

# PLANNING COMMISSION

City of Holladay

February 17, 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 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 **02/16/2025** 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

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

### PUBLIC HEARING

1. **“William J Bowthorpe House” – Historic Site Conditional Land Use Permit – 4910 S Holladay Blvd (R-2-10 Zone)**

Review and consideration of a request by the property owner, for modifications to and use of a historic site identified in City of Holladay code. Item reviewed as an administrative application as per provisions stated in Holladay Ordinance §13.86.030 and §13.08.040

*\*Public hearing to be continued to 3/3/2026. No decisions made in this meeting.\**

*File #26-02-01*

### DISCUSSION ITEMS

2. **Upcoming Holladay Code Amendments**

Staff will present background information on various amendments to Title 13 of the Holladay Land Use and Development code as they pertain to needful changes according to city and state processes.

### ACTION ITEMS

5. **Approval of Meeting Minutes – 09/30/2025, 12/16/2025 and 1/6/2026**

### 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/pmn](http://www.utah.gov/pmn), and was emailed to the Salt Lake Tribune and Desert News and others who have indicated interest.*

**DATE POSTED: [DAY, MONTH DATE, 2026 @ TIME AM/PM]**

Stephanie N. Carlson MMC, City Recorder  
City of Holladay

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

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.*



**FILE# 26-01-02**

**BOWTHORPE HOME - HISTORICAL MODIFICATIONS AND USE CONDITIONAL USE PERMIT**

**ADDRESS:**

4910 S Holladay Blvd.

**LEGAL DESCRIPTION:** 22-10-255-025

BBEG N 89°51'02" W 1131.52 FT & N 0°07'25" W 748.7 FT FR E 1/4 COR SEC 10, T 2S, R 1E, S L M; N 88°59'53" W 147.99 FT MOR L; N 19°15'36" E 73.08 FT; N 61°11' E 137.7 FT; S 0°11'55" E 137.95 FT TO BEG. LESS STREET 0.21 AC 5580-1385 5764-1182 6487-2742 6558-1174 7757-2919 8138-1523 8153-0445 8153-0447 8325-2821 8332-4602 8459-6962 8461-7634 8558-2775 9745-1937 9803-3049 10198-6940 10561-5774 10598-7238 +

**APPLICANT/REPRESENTATIVE:**

Hillary Taylor

**PROPERTY OWNER:**

Victorian Summer Hill, LLC

**ZONING:**

R-2-10

**GENERAL PLAN DISTRICT:**

Low Density Residential

**CITY COUNCIL DISTRICT:**

District #5

**PUBLIC NOTICE DETAILS:**

Mailed 1/29/26

**REQUEST:**

Conditional Use Permit

**APPLICABLE REGULATIONS:**

13.03.020 CONDITIONAL USE- SUBMITTAL REQUIREMENTS  
13.03.020 CONDITIONAL USE- SUBMITTAL REQUIREMENTS  
13.08.040 CUP STANDARDS  
13.86 HISTORIC PRESERVATION  
13.76.730 HOME OCCUPATIONS

**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:**

## **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.



**NOTICE OF A RESCHEDULED PUBLIC HEARING**  
**CONDITIONAL USE PERMIT**  
**Historic Site Use and Modifications**

**Date:** Tuesday, **February 17<sup>th</sup>**, 2026  
**Time:** As close to 6:00 pm as possible  
**Location:** City Hall – City Council Chambers  
**Hearing Body:** Planning Commission

Notice is hereby given that the City of Holladay Planning Commission will review and consider a proposal for a Conditional Use Permit seeking use of the property for a professional office and residential dwelling, and building modifications to the William J. Bowthorpe Home, a designated historic site, located at **4910 S. Holladay Blvd** in the R-2-10 zone. The proposal for use and exterior modifications are to be reviewed in accordance with provisions in Holladay City Code Section 13.86.

**\*\*No zone or ordinance change is proposed in conjunction with the/this application. \*\***

Please submit comments via email by 5:00 pm 02/16/2026 to Carrie Marsh, [cmarsh@holladayut.gov](mailto:cmarsh@holladayut.gov); City Planner. Emailed comments received by the designated times will be forwarded to the Commission prior to the meeting.

Additional information regarding this item & instructions how to view this meeting remotely can be found on the City’s website and on the posted agenda, prior to the meeting. Interested parties are encouraged to watch the video stream of the meeting on the City of Holladay webpage.

ATTENTION: This notice was mailed on 01/29/2026 by order of the Community and Economic Development Director, Jonathan Teerlink, to all residents within 500 feet from the subject property. If you are not the owner of your residence, please notify the owner regarding this matter. Thank you.



**NOTICE OF A RESCHEDULED PUBLIC HEARING**  
**CONDITIONAL USE PERMIT**  
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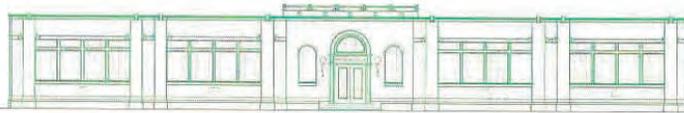
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**City of Holladay**  
Community and Economic Development  
Planning and Zoning

**PLANNING COMMISSION STAFF REPORT**

February 17, 2026

**ITEM # 1**

**Request:** Conditional Use Permit – Historical Site Use and Modifications

**Project:** “Bowthorpe Historic House” Historical Site Use and Modifications to the Structure

**Address:** 4910 S Holladay Blvd, R-2-10 zone

**Applicant:** Hillary Taylor

**File No.:** 26-2-01

**Notice:** Mailed Notice January 29, 2026

**Staff:** Carrie Marsh

**GOVERNING ORDINANCES:**

13.03.020	CONDITIONAL USE- SUBMITTAL REQUIREMENTS
13.08.040	CONDITIONAL USE PERMIT REVIEW/APPROVAL STANDARDS
13.86	HISTORIC PRESERVATION
13.76.730	HOME OCCUPATIONS

**REQUIRED PLANNING COMMISSION ACTION: Administrative**

**Public hearing to be held.** 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 approval standards and requirements. Holladay Ord. 13.08.040

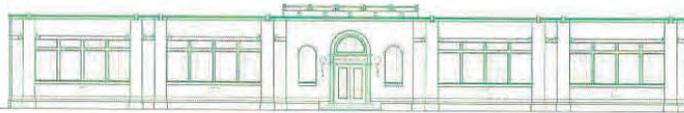
**SUMMARY**

The City of Holladay Code §13.86 addresses Historic Preservation within the City. This section of code designates sites and applies standards and additional uses specifically applicable to these sites. A conditional use permit is required for any modifications relating to the site or structure. The consideration at this address is required to be reviewed in two parts;

1) Modifications are defined in §13.86.065 as:

*“Demolition or construction where a demolition or building permit is required. Modification also includes substantial changes to landscape, fencing, or appearance of a historic site. Modification does not include minor changes to landscape, fencing, or appearance of a historic site such as painting the historic site substantially the same color, changes to flowerbeds, or trimming.”*

Upon receipt of the application, it was reviewed by the Technical Review Committee and determined that the changes to the structure and site met the definition of modification within §13.86.065, requiring review by the Planning Commission for a Conditional Use Permit.



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Planning and Zoning

As designated in §13.86.050: SITE MODIFICATION,

*“the Planning Commission may modify all yard, parking, landscaping, height, and other requirement of the zone in which the historic site is located, as necessary to fulfill the purposes of this chapter. In so doing, the nature and character of adjacent properties shall be considered to ensure that the health, safety, convenience, and general welfare will not be impaired. The Planning Commission may establish development criteria to control impacts associated with the heaviest permitted use in the base zone, including but not limited to: noise, glare, dust, or odor.”*

2) The applicant is seeking approval for use of the property as a small office space in addition to a residential use. The planning commission may consider additional land uses for historic site sustainability. This use is similar to a Home Occupation but as the property is not the owner’s primary residence, an office use/rental is proposed.

13.86.060: ADDITIONAL USES FOR HISTORIC SITES:

*A. Residential And Forestry Zones: The planning commission may approve any of the following uses for a historic site in addition to the permitted and conditional uses allowed in the forestry or residential zone in which the site is located:*

*Antique shop.*

*Art shop.*

*Boarding house.*

*Child nursery.*

*Dental office or clinic.*

*Dwelling, single-, two-, three-, four- or multiple-family (in addition to a maximum of sixteen (16) units per acre).*

*Nursing home.*

*Office.*

*Private educational institution.*

*Reception centers.*

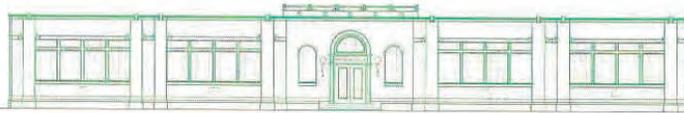
*Restaurant.*

***Other uses of similar intensity to the above.***

## **BACKGROUND**

Holladay has multiple historical properties and locations which are designated within the City Code. The property owner is seeking a conditional use permit for a proposed use as a professional office and non-owner-occupied residential dwelling in addition to making modifications to the structure and landscaping.

The property is listed on the “Century Register” Utah Historic Homes on February 9, 1972. The Century Register is an honorary list that designates pioneer homes built before 1900. This list has no benefits or restrictions associated with it other than being recognized as a historic site.



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Planning and Zoning

The state historic file documents are included in the packet for review and provides some basic information regarding the home from the daughter of William Bowthorpe, Hazel Bowthorpe, who owned the home at the time. This state record is the only record the city has on file for this property.

The following points are a summary of the property's history:

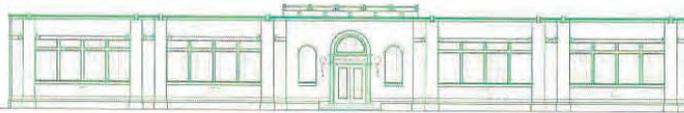
- The home was designed and constructed in 1877 by William J. Bowthorpe, who immigrated from England to Utah in 1853.
- The house was constructed with a rock foundation and adobe walls.
- Mr. Bowthorpe operated sawmills in the nearby canyons and engaged in farming, supplying dairy products, fruit, and vegetables to nearby residents.
- A brick addition was made to the rear of the home between its original construction and when it was placed on the Century Register in 1972.
- Hazel Bowthorpe noted that *"the adobe walls, gingerbread trim, picket fence, and mystic blue spruce help maintain much of the original charm"* in the application for inclusion on the Century Register.
- While a nomination form for inclusion on the National Register of Historic Places is included in the file, it does not appear that the form was ever submitted as the property is not present on the map or list of National Historic Places.
- The property is identified as having historic importance withing the City in the General Plan's Historic Preservation section of Chapter 2; Land Use, Urban Design, and Neighborhood Preservation (Page 12).

The applicant applied for a building permit in 2022 which included the removal and rebuilding of a wall on the east side that had significant structural damage due to water. The structural issues and basis of removal are discussed in the applicant's presentation. The building footprint and architectural elevations that were submitted with the building permit are included at the end of this report. Architectural elevations did not show any significant exterior modifications except the removal of the porch roof and carrying of the arched window design that is present on the north-east and north brick walls. **APPLICANT / PROPERTY SUMMARY**

Applicant and owner, Hillary Taylor, is seeking the use of the site as a professional office and non-owner-occupied residential dwelling, in addition to architectural and site modifications that have already been completed. These modifications are summarized in the letter of intent and detailed in a visual presentation. Below is a summary of the modifications presented by the applicant:

**Existing Building:**

1. Maintenance to stop current and prevent future damage from termites



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Community and Economic Development  
Planning and Zoning

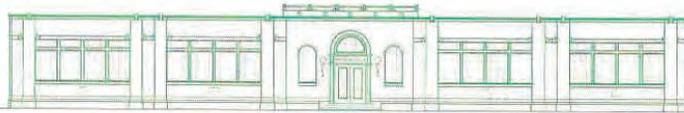
2. Replacement of leaking roof
3. Removal of a porch roof addition added in the 20<sup>th</sup> century, which caused damage to the front adobe wall and old brick.
4. Installation of new front porch centered over doorway
5. Replacement of east adobe wall that was failing
6. Replacement of floor joists with soil contact; new joists have contact with new footings and foundation
7. Framing interior walls for installation of electrical and insulation and also provide support of interior walls (engineering plans created and stamped by a licensed engineer)
8. Windows replaced on north and south walls of home due to leaking vinyl windows
9. New interior and exterior doors
10. Widening and replacement of front door with a double set door with glass panels; replacing doors that were not original to home
11. Replacement of existing vinyl siding to 90 degree siding.
12. Carried new siding to brick portions on the north-east and north sides where brick was damaged and crumbling
13. Interior moldings, floors, and walls restoration
14. Renovation of exterior stairs to apartment unit to increase safety and cohesive, historical appearance.
15. Restoration of trim and woodwork on exterior
16. Placement of arched windows in framed instead of rectangular with an arched decorative fill
17. Added molding and trim around windows

**Site Work:**

1. Installation of French drains and landscaping to correct drainage on east of home
2. Removal of dead trees
3. New trees added in front of home and on exterior entrance outside of wall and gate

**Property Use Details:**

- An Addition added to the back of the home is a residential dwelling unit. The driveway and two car garage are accessed from Cottonwood Lane. This addition will continue to be used as a residential dwelling unit.
- The historic part of the home that faces Holladay Blvd will be used as a professional office for the owner's small design business with limited projects across the United State.
  - The firm has a few employees who would work occasionally at the office location.
  - Clients would be seen by appointment Monday through Friday during business hours



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Planning and Zoning

- Six parking spaces are located on the property, accessed from Cottonwood Lane: 2 in the garage, 2 in the west driveway, and 1 in the north driveway.
  - Owner is proposing resident and employee parking on-site and utilizing the wide, un-improved/non-paved right of way on Murray Holladay Road for client parking. Street views of the area are provided.
- The owner may occasionally stay in the historical portion of the home or have guests stay as there is an upstairs bedroom and 2<sup>nd</sup> kitchen.
- No signage will be located on the property and the owner wishes to maintain a residential look and feel of the home.

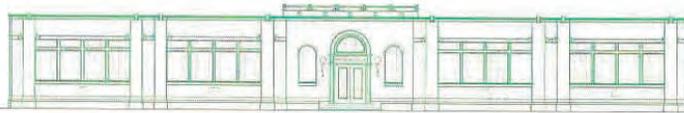
**TECHNICAL REVIEW COMMITTEE ANALYSIS AND RECOMMENDATION**

Technical Review Committee (TRC) finds that the application for a conditional use permit for both the use of the building as a combined residential dwelling and professional office along with modifications to the building and landscaping modification to a site listed on the Holladay Historic Preservation to be complete, ready for final consideration by the Planning Commission.

The TRC recommends the PC to hold the required public hearing (as required in 13.08.040). Public comments made should be considered as they relate to the set conditional approval standards. Additional considerations or conditions, if any, should be applied carefully and reasonably as per 13.08.040.F. The Holladay TRC has provided their suggesting findings and conditions to consider. The CED Director has provided a summary of the proposed modifications attached to this report and shall be considered together with the recommendations in order to moderate discussion around noted items.

**Suggested Findings:**

1. Modifications are as noted in the summary of modifications report provided by the CED Director
2. Modifications to the building and site are considered to be substantial as defined by 13.86.050
3. The owner made modifications to the home to remedy, preserve, and protect a deteriorating historical structure.
4. The decorative cedar shingles, trim, rake, eve, and corbels were all restored and replaced.
5. Modifications increased safety for occupants of the structure
6. Public right of way has been improved with cleaned up landscaping and the addition of new street trees.
7. The proposed uses are similar in nature and intensity to those included within Chapter 13.86.060 "Additional Uses Allowed"



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**Suggested Conditions of Approval:**

1. Comply with all fire code and building safety codes requirements prior to opening any office services in the building
2. Obtain and maintain a Holladay Business License
3. Lighting to comply with commercial lighting standards of Holladay code 13.84.060
4. Hours of operation are 8:00 am to 6:00 pm
5. Use is limited to a Professional and Business Services as defines and one residential Rental Dwelling as defined in Holladay Ord. 13.04. The occupancy thereof does not imply approval of Short-Term Rental uses.
6. No signage for business use to be located on the property
7. Provide a safe walking path connecting sidewalks on north and south sides of property.
8. Owner, tenants, and employees must park on site.
9. All client parking to be located onsite.
10. Any additional conditions as discussed with the applicant during the meeting

**SUGGESTED MOTIONS**

*"I motion the Holladay Planning Commission move to \_\_\_\_\_ (APPROVE, DENY, **CONTINUE**) the application for a **Conditional Use Permit for a Historic Site Modification and for Use as combined residential unit and professional office space** for the **"William J. Bowthorpe House"**, designated as a historic site by section 13.86.020 of the City of Holladay code, located at **4910 S. Holladay Blvd.** Based upon the findings that the application \_\_\_\_\_ (see above for staff suggested findings) and subject to the following conditions \_\_\_\_\_ (see above for staff suggested conditions, plus any additional conditions as determined by the Commission)"*

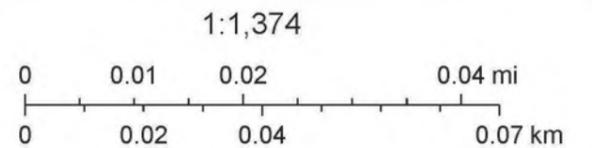
# 4910 S. Holladay Blvd



1/22/2026

- Zones
- R-2-10
  - P
  - R-1-10
  - R-1-21
  - R-1-43
  - 4910 S Holladay Blvd
  - Parcel Boundaries
  - World Imagery
  - Low Resolution 15m Imagery

- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 30cm Resolution Metadata



Salt Lake County, Vantor, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community



ay Blvd E

S Holladay Blvd

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Milo Way

Milo Way

4212

(B)



Google Maps



## Carrie Marsh

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**From:** Cheryl Phippen  
**Sent:** Monday, February 2, 2026 4:58 PM  
**To:** Carrie Marsh  
**Subject:** Conditional use permit historic site

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**[External Email - Use Caution]**

Planning commission:

I live directly across the street from the driveway on Cottonwood Lane. I definingly appose the use of this house as a place of business because there is no parking for customers or employees of a business at this location. Also, there is no information as to what the business will do, how many customer and employees will be at the location during the day and what type of business it is.

Residence yes, place of business NO.

Sincerely,  
Reginald C Phippen

# William Bowthorpe Home

*Restoration Story at 4910 Holladay Boulevard*

*Restoration by Hillary Taylor*



Regarding Historical Site Ordinance 13.86.060 Conditional Use Permit Application

*4910 S. Holladay Boulevard, Holladay, UT 84117*

I have restored this beautiful historic site over the past few years, and wish to retain its historical site designation. At great cost, and with an understanding of the benefits of maintaining the historic detailing of the home, I have undergone a lengthy restoration and hope to benefit from my efforts according to the ordinance.

The benefits of maintaining a historical site designation are detailed in Ordinance 13.86.060. One of the uses, in addition to residential zoning (which in this area includes multi-family living and allowance for nightly rentals), is to use this space as an office. I would therefore like to apply for a conditional use permit under the ordinance.

Specifically, I would like to use this space as a *small, appointment-only office*. Employee parking would only be on-site, upon the premises. There are (6) on site parking spots located behind the home. Two parking spaces are in the attached garage, 2 in the west driveway and 1 in the north driveway areas. On-site parking is located down a private right of way on Parcel 2 of the property, 22.10.255.022. Parcel 1 is 22.10.255.25

Hours of operation would be limited Monday-Friday during business hours. If any visitors make appointments, they will use the Holladay Blvd entrance, the front door. Mail and small package deliveries will continue at the Holladay Blvd entrance, the front door. We will not accept freight deliveries at this address.

This home has had multiple tenants for the past many years- some of which did incredible damage to the home. We purchased the home and kept the mother-in-law tenant in place during the restoration. This apartment would continue in use as it has for many years.

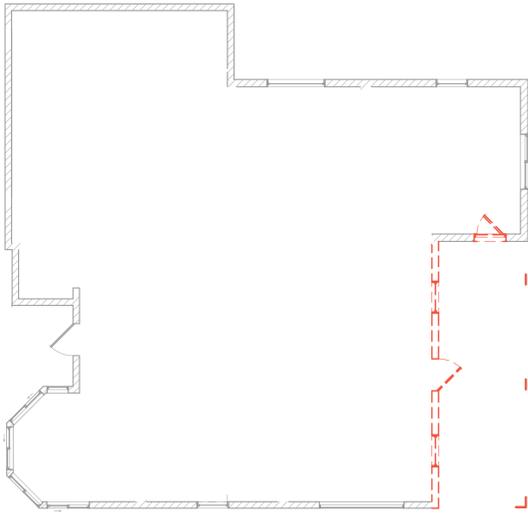
I will not install signage, *at any point near or on the home*. I wish to keep it looking residential and feeling residential. I am a residential interior designer and wish to use this space as my office. I have a very small office and work on limited projects. My firm has a few employees and we provide service to high-end clients whose residential projects are located throughout the United States.

Thank you,  
Hillary Taylor,

owner/ officer of Victorian Summer Hill LLC, owner of 4910 S. Holladay Blvd, Holladay, UT 84117

**NEW WORK GENERAL NOTES**

1. FIELD VERIFY ALL DIMENSIONS. IF DIMENSIONS VARY SIGNIFICANTLY NOTIFY MODIFY DESIGN+BUILD
2. ALL DIMENSIONS TO FACE OF STUD OR EXISTING FINISH UNLESS NOTED OTHERWISE



**2 DEMOLITION - MAIN LEVEL**  
A101 1/8" = 1'-0"

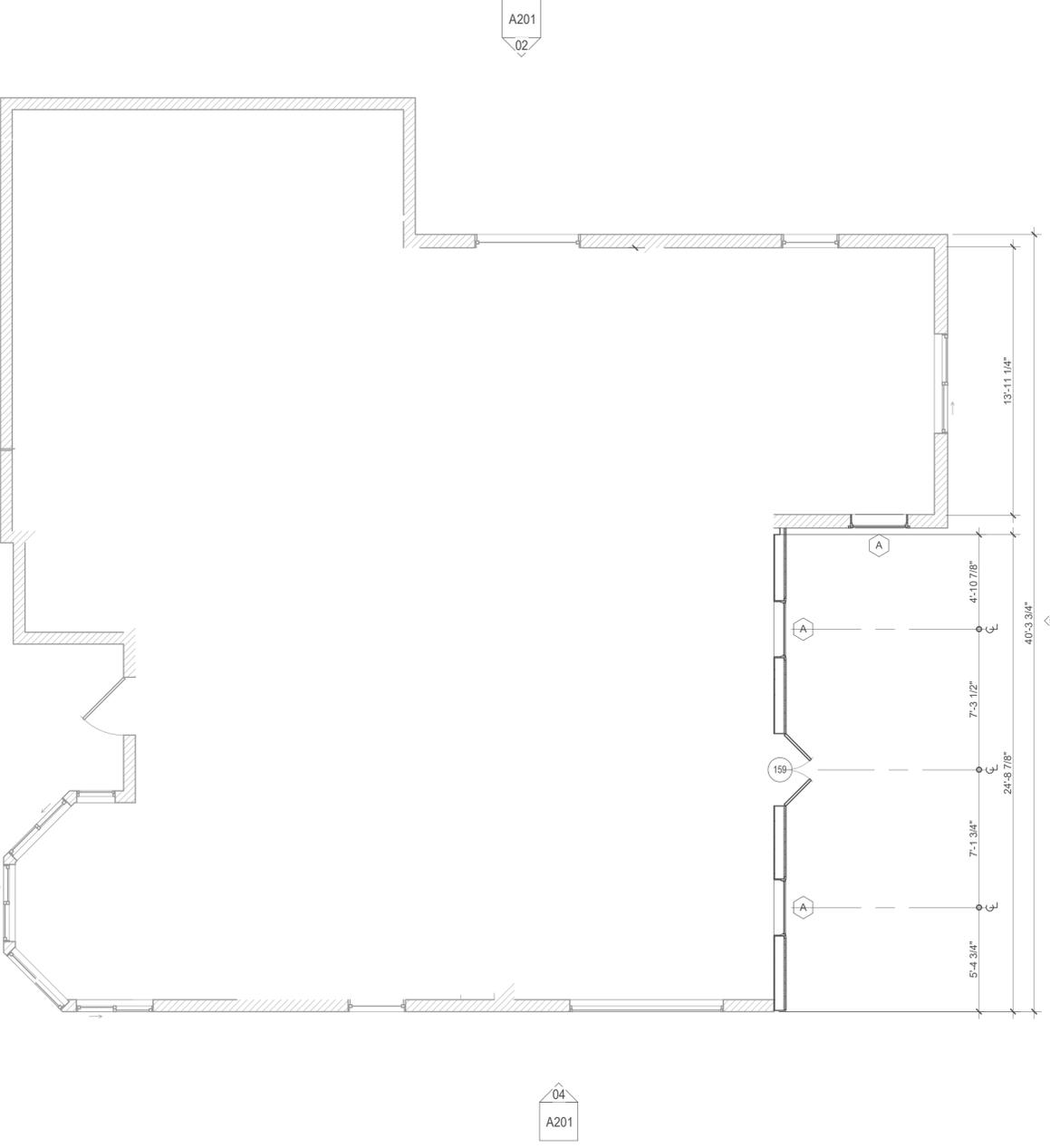
A201 03

WINDOW (FIXED-TYPE) SCHEDULE					
MARK	COUNT	SIZE		HEAD HEIGHT	NOTES
		WIDTH	HEIGHT		
MAIN LEVEL					
A	3	2'-11 1/2"	6'-4 1/4"	8'-0"	

DOOR AND FRAME SCHEDULE					
DOOR					
DOOR NO	RM NO	SIZE			NOTES
		W	H	THK	
MAIN LEVEL					
157	1	3'-0"	8'-0"		FRAMED OPENING
158	1	3'-0"	8'-0"		FRAMED OPENING
159		3'-9"	8'-0"	1 3/8"	
UPPER LEVEL					
160	12	2'-6"	6'-8"	2"	
162	12	2'-2"	6'-8"	1/2"	

\*VERIFY DOOR AND WINDOW DETAILS WITH INTERIOR DESIGN PRIOR TO PURCHASE AND INSTALLATION.

**1 MAIN LEVEL**  
A101 1/4" = 1'-0"



A201 02

A201 01

A201 04

REVISION	
SHEET NAME	MAIN LEVEL PLAN
PROJECT NUMBER	21-005
ISSUE DATE	2-25-2022
DRAWN BY	Author
PLOT TIME	7/12/2022 8:03:33 PM
<b>A101</b>	
SCALE	AS NOTED



*Restoration Process in the William Bowthorpe Home*

Here is the home as we found it in 2022. We found significant damage to the home from 10+ tenants living there, as well as overall neglect, disrepair and decay.

All exterior walls of home, were covered in vinyl siding, much of which was damaged by heat or water.

Painted brick was on the northeastern and north facade.

Porch was added on in mid twentieth century and was unstable.  
The porch caused significant leaking through the east wall.

Due to improper painting technique, the brick was unstable and turning to dust on contact.



*Restoration Process in the William Bowthorpe Home*

- Here is the north and northeastern facade of the oldest portion of the home with landscape damage. Brick was brittle and would turn to dust at the touch.



Landscape damage on eldest portion of the home. The combination of the paint that pulled moisture to the strongest part of the brick (the outside layer) with the pressure of the landscaping, damaged the brick so that any exposed brick from the peeling paint was turning to dust on contact



*Restoration Process in the William Bowthorpe Home*

- More images of brick damage.
- I installed siding to this portion of the home to protect the walls from falling down. Since we were supporting on the inside, we tied the exterior siding together to the interior and we essentially “sandwiched” the brick to hold the walls onto the structure.



Paint had pulled moisture to the strongest part of the brick (the outside layer) so that any exposed brick from the peeling paint was turning to dust on contact



*Restoration Process in the William Bowthorpe Home*

Here is the porch as we found it. Due to extensive termite damage, we removed it and found it had caused extensive leaking in the front wall. We estimate it had been added in the mid-twentieth century.

A replicated porch was not possible in order to keep the integrity of the northeast and north part of the home intact.



Porch design and attachment was decaying the front east elevation of the home

*Restoration Process in the William Bowthorpe Home*

These images show how the porch was just resting against the original part of the home (southeast facade). The brick was damaged here from the pressure- but no nailing, screws or glue would be appropriate here to attach given the weakness of the brick.

The porch attachment below the eave on the east facade caused major water damage and required me to remove the front wall and pour footings, foundation and frame a new east wall.



*Restoration Process in the William Bowthorpe Home*

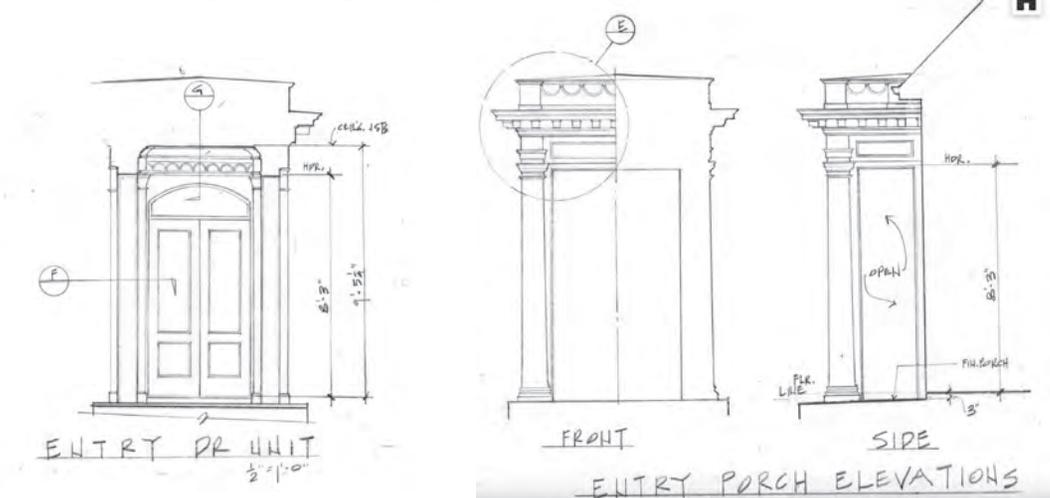
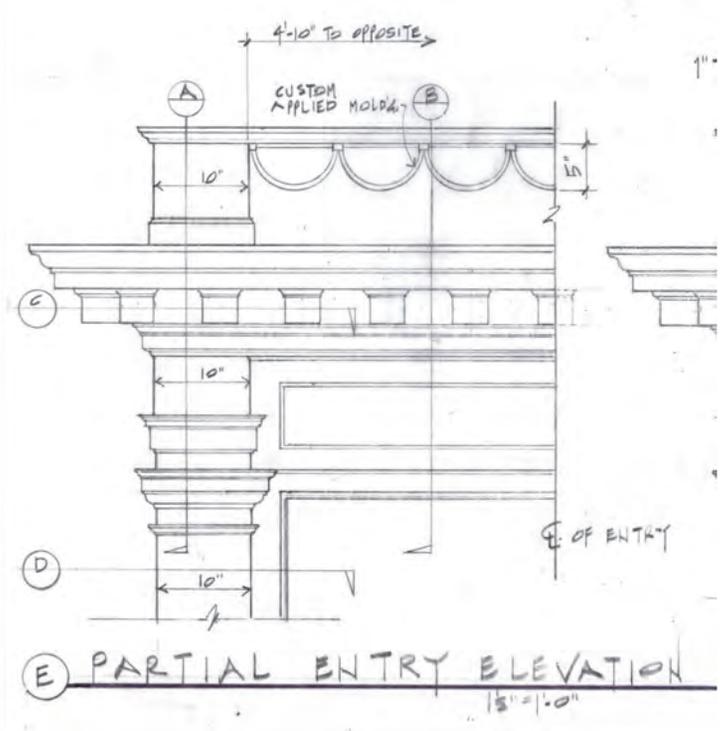
We designed a porch that could be properly attached to the east facade of the home but would not impact the eldest portion of the home. The porch is based on homes of the exact same age in San Francisco, CA.



*Restoration Process in the William Bowthorpe Home*

Here are the drawings we used to build the porch and the inspiration home.

1893, front porch with dentil, curved and straight concept, with double doors



*Restoration Process in the William Bowthorpe Home*

**Siding:**

- All exterior walls of home, except for southeastern and north facade were covered in vinyl siding, much of which was damaged by heat or water.



**Damaged siding- melted from blower installed in kitchen illegally**

*Restoration Process in the William Bowthorpe Home*

**Siding:**

Here we see the new 90 degree siding based off a home of the same age.



1882, 90 degree lap and square trim on curved double doors

## *Restoration Process in the William Bowthorpe Home*

### Windows

- Here we have an image of the original curved openings. Over the years they were replaced with square vinyl windows and filled in with some type of decorative mouldings



**Restoration Process in the William Bowthorpe Home**

**New Windows:**

- We used curved, Victorian arch windows, from Marvin. These are wood on the interior and wood clad on the exterior with ultra thin sashes akin to homes circa 1870-90.
- We chose mullioned windows to match homes c 1870-90. We also used period appropriate mouldings.
- Small window on east facade: could not be enlarged or curved- the opening was not curved and was set within a deep framed room. We ordered a new window to fit, rectangular with sash.

Replacement windows mimic 1870-90 late victorian



Here is an example of an 1877 home: curved windows with straight trim (Webster Street, SF)



*Restoration Process in the William Bowthorpe Home*

**Trim:**

Here we see the trim that had deteriorated that was original cedar. We replaced all trim and restored with the exact same detailing on all areas where cedar trim was present. This includes every rake, eave, corbel and cedar shingle style.

Original corbel and detail of diamond, scallop, and fishscale trim

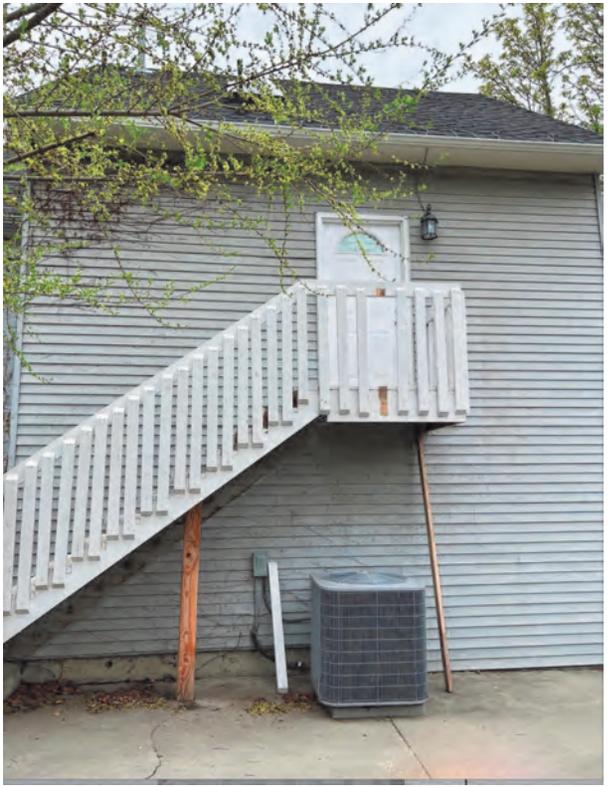
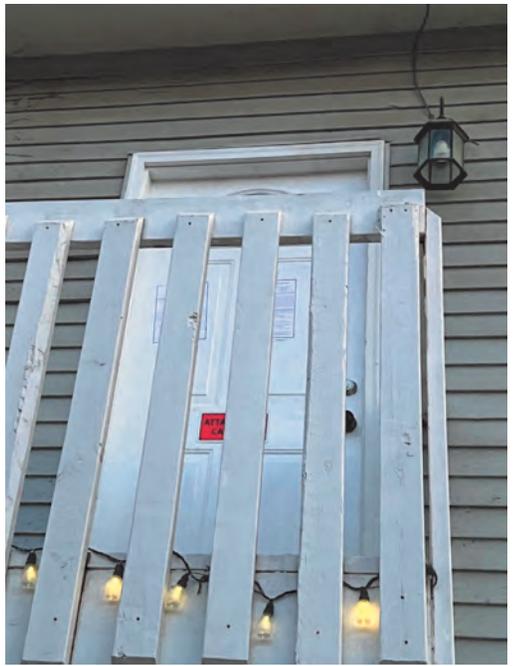


Today, restored trim and corbels



*Restoration Process in the William Bowthorpe Home*

Here we see the north elevation access to the apartment when we found the house in 2022. They were unsafe and needed to be rebuilt. Due to the existing tenant, we had to wait to rebuild about 10 months.

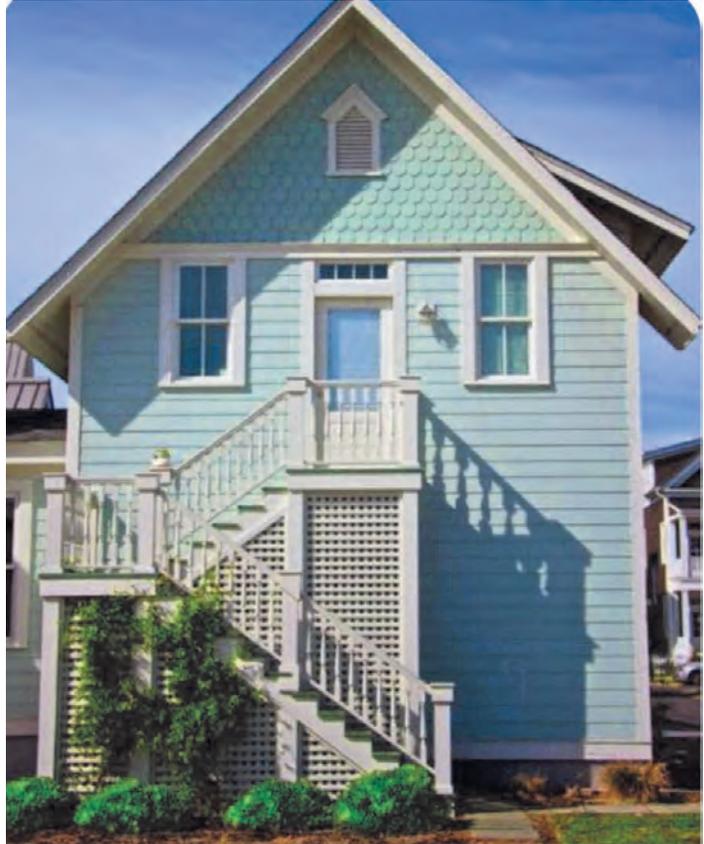


Stairs created in a poorly built manner, had no historic reference to the rest of the home, vinyl siding was damaged as well.

*Restoration Process in the William Bowthorpe Home*

Here we see the rebuilt stairs and the inspiration Victorian home

6" cedar posts and treillage to mimic 1901 home



↑  
Based off a design from a 1901 San Anselmo, CA home.  
Recessed treillage, caps and 6" cedar posts.

**Scope of problems to SAVE this historic home (undertaken between 2022-2025)**

- **Termite eradication:** pest control services that included injecting the soil, remediation in the ceilings and roof rafters, and re-framing of deteriorated headers in the east rooms.
- **New roof:** damaged roof was leaking into all rooms
- **Removal of porch:** added on in 20th c and damaging front adobe wall, water leaking through top of wall where attached. Damage to old brick.
- **Install new front porch appropriate to 1877**
- **Front east wall:** replace; since adobe was damaged by 1960s porch and was falling down
- **Floor joists:** remove from soil and create new joists once footings and foundations are replaced
- **New footings, foundations applied to face of previous foundation:** hold entire home up
- **Framing on interior walls in home:** to allow for proper electrical, insulation and support of interior walls (hire engineer for plan)
- **New windows:** vinyl windows in north and south walls of home are leaking
- **New interior and exterior doors:** doors have been kicked in and damaged by tenants or their “friends”, one interior door is 1930s, the rest are vinyl replacements
- **Front door:** to be replaced with double set, fitting 1870 style, to allow for wider entrance (existing door is only 26” wide)
- **Siding:** replace: siding on west, south and east front door elevation is all vinyl. Vinyl is damaged and is literally “melting” due to exhaust fan on west wall and south wall. Vinyl on mother in law apartment is damaged and not waterproofed, leaking is occurring through skylite and siding.
- **Brick:** investigate paint and restoring brick on east elevation
- **Renovate interior to bring proper hvac, electrical and plumbing.**
- **Restore all interior mouldings, floors, walls.**
- **Update kitchen:** remove illegal gas stove and blower melting eave and siding, update electrical.
- **Paint**
- **Mother in Law stair replacement:** stairs are ill-supported, rickety and need to be replaced as some areas are disintegrating
- **Exterior updates:** figure out flooding issue at east wall of home, install french drains under landscaping, landscape to protect trees, remove any dead trees, paint woodwork where possible, restore woodwork where needed.



EVALUATION FOR HISTORIC GENERAL FILES

(enter date in blanks and check disposition)

\_\_\_\_\_ Preliminary evaluation made

\_\_\_\_\_ Encoded

\_\_\_\_\_ Added to county list

\_\_\_\_\_ Added to yearly record

SIGNIFICANCE TYPE:

- |  |  |
|--|--|
| <input type="checkbox"/> Associated Historic Person    | <input type="checkbox"/> Significant Style             |
| <input type="checkbox"/> Associated Historic Event     | <input type="checkbox"/> Significant Plan/Type         |
| <input type="checkbox"/> Associated Historic Theme     | <input type="checkbox"/> Significant Construction Type |
| <input type="checkbox"/> Sig. Builder/Architect        | <input type="checkbox"/> Significant Material Type     |
| <input type="checkbox"/> Other Reason for Significance | <input type="checkbox"/> Archeology                    |

ALTERED:

- |                                |                                     |  |                                  |
|--------------------------------|-------------------------------------|--|----------------------------------|
| <input type="checkbox"/> None  | <input type="checkbox"/> Major      | <input type="checkbox"/> Reconstructed | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Minor | <input type="checkbox"/> Demolished | <input type="checkbox"/> Excavated     |                                  |

CONDITION:

- |                                    |                                     |                                       |                                  |
|------------------------------------|-------------------------------------|---------------------------------------|----------------------------------|
| <input type="checkbox"/> Excellent | <input type="checkbox"/> Fair       | <input type="checkbox"/> Deteriorated | <input type="checkbox"/> Site    |
| <input type="checkbox"/> Good      | <input type="checkbox"/> Demolished | <input type="checkbox"/> Ruins        | <input type="checkbox"/> Unknown |

EVALUATION:

- |   |  |
|---|--|
| <input type="checkbox"/> Potentially Eligible | <input type="checkbox"/> No Evaluation (no photograph) |
| <input type="checkbox"/> Non-contributory     | <input type="checkbox"/> Out of Period                 |

COMMENTS

(include any relevant information to explain evaluation)

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

William J. Bowthorpe 52 (C)



Yes, I am the present owner.



No, I am not the owner, the present owner is

Hazel R. Bowthorpe  
yes I am the present owner

Comments I am very interested in  
Historical things in Utah  
and will be happy to receive any  
news you have to send me

Site 4910 Holladay Blvd.

Signed Hazel R. Bowthorpe.

Researcher: *E.L. Krox*  
Date: *8-1-78*

Site No. *SL 0503*

STRUCTURE/SITE INFORMATION FORM

Street address: *4910 Holladay Boulevard*  
Name of Structure: *William Bouthorpe Hoge*  
Present Owner: *Hazel Bouthorpe*  
Owner address: *4910 Holladay Blvd.*  
Construction Date: *1877*

Plat Bl. Lot  
T. R. S.  
UTM:  
Tax #:  
Demolition Date:

Original Use: *Hoge*

Present Use:

- |   |                                       |                                    |
|---|---------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> Single-Family | <input type="checkbox"/> Park         | <input type="checkbox"/> Vacant    |
| <input type="checkbox"/> Multi-Family             | <input type="checkbox"/> Industrial   | <input type="checkbox"/> Religious |
| <input type="checkbox"/> Public                   | <input type="checkbox"/> Agricultural | <input type="checkbox"/> Other     |
| <input type="checkbox"/> Commercial               |                                       |                                    |

Occupants:

Building Condition:

- |   |                                |
|---|--------------------------------|
| <input checked="" type="checkbox"/> Excellent | <input type="checkbox"/> Site  |
| <input type="checkbox"/> Good                 | <input type="checkbox"/> Ruins |
| <input type="checkbox"/> Deteriorated         |                                |

Integrity:

- |   |
|---|
| <input type="checkbox"/> Unaltered                    |
| <input type="checkbox"/> Minor Alterations            |
| <input checked="" type="checkbox"/> Major Alterations |

Photography:

Date of Slides *F16-1972*  
Views: Front 1 Side 1 Rear 3 Other 3

Date of Photographs  
Views: Front     Side     Rear     Other    

Preliminary Evaluation:

- |   |
|---|
| <input checked="" type="checkbox"/> Significant |
| <input type="checkbox"/> Contributory           |
| <input type="checkbox"/> Not Contributory       |
| <input type="checkbox"/> Intrusion              |

Final Register Status:

- |  |   |
|--|---|
| <input type="checkbox"/> National Landmark | <input type="checkbox"/> District       |
| <input type="checkbox"/> National Register | <input type="checkbox"/> Multi-Resource |
| <input type="checkbox"/> State Register    | <input type="checkbox"/> Thematic       |

Research Sources:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Abstract of Title | <input type="checkbox"/> City Directories           | <input type="checkbox"/> LDS Church Archives      |
| <input type="checkbox"/> Plat Records      | <input type="checkbox"/> Biographical Encyclopedias | <input type="checkbox"/> LDS Genealogical Society |
| <input type="checkbox"/> Plat Map          | <input type="checkbox"/> Obituary Index             | <input type="checkbox"/> U of U Library           |
| <input type="checkbox"/> Tax Card & Photo  | <input type="checkbox"/> County & City Histories    | <input type="checkbox"/> BYU Library              |
| <input type="checkbox"/> Building Permit   | <input type="checkbox"/> Personal Interviews        | <input type="checkbox"/> USU Library              |
| <input type="checkbox"/> Sewer Permit      | <input type="checkbox"/> Newspapers                 | <input type="checkbox"/> SLC Library              |
| <input type="checkbox"/> Sanborn Maps      | <input type="checkbox"/> Utah Historical Society    | <input type="checkbox"/> Other                    |

Bibliographical References:

A:Area of Significance

E:Land Use

F:Register Status

Architect/Builder: *W. J. Bowthorpe*

Building Type/Style:

Building Materials: *Adobe*

Description of physical appearance & significant architectural features:  
Include additions, alterations, ancillary structures, and landscaping if applicable

*Brick portion is an addition*

*2*

Statement of Historical Significance:

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Aboriginal Americans | <input type="checkbox"/> Communication          | <input type="checkbox"/> Military        | <input type="checkbox"/> Religion           |
| <input type="checkbox"/> Agriculture          | <input type="checkbox"/> Conservation           | <input type="checkbox"/> Mining          | <input type="checkbox"/> Science            |
| <input type="checkbox"/> Architecture         | <input type="checkbox"/> Education              | <input type="checkbox"/> Minority Groups | <input type="checkbox"/> Socio-Humanitarian |
| <input type="checkbox"/> The Arts             | <input type="checkbox"/> Exploration/Settlement | <input type="checkbox"/> Political       | <input type="checkbox"/> Transportation     |
| <input type="checkbox"/> Commerce             | <input type="checkbox"/> Industry               | <input type="checkbox"/> Recreation      |   |



SCOTT M. MATHES, JR.  
GOVERNOR



STATE OF UTAH  
DEPARTMENT OF COMMUNITY AND  
ECONOMIC DEVELOPMENT

Division of  
State History  
(UTAH STATE HISTORICAL SOCIETY)

MELVIN T. SMITH, DIRECTOR  
300 RIO GRANDE  
SALT LAKE CITY, UTAH 84101  
TELEPHONE 801/531-5755

July 7, 1981

Kenneth Bowthorpe  
2444 Quail Run  
Sandy, Utah 84092

Dear Mr. Bowthorpe:

The William J. Bowthorpe home is listed on the Century Register as we told you on the phone today. The Century Register is an honorary list designating pioneer homes built before the Turn of the Century. There are no benefits or restrictions associated with it other than the fact that it is recognized as a historic site.

I am enclosing the information we have on the home that you or the new owners might be interested in.

Sincerely,

A. Kent Powell  
Preservation Research Coordinator

br

Enclosure

Hazel Bowthorpe - owner

*Hazel Bowthorpe*  
*2-17-06-36*

CAPSULE HISTORY

SALT LAKE  
COUNTY

Century  
REGISTER

NAME OF SITE: William J. Bowthorpe Home

STREET ADDRESS: 4910 Holladay Blvd. CITY: Holladay ✓ 84117

DATE CONSTRUCTED This home with its firm rock foundation

BUILDING MATERIAL and adobe walls, was designed

ORIGINAL OWNER and built by William J. Bowthorpe

ARCHITECT in 1877. Mr. Bowthorpe came

CONTRACTOR to Utah from England in 1853.

STATEMENT OF SIGNIFICANCE Here he operated saw mills in

PRESENT USE the nearby canyons and also

PRESENT OWNER engaged in farming. His

PLANS FOR BUILDING farm supplied dairy products,

fruit, and vegetables to the nearby

townspeople. The home is presently

owned by Hazel Bowthorpe a

daughter of the original builder (over)

SUBMITTED BY Mrs. Naomi Woolley

RESEARCHED BY Mrs. Naomi Woolley

DATE OF RESEARCH January 1972 ✓

although a brick addition has been made to the rear of the home, the adobe walls, ginger bread trim, picket fence and majestic blue spruce help maintain much of the original charm.

UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE**NATIONAL REGISTER OF HISTORIC PLACES  
INVENTORY -- NOMINATION FORM**

FOR FEDERAL PROPERTIES

FOR NPS USE ONLY

RECEIVED

DATE ENTERED

SEE INSTRUCTIONS IN *HOW TO COMPLETE NATIONAL REGISTER FORMS*  
TYPE ALL ENTRIES -- COMPLETE APPLICABLE SECTIONS**1 NAME**

HISTORIC

WILLIAM J. BOWTHORPE HOUSE

AND/OR COMMON

**2 LOCATION**

STREET &amp; NUMBER

4910 Holladay Boulevard

-- NOT FOR PUBLICATION

CITY, TOWN

Holladay

CONGRESSIONAL DISTRICT

01

STATE

Utah

-- VICINITY OF

CODE  
049COUNTY  
Salt LakeCODE  
035**3 CLASSIFICATION****CATEGORY** DISTRICT BUILDING(S) STRUCTURE SITE OBJECT**OWNERSHIP** PUBLIC PRIVATE BOTH**PUBLIC ACQUISITION** IN PROCESS BEING CONSIDERED**STATUS** OCCUPIED UNOCCUPIED WORK IN PROGRESS**ACCESSIBLE** YES: RESTRICTED YES: UNRESTRICTED NO**PRESENT USE** AGRICULTURE COMMERCIAL EDUCATIONAL ENTERTAINMENT GOVERNMENT INDUSTRIAL MILITARY MUSEUM PARK PRIVATE RESIDENCE RELIGIOUS SCIENTIFIC TRANSPORTATION OTHER:**4 ~~AGENCY~~ OWNER**

REGIONAL HEADQUARTERS: (If applicable)

Hazel Bowthorpe

STREET &amp; NUMBER

4910 Holladay Boulevard

CITY, TOWN

Salt Lake City -- VICINITY OF

STATE

Utah

**5 LOCATION OF LEGAL DESCRIPTION**

COURTHOUSE,

REGISTRY OF DEEDS, ETC.

Salt Lake County Recorder's Office

STREET &amp; NUMBER

Salt Lake City and County Building

CITY, TOWN

Salt Lake City

STATE

Utah

**6 REPRESENTATION IN EXISTING SURVEYS**

TITLE

Century Register

DATE

February 2, 1972

 FEDERAL  STATE  COUNTY  LOCALDEPOSITORY FOR  
SURVEY RECORDS

Utah State Historical Society

CITY, TOWN

Salt Lake City

STATE

Utah

## 7 DESCRIPTION

CONDITION		CHECK ONE	CHECK ONE
<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> DETERIORATED	<input type="checkbox"/> UNALTERED	<input checked="" type="checkbox"/> ORIGINAL SITE
<input type="checkbox"/> GOOD	<input type="checkbox"/> RUINS	<input checked="" type="checkbox"/> ALTERED	<input type="checkbox"/> MOVED    DATE _____
<input type="checkbox"/> FAIR	<input type="checkbox"/> UNEXPOSED		

---

DESCRIBE THE PRESENT AND ORIGINAL (IF KNOWN) PHYSICAL APPEARANCE

Although a brick addition has been made to the rear of the home, the adobe walls, gingerbread trim, picket fence and majestic blue spruce help maintain much of the original charm.

## 8 SIGNIFICANCE

PERIOD	AREAS OF SIGNIFICANCE -- CHECK AND JUSTIFY BELOW			
<input type="checkbox"/> PREHISTORIC	<input type="checkbox"/> ARCHEOLOGY-PREHISTORIC	<input type="checkbox"/> COMMUNITY PLANNING	<input type="checkbox"/> LANDSCAPE ARCHITECTURE	<input type="checkbox"/> RELIGION
<input type="checkbox"/> 1400-1499	<input type="checkbox"/> ARCHEOLOGY-HISTORIC	<input type="checkbox"/> CONSERVATION	<input type="checkbox"/> LAW	<input type="checkbox"/> SCIENCE
<input type="checkbox"/> 1500-1599	<input type="checkbox"/> AGRICULTURE	<input type="checkbox"/> ECONOMICS	<input type="checkbox"/> LITERATURE	<input type="checkbox"/> SCULPTURE
<input type="checkbox"/> 1600-1699	<input type="checkbox"/> ARCHITECTURE	<input type="checkbox"/> EDUCATION	<input type="checkbox"/> MILITARY	<input type="checkbox"/> SOCIAL/HUMANITARIAN
<input type="checkbox"/> 1700-1799	<input type="checkbox"/> ART	<input type="checkbox"/> ENGINEERING	<input type="checkbox"/> MUSIC	<input type="checkbox"/> THEATER
<input checked="" type="checkbox"/> 1800-1899	<input type="checkbox"/> COMMERCE	<input type="checkbox"/> EXPLORATION/SETTLEMENT	<input type="checkbox"/> PHILOSOPHY	<input type="checkbox"/> TRANSPORTATION
<input type="checkbox"/> 1900-	<input type="checkbox"/> COMMUNICATIONS	<input type="checkbox"/> INDUSTRY	<input type="checkbox"/> POLITICS/GOVERNMENT	<input type="checkbox"/> OTHER (SPECIFY)
		<input type="checkbox"/> INVENTION		

---

SPECIFIC DATES     1877

BUILDER/ARCHITECT     William J. Bowthorpe

---

### STATEMENT OF SIGNIFICANCE

This home, with its firm rock foundation and adobe walls, was designed and built by William J. Bowthorpe in 1877. Mr. Bowthorpe came to Utah from England in 1853. Here he operated saw mills in the nearby canyons and also engaged in farming. His farm supplied dairy products, fruit, and vegetables to the nearby townspeople. The home is presently owned by Hazel Bowthorpe, a daughter of the original builder.



February 14, 1972

Miss Hazel Bowthorpe  
4910 Holladay Blvd.  
Holladay, Utah 84117

Dear Miss Bowthorpe:

WILLIAM T. BOWTHORPE HOME IN HOLLADAY  
was listed on the  
"CENTURY REGISTER" - UTAH HISTORIC HOMES  
9 February 1972

May I extend to you my congratulations and thank you for helping to preserve an important part of Utah's pioneer heritage.

Sincerely,



**FILE# n/a**

**PLANNING COMMISSION MINUTES**

**ADDRESS:**

N/A

**LEGAL DESCRIPTION:**

n/a

**APPLICANT/REPRESENTATIVE:**

City of Holladay, Planning Commission

**PROPERTY OWNER:**

N/A

**ZONING:**

N/A

**GENERAL PLAN DISTRICT:**

N/A

**CITY COUNCIL DISTRICT:**

N/A

**PUBLIC NOTICE DETAILS:**

N/A

**REQUEST:**

Written Meeting Minutes Approval

**APPLICABLE REGULATIONS:**

Utah Code 52-4-203  
13.06.030

**EXHIBITS:**

Draft Meeting Minutes

**STAFF:**

Jonathan Teerlink, Planning Manager

**DECISION TYPE:**

***Administrative/Procedural:***

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

**SITE VICINITY MAP**

***Effective 5/8/2018***

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

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

**Notes:**

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

**Tuesday September 30<sup>th</sup> , 2026  
5:30 p.m.  
Holladay Municipal Center  
4580 South 2300 East**

***ATTENDANCE***

**Planning Commission Members:**

Dennis Roach, Chair  
Paul Cunningham  
Patrick Tripeny  
Jill Fonte  
Angela Gong  
Brian Berndt

**City Staff:**

Jonathan Teerlink, CED Director  
Carrie Marsh, City Planner  
Brad Christopherson, Legal Counsel

Karianne Prince

**Work Session**

No work meeting

**CONVENE REGULAR MEETING**

Chairman, Roach called the meeting to order at 5:30 p.m. He reported the absence of commission member Prince and also that no work session will be held as the one item on the agenda.

**PUBLIC HEARING**

**1. City of Holladay General Plan Update**

Chair Roach mentioned no public present and acknowledged visitors in charge of presenting tonight’s item.

Delany Sillman, with Logan Simpson introduced herself as the city chosen consultant on the General Plan Project. Ms. Sillman acknowledged Jim Carter also from Logan Simpson. Ms. Sillman gave an overview of anticipated presentation fo the evening to include,

- Project overview about the process completed thus far
- Public engagement
- Highlighting key changes – specifically what is different from the current plan
- Chapter Summaries

Ms. Sillman presented the process as beginning in October 2024 with a foundational request to ask the public general questions about what they wanted to see in Holladay. Check the previous plan and identifying the pieces that need to be maintained. And then also doing some existing conditions research

and understanding the status of; economy, housing, transportation and parks and recreation. Ms. Sillman added that the document will feature something the public can actually interact with. A portal that will be highlighted later in the presentation. These elements were summarized by Ms. Sillman as being Phase One.

Ms. Sillman continued to describe phase two as featuring an overall vision, community engagement opportunities with associated questionnaires and a set of public events. A final phase was described by Ms. Sillman as drafting a culminating document presented today. Overall, the look and organization will look intentionally different than the previous one and that was

Ms. Sillman gave descriptions of the types of questionnaires that were made public and results from engagement. The public engagement was described to include a foundation phase with three pop up events resulting in a little under 300 participants. Top comments from those events were highlighted.

Mr. Sillman explained the visioning and opportunities portion of the second phase which included the Steering Committee, a select group of residents who provided input on the formulation of the public comments into a formal statement.

Chair Roach, inquired as to the size of the Steering Committee group. Ms. Sillman described the average attendance of 8 members out of a total of 12.

(19:08:27) Commissioner Gong, joined the meeting.

Ms. Sillman gave an overview of all the chapter headings in the new plan before explaining how the consultants presented the draft and asked the public to review the plan as it was drafted. Public comments was gathered and key changes were described. Substantive changes include organization, state law compliance, new chapter guiding water elements and housing. All elements of the plan required by the state in a format, described by Ms. Sillman in a layout that is readable.

Discussion among the commission centered on the presentation of the water Chapter elements and how the plan intends to address water use and population growth through year 2065 and demonstrating how the chapter organizes conservation plans from each of the water providers within the city. Ms. Stillman detailed how the water chapter is used by a Holladay resident to find each water provider's respective conservation plan and gave an example of Salt Lake Public Utilities. The conservation plans provide assumptions on growth of build out.

Commissioner Fonte asked how this conservation plan affects the tree canopy ideals. Ms. Sillman explained that the conservation factors address residential growth, while still maintaining sustainable tree canopy and promoting water-wise landscaping standards all while making sure private property owners rights are preserved.

Ms. Sillman continued to present on the future land use chapters and maps. Ms. Sillman detailed refined information that covers, density descriptions and ranges, growth corridors and opportunity categories. These concepts are coupled with stable growth or constrained areas where growth is inhibited. All the refinements were summarized by Ms. Sillman using comparison table provided by the commissioners.

Commissioner Roach clarified that these refinements to the land use map did not change any of the land uses within each of the zones described. Ms. Sillman confirmed that is the case,

Commissioner Cunningham questioned whether the land use area of commercial corridors included the council's recommendation and if the Holladay Half Mile was included. Ms. Sillman acknowledged that the concepts were only presented to the steering committee and as the Holladay Half Mile study was not fully adopted, all the concepts are retained in the mix-ed use categories and that the study will be brought to the council for direction.

Ms. Sillman concluded the presentation with details on how the draft general plan is proposed to be organized in its final format.

Commissioner Gong requested guidance on how comments are to be best brought forward. Ms. Sillman mentioned that the easiest way to make comments, individually in the provided pdf draft.

20:13:19 Chair Roach opened the public hearing

Ron Hiton gave his address as 2394 East Murray Holladay Rd. Presented a handout to each of the commissioners of an enlarged area of the future land use map and transportation improvements map which included a highlighted area. Mr. Hilton gave a history of a change to the land map that occurred which removed an area near the Holladay Village. He believes this change should be represented here. Mr. Hilton described the transportation corridors in the proposed draft and Murray Holladay rd as being unique and suggests the category of the road be changed. Mr. Hilton mentioned a previous application to make this change to Murray Holladay road at the highlighted area was withdrawn knowing an update to the general plan was imminent. Mr. Hilton directed the commission to the highlight area of map with a comment to reduce the category to reflect the reality of the street.

Chair Roach left the comment period open.

Commissioner Cunningham inquired as to the expected timeline. Jonathan Teerlink provided comments on allowing the commission as much time as needed, however knowing that the council is looking to review the draft proposal by November.

Commissioner Cunningham proposed a majority of the time is spent discussing the policy proposals. Discussion among the commissioners was held on making comments on the policy rather than a chapter-by-chapter review, how the differences between the original version and new version. Agreement that a side-by-side comparison provided as a guide would be helpful.

Chair Roach made a comment regarding the interactive element of the plan, asking if that component is can be used by the public and commission to direct sentiment or policy. Mr. Teerlink proposed that the general plan provided guidance, but the online tool can provide background for findings.

(20:34.17) *Commissioner Cunningham moved, to continue the item and leaving the public hearing open.*

*Commissioner Bernt seconded the motion. Vote on motion: Berent-aye, Gong-aye, Fonte-aye, Tripenny-aye, Cunningham-aye, Roach-aye. The motion passed unanimously.*

*Commissioner Roach moved to adjourn. The motion passed by the unanimous consent of the Commission.*

The Planning Commission Meeting adjourned at 6:34 p.m.

*I hereby certify that the foregoing represents a true, accurate and complete record of the Holladay City Planning Commission meeting held Tuesday, September 30<sup>th</sup> 2025*

---

Jonathan Teerlink  
CED, Director

Minutes approved:

1 **DRAFT**

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

5  
6 **Tuesday, December 16, 2025**

7 **6:00 PM**

8 **City Council Chambers**

9 **4580 South 2300 East**

10 **Holladay, Utah**

11  
12 **ATTENDANCE:**

13  
14 **Planning Commission Members:**

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

14 **City Staff:**

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

21  
22 **WORK SESSION**

23 Chair Dennis Roach called the Work Session to order at 5:30 p.m. He noted that most of the  
24 Commissioners were present with the exception of Commissioners Tripeny and Fonte. Two public  
25 hearings were scheduled on the Regular Meeting agenda with the approval of the Meeting Minutes  
26 listed as an Action Item. There were no Commissioner corrections for the Meeting Minutes from  
27 October 7, October 21, or October 28, 2025.  
28

29 The first Public Hearing item on the Regular Meeting agenda was the “Hyde Accessory Building  
30 Footprint.” City Planner, Carrie Marsh, reported that this is a Conditional Use Permit (“CUP”) for  
31 property located at 2242 East Pheasant Way, which is located in the R-1-87 Zone. She emailed a  
32 correction to Commissioners because the request is not a Conditional Use as a Short-Term Rental,  
33 but an accessory building. The Planning Commission will look at the footprint size and the  
34 potential impacts on neighboring properties. The Site Plan is included in the Staff Report. This  
35 application meets the requirements for standard accessory building setbacks. The accessory  
36 building will not be used for dwelling purposes but exceeds the permitted size, which is the reason  
37 for the CUP. The Commission is asked to think about conditions that will address potential  
38 impacts.  
39

40 Chair Roach noted that what is proposed is nearly triple the standard size for an accessory building.  
41 Ms. Marsh reported that the proposal is to add a new accessory building with a footprint of 3,702  
42 square feet. This addition is in addition to an existing 749-square-foot detached guesthouse. The  
43 total footprint of the two accessory structures is 4,451 square feet, which exceeds the permitted  
44 accessory structure footprint of 1,400 square feet. It exceeds the amount allowed by 3,051 square  
45 feet. She clarified that this is not an extension of the existing detached guesthouse on the property.

1  
2 Ms. Marsh reported that the Staff Report details lot coverage, because that can provide additional  
3 perspective on the structure coverage allowed on the property. The maximum lot coverage allowed  
4 for structures on a 2.09-acre (91,040 square feet) parcel is 20% of the total lot area or 18,208 square  
5 feet. She explained that the size of the primary structure is under 4,000 square feet.  
6

7 Commissioner Prince noted that the size of a permitted accessory building is 1,400 square feet.  
8 She wanted to understand why the Commission would consider something much larger than what  
9 is allowed. Ms. Marsh explained that there are permitted and conditional uses. The intent of a  
10 conditional use is to provide additional oversight. This allows the Planning Commission to  
11 consider the potential impacts of a larger accessory building on the site. The code does not state  
12 that the permitted size is a hard line, but that anything over that amount might create impacts that  
13 need additional oversight. Conditional requests can be reviewed in a public setting.  
14

15 Chair Roach mentioned Page 12 of the Meeting Materials Packet, which shows the lot coverage  
16 calculation and the tree canopy. Ms. Marsh stated that on the Site Plan, there are a lot of trees  
17 shown. Commissioners reviewed some of the submitted materials. The outside dashed line is the  
18 accessory building setback. One of the suggested Conditions of Approval is to have vegetation  
19 around that structure. Commissioner Paul Cunningham asked if the image shown is to scale, which  
20 was confirmed. Ms. Marsh reported that any trees removed during the construction of the structure  
21 will be required to be replaced somewhere on the site. Those trees would not have to be replaced  
22 in the exact same location, but somewhere on the property. Based on the Site Plan, it appears that  
23 there are plans for some vegetation in that location for screening purposes. It is possible to ask the  
24 applicant for additional information about the landscaping plans during the Regular Meeting.  
25

26 Commissioner Brian Berndt asked if there is a recommendation from Staff about the mitigation of  
27 potential impacts. He wants to know how to properly mitigate the impact of an accessory building  
28 with a larger footprint. Ms. Marsh explained that the impacts would largely be visual but might  
29 also be related to sound. She does not anticipate there would be a significant amount of sound  
30 caused by the use. Commissioner Berndt stated that he would normally request a greater setback  
31 to mitigate the visual impacts, but in this case, it is proposed to be right against the setback line.  
32 Ms. Marsh confirmed that it is possible to consider a Condition of Approval for an increased  
33 setback. The Commission can also consider whether the visual impacts can be mitigated with  
34 plantings. The recommendations in the Staff Report relate to lighting and vegetation, which are  
35 fairly standard. However, it is also possible for the Commission to think about fence options.  
36

37 Commissioner Prince wanted to know about parking. Ms. Marsh reported that there will need to  
38 be fire access to the structure. It either has to be fire sprinkled or have some sort of hard surface  
39 access that can withstand the weight of a fire truck. The Fire Marshal spoke to the applicant about  
40 that requirement, so there is an awareness that this requirement will need to be met. During the  
41 Building Permit process, there will be a check to ensure that it meets the requirements.  
42

43 The second Public Hearing item on the Regular Meeting agenda is a Zone Map Amendment  
44 application. Ms. Marsh reported that this project has gone through a few noticing iterations. The  
45 first time, it was noticed for both parcels in the C-1 Zone. It was discovered that the C-1 Zone will

1 not work with what is envisioned for the front portion of the project, which will have an office use.  
2 As a result, it was re-noticed with a request for the front parcel to be rezoned to the Professional  
3 Office (“PO”) Zone. The PO Zone has a 10,000 square foot minimum lot size requirement, so it  
4 will be noticed again for the next Planning Commission Meeting to involve both of the parcels.  
5

6 When the applicant submitted their application, it was originally intended to include both parcels.  
7 However, based on the way the applicant wanted to use the existing house on the property, the  
8 front parcel was considered for the PO Zone rather than both parcels. That does not work because  
9 of the minimum lot size, so both of the parcels need to be considered as part of the proposed rezone.  
10

11 Commissioner Prince wanted to understand the rationale for presenting this to the Planning  
12 Commission at this time, since the item is not ready to be voted on. Ms. Marsh explained that it  
13 was noticed, and neighbors have submitted some public comments. It is possible to open the public  
14 hearing and listen to additional public comments. There will be another notice provided.  
15

16 Ms. Marsh shared additional information about the property. It is located across from Macey’s  
17 grocery store and is close to the intersection of 4500 South and Highland Drive. Jamie Walker is  
18 a local architect who has been wanting to have a new office. The property owner was approached  
19 with the idea of an office space on the front portion. The designs for the office are included in the  
20 Meeting Materials Packet for reference. Ms. Marsh explained that the intention is for the office to  
21 look like a house, but function as office space. It will be built to have accessible restrooms,  
22 accessible entrances, and adequate parking for the office use. The PO Zone pushes that structure  
23 closer to Highland Drive so the parking can be tucked behind. There is a canal on the front of the  
24 property that makes parking and development there a little more difficult.  
25

26 Ms. Marsh reported that access to the site will be on the south side. The existing house on the site,  
27 which is on the rear parcel, will remain. She noted that there have been a few rezones to the PO  
28 Zone. The uses allowed in this zone are fairly low impact and include medical and dental.  
29 Typically, it involves a small office space where there are a few clients coming to the building.  
30 Chair Roach noted that the R-2-10 Zone does not allow for commercial, which was confirmed.  
31

32 The Highland Drive Master Plan was reviewed. Ms. Marsh explained that it is broken down into  
33 three segments. The focus in this case is the northernmost segment, which is Segment A. Infill in  
34 this section is difficult and limited. There are not a lot of properties that have frontage directly  
35 onto Highland Drive. She noted that there are some office and commercial-type uses on the east  
36 side that are lower impact. There was discussion about different properties and zones in the area.  
37 Commissioner Angela Gong believed there is R-M interspersed throughout the stretch that is  
38 shown, but none of it is north of 4600. Ms. Marsh pointed out some of the properties zoned R-M.  
39

40 Commissioner Cunningham noted that several of the email comments referred to a previous  
41 Planning Commission decision where a similar rezone was denied. He asked for additional  
42 information about that. Ms. Marsh clarified that the property owner was looking at a rezone and  
43 held a neighborhood meeting, but withdrew their application, so it never went to the Commission.  
44

1 Ms. Marsh reported that this Public Hearing item will be continued until the next Planning  
2 Commission Meeting. She noted that the PO Zone is a middle ground between residential and the  
3 high-intensity commercial that is across the street. Chair Roach stated that he will share comments  
4 about this application during the Regular Meeting discussion. There were no additional questions.  
5

6 Chair Roach closed the Work Session at 5:55 p.m. The Planning Commission took a short break.  
7

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

9 Chair Roach called the Regular Meeting to order at 6:00 p.m. All Commissioners are present with  
10 the exception of Commissioner Tripeny and Commissioner Fonte. There are two Public Hearing  
11 items and one Action Item. The Opening Statement was read aloud by Commissioner Gong.  
12

13 **PUBLIC HEARINGS**

14  
15 **1. “Hyde Accessory Building Footprint” – Conditional Land Use Permit – 2242 East**  
16 **Pheasant Way (R-1-87 Zone) Review and Consideration of a Request by Applicant**  
17 **Jackson LeRoy, Representing Owner L. Hyde, for the Size of an Accessory Building**  
18 **Over the Permitted Footprint Size. Item Reviewed as an Administrative Application**  
19 **as per Provisions Stated in Holladay Ordinance §13.08.040. File #25-2-04**

20 Ms. Marsh presented the Staff Report and explained that this is a CUP application for 2242 East  
21 Pheasant Way, which is located in the R-1-87 Zone. She noted that the Staff Report has a typo in  
22 the Request line. It lists this as a Conditional Use as a Short-Term Rental, but this is a Conditional  
23 Use for an Accessory Building Footprint. There is no short-term rental associated with the item.  
24

25 The property owner is proposing the addition of an accessory building, totaling 3,702 square feet,  
26 on the southeast corner of the property. There is another accessory building on the property. When  
27 the two accessory buildings are added together, the total is 4,451 square feet. This exceeds the  
28 permitted accessory structure footprint of 1,400 square feet. Since this proposal exceeds the  
29 amount allowed by 3,051 square feet, the request is before the Planning Commission. Ms. Marsh  
30 explained that the Commission can consider conditions to address potential impacts caused by the  
31 structure. The property size is 2.09 acres, and there is an allowance of structure coverage of 18,208  
32 square feet. The existing home is approximately 3,600 square feet. The proposal is well below  
33 the total lot coverage amount, even with the proposed addition of an accessory building.  
34

35 The proposed building meets the accessory building setbacks of 15 feet. Ms. Marsh explained that  
36 potential impacts associated with the accessory building include visual, noise, and nuisance-type  
37 impacts that are directly related to the size of the building. A structure of 1,400 square feet could  
38 be placed in the same location, but the Commission is asked to consider potential impacts from  
39 the increased size that has been proposed. Staff reviewed the application and location. Some  
40 Conditions of Approval are recommended, and those can be seen in the Staff Report. There is  
41 language related to compliance with the Lighting Ordinance passed a few months back. This will  
42 require dark sky-compliant fixtures to be in place. Additionally, lighting around the outside  
43 perimeter next to neighboring properties will be limited. The intention is to prevent lighting from  
44 crossing over into neighboring properties and for the lighting to meet the dark sky standards.  
45

1 Ms. Marsh reported that the property should remain residential in appearance. The building would  
2 be required to meet Fire Code, so it has to maintain fire access or have fire sprinklers. She clarified  
3 that the Fire Marshal is involved in this review process. Graduated height keeps the structure low,  
4 and there is a limit of 20 feet in height. She noted that the proposed height is 18 feet. If there are  
5 any large sections of wall, those have to be broken up with architectural components. Other  
6 conditions that could be considered relate to vegetation, such as the placement of trees or shrubs.  
7

8 Chair Roach noted that a 1,400-square-foot footprint is allowed. He asked if the existing accessory  
9 structure on the property is deducted from that amount, which was confirmed. Ms. Marsh  
10 explained that the 1,400 square feet permitted is an aggregate of all accessory buildings. Chair  
11 Roach mentioned dark sky compliance. He does not imagine the structure will be built without  
12 windows on two sides, so he wanted to understand how this will be dark sky compliant. Ms. Marsh  
13 does not believe interior lighting is regulated by the Lighting Ordinance. There could be a  
14 Condition of Approval drafted related to lighting, such as having blinds that are closed at night.  
15 Fencing is another item that can be discussed with the applicant, such as a potential eight-foot  
16 fence.  
17

18 The applicant representative, Michael Budge, explained that he is a landscape architect. Benn  
19 Brindley stated that he is with Jackson LeRoy, who will be the contractor building the structure.  
20 Mr. Budge shared presentation materials to address some of the comments made so far. He noted  
21 that during the first meeting with the client and architect, there was a discussion about an expansion  
22 to the home, where this use would be combined with that expansion. Ultimately, the client decided  
23 that it was too much and that there should be less of an impact on the property. Mr. Budge noted  
24 that there is a lot of existing vegetation on the site, so there have been surveys conducted to identify  
25 tree locations. In addition, there has been a 3D LiDAR scan done of the entire property. That  
26 allows them to see where the trunks of the trees are, as well as the heights of the trees on the site.  
27

28 Mr. Budge shared a screenshot from the LiDAR scan and explained that this gives them the ability  
29 to study the site from all vantage points. He reported that the intention is to identify tree species  
30 that can be brought onto the site to screen the new structure. Mr. Budge next shared renderings  
31 that have been produced to illustrate the impact of the building on the property. There are no  
32 windows proposed on the south or east side of the property, so there are no concerns about light  
33 pollution. He noted that there is currently a row of existing evergreens that are approximately 17  
34 feet tall. There are also existing pine trees that are 60 feet tall and some shade trees that are 40  
35 feet tall. That is the reason for the proposed placement of the building, so it can be tucked into a  
36 corner where there is already a lot of existing vegetation. It has been strategically placed there.  
37

38 Mr. Budge explained that the existing vegetation will be used for screening, but there will also be  
39 several additional trees planted. Additional images were shared with the Planning Commission.  
40 Chair Roach asked what type of exterior the building will have. Mr. Budge reported that it is still  
41 early in the process, but right now, there is a brick structure that is envisioned. He noted that this  
42 is part of the Dreyfous Farms Subdivision and the Covenants, Conditions, and Restrictions  
43 (“CC&Rs”) have been reviewed. There is familiarity with the requirements in the subdivision.  
44

1 Mr. Budge reported that this is intended to be used as a private office and is not a building that  
2 will be used for social events. He noted that there were some comments made about parking, but  
3 this is a solo occupancy structure that will primarily be used during the day. As a result, there is  
4 no need to allow vehicles to park next to the accessory building. It is not a public building in any  
5 way. The fire access and fire sprinkling options are still being considered at this time.  
6

7 Chair Roach opened the public hearing. He noted that there were three email comments received.  
8

9 Commissioner Prince reported that there was a comment received from Jim Dreyfous referencing  
10 the subdivision and the constraints there, a comment from the Petron family expressing their  
11 concerns about the accessory building being closer to their primary residence than the owners of  
12 the new proposed structure. The third comment was Teri Miller who had concerns about other  
13 accessory buildings that have been built in the area and the precedent that will be set with this.  
14

15 *Jim Dreyfous* gave his address as 5950 South 2300 East and explained that he lives to the south of  
16 the subject property. With the trees, it is possible to screen the accessory building, and there are  
17 no windows proposed on two sides of the building. He noted that the CC&Rs on the property are  
18 fairly strict, so he appreciates that those have been considered. Mr. Dreyfous stated that his only  
19 worry is the 15-foot setback because of the tree growth. Other than that, he does not have concerns,  
20 as long as there is dark sky compliance and the setback is taken into consideration.  
21

22 *Randall Paul* gave his address as 2232 East Pheasant Way. He likes that there has been an  
23 openness in the area. Mr. Paul expressed support for the separation of the buildings that is planned.  
24

25 *David and Kristin Petron* live at 5900 Brentwood Drive, which is immediately to the east of the  
26 applicant property. Mr. Petron explained that they have lived at this residence for 13 years and  
27 have never felt the need to come to a Planning Commission Meeting. Their property is  
28 immediately adjacent to the property line, and over that property line is Rocky Mountain Power.  
29 The new owner was aware of the restrictions when the property was purchased, but is asking for  
30 triple what is permitted for accessory buildings. Additionally, he noted that most of the trees are  
31 within 15 feet of the property line and would need to be removed for the construction of the  
32 accessory building.  
33

34 Ms. Petron asked the Landscape Architect to clarify the existing evergreens that are planted. She  
35 wanted to understand if the evergreen trees referenced are the ones on their property. It does not  
36 make sense for there to be screening assumptions based on vegetation outside the subject property.  
37 Mr. Petron took a moment to reiterate his concerns about the trees and the setbacks. Mr. and  
38 Mrs. Petron have issues with the proposed size and the location of the accessory structure.  
39

40 *Leonard Hyde* explained that he is the applicant. He wanted to share some clarifying information  
41 with those present. The property has been studied with the intention of having a minimal impact  
42 on the neighbors. Even with this proposal, the total lot coverage is low. He pointed out that his  
43 neighbors to the rear have lot coverage that is over 20%. Mr. Hyde reiterated that there has been  
44 a lot of study conducted, and the intention has been to minimize the impact. This includes keeping  
45 the building low and not having windows on certain sides. It will be a low-impact project.

1  
2 There were no further comments. The public hearing was closed.  
3

4 Chair Roach asked the applicant representatives to address the comments made during the public  
5 hearing. Mr. Budge clarified that there will not be a reliance on the evergreens mentioned by the  
6 Petron family. The evergreens are currently 17 feet tall, so there is some assistance with screening,  
7 but the plan is to have enough trees to provide screening between the structure and the property  
8 line. There is an understanding of the power lines that exist. In addition, the 15-foot setback that  
9 was mentioned will provide enough room for the planting that will screen the building completely.  
10

11 Chair Roach noted that there have been suggestions to increase the setback to the property line,  
12 with the setback at 18 or 20 feet instead of 15 feet. Mr. Budge explained that this would change  
13 the design. He reiterated that there has been a lot of study conducted and this was determined to  
14 be the best location. The location will tuck the accessory building into the existing vegetation.  
15

16 Commissioner Cunningham asked about the power line issue that was mentioned. He wanted to  
17 know if this would impact what is planned. Mr. Budge denied this and explained that the power  
18 lines are right over the property line. The trees that are planned will work in the area, and no issues  
19 are envisioned. Commissioner Berndt asked about a section shown on the aerial image. It was  
20 clarified that this was a playground structure that has since been removed. It was 16 feet tall, and  
21 the accessory building is proposed to be 18 feet tall, so it is not much taller than that structure.  
22

23 Commissioner Berndt asked Staff about lot coverage. Community and Economic Development  
24 Director, Jonathan Teerlink, reported that there is total lot coverage amount, which includes  
25 structures and impervious surfaces, but the code further defines accessory buildings and uses to be  
26 no more than a certain footprint size to ensure these are accessory uses to the primary use.  
27

28 Commissioner Berndt wanted to know how large the accessory uses are compared to the primary  
29 use. Ms. Marsh clarified that the code language that states accessory buildings must be smaller  
30 than the primary structure is only applicable to properties half an acre or smaller. On larger  
31 properties, it is possible to have an accessory building aggregation that totals more than the  
32 primary.  
33

34 Commissioner Gong believed the question before the Planning Commission is whether impacts  
35 from the proposed accessory building can be reasonably mitigated. Ms. Marsh stated that the  
36 Commission can think about whether the impacts of the building size can be reasonably mitigated.  
37

38 Commissioner Prince asked about graduated height when it comes to accessory buildings.  
39 Ms. Marsh shared information about graduated height. There is not an issue with graduated height  
40 in this case, because the building is already pushed back from the property line. There can be  
41 graduated height issues when there is a 20-foot-tall accessory building 5 feet from the property  
42 line. The proposed building is naturally controlled by the setbacks on a property this size.  
43

44 Commissioner Cunningham expressed concerns about the size of the proposed accessory building.  
45 He wanted to know if there would be clients coming to the office or if there would be meetings

1 held. There is no clarity about the rationale for an office space the size of what has been proposed.  
2 Ms. Marsh pointed out that there is a proposed Condition of Approval that mentions a Home  
3 Occupation Business License. Those concerns would be addressed through that process.  
4 Accessory buildings are allowed to be used for a home occupation, so if clients were coming to  
5 the property to meet in the main building or accessory buildings, a Home Occupation Business  
6 License would be required. At that time, the site, use, and number of clients would be considered.  
7

8 Chair Roach appreciates that a lot of thought has been put into this application. It appears the  
9 applicant is genuinely concerned about reducing the impact on neighboring properties. That being  
10 said, he would like to see tree mitigation and preservation techniques used. He suggested that the  
11 motion language reference the International Society of Arboriculture (“ISA”) standards for tree  
12 protection zones. It is necessary that certain steps be taken to ensure there is protection.  
13

14 Commissioner Prince asked the applicant representatives to share comments about fencing and  
15 fence height. Mr. Budge reported that the intention is to leave the fence to the south that separates  
16 this property. The fence on the east is completely concealed with vegetation. Commissioner  
17 Prince wanted to know the current fence height. Mr. Budge stated that it is 6 feet in height.  
18

19 Commissioner Gong noted that the renderings were helpful when visualizing what this project  
20 would look like but thought it might be optimistic to have the trees, as rendered, in the 15-foot  
21 space. Chair Roach pointed out that it will depend on the width of the columnar trees. Mr. Budge  
22 explained that 15 feet is more than adequate for the species that have been contemplated. Chair  
23 Roach asked if the Conditions of Approval include language about the evergreens. Ms. Marsh  
24 clarified that those trees have not been listed specifically, but certain language can be added.  
25

26 Commissioner Prince is interested in considering a taller fence, at least on the east side.  
27 Commissioner Gong believed that would be a decision made between the property owners, but  
28 there could be a Condition of Approval requiring there to be a discussion about this possibility.  
29

30 Mr. Christopherson shared information about CUPs. He reported that conditional uses result in an  
31 extra layer of review. For this application, the Planning Commission has considered the potential  
32 impacts of the accessory building footprint, such as lighting and screening. For a CUP, the  
33 anticipated detrimental effects must be mitigated. He clarified that the language does not state the  
34 effects must be eliminated. It was noted that property owners have certain property rights.  
35

36 Ms. Marsh read the following language: “Conditions or complaints found to be in violation of set  
37 standards will require re-review by the Planning Commission or possible revocation of the permit,  
38 as determined by the Community Development Director.” If there is a significant change in the  
39 conditions, complaints can be made, and the City can address the situation accordingly.  
40

41 Commissioner Berndt asked if it might make sense to move the accessory building further into the  
42 property. Chair Roach confirmed that it is an option to move the building in more, but his concern  
43 is that this will result in an increased height. Commissioner Gong stated that the 15-foot setback  
44 seems small to her, but she acknowledged that the impacts are mitigated. Commissioner Berndt  
45 wondered whether it might make sense to direct the applicant to work with the neighbors to see if

1 there is a solution that will satisfy everyone. Commissioner Prince does not know that there is a  
2 rationale for the Planning Commission directing that the setback be more than 15 feet.  
3 Commissioner Cunningham wanted to review the utility right-of-way for the power lines.  
4 Ms. Marsh reported that it is usually 10 feet on either side when there are utility rights-of-way in  
5 place.  
6

7 Additional discussions were had about setbacks. Ms. Marsh reported that there are some sections  
8 that are at 15 feet and other sections that are further away, which increases the average. The  
9 average setback on the east side is likely closer to 20 feet. The average setback on the south side  
10 is likely between 16 and 18 feet. She reiterated that there are some parts that are further away.  
11 Chair Roach asked if the Commission's concern is related to the east side or the south side.  
12 Commissioner Prince explained that her concern has to do with the east side. Commissioner  
13 Berndt does not care about the average in this case. He wants to make sure there is the greatest  
14 possibility that the trees planted there will survive and that the trees also provide screening.  
15

16 Mr. Christopherson reported that in order for this application to be approved, there will need to be  
17 at least four positive votes. He noted that two members of the Planning Commission are absent.  
18

19 ***Chair Roach moved to APPROVE the Conditional Use Permit application by Jackson LeRoy,***  
20 ***representing property owner L. Hyde, for an accessory building footprint of 3,702 square feet,***  
21 ***located at 2242 East Pheasant Way in the R-1-87 Zone, based upon the following findings:***  
22

- 23 1. *The property is within the R-1-87 Zone and totals 2.09 acres.*
- 24 2. *A primary residential use has been established on the property.*
- 25 3. *Accessory uses include accessory buildings and uses that are customarily*  
26 *incidental to the permitted residential use.*
- 27 4. *The total accessory structure footprint on the property is over 1,400 square feet.*
- 28 5. *Accessory structures on lots over a half-acre can be larger than the primary*  
29 *structure.*
- 30 6. *The proposed structure is not a guesthouse or accessory dwelling unit.*
- 31 7. *The addition of the proposed accessory structure is within the allowed lot*  
32 *coverage.*
- 33 8. *The proposed accessory structure meets the 15-foot setback requirement for*  
34 *accessory structures.*

35 ***This is based on the following conditions:***  
36

- 37 1. *Property to retain its appearance as a residential unit.*

2. *Accessory structure to comply with all zoning standards, including height, massing and scale, setbacks, graduated height, lot coverage, and lighting.*
3. *A Building Permit is required for construction of the structure.*
4. *All trees removed by the placement of the accessory structure and any hard surfaces associated with it are to be replaced with an equivalent canopy at maturity.*
5. *Vegetation, including trees or tall shrubs, to be planted in the rear and side setbacks against neighboring properties. There must be ISA tree zone protection standards throughout construction, including watering as needed in the summer months. There must be a use of evergreen and deciduous landscape so there is year-round cover.*
6. *A Home Occupation Business License is required if clients associated with a business visit the property.*
7. *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.*

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

The Planning Commission took a short break before hearing the next agenda item.

2. **Zone Map Amendment – Rezone from R-2-10 to PO - 4545 South Highland Drive Review and Recommendation to City Council on a Proposal by Applicant Jamie Walker, Representing Property Owner, Matthew Michalis, to Amend the Holladay Zone Map at this Location from the Current, Residential, Two-Family Zone (R-2-10) to the Professional Office Zone (PO) for Approximately 0.14 acres of Property. Item Reviewed as Legislative Action, According to Procedures set forth in Holladay Ordinance §13.07. File #25-4-10.**

Ms. Marsh presented the Staff Report and explained that this item is an application for a Zone Map Amendment. She reported that this item will be continued because it will involve two parcels instead of one parcel. Originally, there were two parcels involved, but it was determined that the front parcel would be the focus instead. The item was re-noticed. The current public hearing is for the front parcel. As this was being reviewed, it was determined that the front parcel does not meet the qualifications for the PO Zone based on lot size. It will be noticed again for both parcels.

The property is located at 4545 South Highland Drive, and the rear property is 4555 South Highland Drive. Ms. Marsh reported that the request is from a local architect, Jamie Walker. The

1 idea is to have an architecture office located on the property, but it is a difficult site to redevelop.  
2 The previous property owner went through a subdivision process so a residential structure could  
3 be located on each of the lots. The challenge with building a house on the front parcel and having  
4 a Home Occupation use there has to do with incorporating an office or commercial use into a  
5 home. The more preferable option for the applicant was to design a structure that was intended to  
6 be used as office space from the beginning. There are some designs to indicate what the structure  
7 is proposed to look like. The intention is to make it look residential so it blends in with the  
8 surrounding residential development. The PO Zone was selected because of the setbacks on the  
9 front that bring the structure closer to the street. Additionally, parking would be located behind.

10  
11 The house on the rear parcel is intended to remain in place. Ms. Marsh reported that this property  
12 has direct frontage onto Highland Drive. She noted that the property falls within Segment A of  
13 the Highland Drive Master Plan. It recognizes that infill opportunities are limited and suggests  
14 new zoning patterns. Segment A has a mixture of uses primarily commercial and multi-family  
15 residential developments. Ms. Marsh shared additional information about the Highland Drive  
16 Master Plan. During the Work Session, there was discussion about the historic nature of the Salt  
17 Lake County zoning, which had multi-family residential blended with office use. The PO Zone  
18 took the residential component out to create a separate zone, but those historically co-existed.

19  
20 There are some elements from the newly adopted General Plan that are referenced in the Staff  
21 Report, specifically a walkable and connected community and a strong local economy. Ms. Marsh  
22 outlined the redevelopment standards, as this comes with a future application for redevelopment  
23 on the front of the parcel. There are slightly smaller setbacks in the front than there would be with  
24 residential development, but the PO Zone does take buffering from residential zones into account.  
25 Next to residential zones, there has to be an increased setback. The driveway that is in place is on  
26 the south side of the property, so that puts an automatic 20-foot setback between the development  
27 on the south side. On the north side, the driveway for the condominiums reduces some of the  
28 impact because there are no residential dwellings right next to the proposed structure.

29  
30 Ms. Marsh reiterated that there is an existing house on the rear property that will be preserved.  
31 The PO Zone allows for more separation between the existing home and the proposed structure.  
32 Commissioner Prince asked about the canal that was mentioned in the Staff Report. Ms. Marsh  
33 reported that the canal is underground and is on the front of the property, within the first 15 feet.  
34 There cannot be a parking lot built into the canal area, but the PO Zone allows a shift where the  
35 parking lot can be tucked behind. Commissioner Berndt asked if it is possible to have residential  
36 uses in the PO Zone. Ms. Marsh explained that residential is a conditional use. If both of the  
37 parcels are rezoned to PO, the applicant would come back for a conditional use for the residential.  
38 Another possibility is to look at a historical designation that would preserve the existing home.

39  
40 David George thanked Staff for summarizing the process that has taken place so far. He clarified  
41 that he owns the property in the back, and Matthew Michalis owns the property in the front.  
42 Mr. Michalis and Jamie Walker want to build a house on the front, but were unable to attend the  
43 Planning Commission Meeting. He shared information about the canal in the area.

44  
45 Chair Roach opened the public hearing. He noted that some email comments were received.

1  
2 Commissioner Prince reported that there were comments received from Patricia Traven, Tom and  
3 Ellen Mitchell, and Doug Wolf, who all expressed opposition to the proposed rezone.

4  
5 *Ellen Mitchell* gave her address as 4553 South Highland Drive. She explained that if the property  
6 in front is rezoned and it becomes a commercial property, there are concerns that the property  
7 behind it will also become commercial. She would like to see this remain residential.

8  
9 Mr. Christopherson provided clarification and noted that CUPs are not the same as rezones. No  
10 one is entitled to a rezone. He reported that this property is currently zoned R-2. If someone asks  
11 for a rezone, there is no guarantee that the rezone will be granted. The Planning Commission  
12 makes a recommendation, and then the City Council makes the final decision on the rezone  
13 request.

14  
15 Ms. Marsh took a moment to summarize the comments that were received ahead of the Planning  
16 Commission Meeting. The comments came from residential neighbors adjacent to this property,  
17 and there were concerns about traffic, safety, and the potential impacts of this commercial-type  
18 use. Chair Roach reminded those present that this rezone item will be continued to the next  
19 meeting. The next Planning Commission Meeting is scheduled to take place on January 6, 2025.

20  
21 *Doug Wolf* gave his address as 1819 East Cottonwood Glen Court. He submitted a written  
22 comment ahead of the Planning Commission Meeting and hopes it will be taken into consideration.  
23 He is one of the original homeowners on Cottonwood Glen, as he built there 24 years ago. There  
24 is disappointment about having to readdress the zoning. In 2022, residents came out and expressed  
25 their opinions, asking the area to remain residential. This property is surrounded by residential  
26 and this is a close neighborhood. None of the residents want to see a commercial use in the center  
27 of this residential area. The commercial uses that currently exist are much further south.

28  
29 *Eugene Zanolli* gave his address as 1835 East Cottonwood Glen Court and explained that this  
30 proposal would change the neighborhood. He does not believe this would be harmonious with  
31 what currently exists and pointed out the proximity to the road. No matter how attractive the  
32 commercial building might be, it will impact the overall willingness to purchase property in the  
33 area. Mr. Zanolli shared information about existing traffic issues and expressed concerns about  
34 the proposal. Approving the rezone would change the nature of the residential neighborhood. He  
35 noted that if the property is rezoned to PO and is sold in the future, there are many other uses that  
36 would also be permitted. The proposal impacts the neighborhood, traffic, and property values.

37  
38 There were no further comments. The public hearing remained open.

39  
40 ***Commissioner Prince moved to CONTINUE the application by Jamie Walker to amend the City***  
41 ***of Holladay Zoning Map for property located at 4545 South Highland Drive so the application***  
42 ***can include 4555 South Highland Drive, to the next regularly scheduled meeting.***  
43 ***Commissioner Gong seconded the motion. Vote on Motion: Commissioner Cunningham-Yes;***  
44 ***Commissioner Berndt-Yes; Commissioner Gong-Yes; Commissioner Prince-Yes; Chair Roach-***  
45 ***Yes. The motion passed unanimously.***

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**ACTION ITEMS**

**3. Approval of Minutes – October 7, 21, and 28, 2025.**

*Commissioner Prince moved to APPROVE the Meeting Minutes from October 7, 2025. Commissioner Gong seconded the motion. The motion passed with the unanimous consent of the Commission.*

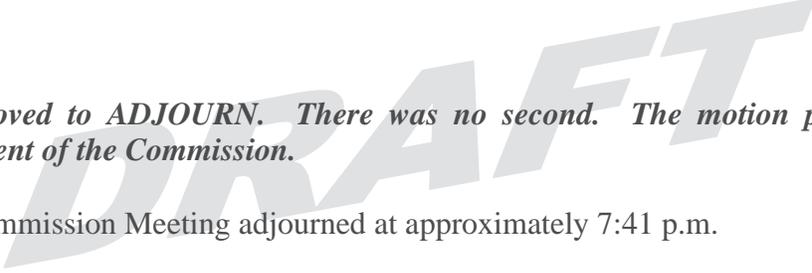
*Commissioner Prince moved to APPROVE the Meeting Minutes from October 21, 2025. Commissioner Gong seconded the motion. The motion passed with the unanimous consent of the Commission.*

*Commissioner Prince moved to APPROVE the Meeting Minutes from October 28, 2025. Commissioner Gong seconded the motion. The motion passed with the unanimous consent of the Commission.*

**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 7:41 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 16, 2025.*

3  
4  
5

6 Teri Forbes

7 Teri Forbes  
8 T Forbes Group  
9 Minutes Secretary

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

**DRAFT**

1 **DRAFT**

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

5  
6 **Tuesday, January 6, 2026**  
7 **6:00 PM**  
8 **City Council Chambers**  
9 **4580 South 2300 East**  
10 **Holladay, Utah**

11  
12 **ATTENDANCE:**

13  
14 **Planning Commission Members:**

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

22  
23 **City Staff:**

24 Carrie Marsh, City Planner  
25 Jonathan Teerlink, Community and Economic  
26 Development Director

27  
28 **WORK SESSION**

29 Chair Dennis Roach called the Work Session to order at 5:30 p.m. He noted that all  
30 Commissioners are present. There is one Continued Public Hearing on the Regular Meeting  
31 agenda and one Action Item. He reported that the City Attorney is not present at the Planning  
32 Commission Meeting, but it is possible to contact him by phone if necessary. The Action Item on  
33 the agenda is Meeting Minutes from June 24, 2025, and December 2, 2025. It was noted that there  
34 is a reference to Chair Roach in the Meeting Minutes from June 24, 2025, that needs to be removed.

35 The Continued Public Hearing is for a Zone Map Amendment for property at 4545 South, 4555  
36 South, and 4559 South Highland Drive. City Planner, Carrie Marsh, reported that at the last  
37 meeting, there was information provided and there were public comments made. The Planning  
38 Commission continued the public hearing. Some new comments have been submitted and those  
39 were all sent to the Commissioners. Those will be read into the record during the Regular Meeting.

40 Ms. Marsh reviewed the updated Staff Report and explained that three parcels are included. She  
41 explained that there was a subdivision of a single parcel into two parcels. The total size of the  
42 property is approximately 16,000 square feet. There is enough land area in the R-2 Zone to do an  
43 attached unit with two units and one single. The current property owner has submitted plans for a  
44 house on the front parcel. She discussed the difference between the R-2 Zone and the P-O Zone.  
The footprint would be approximately the same. The side setbacks would be the same between  
the two zones, but the rear setbacks would be increased to buffer against the residential areas.

1 The Staff Report discusses the P-O Zone and explains that the zone was created as a replacement  
2 for the mixed-use zone that existed under Salt Lake County. In that zone, business, professional  
3 offices, and multi-family development co-existed. There are a lot of examples in the City where  
4 there are professional offices located near single-family homes or multi-family developments.  
5 Ms. Marsh explained that it is fairly common to have office spaces next to residential uses.

6  
7 One of the main purposes of the P-O Zone is to create more buffering against residential zones. It  
8 is intended to pull the office uses out, allow a few more common uses, and increase standards to  
9 buffer against residential properties. Ms. Marsh reported that many of the public comments so far  
10 have been about the impacts on residential properties. The Staff Report includes information about  
11 signage, lighting, screening, and landscaping. She explained that there are standards in the P-O  
12 Zone specifically designed to reduce impacts on neighboring residential properties.

13  
14 Chair Roach asked if there are three properties associated with this application. Ms. Marsh  
15 reported that this is divided into three parcels. She believes the County created the third driveway  
16 parcel because the plat shows it as two separate lots. The application is for all three of the parcels  
17 listed. 4545 is the front lot, 4555 is the back lot, and 4559 is the driveway. The plat shows two  
18 lots, with the driveway access area included in the front lot. There is uncertainty about why the  
19 County separated it out and made it a separate parcel, but it might be for taxing reasons.

20  
21 Commissioner Paul Cunningham mentioned the General Plan and asked if there was a change  
22 made in that area. Ms. Marsh reported that the Highland Drive Small Area Master Plan was created  
23 in 2017. She shared information about the General Plan update and the details in the Staff Report.

24  
25 Commissioner Cunningham pointed out that the application is for a Zone Map Amendment and  
26 not a Building Permit. He wanted to know if a neighborhood meeting was required to be held.  
27 Ms. Marsh reported that neighborhood meetings are required for subdivisions, rezones, and  
28 Planned Unit Developments (“PUD”). Commissioner Cunningham stated that the neighborhood  
29 meeting notes are incomplete and do not mention who was there, where it was located, or the time  
30 that the meeting was held. There is a list of five items that were discussed. He wondered whether  
31 there was additional documentation. Ms. Marsh stated that these are the notes that were submitted.

32  
33 Chair Roach asked about the Highland corridor and whether there have been spot zone changes  
34 there in the last five to 10 years. Ms. Marsh reported that generally, along Highland Drive, the  
35 existing offices are rezoning to P-O. Some properties have a more commercial use, such as the  
36 daycare. Other properties have retained R-M Zone. She shared information about a previous  
37 rezone application that was submitted in the area. There are a lot of existing uses that have either  
38 not needed to rezone or have rezoned to P-O. Additional discussions were had about previous  
39 rezones in the area. Ms. Marsh explained that the General Plan identifies Highland Drive as an  
40 area where there will be a transition seen over time. Uses that were appropriate in the past when  
41 Highland Drive was a lower-impact road might not continue to be as appropriate in the future.

42  
43 Commissioner Patrick Tripeny asked if there was an application for an earlier zone change, which  
44 was denied. Ms. Marsh believed the property owner considered it and held a neighborhood  
45 meeting, but then made a determination to explore other options. The P-O Zone has specific

1 references to the Highland Drive Master Plan in it, so when property owners come to Staff, there  
2 is a code review conducted, and information is provided. The property owner can then make a  
3 decision about whether to submit an application. Commissioner Jill Fonte asked what would  
4 happen if the property was rezoned and it remained residential. Ms. Marsh confirmed that  
5 residential uses are allowed within the P-O Zone. However, there would need to be a Conditional  
6 Use Permit (“CUP”) obtained. She explained that a CUP request would need to come to the City.  
7

8 Commissioner Brian Berndt referenced the Staff Report and asked about compatibility with the  
9 surrounding residential properties. Ms. Marsh explained that there is a specific reference made to  
10 the zoning code. In the Rezone Proposal Analysis section of the Staff Report, it outlines  
11 13.44.010B. The document details the purpose of the P-O Zone and states that it is intended to be  
12 compatible with abutting residential uses. It is also to buffer residential development or zones  
13 from more intense land uses. Commissioner Berndt asked about the setbacks. Ms. Marsh reported  
14 that in this case, it would change the front setback from 25 feet to 10 feet in order to bring structures  
15 closer to the road. It would also increase rear setbacks from 20 feet to 30 feet. The side setbacks  
16 would remain the same. The P-O Zone also requires there to be a specific amount of landscaping.  
17 There are additional standards in the P-O Zone, which can be seen on Page 6 of the Staff Report.  
18 Information about parking in the P-O Zone was shared. Ms. Marsh explained that parking cannot  
19 be in the front setback, and parking lot areas must be screened from the residential properties.  
20

21 Chair Roach closed the Work Session at 5:58 p.m. The Planning Commission took a short break.  
22

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

24 Chair Roach called the Regular Meeting to order at 6:00 p.m. All members of the Commission  
25 are present. There is one Continued Public Hearing and one Action Item included on the Regular  
26 Meeting agenda. The Opening Statement was read aloud by Commissioner Tripeny.  
27

28 **CONTINUED PUBLIC HEARING**

- 29 1. **Zone Map Amendment – Rezone from R-2-10 to P-O - 4545 South, 4555 South, and**  
30 **4559 South Highland Drive. Continued Review and Recommendation to City Council**  
31 **on a Proposal by Applicants Jamie Walker and David George, Representing Property**  
32 **Owners Matthew Michalis and David George to Amend the Holladay Zone Map at**  
33 **this Location from the Current, Residential, Two-Family Zone (R-2-10) to the**  
34 **Professional Office Zone (P-O) for Approximately 0.36 acres of Property, Consisting**  
35 **of Two Lots and a Driveway Access Parcel. Item Reviewed as Legislative Action,**  
36 **According to Procedures set forth in Holladay Ordinance §13.07.**  
37

38 Ms. Marsh presented the Staff Report and explained that this is a Zone Map Amendment request  
39 for property located at 4545 South, 4555 South, and 4559 South Highland Drive. There are three  
40 parcels involved in this rezone application, and the request is to rezone from the existing R-2 Zone  
41 to the P-O Zone. The total lot area is 0.36 acres, and the square footage listed in the Staff Report  
42 is 15,681 square feet. The surveyed area on the plat for the subdivision is slightly over 16,000  
43 square feet. In the existing zone, there is enough land for two attached homes and one single home.  
44 Ms. Marsh reported that there is one existing single house on the rear side of the property.  
45

1 The applicant is seeking a zone change to the P-O Zone, which is in line with the guidance in  
2 Segment A of the Highland Drive Master Plan. The rezone request is primarily to enable the  
3 development of the front parcel so it can serve as a small office space for a local architect. The  
4 rear parcel is involved in this application as well, which would enable the existing home to be used  
5 as permitted office space. Alternatively, it could continue to be used for residential purposes if  
6 there was a CUP approved by the Planning Commission. The property owner is interested in  
7 potentially seeking a historical designation to preserve the rear house, which was built in the 1940s.  
8

9 The traffic is primarily on Highland Drive, and access does not go through any other  
10 neighborhoods. After speaking to the Fire Marshal, it was recommended that there be a fire  
11 turnaround so access on the site is improved for emergency situations. Ms. Marsh explained that  
12 this would also enable those visiting the site to have an easier route back onto Highland Drive.  
13

14 The Staff Report highlights the Highland Drive Master Plan and also reviews the General Plan.  
15 Ms. Marsh pointed out that the General Plan had significant public input and was reviewed by the  
16 Planning Commission last year. There is also information about the P-O Zone in the Staff Report.  
17 She explained that the purpose of the P-O Zone is to be compatible with adjacent and abutting  
18 residential zones. Additionally, the intention is to further buffer the residential zones from  
19 potential impacts associated with a more intense land use. The two newest developments on either  
20 side of the applicant property are PUDs with private road access. Ms. Marsh reported that the  
21 heights in the R-2 Zone and P-O Zone are relatively similar, but the P-O Zone allows for 40 feet.  
22 Based on the information submitted by the applicant, there is no intention to have something on  
23 the property that reaches the maximum of 40 feet, but that is what is allowed within the P-O Zone.  
24

25 Ms. Marsh reported that there is a Technical Review Committee (“TRC”) recommendation  
26 outlined in the Staff Report, as well as some Consideration Standards. The Staff recommendation  
27 is that the Planning Commission forward a positive recommendation to the City Council to amend  
28 the Zoning Map. There are findings included in the Staff Report as well as model motion language.  
29

30 Discussions were had about the area and access. Commissioner Karianne Prince asked if the three  
31 structures directly to the east of this parcel are accessed from Highland Drive, which was  
32 confirmed. Ms. Marsh reported that the applicant submitted an evaluation of the proposed setback.  
33 The applicant also sent images of the Highland Drive streetscape to better illustrate the scale.  
34

35 The applicant, David George, introduced himself to the Planning Commission and reviewed some  
36 of the images that were submitted. There is a multi-family on one side and commercial on the  
37 other side. Mr. George shared background information about the request and noted that Jamie  
38 Walker has been a local architect for some time. He offered to answer additional Commissioner  
39 questions.  
40

41 Chair Roach believed that on both sides of the property, there are PUDs in place, which was  
42 confirmed. Ms. Marsh clarified that those do not front onto Highland Drive. The Highland Drive  
43 side is a side yard, so the requirements are met for the side yard there, but those rear yards were  
44 reduced from the standards in the R-2 Zone. Commissioner Cunningham asked about the  
45 neighborhood meeting that was held and the notes that were submitted. Mr. George reported that

1 there were five attendees at the meeting, including two residents. One resident was in favor of the  
2 proposal and one was opposed. He noted that the P-O Zone is more restrictive than the R-2 Zone.  
3 He would not normally move to a P-O Zone, but it would allow Mr. Walker to be located there.  
4

5 Chair Roach opened the public hearing. He noted that some email comments were received ahead  
6 of the Planning Commission Meeting. Commissioner Prince reported that seven emails were  
7 received. She will state who the email comment was from, as well as a summary of the comment.  
8

9 Eugene Zanolli is the Acting President of the Cottonwood Glen Homeowners Association  
10 (“HOA”) and expressed opposition to the proposed zone change due to the impact on the  
11 neighborhood and the absence of information. There was also an email comment from the Mitchell  
12 Family, who live to the east and are opposed to the rezone. There were concerns about traffic  
13 congestion and property values. The third email comment was from Nicole Valenzuela, and she  
14 was also in opposition to the rezone due to concerns about how this would impact her household.  
15 Serra and Braydon Nemelka submitted an email comment in opposition to the rezone, as there are  
16 concerns about what impact professional office use would have on overall property values. There  
17 was also an email comment from Douglas Wolf. He was also opposed to the rezone. There were  
18 concerns about property values and traffic issues. He mentioned a desire to preserve the residential  
19 quality. In addition, there was a comment from Sharon Kirby Butler, who is opposed to the rezone  
20 due to concerns about traffic, negative visual impacts, and overall impacts to property values.  
21

22 *Ellen Mitchell* reported that at the last meeting, it was stated that all of the emails submitted prior  
23 to that meeting would be available for this meeting. Commissioner Prince reported that the  
24 Planning Commission saw the emails that came in for the December meeting, and those were  
25 included in the public record at that time. Chair Roach stated that if a public comment was made  
26 during the last meeting, it is still part of the public record and does not need to be reiterated.  
27

28 *Doug Wolf* gave his address as 1819 East Cottonwood Glen Court. He asked to discuss a map in  
29 greater detail with the Commission and pointed out 4500 South. Everything shown in pink is  
30 residential and the applicant property is outlined in yellow. The applicant property is surrounded  
31 by twin homes that are luxury properties. It does not make sense to have a commercial or  
32 professional use in the middle of residential properties. There are four different condominium  
33 associations and the Commission will hear from representatives from each, but there is united  
34 opposition. Mr. Wolf reported that there is a desire for the neighborhood to remain residential.  
35

36 *Serra Lakomski Nemelka* gave her address as 1793 Bermondsey Court. Her community was not  
37 made aware of the neighborhood meetings. There would have been representation if there was  
38 awareness of those meetings. She pointed out that what is proposed would be a spot zone that is  
39 inappropriate for the area, given the surrounding residential uses. There is a section of the General  
40 Plan that states any changes to the current zoning patterns should be considered only if the new  
41 zoning will enhance existing uses. The proposal will not enhance the residential neighborhood.  
42

43 *Ellen Mitchell* gave her address as 4553 South Highland Drive and explained that she lives behind  
44 the subject property. Her area will be most impacted by the traffic, car pollution, and noise. This

1 was built in 1985 and it was set back off of Highland Drive for security and safety reasons. There  
2 is no desire to have a business in front of her home and to see the traffic levels increase.

3  
4 *Bradley Katz* gave his address as 1811 East Cottonwood Glen Court and explained that he lives  
5 adjacent to the parcel that is being considered. He asked the Planning Commission not to approve  
6 the proposed rezone to the P-O Zone. This neighborhood was designed and zoned as residential  
7 for a reason. Families chose the area for the quiet character and sense of community, which could  
8 be lost if there is a rezone to P-O. He worries about the precedent this rezone could set. If the  
9 Planning Commission approves this change, it sends a signal that the rights and expectations of  
10 homeowners are secondary to development interests. That undermines trust in zoning as a tool to  
11 protect neighborhoods. The west side of Highland Drive is already commercial, but the east side  
12 has always been residential. He asked that the integrity of the neighborhood be preserved.

13  
14 *Morris Seeley* gave his address as 1823 East Cottonwood Glen Court. Holladay has always been  
15 focused on community, and the same is true in this area. Retaining this area as residential supports  
16 that focus. If there is a desire to have a commercial space nearby, it is possible to look across the  
17 street, where there are developed lots with open space available for the proposed commercial use.

18  
19 *Eugene Zanolli* reported that all of the surrounding communities are present at the Planning  
20 Commission Meeting. There appears to be a consensus that there is a desire to maintain residential  
21 uses in the area. No one in his community heard about the neighborhood meeting that was held.  
22 He believed that everyone within 500 feet of the development needed to be noticed and the  
23 attendees needed to be recorded, but that did not appear to happen. Mr. Zanolli pointed out that  
24 there have not been a lot of details provided, and it is difficult to support a rezone without those.

25  
26 Mr. Zanolli spoke to four different real estate agents and asked for their opinion on property values.  
27 Two were neutral, and two were negative. One of the real estate agents who had a negative opinion  
28 lives in the community. He asked the Commission to consider the impacts to real estate values.

29  
30 *Mike Duffy* gave his address at 4591 South Holladay Farm Lane and echoed previous comments.

31  
32 *Patricia Trathen* gave her address as 4553 South Highland Drive and also echoed the comments.

33  
34 There were no further comments. The public hearing was closed.

35  
36 Chair Roach understands the intention behind the Highland Drive Small Area Master Plan. That  
37 being said, he does not necessarily want to see this move forward based on the public comment  
38 and location of the applicant property. Commissioner Prince agrees that it does not fit in with this  
39 block of residential. It does not seem to fit with the character of the neighborhood and she is not  
40 convinced the rezone needs to happen at this time. Chair Roach explained that he is also  
41 considering the long-term impact of a rezone. Commissioner Tripeny had a similar initial reaction  
42 to this proposal, but after visiting the neighborhood, he did not see a neighborhood with four  
43 communities. He saw four individual communities rather than the united residential community  
44 that has been described. There are walls and locked gates, and he does not find a larger community  
45 there. He does not see that the proposed rezone would be detrimental to the area.

1  
2 Commissioner Fonte stated that she lives in a gated community and has never found more of a  
3 sense of community than she has behind those gates. The fact that there are four separate  
4 communities does not necessarily impact her view of the broader community. She understands  
5 the residents do not want a commercial structure in the middle of these neighborhoods. In addition,  
6 she agrees with Chair Roach that this might not be the most appropriate location for a rezone.  
7

8 Commissioner Cunningham does not believe it is an appropriate time for a rezone in this location.  
9 Commissioner Berndt is not sure that anything on the property will necessarily blend in with the  
10 existing neighborhoods. All infill development is difficult, so he thought about whether the P-O  
11 Zone would provide the necessary buffers and setbacks. He believes the comments about  
12 increased traffic are misleading because Highland Drive is the busiest road in the area. He wished  
13 it was possible to see the development that is envisioned, but that is typically not done with a  
14 rezone. The proposal would likely eliminate a lot of concerns. He expressed support for the  
15 rezone.  
16

17 Chair Roach asked about the Tree Ordinance. Community and Economic Development Director,  
18 Jonathan Teerlink, reported that street trees would be difficult on Highland Drive due to the canal  
19 location. Ms. Marsh discussed PUDs in the area. Chair Roach wanted to clarify the differences  
20 between the R-2 Zone and the P-O Zone. Ms. Marsh reported that there is not enough land area  
21 for a PUD in this case. The neighboring properties were PUDs and have reduced standards that  
22 might have been more impactful on this property. Commissioner Prince asked about the front  
23 parcel that touches directly on Highland Drive. At one point, it was somewhat heavily wooded,  
24 and she wondered what the requirements for that property would be in the future. Mr. Teerlink  
25 explained that there would be a discussion with the property owner about that in the future.  
26

27 Commissioner Angela Gong feels similarly to Commissioner Berndt. The P-O Zone can be a low-  
28 impact commercial zone. She discussed the larger context and pointed out that this particular  
29 stretch of Highland Drive is intense and the use is currently checkered along that stretch.  
30 Commissioner Gong stated that it makes sense to have a low-impact commercial use in this area.  
31 The contrast of the use is not as apparent if the Commission looks at the area more broadly.  
32

33 Chair Roach stated that this is a residential area of Holladay. Ms. Marsh shared comments about  
34 the general pattern of zoning and rezones. She discussed Highland Drive when it was a much  
35 smaller roadway, and there was no commercial development on the other side. The use changed  
36 over time. Discussions were had about a potential motion for the rezone application. Ms. Marsh  
37 reported that a recommendation from the Planning Commission will be forwarded to the City  
38 Council for consideration. The City Council will make the final decision on the rezone application.  
39

40 Commissioner Gong noted that the applicant stated there was a neighborhood meeting held and  
41 attendance was low. However, during the public comment period, there were comments about not  
42 receiving notice for the neighborhood meeting. She asked if there was documentation. Ms. Marsh  
43 discussed the notices sent out for Planning Commission Meetings. Commissioner Prince  
44 expressed concern that neighbors stated notice was not received for the neighborhood meeting.  
45

1 *Commissioner Prince moved to forward a recommendation to the City Council to DENY an*  
2 *application by Jamie Walker and David George to amend the City of Holladay Zoning Map for*  
3 *0.36 acres of land, located at 4545 South, 4555 South, and 4559 South Highland Drive, based*  
4 *upon the following finding:*

- 5  
6 *1. The proposed amendment is not harmonious with the abutting properties and*  
7 *would adversely affect the overall character of the existing residential*  
8 *neighborhood on the east side of Highland Drive.*

9  
10 *Commissioner Fonte seconded the motion. Vote on Motion: Commissioner Berndt-No;*  
11 *Commissioner Gong-No; Commissioner Prince-Yes; Commissioner Fonte-Yes; Commissioner*  
12 *Tripeny-No; Commissioner Cunningham-Yes; Chair Roach-Yes. The motion passed.*

13  
14 **ACTION ITEMS**

15 **2. Approval of Minutes – June 24, 2025 and December 2, 2025.**

16 *Chair Roach moved to APPROVE the Meeting Minutes from June 24, 2025, as amended.*  
17 *Commissioner Prince seconded the motion. The motion passed unanimously.*

18  
19 *Chair Roach moved to APPROVE the Meeting Minutes from December 2, 2025. Commissioner*  
20 *Tripeny seconded the motion. The motion passed unanimously.*

21  
22 **ADJOURN**

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

25  
26 *The Planning Commission Meeting adjourned at approximately 6:58 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, January 6, 2026.*

3

4 Teri Forbes

5 Teri Forbes

6 T Forbes Group

7 Minutes Secretary

8

9 Minutes Approved: \_\_\_\_\_

**DRAFT**