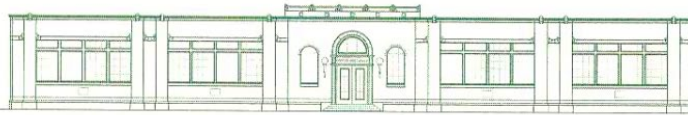
**Public hearing to be held.** *Zone map amendments are proposed changes to the City of Holladay zoning map. Decisions on proposals to amend the zoning map is legislative action, requiring the Planning Commission to hold a public hearing, review the proposal, and forward a recommendation, with findings, to the City Council for final decision/action.*

### **SUMMARY**

The applicant, Jamie Walker Home Design, with property owner Matthew Michalis, is requesting to change the zone designation of three parcels located at 4545 S., 4555 S. and 4559 S. Highland Drive from its existing zone of R-2-10 (Residential two-family) to the P-O zone (Professional Office). Two of the parcels are individual lots and the third parcel is a separate parcel for shared driveway access. The parcels total .36 acres (15,681 sq. ft). The parcel with frontage on Highland Drive does not contain any structures, the rear parcel contains one residential dwelling unit.

The subject property is located on the east side of Highland Drive, across the road from a grocery store, a fast-food restaurant, a gas station, and several other commercial businesses. The two individual parcels share a driveway on the south side. The property owner of the rear parcel intends to keep the existing home on the property and, if the owner desires to continue its current residential use would seek a conditional use permit for a mixed-use development if the rezone were to be approved.

The applicant is seeking a change in zone in line with the guidance in the **Highland Drive Master Plan, Segment A**, to enable the development of the front parcel (4545 S Highland Drive) to serve as a small local architectural office space. The rear parcel is also involved in the application, which would enable



**City of Holladay**  
Community and Economic Development  
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the existing home to either be used as permitted office space, or could continue its residential use with a conditional use permit should the P-O zone be approved. The property owner has expressed an interest in potentially seeking a historical designation to preserve the existing home, built in the 1920s.

Rezoning the property to P-O does allow uses beyond office space, including medical, dental, educational, and personal services. The variety of allowed uses are relatively small in scale and considered to have a lower impact than those allowed in commercial zones. A variety of allowed uses within the zone creates adaptability in shifting economies, which helps provide long-term economic stability and vitality in new development.

The size of the property creates a natural limitation on intensity of use as there is a smaller total area available for structures, driveway access, and parking. The amount of parking on the site ultimately serves as a regulating factor of any use. Traffic going to and from the proposed development or other uses allowed within the PO zone does not impact any other neighboring residential developments as all traffic to and from the site is on Highland Drive.

#### GENERAL PLAN APPLICATION/ANALYSIS

Implementing zone regulations to anticipate growth needs/goals is a particularly important land use decision. As a legislative action, this decision is guided by the community standards given in the Highland Drive Master Plan and the City of Holladay General Plan and is supported by Title 13 of the Land Use Ordinances of Holladay.

**The Highland Drive Master Plan** is a small area plan specifically for Highland Drive. The plan recognizes that *“Infill opportunities are limited; open spaces and energy resources are diminishing. The Plan suggests new zoning patterns along Highland Drive”*.

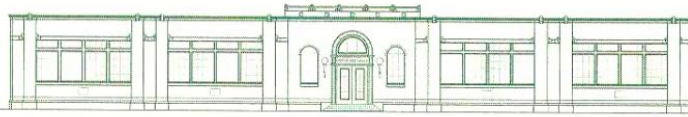
**Segment A** is identified as the section **from 3900 S. to Arbor Lane** and is described in the plan:

*“Holladay controls the east side of Highland Drive to Murray Holladay Rd. and both sides from there south to Arbor Lane. The street is currently developed with right-of-way widths ranging from 80 feet to 106 feet. Land use patterns are primarily commercial and multi-family residential developments. “*

The plan acknowledges that *“Infill opportunities are limited; open spaces and energy resources are diminishing. The Plan suggests new zoning patterns along Highland Drive”*.

In Segment A, the following land use strategy is identified: *“Existing zoning in this segment has developed a healthy mix of commercial and higher density residential uses. Any changes to the current zoning patterns should be considered only if the new zoning will enhance the existing uses and strengthen the whole City.”*

As the proposed zoning change is to a professional office zone, Section B, “Commerce” of the Highland Drive Master Plan is also relevant to this application. The commerce section reiterates that business is a key economic engine for the City of Holladay and states that *“Measures that attract economic vitality*



**City of Holladay**  
Community and Economic Development  
Planning and Zoning

*while protecting core community values should be encouraged along all segments of Highland Drive as allowed in this document.”*

New zoning is the first of six strategies for *“revitalization of the existing commercial uses and for encouraging new commercial uses where permitted in this document along all segments of Highland Drive”*

1. *Allow new zoning that fosters the grouping of compatible businesses in order to enhance economic synergy in the current commercial areas;*

Highland Drive is a major arterial road with widths up to 106 feet. The existing road configuration in this segment of Highland Drive has been fully improved to 5 lanes and can support the minimally increased traffic capacity generated by the development of a professional office on a small parcel.

## **Holladay General Plan (2025)**

### **Chapter 5: Walkable and Connected Community**

**CC Goal 5:** *Support sustainable growth through compact, mixed-use, and transit-friendly development as identified in the Future Land Use Map.*

*CC Policy 5.1. Incentivize compact, mixed-use development along key corridors and near transit stops to encourage walkability and reduce vehicle trips.*

### **Chapter 6: A Strong Local Economy**

**Highland Drive** *“The Highland Drive small area is the third largest economic district within the City by gross sales, generating \$23 million in 2023. Within the area, food service is the number one sales generator followed closely by repair and maintenance businesses. This district is one that may see change within the life of the plan because of underutilized properties, planned improvements to Highland Drive, and its proximity to growth in the adjacent City of Millcreek. See Chapter 5 Walkable and Connected Community and the Highland Drive Master Plan for more information.”*

### **Business Retention and Attraction**

Highland Drive is identified as a Minor Economic District (see Map 4.1) *“...the City has limited commercial space, redevelopment of mixed-use nodes must be thoughtful to provide a variety of spaces for potential business.”*

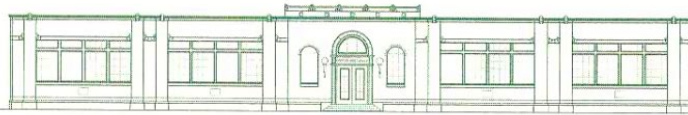
**Local Economy Goal 1:** *Collaborate to enhance existing commercial property values and promote new development while maintaining neighborhood stability.*

**Local Economy Policy 1.1:** *Identify opportunities for and maximize the feasibility of commercial redevelopment and infill within existing commercial areas.*

### **Chapter 8: Responsible Renewal and Infill**

**Responsible Infill Policy 1.3:** *Direct new commercial development to existing commercial and activity areas.*





**City of Holladay**  
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Planning and Zoning

**Responsible Infill Action 1.3.i.** *Establish, enhance, and maintain appropriate land use, architectural and/or landscape buffers to protect neighborhoods from encroachment where uses transition or have incompatible characteristics.*

**Responsible Infill Action 1.3.ii.** *Encourage mixed-use development at the Royal Holladay Hills site, Holladay Village, Holladay Crossroads area, in addition to other key areas of the City that are transitioning from solely commercial to mixed-use*

**REZONE PROPOSAL ANALYSIS**

The applicant's proposal to rezone the property, which has frontage onto Highland Drive, is in line with the Highland Drive Master Plan and further supported by the Holladay General Plan.

Within the adopted code for the Professional Office Zone, a purpose is defined in §13.44.010A:

*"The purpose of the PO Zone is to set standards for areas in appropriate locations for professional and business offices, personal services and other compatible uses such as a commercial daycare facility. Developments in the PO Zone are intended to be compatible with abutting residential uses and to buffer residential development or zones from more intense land uses."*

Management of Rezone Requests to the P-O zone is detailed in §13.44.010B.

*"In evaluating any rezone application for this zone, preference shall be given to those properties which:*

- 1. Occur within a General Plan district supporting appropriate of either Professional Office-Commercial (PO-C), Mixed-Use development, or other similar areas such as the Highland Drive Small Area Master Plan area (HDMP),*
- 2. Will result in an upgrade of the building and/or site, and*
- 3. Will enhance property values and contribute to the economic sustainability of the City.*

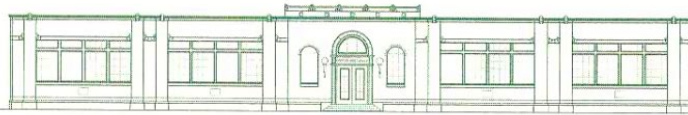
The subject property is across the street from a large commercial development that has several uses of high intensity including a fast-food restaurant with drive through, a gas station, and a grocery store. There are multiple other commercial uses in the same development.

Several other businesses occupy the other two corners of the 4500 S. and Highland Drive intersection. The west side of Highland Drive consists entirely of professional office space and two residential uses in older homes sandwiched between high-intensity commercial development at 4500 South. and Murray Holladay Road.

The east side of Highland Drive in the vicinity consists of several higher intensity residential uses with private roads serving six to twenty-six units that are accessed from Highland Drive, and commercial/professional uses on properties that have frontage on Highland Dr.

From 4500 S. to 4675 South, the subject property is one of two residential property uses with direct driveway access/frontage onto Highland Drive. All residential developments in the vicinity have private





**City of Holladay**  
Community and Economic Development  
Planning and Zoning

roads that intersect onto Highland Drive, creating separate, gated neighborhoods without any units fronting onto, or having direct, singular residential driveway access onto Highland Drive.

South of the private residential neighborhoods with roads that intersect with Highland Drive, there are six parcels with direct frontage and access on Highland Drive.

1. A daycare which involves two parcels and multiple structures
2. A residential home occupation
3. A professional office (retaining the R-M zone from Salt Lake County which allowed office uses, many of which uses were on Highland Drive),
4. A historic home long used as professional office space, now as small scale commercial (R-M) and.
5. A bank (R-M zone)

Another high density residential development has private road access between the historic home and the bank (4. And 5.). After 4675 South, the land uses then shift to commercial with C-2 zoning to Murray Holladay Road.

Considering the elements in the Highland Drive Small Area Master Plan, the goal to incentivize redevelopment that increases economic vitality, and an assessment of the existing development and infrastructure in the area, a P-O zone is considered appropriate as a land use with a lower intensity that blends between residential and commercial uses.

The isolated nature and smaller size of the parcel limits redevelopment intensity as parking and other zoning standards must be met.

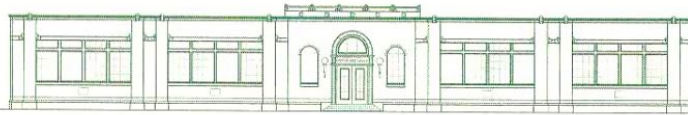
Zoning that allows professional offices enables redevelopment of a new building that meets current commercial codes that create safe and accessible space for business uses into the future and fulfills individual professional needs and desires for modern, accessible, and usable space. New office buildings also serve as an economic draw to the city as businesses seek newer office spaces which older buildings and adaptations of residential homes lack.

### **CHANGE OF USES**

The [Table of Allowed Uses \(§13.100\)](#) guides land use in each zone. The shift to a professional office zone from a residential zone change does shift the primary use significantly, professional office space is commonly located on arterials and are often adjacent to multi-family residential uses. The change to professional offices and other allowed uses would not have a significant impact on the Highland Drive infrastructure or the surrounding properties. Any proposed use must comply with parking standards for the use as detailed in [§13.80](#).

### **REDEVELOPMENT STANDARDS**

As a new structure and redevelopment are a driver behind the rezone request, included is a review of the zoning standards for the P-O zone. The P-O zone was created in 2018 and takes neighboring residential zones and development into account by increasing setbacks on property lines that abut residential uses. The P-O zone also moves structures closer to the street, which further separates them from residential structures that are set further back from the street.

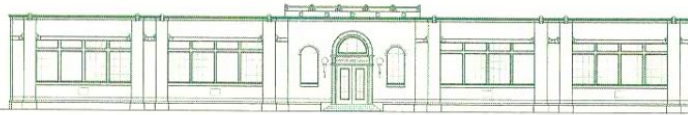


**City of Holladay**  
Community and Economic Development  
Planning and Zoning

|                  |   |
|------------------|---|
| LOT AREA:        | 10,000 SF MIN   |
| LAND USES:       | A focus on professional and non-professional services within an office or clinical setting.   |
| LOT WIDTH:       | 65 FT   |
| SETBACKS:        | Front: 10 FT-minimum, Maximum no greater than the abutting buildings<br>Side: Same as abutting properties, graduated height applies<br>Corner side: 20 FT<br>Rear: 20 FT, or 30 FT if abutting residential  |
| HEIGHT:          | 40 FT – Graduated height applies  |
| COVERAGE:        | 70% maximum with impervious surface provisions  |
| LANDSCAPING:     | Parking lot landscaping standards, perimeter setbacks have to be landscaped buffering against residential uses  |
| SIGNAGE:         | Same as previously required by the RM zone, monument and crown signs only   |
| APPROVALS:       | Standard approval procedures using the three-step method adopted in Chapter 3   |
| LIGHTING:        | Professionally designed lighting plan to be approved by the Planning Commission during site plan/conditional use permit process. Emphasis on compatibility with adjacent uses and using minimum light necessary to achieve visibility and security. Max height of poles: 30'. Low intensity and shielded from uses on adjacent property and directed away from adjacent residential properties. All light sources shall be full cutoff fixtures, completely concealed with an opaque housing. |
| PARKING:         | No parking in the front setback or corner side setback unless appropriately screened from public view.  |
| WALKWAYS:        | 6' wide   |
| SCREENING:       | The project area shall have a decorative tinted concrete or masonry wall along rear and side yards that abut residential uses. This requirement can be waived or modified by the Planning Commission upon a determination that the wall is not necessary to buffer the abutting use or that a different type of screening instrument is acceptable.   |
| OUTSIDE STORAGE: | not permitted   |

**TECHNICAL REVIEW COMMITTEE RECOMMENDATION**

Staff recommends that the Planning Commission allow the applicant time to present their petition and to also gather input from the public via required Public Hearing. Merits of the proposal should be discussed within the framework of points mentioned above (General Plan guidance). As legislative matters are often complex, this item may be continued to a later date for further discussion and final recommendation. However, if a recommendation to the City Council can be derived from tonight's discussion, a set of findings is required to accompany the motion, as per ordinance 13.07.030.G.2.



**City of Holladay**  
Community and Economic Development  
Planning and Zoning

Staff is in favor of the rezone application, as the identified zone is supported by the Highland Drive Master Plan and enables redevelopment in line with the HDMP. Staff recommends that the applicant is to seek a conditional use permit for a mixed-use development if the residential use is to be continued in the home behind the new development. The Commission can also engage the applicant regarding seeking a historical designation to ensure preservation of the rear home.

Staff urges the Commission to moderate discussion around the following points:

- a. Whether the proposed amendment is consistent with goals, objectives and policies of the General Plan*
- b. Whether the proposed amendment is harmonious with the overall character of existing development in the vicinity*
- c. The extent to which the proposed amendment may adversely affect abutting properties; and*
- d. The adequacy of facilities and services intended to serve the subject property, such as, roadways, parks and recreation facilities, police and fire protection, schools, storm water drainage systems, environmental hazard mitigation measures, water supply, and wastewater and refuse collection.*

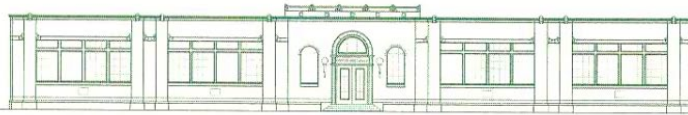
### **CONSIDERATION STANDARDS**

13.07.030G: Approval Standards:

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

### **RECOMMENDATION**

Staff recommends that the Planning Commission forward a positive recommendation to amend the Holladay Zoning map from R-2-10 to P-O at 4545 S., 4555 S., and 4559 S. Highland Dr. based on the following findings:



**City of Holladay**  
Community and Economic Development  
Planning and Zoning

1. The proposed amendment is compliant with the Purpose of the Land Development Code by promoting and facilitating the orderly growth and development within the City of Holladay.
2. The proposed amendment is consistent with goals, objectives and policies of the Highland Drive Master Plan
3. The proposed amendment is consistent with goals, objectives and policies of the General Plan
4. The proposed amendment is harmonious with the overall character of existing development in the vicinity,
5. As zoning standards in the proposed zone are applied, the proposed amendment is not foreseen to adversely affect abutting properties.
6. The facilities and services intended to serve the subject property, such as, roadways, parks and recreation facilities, police and fire protection, schools, storm water drainage systems, environmental hazard mitigation measures, water supply, and wastewater and refuse collection are adequate.

### **SUGGESTED MOTIONS**

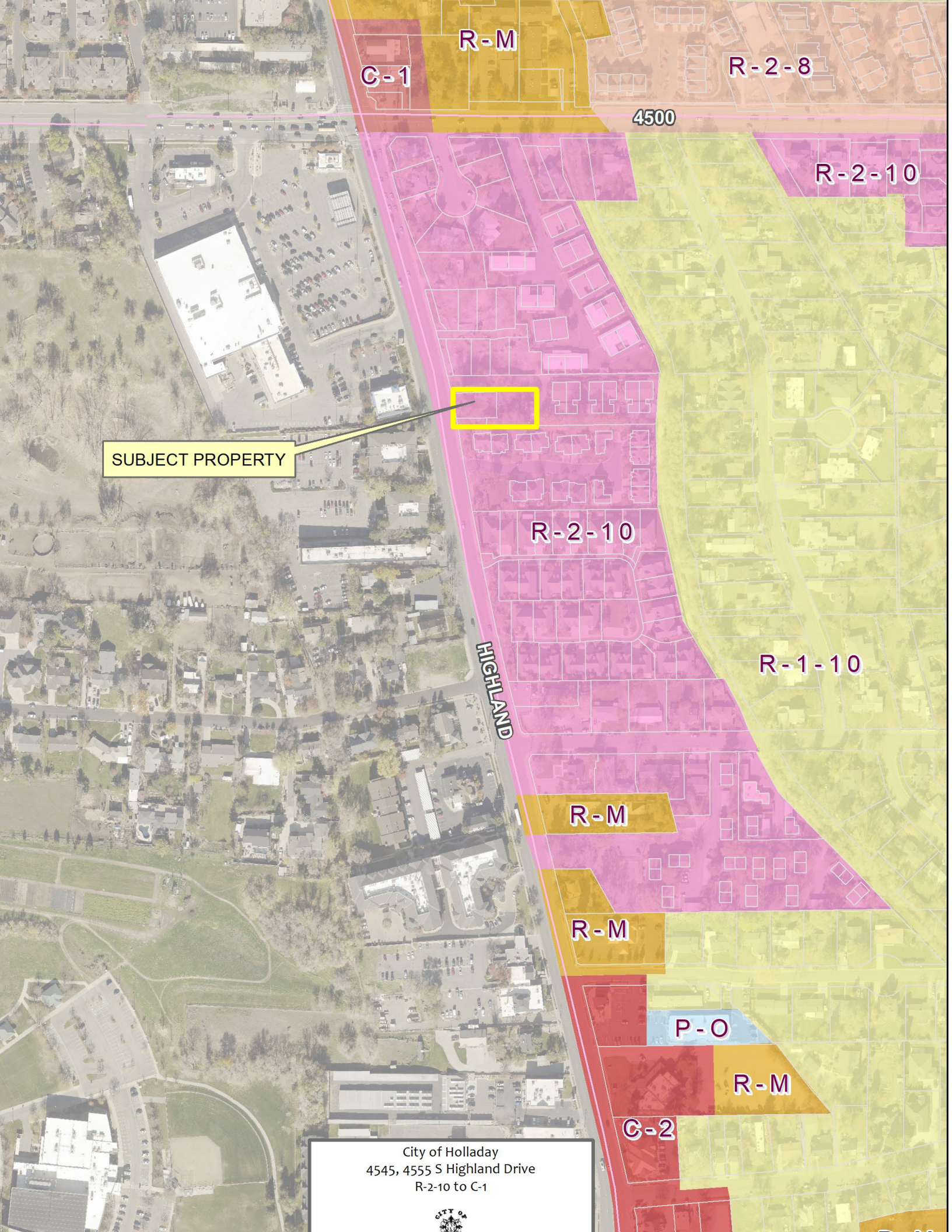
For a potential motion to recommend Approval or Denial:

*"I Motion to forward a recommendation to the City Council to (**APPROVE, DENY**) an application by **Jamie Walker and David George** to amend the City of Holladay zoning map for .36 acres of land located at 4545 S., 4555 S. and 4559 S. Highland Drive, based upon the following findings: \_\_\_\_"*

For a potential motion to motion to **continue** for further discussion:

*"I Motion to continue the application by **Jamie Walker and David George** to amend City of Holladay zoning map for property located at 4545 S., 4555 S. and 4559 S. Highland Drive to the next regularly scheduled meeting"*





C-1

R-M

R-2-8

4500

R-2-10

SUBJECT PROPERTY

R-2-10

R-1-10

R-M

R-M

P-O

R-M

C-2

City of Holladay  
4545, 4555 S Highland Drive  
R-2-10 to C-1







Search Google Maps



Share



4553 Highland Dr

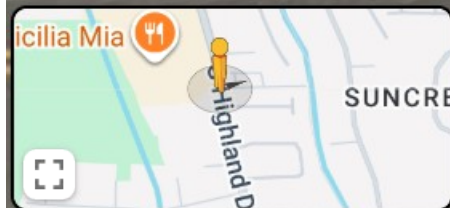
Millcreek, Utah



Google Street View

Jul 2025

[See more dates](#)



Google Maps

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#### 4555 and 4545 S Highland Drive Rezone

The property rezoning requested fits with the Highland Drive Master plan Segment A. The Building the proposed Jamie Walker Architects building is compatible with other uses along Highland drive. Building a new building allows for an upgraded building, Landscape and design elements that fit in the area and follow the Highland Drive Master Plan. The development accommodates and allows the existing home to remain.

## Neighborhood Meeting Notes

11-17-2025

### Items Discussed

Fencing

Trees/Landscaping

Traffic

Building type

Building use



**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

**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:**

**STAFF:**

Jonathan Teerlink, Planning Manager

**DRAFT**

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

**Tuesday, June 24, 2025**

**6:00 PM**

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

**ATTENDANCE:**

**Planning Commission Members:**

**City Staff:**

Karianne Prince, Vice-Chair  
Ginger Vilchinsky  
Angela Gong  
Paul Cunningham

Carrie Marsh, City Planner  
Brad Christopherson, City Attorney

**WORK SESSION**

In the absence of Chair Roach, Vice-Chair Karianne Prince called the Work Session to order at 5:30 PM.

City Planner, Carrie Marsh, reported that the Highland Park Planned Unit Development (“PUD”) was originally approved in 2022. There was discussion at that time regarding the back side. The original Site Plan showed the townhomes in one section and various iterations of the road. Most of the open space for the PUD was in the back toward the west side of the property. Tree removals were tied to which were to be impacted by building footprints and roadways. The original approval included tree canopy sustainability with trees within buildable areas being approved for removal. Photos were provided showing the new trees proposed to be removed. Ms. Marsh explained that they are on the perimeter of the property.

Commissioner Cunningham’s understanding was that the ordinance gives considerable deference to the Arborist to identify which trees need to be removed and why. That decision hinged on evidence provided by the Arborist. Ms. Marsh confirmed that the Arborist is also a Tree Removal Company. It is standard protocol to retain an Arborist who is affiliated with the tree removal company, who can assess the health of the trees and determine which should remain. The developer hired a tree removal company that provided the assessment. The letter provided in the Commission packet is the original letter upon which the previous approval was based, and trees are within those building and road footprints. Ms. Marsh explained that an amendment was being sought because there are trees outside of the footprint that the Planning Commission would have to approve. The request was part of the Conditional Use Permit associated with the PUD.

1 The Landscaping Plan was presented but had not been provided to the Commission in advance of  
2 the meeting for review. It included the proposed replacement trees as well as the affected tree  
3 canopy. Specific trees on the property were identified and discussed. Ms. Marsh stated that there  
4 is often a question regarding tree quality and health. The intent of the Tree Canopy Sustainability  
5 Ordinance is to improve the tree canopy over time and replace older or diseased trees with newer  
6 ones. The result is to replenish the existing tree canopy. There is continual difficulty with site  
7 development when trees are in questionable health. From the developer's perspective, it is easier  
8 to manage those trees now and put in fresh landscaping and fencing.

9  
10 Vice-Chair Prince commented that the issues raised in an e-mail received earlier in the day  
11 pertaining to privacy and water drainage seemed to be beyond the scope of the Planning  
12 Commission. Ms. Marsh explained that drainage is managed with engineering. Any drainage from  
13 a property cannot drain onto neighboring properties. The Engineering Plans ensure that drainage  
14 is retained on site. The location of the main stormwater retention area was identified. Site grading  
15 will ensure that all runoff flows to that central area.

16  
17 With regard to privacy, any new development will have new trees planted. The Staff Report  
18 addressed the difference in land use and how that changes over time. Ms. Marsh explained that  
19 the existing land use has a small home with large trees. When redevelopment takes place, there  
20 will be a significant impact while adhering to the land rights of the property.

21  
22 With regard to the quality of trees, there is nothing in the ordinance that takes into account what  
23 quality trees are. It is within the Commission's purview to decide whether the applicant adequately  
24 complies with the Tree Canopy Ordinance and the intent of a PUD with open space. It was  
25 clarified that the ordinance requires 1-for-1 replacement with the tree caliper based on canopy  
26 coverage once the tree is mature. The replacement will cover 11,745 square feet. It takes some of  
27 the larger trees that have a lot of canopy coverage and disperses them into smaller trees. Smaller  
28 trees will be planted along the perimeter where there is limited space.

29  
30 Ms. Marsh stated that the property is zoned multi-family and the developer is entitled to 12 units.  
31 They are allowed to cover up to 60% of the lot. It was noted that the road and building count  
32 toward the lot coverage. 40% landscaping is required, not including the tree canopy.  
33 Commissioner Gong was concerned about the clear intent on the part of the developer to not keep  
34 any of the existing trees, as they have not been watered.

35  
36 **CONVENE REGULAR MEETING – Public Welcome and Opening Statement by**  
37 **Commission Chair.**

38 Chair Roach called the Regular Meeting to order at approximately 6:00 p.m. Commissioner  
39 Vilchinsky read the Commission Statement.

1 **PUBLIC HEARING**

2 **1. “Highland Park” PUD – Site Plan Amendment- 4880 South Highland Circle (R-M**  
3 **Zone).**  
4 **Continued Review and Consideration of Submittals by Applicant, Alec Moffit, to**  
5 **Modify the Site Plan of the Highland Park PUD, a .74-Acre Site containing 11 units**  
6 **within the R-M Zone, to Accommodate Tree Removals. Review conducted according**  
7 **to Final Site and Building Approvals (Conceptual:10/4/22, Preliminary: 1/10/23) and**  
8 **Development Standards of the Residential Multi-Family Zone §13.32 and §13.08.080**  
9 **of the City of Holladay Code. File #22-1-11.**

10 City Planner, Carrie Marsh, presented the Staff Report and stated that the request involves a  
11 previously approved Planned Unit Development (“PUD”) subdivision in the R-M Zone. The  
12 property is located at 4880 South Highland Circle. The previous land use was residential with a  
13 home that was used as a business. What is proposed is a shift toward multi-family development.  
14 The site was previously approved with 11 townhomes. The previous approval included only trees  
15 to be removed that were directly impacted by building and road footprints for fire access. As the  
16 applicant began working toward site development, their tree assessment involved additional trees  
17 outside of the previous approval on the west and north sides.

18  
19 Ms. Marsh reviewed the Landscape Plan and stated that the total lot coverage for the R-M Zone is  
20 60% for buildings and roads with 40% landscaping. Also included was the Tree Canopy  
21 Replacement Plan to replace over 9,000 square feet of existing tree canopy with 11,000 square feet  
22 of tree canopy. The Landscape Plan shows the new trees that will be planted. The proposed  
23 removals were detailed by the applicant in the application. A larger Willow tree on the front east  
24 side of the property was originally to be removed but will now be preserved. The trees that are  
25 affected by the roadway and building footprints are interior. The additional trees that are outside  
26 of the original approval were identified. The applicant provided a Tree Assessment prepared by  
27 an Arborist with Diamond Tree Experts who detailed all of the trees on the site.

28  
29 The applicant, Alec Moffitt, from Sequoia Development, reviewed the trees on the site and stated  
30 that Tree #2 is the Willow tree identified. It was originally removed from the list because there  
31 was another large tree on the site that the City wanted to keep. The health of the tree, however, is  
32 in question. They will try to preserve it but there was doubt that it would survive construction.  
33 Tree #1 included a group of pine trees in the middle of a building. The same was true for Tree #3.  
34 Tree #14 is in a road, and Trees #9, 8, 7, and 6 are on the north side. Trees #9, 8, and 7 have died,  
35 and #6 has a large root system that will be severely impacted by the road. It was not expected to  
36 survive. The concern was that it would become a hazard. Tree #12 is in the middle of the road.  
37 Tree #11 is close to the building footprint. Trees #4 and 5 were in question. The developer hoped  
38 to obtain approval to remove them while they try to save them.

39  
40 Mr. Moffitt stated that they will save as many trees as possible. He noted that they purchased the  
41 property because of the large, mature trees. It was unfortunate that over the past two years, while  
42 the project has been on hold, the trees have not received any water or care. As a result, their health  
43 has declined. Their desire is to remove only trees that are sick or dying or that will be adversely  
44 impacted by construction.



1 A question was raised regarding who removed the irrigation system. Mr. Moffitt responded that  
2 they razed the home and removed the water meters. Immediately afterward, interest rates  
3 skyrocketed. Their initial plan no longer penciled and they had to stop construction immediately.  
4 Since then, they have tried to reduce the cost of the homes so that they would be reasonably  
5 affordable. Doing so allowed them to allow the project to move forward. During that time,  
6 however, no water got to the trees. Mr. Moffitt explained that the trees they will be replacing will  
7 significantly increase the canopy that existed previously.

8  
9 Vice-Chair Prince opened the public hearing.

10  
11 *Joseph Amici* gave his address as 4828 South Highland Circle #303 and stated that his home abuts  
12 the subject property to the north. He expressed support for the proposed changes and stated that  
13 currently there are mature trees on the property but an unsightly pile of dirt. He hoped the building  
14 process could be expedited, including the proposed changes involving the replacement of canopy  
15 trees. He asked that the developer maintain the property in the interim before construction begins  
16 as it is unsightly, full of garbage, and covered in abandoned traffic cones.

17  
18 *Kevin Ludlow* from Sequoia Development, gave his address as 1955 South 1300 East, Suite 104.  
19 He lives in the City of Holladay and reported that they developed Bandits Restaurant and the  
20 Powder House Ski Shop and are very familiar with the City. They also developed brownstone  
21 residential behind the former Ace Hardware. He thanked the Commission for their consideration.

22  
23 Vice-Chair Prince stated that a comment was submitted via email earlier in the day that was made  
24 part of the record. A nearby resident asked about the plans for the tree removal, perimeter trees,  
25 and drainage issues. Ms. Marsh offered to address those questions with the resident directly.

26  
27 There were no further comments. The public hearing was closed.

28  
29 Commissioner Cunningham asked what was proposed for the Willow tree on the northeast side.  
30 He recalled that the Commission specifically asked that that tree remain. Mr. Moffitt was seeking  
31 permission to remove it, if needed. Ms. Marsh explained that the current Landscaping Plan does  
32 not show the Willow Tree. The Commission can choose to modify or add conditions if desired.

33  
34 Vice-Chair Prince asked if the Commission could require that if the Willow is removed, it be  
35 replaced with a large tree. City Attorney, Brad Christopherson, stated that the Tree Ordinance  
36 does not address large trees. His recollection was that it refers to caliper. Ms. Marsh stated that  
37 replacement trees need to be 1½-inch caliper with the focus being on the mature canopy size. That  
38 can be dispersed into smaller trees or a larger tree. Where the Willow is currently is in a large  
39 open space that would be appropriate for a larger tree. The choice would be up to the developer.

40  
41 Mr. Christopherson recommended that the Commission consider the plan as if the trees are not  
42 going to be saved. Mr. Moffitt commented that the Landscape Plan does not include any existing  
43 trees. He noted that there are still a lot of trees remaining. The area will be very private and  
44 secluded with as many trees as possible.

1 The comment was made that the Arborists' Report is not optimistic in terms of keeping any of the  
2 trees due to serious health issues. It was felt that with some foresight, the situation could have  
3 been prevented. It was thought to be due to a lack of planning. Commissioner Cunningham  
4 suggested that in the future, developers be required to continue watering the site. The comment  
5 was made that when dealing with demolition and water meters are removed, there is no way to get  
6 water to the site.

7  
8 ***Commissioner Vilchinsky moved to APPROVE a Site Plan Amendment to the "Highland Park"***  
9 ***Planned Unit Development, a residential 11-unit development within the R-M Zone located at***  
10 ***4880 South Highland Circle, subject to the following:***

11  
12 ***Findings:***

- 13  
14 1. ***Complies with the allowed land uses in the R-M Zone.***  
15  
16 2. ***No changes are being made to any of the previous approvals for the PUD.***  
17  
18 3. ***Replacement Tree Canopy coverage provides for the future preservation and***  
19 ***enhancement of desirable site characteristics.***  
20

21 ***Conditions:***

- 22  
23 1. ***Tree removals are only as designated.***  
24  
25 2. ***Replacement trees to be planted as shown. Significant deviations must be***  
26 ***approved by the Planning Commission.***  
27  
28 3. ***The developer was strongly urged you to try to keep Trees #2, 4, and 5 on the back***  
29 ***end of the property.***  
30

31 ***Commissioner Gong seconded the motion. Vote on motion: Commissioner Cunningham-Yes,***  
32 ***Commissioner Vilchinsky-Yes, Commissioner Gong-Yes, Vice-Chair Prince-Yes. The motion***  
33 ***passed unanimously.***  
34

35 **ADJOURN**

36 ***Commissioner Cunningham moved to ADJOURN. Commissioner Vilchinsky seconded the***  
37 ***motion. The motion passed with the unanimous consent of the Commission.***  
38

39 The Planning Commission Meeting adjourned at approximately 6:15 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 on Tuesday, June 24, 2025.*  
3  
4  
5

6 Teri Forbes

7 Teri Forbes

8 T Forbes Group

9 Minutes Secretary

10  
11 Minutes Approved: \_\_\_\_\_

*DRAFT*

**DRAFT**

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

**Tuesday, December 2, 2025**

**6:00 PM**

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

**ATTENDANCE:**

**Planning Commission Members:**

**City Staff:**

Dennis Roach, Chair

Patrick Tripeny

Paul Cunningham

Jill Fonte

Brian Berndt

Angela Gong (arrived for the Regular Meeting)

Carrie Marsh, City Planner

Jayne Blakesley, City Attorney

**WORK SESSION**

Chair Dennis Roach called the Work Session to order at 5:30 p.m. He noted that all Commissioners were present with the exception of Commissioners Karianne Prince and Angela Gong. There were three Public Hearing items on the Regular Meeting agenda, but one was rescheduled to a future meeting. In addition, there were Action Items for Meeting Minutes from August 19, September 2, and September 16, 2025. The Adoption of the 2026 Meeting Calendar was to be voted on during the Regular Meeting. Chair Roach asked Commissioners to review the meeting calendar. There were no concerns about the proposed dates.

The first Public Hearing item on the agenda is the “Wasa Valley Holdings Short-Term Rental.” This is a Conditional Land Use Permit for property located at 4318 South 2300 East. City Planner, Carrie Marsh, reported that this property is in the R-2-10 Zone and is located on a major roadway wider than 60 feet. She clarified that those are the two main qualifications for short-term rental eligibility. If those qualifications are met, the request can come to the Planning Commission for a review of conditions to offset the potential impacts. The applicant submitted a thorough application, which outlines the parking in the driveway and garage. There is no street parking allowed. Ms. Marsh explained that the ordinance for short-term rentals has some specific regulations, and the property owner needs to meet all of those regulations. There is an analysis included in the Staff Report. It looks at all of the requirements related to short-term rentals.

Ms. Marsh reported that there is a requirement for snow to be removed from the sidewalks and driveway within an hour. She imagines the property owner would make arrangements for snow removal during the winter months. The short-term rental cannot create excessive noise, which is

1 in line with the Noise Ordinance. It is possible for the Planning Commission to consider a  
2 Condition of Approval for increased fence height with neighbor support or vegetation to create  
3 some sort of visual and auditory barrier between the properties. There cannot be signs on the  
4 premises, which is a Condition of Approval the Planning Commission can consider as well.  
5

6 The Fire Marshal did not have any concerns about the short-term rental application but wanted to  
7 make sure that the residential egress was maintained so it is possible to leave in an emergency  
8 situation. The firewall between the structures is adequate for Building Code and no other  
9 modifications are proposed with the use. Ms. Marsh pointed out that the Staff Report mentions  
10 easement access. This was discussed and is not something that needs to be further regulated.  
11

12 Chair Roach referenced an earlier comment about visual barriers. It looks like the neighbor to the  
13 south has an awning that goes to the property line. He asked if there was any fencing that exists  
14 between the two units in the backyard. Ms. Marsh is not certain and suggested that he ask the  
15 applicant that question during the Regular Meeting. She believes there is some vegetation back  
16 there already. There could be a Condition of Approval to state that outdoor use of the property  
17 must be restricted to the hours of the Noise Ordinance, such as outdoor cooking or hot tub use.  
18

19 Commissioner Brian Berndt asked if there is a maximum number of occupants allowed in the  
20 short-term rental. Ms. Marsh explained that it is restricted by parking. Commissioner Berndt  
21 noted that a lot of cities have a restriction on occupancy. Ms. Marsh did not receive comments  
22 from the Building Official about a set occupancy number, and there is nothing within the code. It  
23 states that short-term rentals cannot have more than four bedrooms. She is not sure what the  
24 Building Code lists as far as occupancy per bedroom. Commissioner Berndt pointed out that when  
25 there are a lot of occupants, noise can become a problem. Ms. Marsh stated that between parking  
26 and noise restrictions, there are triggers for enforcement and potential permit revocation.  
27

28 Chair Roach wanted to know if there is an occupancy code that exists for regular residential use.  
29 City Attorney, Jayme Blakesley, reported that there are regulations on a single-family residence.  
30 It is not possible to restrict immediate family members, but it is possible to restrict the number to  
31 no more than four unrelated persons. That is what is in the City Code. It is consistent with what  
32 is in place across the State. He noted that it is slightly different with short-terms rentals, because  
33 there might be more than four unrelated people renting a four-bedroom house. If there is a desire  
34 to tackle occupancy in the Conditions of Approval, the Planning Commission decision will likely  
35 need to be postponed to enter evidence into the record related to occupancy safety and noise.  
36 Mr. Blakesley pointed out that occupancy is difficult to enforce, which is the reason planners tend  
37 to focus on parking and noise. He noted that it is possible to measure and observe parking and  
38 noise without entering the home. Commissioner Berndt asked if the motion language could state:  
39 "The occupancy shall not exceed the Building Code." It was confirmed that this can be included.  
40

41 Commissioner Cunningham asked if there is a contact person for this property. He wanted to make  
42 sure there is someone within a reasonable distance who could respond in the event of an issue.  
43 Ms. Marsh reported that this is a second home for the applicant but there could be a Condition of  
44 Approval related to local management. Commissioner Cunningham thought there should be a  
45 local emergency contact. Ms. Marsh believed that is included in the Conditions of Approval.

1 Chair Roach read the condition language: "...emergency contact phone numbers, including the  
2 property owner, shall be prominently placed in a common space within the home." There is  
3 nothing there about the proximity of those emergency contacts. He asked if that could be added  
4 to the motion language. Mr. Blakesley confirmed that it is appropriate to add that.

5  
6 Commissioner Jill Fonte wondered if it is possible to inform the neighbors about their options in  
7 the event of a short-term rental violation. Ms. Marsh explained that there is a public process in  
8 place. There will be a public hearing held during the Regular Meeting and notice was provided to  
9 all of the neighbors. The Staff Report and proposed Conditions of Approval are also made publicly  
10 available. The neighbors were reasonably notified of the potential land use. There could be a  
11 Condition of Approval added to ensure that neighbors are provided contact information for the  
12 property owner, but if there is an issue at a property, neighbors tend to contact Code Enforcement.

13  
14 Chair Roach asked about the second Public Hearing item on the Regular Meeting agenda. He  
15 questioned whether a motion needs to be made to reschedule that item. Ms. Marsh reported that  
16 it will be automatically rescheduled. There does not need to be a formal motion made for that.

17  
18 Mr. Blakesley recommended that the public hearing be opened because it was noticed as a public  
19 hearing. It is possible that someone might have decided to attend the meeting to share comments.  
20 The Planning Commission can close the hearing and take action at the next meeting, or the public  
21 hearing can be continued. If the public hearing is continued to the next meeting, then the date of  
22 that meeting will need to be stated for the record. Chair Roach believed it was possible to hear  
23 comments and leave the public hearing open, or ask if there was anyone present to comment.

24  
25 Ms. Marsh shared information about the Zone Map Amendment item that will be rescheduled to a  
26 future meeting. After looking at the proposed use, it was determined that the C-1 Zone was not  
27 the best zone. She explained that the re-notice will be for the PO Zone rather than the C-1 Zone.

28  
29 The last Public Hearing item on the Regular Meeting agenda is a Subdivision Amendment for  
30 "Royal Holladay Hills, Block H, I, J, and K." Ms. Marsh reported that this will take another section  
31 of the Royal Holladay Hills development and create parcels. This involves Block H, I, J, and a  
32 portion of Block K. She explained that this process will create lots that can then be sold.

33  
34 Chair Roach asked if these blocks had been seen by the Planning Commission before. Ms. Marsh  
35 believed the Commission had seen Block K before, because there was a discussion about a change  
36 in the way that Block K was being developed. It shifted from larger buildings to more townhouse-  
37 style buildings. The Commission reviewed it and approved the architecture for Block K. This  
38 process is creating some of the parcels. She explained that Block K is where the townhouses and  
39 the small houses will be located. Ms. Marsh shared a map that shows Blocks H, I, J, and K. The  
40 technical details, such as alignments, will be looked at during the final review process.

41  
42 Chair Roach reported that during the Regular Meeting, the Planning Commission will review  
43 Meeting Minutes from August 19, September 2, and September 16, 2025. For the September 2,  
44 2025, Planning Commission Meeting, the recording did not work as planned, so Ms. Marsh created  
45 a record from memory. There were no corrections proposed to the Meeting Minutes.



Chair Roach closed the Work Session at 5:55 p.m. The Planning Commission took a short break.

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

Chair Roach called the Regular Meeting to order at 6:00 p.m. All members of the Commission were present with the exception of Commissioner Prince. There are three Public Hearings and two Action Items. The Opening Statement was read aloud by Commissioner Cunningham.

**PUBLIC HEARINGS**

**1. 'Wasa Valley Holdings Short-Term Rental' - Conditional Land Use Permit - 4318 South 2300 East (R-2-10 Zone) Review and Consideration of a Request by Applicant Rhistina Revilla as Owner, for use of the Property as a Short-Term Rental. Item Reviewed as an Administrative Application as per Provisions Stated in Holladay Ordinance §13.08.040 and §13.76.735. File #25-2-03.**

Ms. Marsh presented the Staff Report and explained that “Wasa Valley Holdings Short-Term Rental” is a Conditional Use Permit (“CUP”) for a short-term rental at property located at 4318 South 2300 East. A short-term rental is allowed in two zones in Holladay, including the R-2 and R-M Zones. The applicant property is located in the R-2-10 Zone. Ms. Marsh shared the Zoning Map with the Commission and explained that this is one half of a twin home. There are certain regulations that short-term rentals must abide by and there is also a CUP requirement. She explained that CUPs involve conditions that can be reasonably placed on a property to mitigate detrimental impacts. It does not require the detrimental impacts to be eliminated but addressed.

The property is a three-bedroom twin home. Ms. Marsh reported that the City Code requires short-term rentals to be four bedrooms or less, so this home is compliant. The rentals will be for 30 days or less, which meets the definition of a short-term rental. This property is located on a major arterial roadway. One of the qualifications for a short-term rental is that the property must be located on a roadway of at least 60 feet to address any potential traffic impacts from the use.

Short-term rentals need to be maintained to certain standards, including being in good repair and having landscaping properly maintained and watered. In addition, the short-term rental must continue to look like a residential property. It cannot be altered to look like a business or hotel, and no signage can appear on the property advertising it as a short-term rental. In terms of maintenance, snow has to be removed from sidewalks and driveways an hour after snow has stopped falling. All parking has to be on the property, either in the garage or on the driveway.

Ms. Marsh reported that the Noise Ordinance has to be followed, which is between 10:00 p.m. and 8:00 a.m. Any outdoor pools, hot tubs, and spas cannot be used between those hours. Those regulations are included as recommended Conditions of Approval. If there are complaints from neighbors or issues that arise, those can be addressed through Code Enforcement. Ms. Marsh noted that if there are violations of the conditions, it is then possible to look into CUP revocation.

There is a recommendation from the Technical Review Committee (“TRC”) in the Staff Report. This includes recommended Conditions of Approval that consider noise and visual impacts. The

1 Commission could consider vegetation. During the Work Session, there was a discussion about  
2 occupancy and potentially adding a condition to limit that to the Building Code standards.

3  
4 The applicant, Rhistina Revilla, identified herself as the owner and applicant. She explained that  
5 this is her second home. She loves snowboarding and is from New York. In the months that she  
6 is not using the property, she would like to rent out the home to offset the costs. Ms. Revilla does  
7 not intend to make as much money as possible from the property, but simply wants to keep the  
8 costs down on her second home. She pointed out that this property is compliant, is in an  
9 appropriate zone, and is on a large enough street. Ms. Revilla has a good rapport with her neighbor,  
10 and that neighbor even asked about potentially acting as the contact person. In addition, there is  
11 another person who has expressed interest in being the contact person for the property. She hopes  
12 the Planning Commission will approve the short-term rental application.

13  
14 Chair Roach asked if there is a fence in the backyard between the porches, which was confirmed.  
15 Ms. Revilla reported that there is a fence between her property and the south neighbor and there is  
16 a fence with the neighbor to the west. In terms of mitigating sound, she was thinking about a  
17 pergola. She is doing whatever possible to mitigate the noise, as there is no desire to cause  
18 disruption. In terms of occupancy, she believes there is a way to limit the number and discourage  
19 parties. It is possible to apply restrictions, such as a minimum rental of three days or one week.

20  
21 Commissioner Berndt wanted to know if someone from the City would check the property during  
22 the Business License process. Ms. Marsh explained that the Building Official will do an inspection  
23 to make sure it is safe for occupancy. Commissioner Cunningham asked if there are any other  
24 short-term rentals within a quarter mile. Ms. Marsh reported that there are two short-term rentals  
25 on Highland Drive and one on 3900. There are no short-term rentals within one-quarter mile.

26  
27 Chair Roach opened the public hearing. There were no comments. The public hearing was closed.

28  
29 Commissioner Gong had a question for Staff about the broader issue of short-term rentals and the  
30 impact on the housing market. Ms. Marsh noted that there will always be some degree of conflict  
31 due to private property rights. As a property owner, there are certain rights, and it is possible to  
32 own a second home. She went to a conference, and there was a discussion about different tools  
33 cities can use to incentivize long-term rentals. Cities may need to incentivize property owners to  
34 have a long-term rental to make it more desirable than short-term rentals. That is a larger policy  
35 discussion that can be had if there is interest in looking into more creative tools.

36  
37 ***Chair Roach moved to APPROVE the Conditional Use Permit application by Wasa Valley***  
38 ***Holdings for a short-term rental, located at 4318 South 2300 East, in the R-2-10 Zone, subject***  
39 ***to the following:***

40  
41 ***Findings:***

- 42  
43 1. ***The property is located within an R-2 Zone.***  
44  
45 2. ***The property has frontage on 2300 East, which has a right-of-way of 80 feet.***

- 1  
2           3.     *The property is not within an HOA.*  
3

4     **Conditions:**  
5

- 6           1.     *Property to retain its appearance as a residential unit.*  
7  
8           2.     *Any new lighting shall be night-sky complaint, full-hood style cutoff fixtures.*  
9  
10          3.     *Property and site inspection are required to verify standards listed herein.*  
11  
12          4.     *The Conditional Use Permit number and regulations relating to off-street*  
13                 *parking, noise limits and emergency contact phone numbers, including the*  
14                 *property owner, shall be prominently placed in a common space within the home.*  
15                 *The emergency contact must reside within a 30 minute distance of the property.*  
16  
17          5.     *The structure, landscaping, and driveway is to be kept in good repair and*  
18                 *maintained, including snow removal, as required.*  
19  
20          6.     *No signs posted on the home that advertise its use as a short-term rental.*  
21  
22          7.     *Must obtain a Holladay Business License.*  
23  
24          8.     *Outdoor pools, hot tubs, and spas are not to be used before 8:00 a.m. or after*  
25                 *10:00 p.m.*  
26  
27          9.     *Conditions or complaints found to be in violation of set standards will require re-*  
28                 *review by the Planning Commission or possible revocation of this permit as*  
29                 *determined by the Community Development Director.*  
30  
31          10.     *The occupancy shall not exceed the Building Code and Fire Code.*  
32

33     *Commissioner Berndt seconded the motion. Vote on Motion: Commissioner Tripeny-Yes;*  
34     *Commissioner Cunningham-Yes; Commissioner Fonte-Yes; Commissioner Gong-Yes;*  
35     *Commissioner Berndt-Yes; Chair Roach-Yes. The motion passed unanimously.*  
36

- 37     2.     **Zone Map Amendment - Rezone from R-2-10 to C-1- 4545 South and 4555 South**  
38             **Highland Drive. (This Agenda Item is to be Rescheduled for a Future Date and will**  
39             **be Re-Noticed.)**

40     Chair Roach reported that the Zone Map Amendment item will be rescheduled to a future meeting.  
41

1     **3.     Subdivision Amendment, 'Royal Holladay Hills, Block H, I, J and K' -- 1935 and 1965**  
2     **East Rodeo Walk Drive, 2025 East Wilshire Road (R-M/U Zone) Preliminary and**  
3     **Final Review and Consideration of Submittals by Applicant, Steve Peterson,**  
4     **Establishing New Lots within 'Block H, I, J, and K' at the Royal Holladay Hills**  
5     **Subdivision. All Considerations will be reviewed by the Commission for Compliance**  
6     **with the SDMP (2007), and Subdivisions, Chapter 13.10a. File #19-9-19-11.**

7     Ms. Marsh presented the Staff Report and explained that this is a proposed Subdivision  
8     Amendment for Royal Holladay Hills. This is a subdivision of several blocks, including Block H,  
9     I, J, and portions of Block K. This process is done in two steps, consisting of preliminary and  
10    final. The Planning Commission reviews the preliminary plans, and the final approvals are  
11    handled by Staff. Decisions on subdivisions have to be made during a public meeting, which is  
12    the reason this item is on the Regular Meeting agenda. All of the property owners within 500 feet  
13    have been notified.

14  
15    An approved Subdivision Plat for Blocks H, I, J, and a portion of Block K exists as part of the  
16    primary Royal Holladay Hills Subdivision Plat. The plat was approved in 2021 and established  
17    the boundaries. The applicant prepared amendments to these blocks to create the final lots. The  
18    ownership areas for each of the lots are pending commercial site improvements but no  
19    development or site review is proposed at this time. Ms. Marsh reported that architectural details  
20    are reviewed by the Planning Commission, and some have already been seen for Block K.  
21    However, that is not within the Subdivision Plat review. She explained that there is a  
22    recommendation to approve the Preliminary Plat and delegate the Final Plat approval to Staff.

23  
24    The Planning Commission reviewed an image of the area. Chair Roach asked if what is shown is  
25    one property or if it is split down the middle. Ms. Marsh clarified that it would be split. Lot 6  
26    overlaps into Block I. Commissioner Gong asked if the Commission would see these as parcels  
27    or blocks in the future. Ms. Marsh explained that the development was labeled in blocks, but this  
28    process is now creating parcels out of those blocks. Commissioner Gong asked if having the  
29    parcels cross the blocks would cause a problem. Ms. Marsh denied this and explained that there  
30    is a lot of flexibility in the Master Plan for uses between blocks. If there was an issue, then it  
31    would be brought back to the Planning Commission so there could be a Master Plan amendment.

32  
33    The applicant representative, Kathy Olsen, introduced herself to the Planning Commission. The  
34    reason for this Subdivision Plat is that tenants have been identified. Block I will be a fitness center,  
35    and there will also be a parking structure to serve the fitness center and the retail in front. The lots  
36    along Rodeo Walk Drive will be retail. Chair Roach understands that the parking lot on Block J  
37    will be temporary but is curious whether there will still be vegetation standards included. Ms.  
38    Olsen explained that there is a service road that runs along the back side of the retail and then runs  
39    along the side of the fitness center. When that road is built, it will have a lot of landscaping on  
40    either side. The islands in the parking lot will have trees in them at the time the road is built. The  
41    fitness center, roads, and utilities will start to happen in spring 2026, with the expectation that the  
42    fitness center will open in summer or fall 2027. The retail in front of the fitness center is also  
43    expected to be finished by 2027. The third retail block will likely follow after the other two.

44  
45    Chair Roach opened the public hearing. There were no comments. The public hearing was closed.

Chair Roach asked if the temporary parking lot would have the parking lot island requirement. Ms. Marsh explained that if it becomes permanent, then it will. She does not know what the temporary lot requirements are because she was not involved in that process. She believes there might be a certain timeframe, because there is no desire for a temporary lot to become permanent and not meet the landscaping standards. At some point, there would need to be compliance with the landscaping standards, or there would be removal. Chair Roach appreciated the clarification.

***Commissioner Fonte moved to APPROVE the Preliminary Plat Amendment to the Royal Holladay Hills Subdivision for Block H, I, J, and a portion of Block K, enabling the creation of new Lots 1 through 6 and Common Parcel "A" in the R-M/U Zone, located at 1935 and 1965 East Rodeo Walk Drive, 2025 East Wilshire Road, with Final Plat approvals to be delegated to Staff. Approval is subject to the following:***

***Findings:***

- 1. Utility easements and private lane configurations accessing the blocks are found to be maintained and unchanged from 2021 plat approvals.***
- 2. All lot dimensions comply with the R-M/U Zone and SDMP as a Master Planned project.***
- 3. The Subdivision Plat Amendment complies with Holladay standards.***

***The Final Approval is to be delegated to the TRC, subject to the following conditions:***

- 1. Applicant to work with Staff on all needful clarifications, if any, made by the Commission during this meeting.***
- 2. Applicant to provide TRC clarifications required to modify the plat to comply with the State of Utah Subdivision Plat recordation requirements.***

***Commissioner Gong seconded the motion. Vote on Motion: Commissioner Berndt-Yes; Commissioner Gong-Yes; Commissioner Fonte-Yes; Commissioner Cunningham-Yes; Commissioner Tripeny-Yes; Chair Roach-Yes. The motion passed unanimously.***

**ACTION ITEMS**

**4. Approval of Minutes**

**a. August 19, September 2 and September 16, 2025.**

***Commissioner Gong moved to APPROVE the August 19, 2025, Meeting Minutes. Commissioner Berndt seconded the motion. Vote on Motion: Commissioner Cunningham-Yes; Commissioner Tripeny-Yes; Commissioner Fonte-Yes; Commissioner Gong-Yes; Commissioner Berndt-Yes; Chair Roach-Yes. The motion passed unanimously.***

1 *Commissioner Gong moved to APPROVE the September 2, 2025, Meeting Minutes.*  
2 *Commissioner Berndt seconded the motion. Vote on Motion: Commissioner Cunningham-Yes;*  
3 *Commissioner Tripeny-Yes; Commissioner Fonte-Yes; Commissioner Gong-Yes;*  
4 *Commissioner Berndt-Yes; Chair Roach-Yes. The motion passed unanimously.*

5  
6 *Commissioner Gong moved to APPROVE the September 16, 2025, Meeting Minutes.*  
7 *Commissioner Berndt seconded the motion. Vote on Motion: Commissioner Cunningham-Yes;*  
8 *Commissioner Tripeny-Yes; Commissioner Fonte-Yes; Commissioner Gong-Yes;*  
9 *Commissioner Berndt-Yes; Chair Roach-Yes. The motion passed unanimously.*

10  
11 **5. Adoption of 2025 Meeting Calendar.**

12 Chair Roach reported that the Planning Commission discussed the meeting calendar during the  
13 Work Session. Ms. Marsh pointed out that the agenda mentions 2025, but it is actually the 2026  
14 calendar.

15  
16 *Chair Roach moved to APPROVE the 2026 Meeting Calendar. There was no second. The*  
17 *motion passed unanimously.*

18  
19 **ADJOURN**

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

22  
23 The Planning Commission Meeting adjourned at approximately 6:39 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 on Tuesday, December 2, 2025.*  
3  
4  
5

6 Teri Forbes

7 Teri Forbes  
8 T Forbes Group  
9 Minutes Secretary

10  
11 Minutes Approved: \_\_\_\_\_

**DRAFT**



**PUBLIC NOTICE OF THE  
REGULAR 2026 MEETING SCHEDULE FOR THE  
HOLLADAY CITY COUNCIL**

Pursuant to UCA 52-4-202(2), notice is hereby given that the City of Holladay will typically hold its regular City Council meetings for the year 2026 on the first and third Thursdays of each month. The Council may also meet on the second Thursday of every month for a work meeting beginning at 5:30 pm. The meetings are *anticipated* to be held on:

|                   |                     |
|-------------------|---------------------|
| January 8, 2026   | July 9, 2026 *      |
| January 22, 2026  | July 16, 2026       |
| February 5, 2026  | August 6, 2026      |
| February 19, 2026 | August 20, 2026     |
| March 5, 2026     | September 3, 2026   |
| March 19, 2026    | September 17, 2026  |
| April 2, 2026     | October 1, 2026     |
| April 16, 2026    | October 22, 2026 ** |
| May 7, 2026       | November 5, 2026    |
| May 21, 2026      | November 19, 2026   |
| June 4, 2026      | December 3, 2026    |
| June 11, 2026 *   | December 10, 2026*  |

\* 2<sup>nd</sup> Thursday

\*\* 4<sup>th</sup> Thursday

Briefing sessions typically begin at 5:30 p.m. followed by regular Council meetings at 6:00 p.m. Meetings are held in the City Council Chambers at 4580 S 2300 E, Holladay UT 84117.

The City Council reserves the right to adjust the above meeting schedule as needed, pursuant to the applicable provisions of the Utah Open and Public Meetings Act.

All City Council meetings and work sessions are open to the public unless closed pursuant to Sections 52-4-2044 and 52-4-205 of the Utah Code relative to the applicable provisions of the Utah Open Meetings Act. Special or emergency meetings in addition to those specified may be held as circumstances require. A minimum of 24 hours' notice will be given for such meetings

In accordance with the Americans with Disabilities Act, the City of Holladay will accommodate reasonable requests to assist the disabled to participate in the meetings. Request for assistance can be made by calling the City Offices at 272-9450 from 8:00 a.m. to 5:00 p.m. Monday through Friday at least 48 hours in advance of the meeting to be attended.

Dated this 8<sup>th</sup> day of December 2025.

**BY ORDER OF THE HOLLADAY CITY COUNCIL**

Stephanie N. Carlson, MMC

Holladay City Recorder