

**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:

Dennis Roach, Chair
Patrick Tripeny
Paul Cunningham
Jill Fonte
Brian Berndt
Angela Gong (arrived for the Regular Meeting)

City Staff:

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

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

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

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

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

Commissioner Cunningham asked if there is a contact person for this property. He wanted to make sure there is someone within a reasonable distance who could respond in the event of an issue. Ms. Marsh reported that this is a second home for the applicant but there could be a Condition of Approval related to local management. Commissioner Cunningham thought there should be a local emergency contact. Ms. Marsh believed that is included in the Conditions of Approval. Chair Roach read the condition language: "...emergency contact phone numbers, including the property owner, shall be prominently placed in a common space within the home." There is nothing there about the proximity of those emergency contacts. He asked if that could be added to the motion language. Mr. Blakesley confirmed that it is appropriate to add that.

Commissioner Jill Fonte wondered if it is possible to inform the neighbors about their options in the event of a short-term rental violation. Ms. Marsh explained that there is a public process in

place. There will be a public hearing held during the Regular Meeting and notice was provided to all of the neighbors. The Staff Report and proposed Conditions of Approval are also made publicly available. The neighbors were reasonably notified of the potential land use. There could be a Condition of Approval added to ensure that neighbors are provided contact information for the property owner, but if there is an issue at a property, neighbors tend to contact Code Enforcement.

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

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

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

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

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

Chair Roach reported that during the Regular Meeting, the Planning Commission will review Meeting Minutes from August 19, September 2, and September 16, 2025. For the September 2, 2025, Planning Commission Meeting, the recording did not work as planned, so Ms. Marsh created 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

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

The applicant, Rhistina Revilla, identified herself as the owner and applicant. She explained that this is her second home. She loves snowboarding and is from New York. In the months that she is not using the property, she would like to rent out the home to offset the costs. Ms. Revilla does not intend to make as much money as possible from the property, but simply wants to keep the costs down on her second home. She pointed out that this property is compliant, is in an appropriate zone, and is on a large enough street. Ms. Revilla has a good rapport with her neighbor, and that neighbor even asked about potentially acting as the contact person. In addition, there is

another person who has expressed interest in being the contact person for the property. She hopes the Planning Commission will approve the short-term rental application.

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

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

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

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

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

Findings:

1. *The property is located within an R-2 Zone.*
2. *The property has frontage on 2300 East, which has a right-of-way of 80 feet.*
3. *The property is not within an HOA.*

Conditions:

1. *Property to retain its appearance as a residential unit.*
2. *Any new lighting shall be night-sky complaint, full-hood style cutoff fixtures.*
3. *Property and site inspection are required to verify standards listed herein.*
4. *The Conditional Use Permit number and regulations relating to off-street parking, noise limits and emergency contact phone numbers, including the*

property owner, shall be prominently placed in a common space within the home. The emergency contact must reside within a 30 minute distance of the property.

5. *The structure, landscaping, and driveway is to be kept in good repair and maintained, including snow removal, as required.*
6. *No signs posted on the home that advertise its use as a short-term rental.*
7. *Must obtain a Holladay Business License.*
8. *Outdoor pools, hot tubs, and spas are not to be used before 8:00 a.m. or after 10:00 p.m.*
9. *Conditions or complaints found to be in violation of set standards will require re-review by the Planning Commission or possible revocation of this permit as determined by the Community Development Director.*
10. *The occupancy shall not exceed the Building Code and Fire Code.*

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

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

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

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

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

An approved Subdivision Plat for Blocks H, I, J, and a portion of Block K exists as part of the primary Royal Holladay Hills Subdivision Plat. The plat was approved in 2021 and established the boundaries. The applicant prepared amendments to these blocks to create the final lots. The ownership areas for each of the lots are pending commercial site improvements but no development or site review is proposed at this time. Ms. Marsh reported that architectural details

are reviewed by the Planning Commission, and some have already been seen for Block K. However, that is not within the Subdivision Plat review. She explained that there is a recommendation to approve the Preliminary Plat and delegate the Final Plat approval to Staff.

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

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

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.

Commissioner Gong moved to APPROVE the September 2, 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.

Commissioner Gong moved to APPROVE the September 16, 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.

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

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

Chair Roach moved to APPROVE the 2026 Meeting Calendar. There was no second. 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 6:39 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, December 2, 2025.

Teri Forbes

Teri Forbes
T Forbes Group
Minutes Secretary

Minutes Approved: January 7, 2026