

PLANNING COMMISSION

City of Holladay



CITY OF HOLLADAY
EST. 1849 INC. 1999

MEETING DATE: Tuesday, August 4, 2026 at 6:00 pm

Temporary City Council Chambers

3330 S 1300 E, Millcreek

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

- During the meeting: address the Commission when the item is called by the Commission Chair
- Email: comments must be received by 5:00 pm on **08/03/2026** to the Community and Economic Development Department; cmash@holladayut.gov. Emailed comments will be included in the public record and reviewed by the commission prior to the meeting.

MEETING AGENDA

5:30 PM WORK SESSION – Discussion of agenda items. No decisions or voting to occur.

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

PUBLIC HEARING

1. **Conditional Use Permit –Andrus Accessory Building Footprint Size – 5420 S COTTONWOOD LANE (R-1-43 ZONE)**
Review and consideration of a request for a Conditional Permit allowing construction of a detached accessory building with a footprint size larger than permitted at an administrative/staff level. Item reviewed as an administrative application with consideration of mitigation factors of any potential impacts as per provisions stated in Holladay Ordinance §13.14.030 & 13.08.040 13.14.030 & 13.08.040

File #26-2-06

CONTINUED ITEMS

2. **Text Amendment – Arts and Culture Land Uses within H.V. Zone, §13.100**
Review and recommendation to City Council on proposed amendment to Title 13, of the Holladay City Code, Land Use and Development Regulations as they relate to defining Arts and Culture land uses and allowing related uses within the Holladay Village Zone. A legislative action, according to §13.07.

ACTION ITEMS

3. **Approval of Minutes**
 - a. 05/05/2026
 - b. 05/19/2026
 - c. 06/02/2026

d. 06/16/2026

4. Election of Planning Commission Chair and Vice Chair for 2026-2028

ADJOURN

CERTIFICATE OF POSTING

I, Stephanie N. Carlson, the City Recorder of the City of Holladay, certify that the above agenda notice was posted on the City of Holladay bulletin board, the City website www.holladayut.gov, the Utah Public Notice website www.utah.gov/pmn, and at the Holladay Library

DATE POSTED: Thursday, XXXXXXX, 2026

*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.*

RULES OF THE CITY OF HOLLADAY

PLANNING COMMISSION FOR PUBLIC HEARINGS

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

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

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

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



FILE# 26-2-06

COTTONWOOD LANE ACC. BLDG FOOTPRINT

ADDRESS:

5420 S Cottonwood Lane

LEGAL DESCRIPTION: 22-10-377-043

LOT 1, 5420 COTTONWOOD SUBDIVISION

APPLICANT/REPRESENTATIVE:

Aaron Johnson

PROPERTY OWNER:

Jeremy and Kristin Andrus

ZONING:

R-1-43

GENERAL PLAN DISTRICT:

Country Estates

CITY COUNCIL DISTRICT:

District #5

PUBLIC NOTICE DETAILS:

Published 7/23/26, Mailed 7/9 and 7/17

REQUEST:

Zone Map Amendment

APPLICABLE REGULATIONS:

13.07.030

General Plan - HDMP Seg B

EXHIBITS:

Zone map
Staff Report
Applicant Narrative
Applicant supporting doc.

STAFF:

Carrie Marsh, Senior Planner

DECISION TYPE:

Administrative:

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

SITE VICINITY MAP



Notes:



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PLANNING COMMISSION | Item #1

Date: August 4, 2026

Request: Conditional Use - Accessory Building Footprint

Address: 5420 S. Cottonwood Lane (R-1-43 Zone)

Applicant: Aaron Buchanan

File No: 26-2-06

Planner: Carrie Marsh, Senior Planner

GOVERNING ORDINANCES:

13.03.020

[CONDITIONAL USE – SUBMITTAL REQUIREMENTS](#)

13.08.040

[CONDITIONAL USE PERMIT REVIEW/APPROVAL STANDARDS](#)

13.14.030

[ACCESSORY USES](#)

Utah Code §10-20-505

[Land Use, Development, and Management Act: CONDITIONAL USES](#)

REQUIRED PLANNING COMMISSION ACTION:

Administrative. The Planning Commission (PC) is the Land Use Authority and final approving body.

Public hearing to be held. In accordance with Holladay Ord. [13.06.050.B2](#) and [13.08](#). The PC shall make a motion of either a denial, approval or to continue the application. All motions shall be accompanied by 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.

SUMMARY

Aaron Buchanan, representing the property owner, is seeking to seeking to build a new accessory building that is over the size that can be permitted by staff.

The Planning Commission is requested to review the conditional use permit application, which allows public comment in order for the Planning Commission to assess potential impacts stemming from the increased size of the structure so conditions can be imposed to mitigate any potential impacts from the increased size.

BACKGROUND:

[Chart 13.14.101](#) of the City of Holladay zoning code provides a permitted footprint size for any accessory structure in residential backyards (eg. shed, garage, pool house, ADU etc.) This provision



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is detailed in Holladay Ord. [§13.14.030.D](#). The maximum footprint size for any accessory structure is based on the property size, which allows for larger accessory structures on larger properties, with an associated setback which also increases with the size of the property. Applications meeting these standards may be reviewed and approved by staff.

Where an accessory structure is proposed to exceed the permitted footprint size according to lot size as shown in Chart 13.14.101, or if an accessory building is larger than the footprint of the primary residential structure on lots that are less than one half-acre, the application must be reviewed by the Planning Commission as a conditional use pursuant to the provisions of section [13.08.040](#) of this title.

REQUEST:

The applicant is requesting review of potential impacts and consideration of mitigation factors by the Planning Commission to build a new accessory structure. The footprint of the proposed building is 2,655 square feet, which is 1,255 square feet larger than the accessory building footprint size of 1,400 square feet allowed on the properties over 2 acres (> 87,120 square feet) in size, which is permitted without review by the Planning Commission.

The applicant has considered some potential impacts, provided a site plan, and has detailed various mitigation factors that will be implemented to specifically address impacts that they foresee. The application, narrative, and site plan have been reviewed by the TRC and is presented for review by the Planning Commission according to Title 13 review provisions.

TECHNICAL REVIEW COMMITTEE TRC ANALYSIS:

The Technical Review Committee (TRC) finds that the application for a Conditional Use Permit to be complete and has provided the following analysis

Zoning, City Planner:

Code analysis:

13.14.030: ACCESSORY USES

- A primary use is established on the property
- Accessory uses include accessory buildings and uses that are customarily incidental to the permitted residential use
- Accessory structures with a footprint over 1,400 square feet require a conditional use permit
- Accessory structures on lots over a half-acre can be larger than the primary structure
- Proposed structure is not a guesthouse or accessory dwelling unit



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- The maximum lot coverage allowed for structures on a parcel over 2 acres (>87,120 square feet) is limited to 20%. The new accessory structure in addition to all other structures on the property complies with this limit.
- The proposed accessory structure is compliant with the 15-foot setback for accessory structures for properties over two acres.
- The proposed accessory structure is compliant with the maximum height of 20 feet for accessory structures
- Architectural controls according to [§13.14.100:MASS AND SCALE](#) are applied, which requires *"a minimum of an eighteen-inch (18") break in the roofline and/or an articulated architectural element such as overhangs, projections, insets, material and textural changes, or other architectural elements used to create shadow patterns along the elevation of the building"* for any portion of a building longer than forty horizontal feet.

United Fire Authority (UFA), Area Fire Marshal:

- Furthest point of structure must be within 150 feet of approved fire access
- Fire code details to be reviewed at building permit submission

Building Code, City Building Official

- All building codes for new structure to be reviewed at building permit submission

Engineering Requirements, City Engineer

- none

STANDARDS OF FINAL CONSIDERATION:

City of Holladay Code:

Administrative decision-making standards shall be based on the "substantial evidence" standard as follows (§13.06.050B):

- a. Any administrative land use application for which substantial evidence in the record shows compliance with requirements applicable to the application shall be approved.
- b. "Substantial evidence" is that quantity and quality of relevant evidence adequate to convince a reasonable mind to support a conclusion.

An administrative decision can include determinations of a conditional land use application. Determining conditional land use applications. The Planning Commission is authorized to approve conditional use permits as provided in section 13.08.040.

A public hearing is intended to further evaluate potential impacts, other than those described by staff in this report. Public comment should be considered as they find unique to the site and place reasonable conditions to mitigate those concerns voiced by the public. Any conditions applied must



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be reasonable, address the identified effect, and refer to the applicable standards of conditional uses within the City's code.

As larger accessory structures (whether singularly or collectively) proposed on properties in Holladay are reviewed in context of Conditional Use Standards (see H.C.C. § 13.08.040.F), any denial requires careful and specific reasons(ing) to withstand court scrutiny.

State of Utah Code:

The State of Utah has created statutes within Utah's state code that govern the Land Use Authorities role when determining conditional uses (*Section §10-20-505*), including:

- *"A municipality may adopt a land use ordinance that includes conditional uses and provisions for conditional uses that require compliance with objective standards set forth in an applicable ordinance".*
- *"A municipality may not impose a requirement or standard on a conditional use that conflicts with a provision of this chapter or other state or federal law.*
- *"A land use authority shall approve a conditional use if reasonable conditions are proposed, or can be imposed, to mitigate the reasonably anticipated detrimental effects of the proposed use in accordance with applicable standards"*
- *"The requirement described in Subsection (2)(a)(i) to reasonably mitigate anticipated detrimental effects of the proposed conditional use does not require elimination of the detrimental effects." (§10-20-506(2)(a)(ii))*

STAFF RECOMMENDATION

Accessory buildings over the permitted footprint size are given additional oversight through the public process and review of staff and the Planning Commission to place reasonable conditions that directly mitigate any potential impacts. Utah State Law does not require the impacts of conditional use to be eliminated.

The Planning Commission is authorized to approve conditional use permits as provided in section 13.08.040. Denial of a conditional use permit application should only occur, *"if the anticipated detrimental effects of a proposed conditional use cannot be substantially mitigated by the proposal or by the imposition of reasonable conditions to achieve compliance with applicable standards, the conditional use permit shall be denied."*

Any conditions placed must be directly related to an identified impact. If the commission finds that the applicant is willing to and can meet any of the potential conditions discussed during the public meeting, the following findings of approval may be made.

The TRC recommends the PC to hold the required public hearing (as required 13.08.040). A neighborhood meeting is not required for this type of application. Public comments offered during the hearing should be considered within the context of the set approval standards mentioned



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above and may be used to form possible discussion points for additional findings and/or conditions. Additional considerations or conditions, if any, should be applied carefully and reasonably as per 13.08.040.F.

The City of Holladay TRC has provided their suggested findings and conditions to consider.

FINDINGS:

- The property is within the R-1-43 zone and totals 2.54 acres
- A primary residential use has been established on the property
- Accessory uses include accessory buildings and uses that are customarily incidental to the permitted residential use
- The total accessory structure footprint on the property is over 1,400 square feet
- The accessory structures on lots over a half-acre can be larger than the primary structure
- The proposed structure is not a guesthouse or accessory dwelling unit
- The addition of the proposed accessory structure is within the allowed lot coverage
- The proposed accessory structure meets the 15-foot setback requirement for accessory structures

CONDITIONS:

- Property to retain its residential use and appearance
- Accessory structure to comply with all zoning standards including height, massing and scale, setbacks, graduated height, lot coverage, and lighting
- A building permit is required for construction of the structure
- Any trees removed by the placement of the accessory structure are to be replaced with an equivalent canopy at maturity
- Vegetation, including trees or tall shrubs to be planted in the rear and side setbacks against neighboring properties.
- A home occupation business license is required if clients associated with a business visit the property
- 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
- All lighting to be shielded, downward directed, and compliant with outdoor lighting ordinance
- Any other conditions as discussed by the Commission

SUGGESTED MOTIONS:

City staff have prepared the following motion(s) as a convenience for the Planning Commission's consideration.

A motion to approve or deny:



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*"I ____ move to (approve / continue for further discussion) the **CONDITIONAL USE PERMIT** application by **Aaron Johnon, as representative for the property owner**, for an **accessory building footprint of 2,655 square feet** located at **5420 S. Cottonwood Lane**. in the **R-1-43 zone**, based upon the findings that...
... and subject to the conditions ... ".*



NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Holladay Planning Commission will hold a public hearing on **Tuesday, the 4th day of August, 2026 as close to 6:00 P.M.** as possible. The purpose of the hearing is to open a comment period while the commission reviews a conditional use permit located at 5420 S Cottonwood Lane in the R-1-43 zone.

Review and consideration of a request for a Conditional Permit allowing an existing detached accessory building with a footprint size larger than normally permitted. Item reviewed as an administrative application as per provisions stated in Holladay Ordinance §13.14.030.

The packet with information regarding this application will be available for public inspection on the City's website www.holladayut.gov and at the Community Development Dept. during normal business hours three days prior to the scheduled meeting.

Please note, this meeting will be held at City of Holladay's temporary location, 3330 South 1300 East, Millcreek Utah. No meetings will be held at 4580 S 2300 East.

The public can remotely watch the [Live Stream](#) of the meeting. To provide a public comment or to comment on any public hearing, you have the following options:

1. In-person attendance at *temporary City Hall location 3300 S. 1300 E.* or
2. Email your comments by 5:00 PM on the date of the meeting to cmash@holladayut.gov or call 801527-3890.

CERTIFICATE OF POSTING

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

DATE POSTED: [date]

*Stephanie N. Carlson MMC,
City Recorder City of Holladay*
NOTICE OF PUBLIC HEARING

NOTICE OF A **RESCHEDULED** PUBLIC HEARING

Conditional Use – Accessory Building Footprint Size

Date: Tuesday, August 4th, 2026
Time: As close to 6:00 pm as possible
Location: **Temporary City Hall – 3330 S. 1300 E. Millcreek**
Hearing Body: Planning Commission

Notice is hereby given that the City of Holladay Planning Commission will conduct a public hearing during review and consideration of a request for a Conditional Use Permit allowing an existing detached accessory building with a footprint size larger than normally permitted on property located at **5420 S Cottonwood Lane**. Item reviewed as an administrative application as per provisions stated in Holladay Ordinance §13.14.030

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

Please submit comments via email by 5:00 pm 08/03/2026 to Carrie Marsh, cmarsh@holladayut.gov. 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 join 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 Website.

ATTENTION: This notice was mailed on 07/17/2026 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.



Brandon Bodell Construction

686 Stokes Ave, Draper, UT 84020

Bids.brandonbodell@yahoo.com

801-414-9965

July 7, 2026

Holladay City Planning Department

RE: Conditional Use Permit Request – Accessory Structure at 5420 South Cottonwood Lane

To the Holladay City Planning Department,

On behalf of the homeowners, **Jeremy and Kristin Andrus**, we respectfully submit this narrative in support of a **Conditional Use Permit** for a proposed barn located at **5420 South Cottonwood Lane, Holladay, Utah**. As the general contractor for the project, we are requesting approval for an accessory structure that exceeds the maximum allowable footprint size established in the Holladay Municipal Code.

Project Summary

The construction of the primary home structure, and other accessory structures is currently underway under previously city-approved permits. The homeowners have submitted an additional permit application for another accessory structure called the “barn” but will be for personal office and recreational use by the family.

The Holladay City Code limits accessory structures to a maximum footprint of **1,400 square feet**. The proposed barn has a footprint of **2,655 square feet**, designed to meet the functional needs of the homeowners.

Compliance With Height and Setback Requirements

Although the barn exceeds the allowable footprint, the project **fully complies with all other applicable zoning standards**, including:

- **Height Limit:** The city’s maximum height for accessory structures is **20 feet**, and the proposed barn is designed **within this limit**.

- **Required Setbacks:** The structure is positioned **within all required rear and side yard setbacks**, ensuring appropriate separation from neighboring properties and maintaining consistency with the surrounding development pattern.
- **Structure Coverage:** Allowable structure coverage of 20% allows for 22,186 sf of structure area. The total proposed structure area including the barn is 13,437 sf (12.1%).
- **Lot Coverage:** Allowable lot coverage of 35% (25% impervious coverage allowance plus 10% coverage bonus for adding large trees, sump structures, and waterwise landscaping) allows for 38,824 sf of impervious area. The total proposed impervious area including the barn is 38,085 sf (34.3%).
- **Fire Safety:** The site plan has been reviewed and **approved** by the City Fire Marshal for fire access of the barn.

Neighborhood Compatibility & Mitigation Measures

We recognize that an accessory structure of this size warrants careful consideration to ensure compatibility with adjacent properties and the broader Holladay community. To proactively address potential concerns related to **light, sound, noise, and visual impact**, we propose a comprehensive mitigation plan that includes:

- **Landscape Buffering:** Installation of trees, shrubs, and vegetative screening along property boundaries to soften views of the barn and limit visual prominence.
- **Light Spill Control:** Use of fully shielded, downward-directed exterior lighting to prevent glare or illumination extending beyond the property.
- **Noise Management:** Limiting equipment operation to reasonable daytime hours and incorporating sound-dampening materials where appropriate.
- **Architectural Integration:** Selecting exterior materials and colors that blend with the natural surroundings and complement the rural character of Cottonwood Lane.
- **Site Positioning:** Locating the barn to maximize distance from neighboring homes and minimize visibility from public rights-of-way.

These measures are intended to ensure that the barn is integrated thoughtfully into the site and does not create adverse impacts for surrounding residents.

Commitment to Collaboration

We are committed to working closely with City staff, the Planning Commission, and neighboring property owners throughout the review process. Should additional conditions

or design refinements be recommended, we are fully prepared to incorporate them to ensure the project aligns with Holladay's standards and community expectations.

Conclusion

Given the functional necessity of the barn, its compliance with height and setback requirements, and the comprehensive mitigation measures proposed, we respectfully request approval of the Conditional Use Permit for the 2,655-square-foot accessory barn at 5420 South Cottonwood Lane.

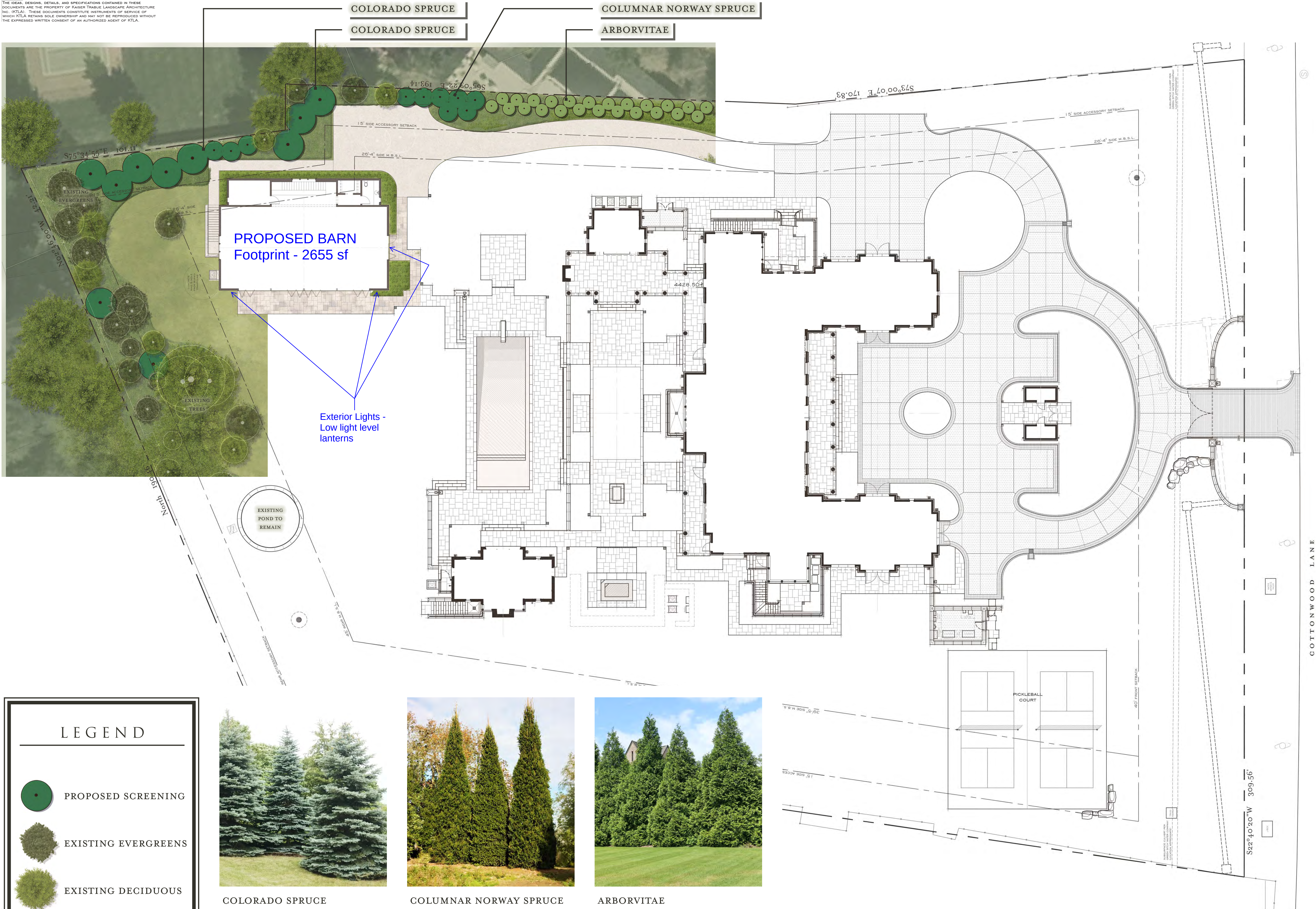
Thank you for your time and consideration. We look forward to working collaboratively with the City throughout the review process.

Sincerely,

Aaron Buchanan, P.E.

Brandon Bodell Construction

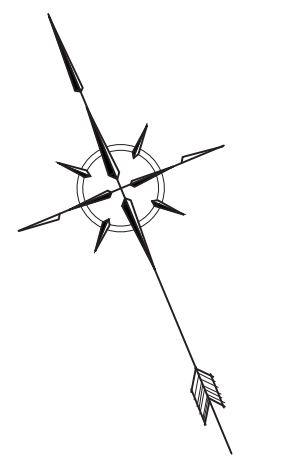
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KAISER
TRABUE
landscape architecture

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TELEPHONE - 615.298.9720
INFO@KAISERTRABUE.COM

LANDSCAPE ARCHITECTURAL PERMIT DRAWINGS FOR
THE RESIDENCE OF
JEREMY & KRISTIN ANDRUS
5420 SOUTH COTTONWOOD LANE - HOLLADAY, UTAH



5 JUNE 2026
1" = 16'
LANDSCAPE
SCREENING
PLAN



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PLANNING COMMISSION, STAFF REPORT | Item #2

Date: July 31st 2026

Request: Amendment to 13.100, Land Use Table - Arts & Culture Land Uses in the HV Zone

Address: N/A

Applicant: City of Holladay

File No: 01-04-19-14

Planner: Jonathan Teerlink, CED Director

GOVERNING ORDINANCES:

[13.07.030](#)

LEGISLATIVE REVIEWS - TEXT AMENDMENTS

[13.71.4](#)

HOLLADAY VILLAGE ZONE – GROUND FLOOR RETAIL

[13.100](#)

TABLE OF ALLOWED USES

REQUIRED PLANNING COMMISSION ACTION: LEGISLATIVE

Public hearing to be held. *Ordinance amendments are proposed changes to the City of Holladay Code. Amendments can be in the form of a new standard, or an alteration to an existing rule or regulations/standards. Decisions on proposals to amend a city ordinance is a **legislative action**, requiring the Planning Commission to hold a public hearing, review the proposal and forward a recommendation, with findings, to the City Council for final decision/action.*

SUMMARY:

Currently, the mixture of land uses within the Holladay Village remains flexible but limited in intensity. While a wide array of businesses and residential uses are allowed, to preserve community commercial opportunities, ground level tenant spaces are limited to retail only uses. This requirement maintains the commercial vitality of the Holladay Village core as well as sustaining the city's tax base. However, as the Village matures and other areas of the city begin see commercial growth, Village building owners are exploring secondary uses which sustain the retail only aspect.

Additionally, on the heels of the [Holladay General Plan update](#), residents and city officials note that Holladay residents desire activities that surround and supporting local arts and culture. This goal is reiterated throughout the Holladay Horizons city planning document ([See LE Goal 3. : Support and facilitate cultural, arts and community activities that increase visitation to complementary businesses pg.93](#))



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In cooperation with village building owners, staff is proposing to merge these two goals by creating a new land use category made available to Holladay Village building owners.

REQUEST

While the goals of the HV zone envision a range of primary commercial, service, public, and residential land uses, it is proposed that Arts and Culture uses be defined and provided as a permitted accessory uses to ground level retail requirements noted in [Figure 13.71.4](#).

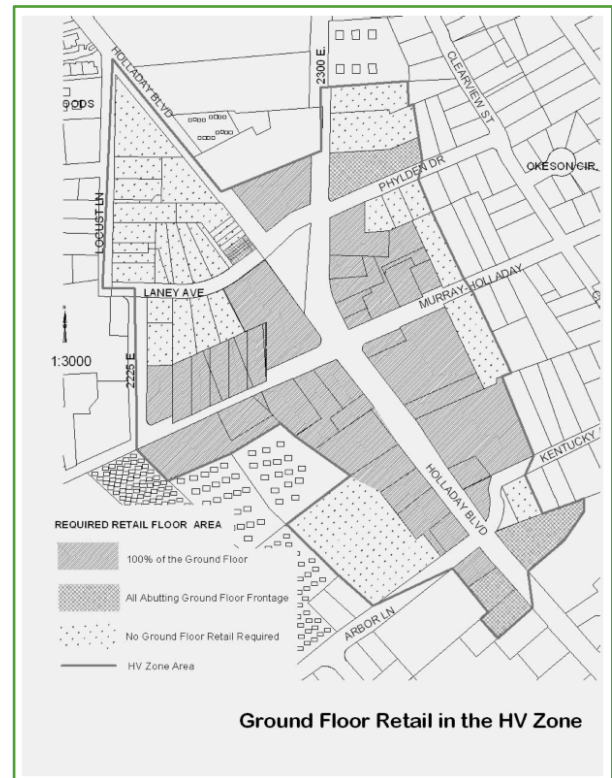
ANALYSIS

Allowed uses of land and related business types are established in current ordinances. All types are defined as they relate to Holladay's goals and long-term vision. These uses are found in [table 13.100](#) while their definitions are found in [13.04](#).

When a community undertakes a goal toward arts and culture planning, it is important to understand that it includes many different types of arts and culture activities. When one thinks of a community with a vibrant arts scene, that concept no longer means a street lined with simply art galleries—it includes musicians, chefs, filmmakers, artisans, and more; a community's "arts identity" is multi-faceted.

Upon adoption of the City's General Plan update, "Holladay Horizons" it becomes apparent that current land uses do not align with the communities' goal of sustaining the arts. Where markets, reception centers and theatres are all defined and allowed in various parts of the city, accessory uses for smaller activities similar to art galleries or recitals are missing. This is the focus and scope of this amendment.

The first step in this discussion is to first clarify what arts and culture mean to Holladay. There is no strict definition that can be used regionally; the demographics, local history, unique assets, traditions, and preferences of a community will



Types of Uses in Arts District: Permit or Require Special Use Approval?	Low-Intensity A/C Mixed-Use		High-Intensity A/C Mixed-Use		Industrial A/C/ Mixed-Use	
	PERMITTED	SPECIAL	PERMITTED	SPECIAL	PERMITTED	SPECIAL
Art Gallery						
Artist Community						
Artist Studio: General						
Artist Studio: Artisan Industrial						
Arts Studio: Commercial						
Bar						
Dwelling: Single-Family						
Dwelling: Two-Family						
Dwelling: Multi-Family						
Dwelling, Above the Ground Floor						
Cultural Facility						
Food Processing: Light						
Live Entertainment						
Live/Work Dwelling						
Micro-Distillery						
Micro-Brewery						
Movie Studio						
Recording and Rehearsal Studio						
Retail Goods Establishment						
Restaurant						
Theater						



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influence this definition. The decisions made during the act of defining arts and culture within the community are critical, as they help to narrow the community's focus in terms of what is considered policy relevant when it comes to arts and culture.

Fortunately, the [General Plan provides community-sourced guidance](#) and staff has provided a draft definition for consideration.

LE GOAL 3. Support and facilitate cultural, arts, and community activities that increase visitation to complementary businesses.

LE Policy 3.1. Continue to support cultural activities and events in the Holladay Village district, at City Hall, and on the Village Plaza.

LE Action 3.1.i. Collaborate with local businesses, artists, and community groups to program spaces and event schedules.

LE Action 3.1.ii. Seek to promote, engage, and connect businesses in Holladay to encourage shopping local through outreach, programs, education and networking experiences similar to Community Choice Awards, Business Spotlight, E-Newsletter, and Ribbon Cutting ceremonies.

LE Action 3.1.iii. Leverage the City's sense of place and community to support existing community and economic assets.

Holladay General Plan | 93

Second, land uses need be identified and specific standards established. Use standards helps mitigate impacts and encourage good relationships with neighbors. Staff is proposing a set of permitted accessory arts and culture uses with standards (not conditional uses). A draft of these standards is provided for consideration.

TRC RECOMMENDATION

The public comment period has been left open from the commission's previous discussion. Additional comments are encouraged, if available. The commission is also encouraged to review the provided amendments; definitions, permitted accessory uses and associated use standards and moderate a discussion on general appropriateness for the Holladay Village.

The commission is additionally encouraged to provide suggestions to the code amendments as drafted. If the commission collectively feels comfortable with the proposals as is, or unanimously consent to changes made in the meeting, the draft amendments may be forwarded to the city council for final determinations.



CITY OF HOLLADAY

EST. 1849 INC. 1999

SUGGESTED MOTION:

"I _____ move to forward to the city council a recommendation to (APPROVE/DENY) a joint proposal by Holladay Business owners and Community and Economic Development Staff to amend various sections of Title 13 as they pertain to defining and permitting Arts and Cultural land uses as accessory uses. Based upon the following finding that the amendment;

1. Proposes accessory uses which to support existing and future Holladay Village businesses, and
2. Is in harmony with the vision and purposes of the Holladay Village zone, and
3. Is supported by the City of Holladay General Plan as a use of property which supports and cultivates cultural activities in the Holladay Village ([Holladay Horizons, Local Economy, LE Goal 3, pg. 93 specifically, LE Policy 3.1](#))
4. Does not conflict with existing land uses or create non-conforming business operations within the zone.

13.04.040: DEFINITIONS OF TERMS:

For the purpose of this title the following terms have the following meanings:

ABANDONMENT: See section 13.88.130 of this title.

ABUTTING: Properties which have a common property line or corner.

ACCESSORY BUILDING: A detached, subordinate building clearly incidental to and located upon the same lot occupied by the main building and occupied by or devoted to an accessory use. When an accessory building or structure is attached to the main building in a structurally substantial manner, by an enclosed conditioned space, such accessory building shall be considered part of the main building.

.....

ARTIST STUDIO, GENERAL: A studio for artists activities, such as painting, sculpture, photography or video with outdoor impacts.

ARTIST STUDIO, ARTISIAN INDUSTRIAL: A studio for artisan-related crafts, which are more intensive uses, such as metalworking, glassblowing, furniture making, pottery, leathercraft, and related items are conducted.

ARTIST STUDIO, COMMERCIAL: A commercial establishment where an art, or activity is taught, practiced, or studied, such as dance, photography, music, painting, or yoga. May have performance-space related to the classes taught on-site.

ARTS AND CULTURE, LOW INTENSITY: An indoor accessory use, where paintings, sculpture, photography, video art or other works of art are displayed or music recital engagements of no more than 50 attendees are performed on a temporary basis for the general public and in conjunction with another primary use where such primary use is closed for business. Such uses shall not include any form of uses defined in Title 5.82.050, Sexually Oriented Businesses or be conducted in opposition to Special Event requirements as provided in title 14.56.

ARTS AND CULTURE, HIGH-INTENSITY: A use, indoor or outdoor, where an existing primary use also engages in the sale, loan or display of works of art, provides live entertainment whether or not admission is charged, such as; musical acts, karaoke, theatrical acts, stand up comedy, magic act or similar acts, or a General, Artisian Industrial or Commercial Art Studio (as defined). Such uses shall not include any form of uses or operations defined in Title 5.82.050, Sexually Oriented Businesses or be conducted in opposition to Special Event requirements as provided in title 14.56

TEMPORAY STOREFRONT GALLERY: A temporary gallery within existing storefront windows where works of art are displayed to the public while building space has no primary tenant or is otherwise vacant. Shall not include any form of use or operations defined in Title 5.82.050, Sexually Oriented Businesses.

CHAPTER 13.71 HOLLADAY VILLAGE ZONE

SECTION:

13.71.010: Vision And Purpose

13.71.020: Scope

13.71.030: Primary Uses

13.71.040: Accessory Uses

13.71.050: Nonconforming Development

13.71.060: Relocation Of Existing Uses Within The Zone

13.71.065: Project Approval

13.71.070: Project Approval Procedures

13.71.075: Development Standards

13.71.080: Design Guidelines

13.71.090: Illustrations

13.71.010: VISION AND PURPOSE:

A. It is intended that the Holladay Village (HV) Zone reflect the vision and goals of the Holladay Village Master Plan of the Holladay General Plan and facilitates a special, unique place for people to gather, shop, recreate, and enjoy the views of the surrounding mountains. The Holladay Village primarily caters first to the residents of Holladay providing goods and services that encourage them to shop and recreate at home rather than outside of the City. It is intended that the character of the Holladay Village become a place of human scaled, diverse land uses within an aesthetically attractive, easily accessible, and economically healthy environment. A pedestrian scale environment will be created through building height and mass, and orienting structures toward the streets and sidewalks. A range of commercial, service, public, and residential land use, including mixed-use is desired. Charming, traditional, early Utah architecture with some flexibility for individual expression employing high quality materials and energy efficiency and site features will create visual interest, encourage greater pedestrian and bike use, and enhance the image and economic vitality of the entire City.

Because the Village is intersected by a crossroads, an inherent conflict between pedestrians and vehicular traffic arises. By creating a walkable Village with a unique character catering equally to pedestrians and vehicles in one or all quadrants of the Village, it is hoped these objectives may be accomplished.

B. Another important goal of the Village is the preservation and enhancement of surrounding residential neighborhoods. These neighborhoods supply much of the patronage of commercial uses within the Village; consequently, care should be taken in the review of development of the Village to protect nearby residential uses from adverse impacts such as uncontrolled traffic, spillover parking, and noise and light pollution. Particular attention shall be paid to Locust Lane-Hugo Avenue, Phyliden Drive, Clearview

Street, Kentucky Avenue, and Arbor Lane to ensure that most traffic to and from the Village is contained on arterial streets and not through surrounding residential neighborhoods.

To achieve these goals, in part, street level floor space immediately abutting 2300 East, Holladay Boulevard, Murray-Holladay Road, and Laney Avenue between 2300 East and Holladay Boulevard and abutting Holladay Village Plaza, as shown in section 13.71.080, figure 13.71.4 of this chapter shall be retail use only with the exception of small street level lobby areas that lead to upper story uses and Low-Intensity Arts and Culture accessory uses as defined in this title.

However, it is not the intent of this chapter to impair the rights of existing businesses and property owners. Therefore, land uses and structures legally existing at the time of adoption of this chapter shall be treated as nonconforming uses and structures, except as expressly stated herein. The provisions of this chapter allow lawfully established buildings and uses to continue but limits their expansion or modification unless brought into compliance with the requirements herein except for previously established drive thru uses.

C. To ensure the architectural and aesthetic goals of this section are met, any development within the HV Zone shall first be reviewed by the Design Review Board (DRB). The DRB determines a project's degree of overall conformity with the architectural design guidelines set forth in this chapter and makes, in a timely fashion, a recommendation. These guidelines are established to create and enhance a sense of place and visual continuity within the HV Zone.

D. Approval of any applicable land use application, as provided for in this chapter, within the Zone may only be given by the Planning Commission. Recommendations of the DRB are non-binding upon the Planning Commission and shall be considered.

E. Appeals from decisions of the Planning Commission or where appropriate as set forth herein, shall be made to the City Council in accordance with the provisions of section 13.08.040 of this title. (Ord. 2012-15, 9-20-2012; amd. Ord. 2014-15, 8-21-2014; Ord. 2021-05, 3-4-2021)

13.71.020: SCOPE:

--NO CHANGES PROPOSED

13.71.030: PRIMARY USES:

A. Permitted Uses: The permitted uses allowed in the HV Zone shall be as set forth in chapter 13.100, "Appendix A - Allowed Uses", of this title.

B. Conditional Uses: Any use legally existing as a conditional use in the HV Zone on the effective date of this chapter, is allowed to continue and is subject to the requirements of the conditional use permit issued for such use. Except as otherwise set forth in section 13.71.060 of this chapter, each conditional use shall conform to the development standards and design guidelines of this chapter and other applicable requirements of this title.

C. Mixed or Combined Uses: (See subsection 13.71.020B of this chapter.) Any mixture or combination of allowed uses may be established within the same building or on the same lot or parcel. If any of the proposed uses are a conditional use, that use shall be reviewed and approved by the Planning Commission as required by section 13.08.040 of this title. Denial of a conditional use within a mixed-use building does not automatically result in denial of conforming use(s) and/or the site plan.

D. Prohibited Uses: Any primary or accessory land use not shown as a permitted or conditional use in chapter 13.100, “Appendix A - Allowed Uses”, of this title shall be prohibited.

E. Hours: None of the foregoing uses shall be open to the public between the hours of twelve o’clock (12:00) midnight and six o’clock (6:00) A.M. except for hotels and bed-and-breakfast uses. (Ord. 2014-15, 8-21-2014; amd. Ord. 2021-05, 3-4-2021)

13.71.040: ACCESSORY USES:

Permitted and conditional uses set forth in chapter 13.100, “Appendix A - Allowed Uses”, of this title shall be deemed to include accessory uses and activities that are necessarily and customarily associated with and incidental and subordinate to such primary uses allowed by chapter 13.100, “Appendix A - Allowed Uses”, of this title.

A. Accessory uses shall be subject to the same regulations that apply to permitted and conditional uses in the Zone except as otherwise expressly provided in this title.

B. No accessory use, building or structure, shall be allowed on a lot or parcel unless a primary permitted or conditional use is currently established on the parcel except as allowed by section 13.09.020 of this title.

C. Specific accessory uses allowed in the HV Zone are as set forth in chapter 13.100, “Appendix A - Allowed Uses”, of this title. (Ord. 2012-15, 9-20-2012; amd. Ord. 2021-05, 3-4-2021)

13.71.050: NONCONFORMING DEVELOPMENT:

--NO CHANGES PROPOSED

13.71.060: RELOCATION OF EXISTING USES WITHIN THE ZONE:

--NO CHANGES PROPOSED

13.71.065: PROJECT APPROVAL:

--NO CHANGES PROPOSED

13.71.070: PROJECT APPROVAL PROCEDURES:

--NO CHANGES PROPOSED

1 **13.71.075: DEVELOPMENT STANDARDS:**

2 The following minimum development standards shall apply in the HV Zone. Application of
3 the design guidelines set forth in section 13.71.090 of this chapter may require a higher
4 standard to be met.

5 A. Lot, Yard And Other Development Standards: Except as otherwise required by a
6 provision of this section or section 13.71.090 of this chapter, the development standards
7 shown on chart 13.71.1 of this section shall apply in the HV Zone.

8 **CHART 13.71.1**

Development Standard	Amount
Development Standard	Amount
Lot area, minimum	5,000 square feet
Lot width, minimum	50 feet at 25 feet back from right-of-way
Lot frontage, minimum	50 feet
Build-to line	Buildings should abut the right-of-way line, where possible, except for proper architectural movement, plazas, sitting areas, art displays, or other justification as recommended by the DRB and approved by the Planning Commission
Maximum dwellings per acre	24
Right-of-way encroachments	Exception: Ornamental architectural features such as arcades, canopies, awnings, balconies, cornices, etc., and subsurface intrusions such as footings and foundations may be allowed to protrude into the right-of-way provided they do not interfere with the normal use of the right-of-way, after review and approval of the Planning Commission and subject to a license agreement approved by the City Manager
Front setback, nonconforming	Expansion and remodeling permitted so long as nonconforming setback is not expanded
Maximum allowable impervious surface coverage	100 percent, except for buffering landscaping requirements for properties abutting non-HV residential uses, preservation of protected trees, storm drain detention areas, etc.
Building width, maximum	No requirement
Building height, maximum ¹ , including screened mechanical equipment but excluding: 1) chimneys of 6 feet or less; 2)	See figure 13.71.3 of this subsection

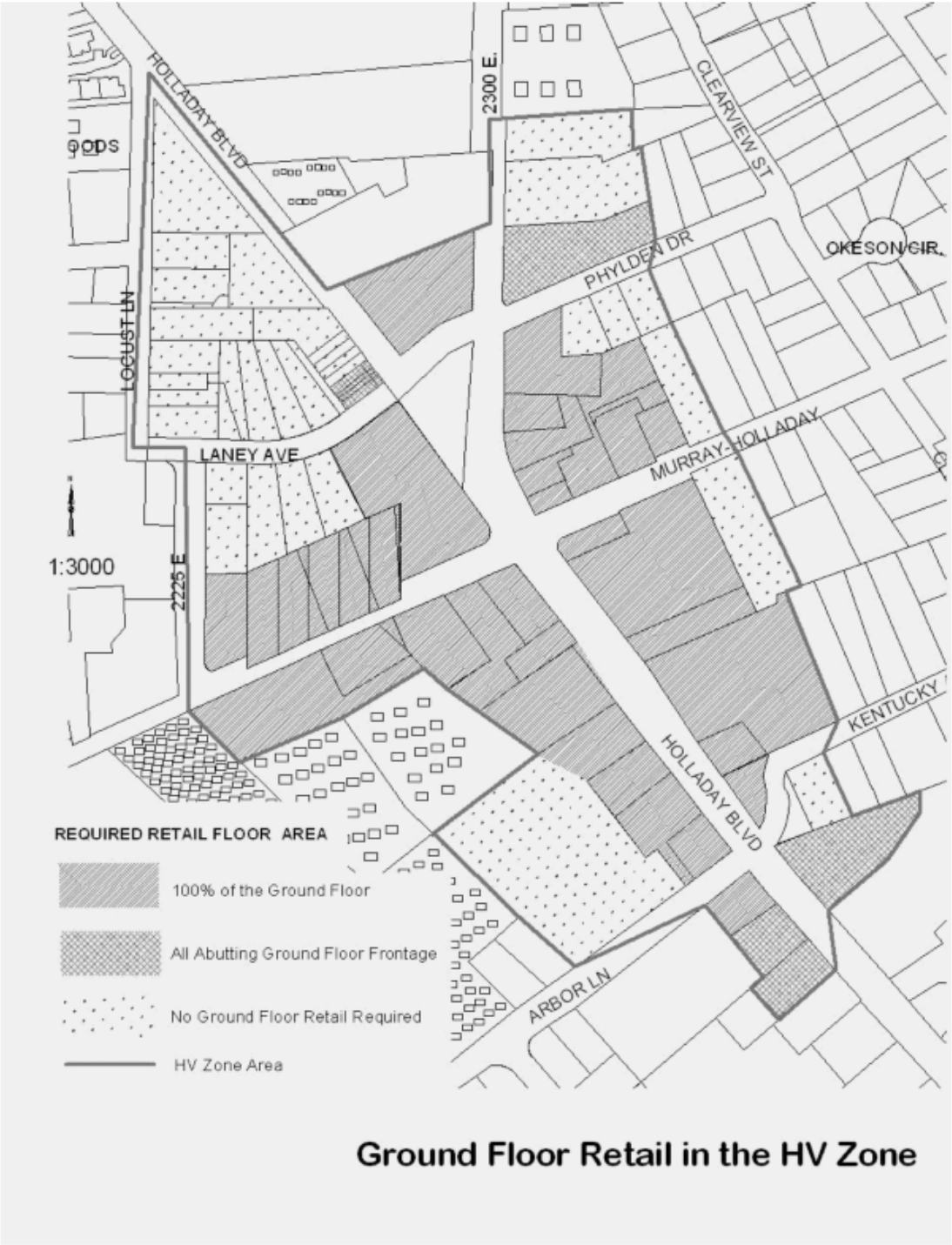
architecturally compatible elevator shafts 14 feet or less (2,500 lb maximum elevator capacity rating); 3) gables 4 feet or less	
Land uses for <u>street level</u> floor space abutting major streets and plaza within the Holladay Village Zone	The street level floor space fronting and abutting major streets, 2300 East, Holladay Boulevard, Murray Holladay Road and Laney Avenue between 2300 East and Holladay Boulevard and floor space abutting Holladay Village Plaza, as shown on figure 13.71.4 of this subsection shall be retail uses ² <u>only and select accessory uses as provided in §13.100 Table of Allowed Uses.</u> Exception: Small street level lobby areas that lead to upper story uses

Notes:

1. To reasonably accommodate for grade and slope changes and as measured from the top back of curb of the nearest street, maximum building height for multi-story buildings may be averaged using 10 equal measurements over the length of the roofline facing the street but at no point may exceed 4 feet above maximum.

2. For the purposes of this chapter the term “retail use” shall include all allowed uses categorized under the general heading of “retail” in chapter 13.100, “Appendix A - Allowed Uses”, of this title as well as uses categorized as “personal service” and “pet grooming/pet daycare”.

1 FIGURE 13.71.4



2
3
4

- 1 13.71.080: DESIGN GUIDELINES:
- 2 --NO CHANGES PROPOSED
- 3 13.71.090: ILLUSTRATIONS:
- 4 --NO CHANGES PROPOSED

Chapter 13.100 APPENDIX A - ALLOWED USES

C = Conditional use, P = Permitted use, - = Not allowed, SDMP = Site development master plan

ZONE

USE	All FR Zone	R-1-4, R-1-8, R-1-10, R-1-15	R-1-21, R-1-43, R-1-87	R-2-8, R-2-10	R-M	RO	NC	P	HCR	ORD	C-1	C-2	HV	PO	R/M-U	LU
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ACCESSORY USES*

Arts and Culture																
Low-Intensity Arts and Culture	-	-	-	-	-	-	-	-	-	-	-	-	P	-		
High-Intensity Arts and Culture	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Temporary Storefront Gallery	-	-	-	-	-	-	-	-	-	-	-	-	P	-		
Accessory dwelling unit	P ²³	P ²³	P ²³	P ²³	P ²³											
Alcoholic beverage retail sales ¹⁴																
Bar establishment	-	-	-	-	-	-	-	-	P ²²	C	-	C	-	-		
Bar establishment, equity	-	-	-	-	-	-	-	C	P ²²	C	-	C	-	-		
Bar establishment, fraternal	-	-	-	-	-	-	-	-	P ²²	C	-	C	-	-		
Brewery	-	-	-	-	-	-	-	-	P ²²	C	-	C	-	-		
Off premises	-	-	-	-	-	-	P	-	P	-	P	P	P	-		
On premises banquet and catering	-	-	-	-	-	-	-	P	P	C	-	C	P	-		
On premises beer retailer	-	-	-	-	-	-	-	P	P	P	-	P	P	-		
Restaurant - beer only	-	-	-	-	-	-	P	P	P	P	P	P	P	-		
Restaurant - full service	-	-	-	-	-	-	P	P	P	P	P	P	P	-		
Restaurant - limited service	-	-	-	-	-	-	P	P	P	P	P	P	P	-		
Single event permit	-	P	P	P	P	-	P	P	P	P	P	P	P	P		
Drive-through	-	-	-	-	-	-	-	-	C	P	C	P	-	-		
Family food production	P ¹	P ¹	P ¹	-	-	-	-	-	-	-	-	-	-	-		
Flea market/farmers' market	-	-	-	-	-	-	-	P	P	-	P	P	P	-		
Guesthouse and/or caretaker quarters	C 9	C 9	C 9	-	-	-	-	-	-	-	-	-	-	-		
Home daycare/preschool	C 3	C 3	C 3	C 3	C 3	-	-	-	-	-	-	-	-	C ³		
Home daycare/preschool, small	C 4	P 4	P 4	P 4	P 4	-	-	-	-	-	-	-	-	P ⁴		
Home occupation	C 5	C 5	C 5	C 5	C 5	-	-	-	C	-	-	-	-	-		
Household pets	P 10	P 10	P 10	P 10	P 10	-	-	-	P	-	-	-	-	-		
Livestock, large	P ¹	-	P ¹	-	-	-	-	-	-	-	-	-	-	-		
Livestock, small	P ¹	P ¹	P ¹	-	-	-	-	-	-	-	-	-	-	-		
Merchandise vending machine, outside	-	-	-	-	-	-	-	-	P	-	P	P	P	-		
Mobile food trailer	-	-	-	-	-	-	-	P ¹⁷	P ¹⁸	P	P	P	P	-		
Mobile food truck	-	-	-	-	-	-	-	P ¹⁷	P ¹⁸	P	P	P	P	C ¹⁸		
Outside dining	-	-	-	-	-	-	C	C	C	C	C	C	C	-		
Outside display	-	-	-	-	-	-	C	-	P	-	P	P	P	-		
Outside storage	-	-	-	-	-	-	-	-	-	-	C	C	-	-		
Permanent cosmetics	-	-	-	-	-	-	P ¹⁴	-	P	P ¹⁴	P ¹⁴	P ¹⁴	P ¹⁴	C ¹⁴		
Resource recycling collection	-	-	-	-	-	-	P ⁸	P ⁸	-	P ⁸	P ⁸	P ⁸	-	-		
Seasonal sales	-	-	-	-	-	-	P ¹³	P ¹³	P ¹³	P ¹³	P ¹³	P ¹³	P ¹³	-		
Short term rental	-	-	-	C6	C6	-	-	-	-	-	-	-	-	-		
Sportsman's kennel, cattery, animal hobby permit	P ¹¹	P ¹¹	P ¹¹	-	-	-	-	-	-	-	-	-	-	-		
Stable, private	-	-	P ¹	-	-	-	-	-	-	-	-	-	-	-		
Temporary buildings incidental to construction,& living quarters for security	C ¹³	C ¹³	C ¹³	C ¹³	C ¹³	-	P ¹³	P ¹³	P ¹³	P ¹⁴	P ¹⁵	P ¹⁶	P ¹⁷	C ¹³		

PRIMARY USES

AGRICULTURE:																See SDMP	See 13.63
	Agriculture	P	P	P	P	P	-	-	P	-	-	P	P	-	-		
ENTERTAINMENT AND RECREATION:																See SDMP	See 13.63
	Arcade	-	-	-	-	-	-	-	-	-	-	-	P	-	-		
	Auditorium, exhibit hall, convention center	-	-	-	-	-	-	-	-	-	P	C	P	-	-		
	Motion picture theater, live theater	-	-	-	-	-	-	-	-	P	-	P	P	-	-		
	Private nonprofit recreational grounds and facilities	C	C	C	C	-	-	-	C	-	-	C	C	-	C		
	Professional, fraternal and social association	-	-	-	-	-	-	-	-	P	-	P	P	-	P		
	Recreation, commercial, indoor	-	-	-	-	-	-	-	-	P	-	P	P	-	-		
	Recreation, commercial, outdoor	-	-	-	-	-	-	-	P	-	-	C	C	-	-		
	Recreation, fitness center	-	-	-	-	-	-	-	-	P	-	P	P	P	C ¹⁴		
INDUSTRIAL AND MANUFACTURING:																See SDMP	See 13.63
	Building materials sales and services	-	-	-	-	-	-	-	-	P	-	P	P	-	-		
	Disinfecting and exterminating	-	-	-	-	-	-	-	-	-	-	-	C	-	-		
	Educational and scientific research, medical/dental lab	-	-	-	-	-	C	-	-	P	P	P	P	-	P		
	Landscaping installation and maintenance	-	-	-	-	-	-	C	-	-	-	P	P	-	-		
	Light Manufacturing and Assembly	-	-	-	-	-	-	-	-	C	C	C	C	-	-		
PLANNED UNIT DEVELOPMENT:																See SDMP	See 13.63
	Mixed-use planned unit development	-	-	-	-	-	-	-	-	P	-	C	C	C	C		
	Nonresidential planned unit development	-	-	-	-	-	-	-	-	P	C	C	C	-	C		
	Residential planned unit development	C	C	C	C	C	-	-	-	-	-	-	-	-	-		
PUBLIC:																See SDMP	See 13.63
	Cemetery	-	-	-	-	-	-	-	P	-	-	-	-	-	-		
	Charter school	-	-	-	-	-	-	-	P	P	-	-	-	-	P		
	Educational facility, public	-	-	-	-	-	-	-	P	-	-	-	-	-	-		
	Public use	-	-	-	-	-	-	-	P	-	-	-	-	-	-		
	Quasi-public use	-	-	-	-	-	-	-	P	-	-	-	-	-	-		
RESIDENTIAL:																See SDMP	See 13.63
	Bed and breakfast	C ²	-	C ²	C ²	C ²	C	P	-		-	P	P	P			
	Dwelling:																
	Live/work	-	-	-	-	-	P	-	-	P	-	-	-	-	-		
	Multiple-family	-	-	-	-	P	-	C ¹⁴	-	P	-	P ¹⁴	P ¹⁴	P	-		
	Single-family	P	P	P	P	-	-	-	-	-	-	-	-	-	-		
	Two-family	-	-	-	P	P	-	-	-	-	-	-	-	-	-		
	Group homes:														-		
	Assisted living facilities, type I:														-		
	Large	-	-	-	-	C	-	-	-	-	-	-	C	-	-		
	Small	-	-	-	-	C	-	C	-	-	-	P	P	-	-		
	Limited	-	-	-	P	P	C	P	-	-	-	P	P	-	-		
	Assisted living facilities, type II:														-		
	Large	-	-	-	-	C	-	-	-	-	-	-	C	-	-		
	Small	-	-	-	-	C	-	C	-	-	-	P	P	-	-		
	Limited	-	C	-	C	P	C	P	-	-	-	P	P	-	-		
	Nursing home	-	-	-	-	C	-	-	-	-	-	-	-	-	-		
	Residential facilities for persons with a disability	P	P	P	P	P	-	-	-	-	-	-	-	P	-		
	Residential facility for elderly persons	P	P	P	P	P	-	-	-	-	-	-	-	-	-		

RETAIL:																See SDMP	See 13.63
	Drugstore (pharmacy)	-	-	-	-	-	-	P	-	P	P	P	P	P ¹⁶	-		
	Gas station	-	-	-	-	-	-	-	-	C	C	C	C	-	-		
	Groceries/food	-	-	-	-	-	-	P	-	P	C	P	P	-	-		
	Mobile food court	-	-	-	-	-	-	-	C	-	C	C	C	C	-		
	Motor vehicle sales, rental (new only)	-	-	-	-	-	-	-	-	-	-	-	C	-	-		
	Motorcycle sales, rental	-	-	-	-	-	-	-	-	-	-	-	P	-	-		
	Neighborhood market, large	-	-	-	-	-	-	-	-	P	-	P	P	P	-		
	Neighborhood market, small	-	-	-	-	-	-	-	-	P	-	P	P	P	-		
	Nursery, garden center	-	-	-	-	-	-	C	-	-	-	P	P	-	-		
	Recreational vehicles sales, rental	-	-	-	-	-	-	-	-	-	-	-	C	-	-		
	Restaurant	-	-	-	-	-	-	P	-	P	P	P	P	P ¹⁶	-		
	Retail, general	-	-	-	-	-	-	P	-	P	C	P	P	P ¹⁶	-		
	Sexually oriented business	-	-	-	-	-	-	-	-	-	C	-	-	-	-		
SERVICES:																See SDMP	See 13.63
	Banking and credit	-	-	-	-	-	-	-	-	P	P	P	P	-	P		
	Blood plasma facility	-	-	-	-	-	-	-	-	-	C	-	-	-	-		
	Commercial daycare, preschool	C ¹²	C ¹²	C ¹²	C ¹²	C ¹²	-	C ¹²	-	P ¹²	P ¹²	P ¹²	P ¹²	P ¹²	C		
	Commercial kennel	-	-	-	-	-	-	-	-	C	-	C	C	-	-		
	Commercial stable (on lots of 1 acre or more)	-	-	C	-	-	-	-	-	-	-	-	-	-	-		
	Dry Cleaning ¹⁵	-	-	-	-	-	-	-	-	C ¹⁹	-	P	P	-	-		
	Educational facility, private	-	-	-	-	-	C	-	C	P	C	C	C	-	P		
	Equipment rental and leasing	-	-	-	-	-	-	-	-	-	-	P	P	-	-		
	Funeral home, crematory	-	-	-	-	-	-	-	-	-	-	P	P	-	-		
	Hospital	-	-	-	-	-	-	-	-	C	C	-	C	-	-		
	Imaging center	-	-	-	-	-	-	-	-	-	P	-	-	-	-		
	Laundry, self- service	-	-	-	-	-	-	-	-	-	-	P	P	P ¹⁶	-		
	Medical, dental, and related health	-	-	-	-	-	-	P	-	P	-	P	P	P	P		
	Medical laboratory	-	-	-	-	-	-	-	-	-	C	-	-	-	-		
	Motor vehicle repair	-	-	-	-	-	-	-	-	-	-	C	P	-	-		
	Nonresidential treatment facility	-	-	-	-	-	-	-	-	-	-	-	-	-	C		
	Personal service	-	-	-	-	-	-	P	-	P	P	P	P	P ¹⁶	C		
	Pet grooming/pet daycare	-	-	-	-	-	-	-	-	P	-	P	P	P ¹⁶	C		
	Professional offices and business services	-	-	-	-	-	C	P	-	P	P	P	P	P	P		
	Public health center	-	-	-	-	-	-	-	-	-	P	-	-	-	-		
	Reception center	-	-	-	-	C	-	-	-	C	-	P	P	-	-		
	Small engine repair, appliance, electrical, and machine repair	-	-	-	-	-	-	-	-	-	-	C	P	-	-		
	Surgical out-patient facility	-	-	-	-	-	-	-	-	-	C	-	-	-	-		
	Veterinary services	-	-	-	-	-	-	-	-	P	-	P	P	-	-		
Transportation, communications, and utility facilities:																See SDMP	See 13.63
	Local, suburban and interurban transportation	-	-	-	-	-	-	P	-	P	P	P	P	-	-		
	Public parking	-	-	-	-	-	-	P	P	P	P	P	P	P	P		
	Radio and television broadcasting studio	-	-	-	-	-	-	-	-	C	C	C	C	-	-		
	Utility company, public	C	C	C	C	-	-	C	C	P	P	P	P	-	P		
	Utility facility company	C	C	C	C	-	-	C	C	P	P	P	P	-	P		
	Wireless telecommunications	SEE TELECOMUNICATION SECTION 13.83															



FILE# n/a

PLANNING COMMISSION MINUTES

ADDRESS:

N/A

LEGAL DESCRIPTION:

n/a

APPLICANT/REPRESENTATIVE:

City of Holladay, Planning Commission

PROPERTY OWNER:

N/A

ZONING:

N/A

GENERAL PLAN DISTRICT:

N/A

CITY COUNCIL DISTRICT:

N/A

PUBLIC NOTICE DETAILS:

N/A

REQUEST:

Written Meeting Minutes Approval

APPLICABLE REGULATIONS:

Utah Code 52-4-203
13.06.030

EXHIBITS:

Draft Meeting Minutes

DECISION TYPE:

Administrative/Procedural:

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

SITE VICINITY MAP

Effective 5/8/2018

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

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

Notes:

STAFF:

Jonathan Teerlink, Planning Manager

DRAFT

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

Tuesday, May 5, 2026

6:00 PM

**Temporary City Council Chambers
3330 South 1300 East
Millcreek, Utah**

ATTENDANCE:

Planning Commission Members:

Dennis Roach, Chair
Karianne Prince (Regular Meeting)
Jill Fonte
Patrick Tripeny
Brian Berndt
Paul Cunningham

City Staff:

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

WORK SESSION

Chair Dennis Roach called the Work Session to order at 5:30 p.m. and stated that all Commissioners are present with the exception of Commissioner Angela Gong and Commissioner Karianne Prince. He stated that Commissioner Gong is excused and Commissioner Prince will attend the Regular Meeting. There are two Public Hearing items on the Regular Meeting agenda.

Chair Roach reported that the first item on the Regular Meeting agenda will be continued due to a noticing error. The public hearing will be opened, but it will not be closed during the current meeting. The “Lewin Accessory Building” Conditional Use Permit (“CUP”) application will be continued until the next Planning Commission Meeting. The second item on the Regular Meeting agenda is the “Holladay Crest” Mixed-Use Planned Development Conditional Land Use Permit.

City Planner, Carrie Marsh, shared information about the “Holladay Crest” application. She reminded Commissioners that this property was previously rezoned to the Professional Office (“PO”) Zone. On the Site Plan, there is a reference to the Residential Multi-Family (“R-M”) Zone. When the rezone occurred, there was a Development Agreement created, which placed the taller structure toward the front of the property. This is in line with the PO Zone standards. There is a rear building that is referred to as Phase II, which is a shorter building. Four of the seven units will be in Phase II, and three will be in the first phase. Ms. Marsh reviewed site details, including parking on the ground level and a screening wall. Everything is below the 40-foot height limit.

The Staff Report includes information about the PO Zone standards and reviews the application for compliance. The conditional portion of this application is the Planned Unit Development

1 (“PUD”) as a mixed-use. The proposal is to mix some residential units with office units. Ms.
2 Marsh clarified that this item will have two separate elements and two separate motions:

- 3
- 4 • Mixed-Use Office/Residential PUD review;
- 5 • Design and Site Plan review of the development in the PO Zone.
- 6

7 The square footage is primarily office. While the split is almost 50/50, there is more office space,
8 which means the primary use is office. Ms. Marsh reported that the conditional use will be
9 considered first. If approved, then it will be possible to move forward with the Site Plan review.
10 These items are somewhat dependent on one another and somewhat separate.

11

12 Ms. Marsh reviewed some of the Findings and Conditions in the Staff Report. The Planning
13 Commission might have questions for the applicant about how the parking will be screened and if
14 there are agreements with the neighbors about the fencing. There is a suggested condition related
15 to the traffic that is going out onto Sycamore Drive. The drafted condition states that there must
16 be left-hand turn-only signage at the exit onto Sycamore Drive. This will ensure that all of the
17 traffic is on Murray Holladay Road rather than inside the neighborhood. It was noted that the Staff
18 Report includes the Landscaping Plan. There will be some tree impacts, but because there is a 20-
19 foot corner side yard setback on the Sycamore Drive portion, there will be a lot of landscaping
20 placed in the area. There is landscaping between the two buildings and on the perimeter as well.

21

22 Chair Roach asked if there will need to be two separate motions made, which was confirmed.
23 Ms. Marsh reminded Commissioners that the first item on the Regular Meeting agenda will be
24 continued. Community and Economic Development Director, Jonathan Teerlink, shared
25 additional information about the “Lewin Accessory Building” agenda item. He explained that it
26 is a CUP application related to the size of an accessory building. The applicant is looking to
27 convert a garage to an Accessory Dwelling Unit (“ADU”). There are some existing setbacks that
28 do not comply with current code, but there are mitigating factors built into the ADU code that
29 allow situations like this to occur with buffering and other mitigation standards. Mr. Teerlink
30 reported that there are two types of notices that the City sends out: a physical mailer to every
31 property within 500 feet and an online notice. The online notice was missed on this item, so the
32 decision has been made to hear the presentation from the applicant, open the public hearing, and
33 continue the “Lewin Accessory Building” agenda item to a future Planning Commission Meeting.

34

35 There was additional discussion about the second item on the Regular Meeting agenda. Chair
36 Roach asked about the wall material. Ms. Marsh reported that the PO Zone requires either a
37 masonry wall or a cement wall. It is possible for the Planning Commission to waive that
38 requirement. If the neighbors have an agreement that is signed and documented, then Staff can
39 approve the waiver once the property owner has submitted those documents. The draft language
40 states that the waiver for the masonry or cement wall is conditional based on signed agreements
41 for the vinyl fence. She explained that there is a vinyl fence that currently exists.

42

43 Chair Roach asked about the rationale for the waiver. Ms. Marsh explained that there is a desire
44 for property owners to work together, especially when there is something that already exists on a
45 site. If the owners of the adjacent properties like what currently exists and are not supportive of a

1 change to a masonry or cement wall, then it would be appropriate to consider a waiver. Ms. Marsh
2 explained that there is a drafted Condition of Approval addressing this issue, which states:

- 3
- 4 • Provide affirmative statements from abutting owners of acceptance of existing vinyl fence
5 in lieu of the required masonry or cement wall.
6

7 Chair Roach pointed out that while the current neighbors might like the existing vinyl fence, the
8 future property owners might not. Commissioner Paul Cunningham read language from
9 13.78.020, which states that “applicants must justify to the Planning Commission why the project
10 would be better for the community than a project developed as the underlying zone would normally
11 allow.” There is also language that states that “development under the PUD process is a privilege
12 that must be earned by the developer, not a right that must be granted by the Planning
13 Commission.” He will listen carefully to the applicant to determine whether that has been earned.
14 There is a desire to understand how the community will benefit from what has been proposed.
15

16 Ms. Marsh reported that the Staff Report outlines the reason the project would be better for the
17 community than a project developed as the underlying zone would normally allow. The Planning
18 Commission can consider how a PUD with mixed uses would be beneficial to the community
19 compared to something that only provides a professional office use. It is possible to ask the
20 applicant for additional information during the presentation portion of the Regular Meeting.
21

22 Chair Roach asked what the PUD is asking for specifically compared to the standard PO Zone.
23 Ms. Marsh clarified that it has to do with the use. Commissioner Patrick Tripeny believed
24 residential is not typically part of the PO Zone, which was confirmed. Chair Roach pointed out
25 that even though the intent might be to have residences where people can stay for business purposes
26 rather than rent a hotel room, which might not be the case if the ownership changes in the future.
27 Ms. Marsh reported that parking can act as a restriction. Certain projects will not work in the area
28 because of the parking that is available compared to the amount needed.
29

30 Chair Roach wanted to know if there is a certain amount of landscaped open space that runs in
31 perpetuity with the property through this PUD. Ms. Marsh reported that it is possible to designate
32 that on the Site Plan. Chair Roach explained that he wants to make sure the parking lot does not
33 count as open space. Ms. Marsh clarified that the parking lot is considered part of the lot coverage.
34 Commissioner Fonte asked about a situation where the owner wanted to convert part of the parking
35 lot into some sort of amenity. Ms. Marsh clarified that anything that significantly changes the Site
36 Plan will need to come back so there can be a review of the proposed modifications.
37

38 Commissioner Brian Berndt asked for additional information about the buildings. Ms. Marsh
39 reported that the building on the east side of the property is existing and will remain for office use.
40 Commissioner Berndt wanted to know how parking will be calculated for the residences versus
41 the office uses. Ms. Marsh explained that there is a breakdown included in the Staff Report. The
42 requirement is one parking space per one-bedroom residence. There are six one-bedroom
43 residences and one two-bedroom residence. The two-bedroom residence requires 1.5 parking
44 spaces. There are also parking reductions proposed, as it is possible to have up to a 30% parking
45 reduction. The submitted materials include information about the requested reductions.

Ms. Marsh reported that the Area Tabulation Table and Building Area Information breaks down the office use versus the residential use. She shared the parking calculation with the Planning Commission. Chair Roach believed that 24 is the calculated number and the plan is to have 25.

Ms. Marsh reported that a lot of the same paved areas are proposed to remain as paved areas. There is an increase in what exists currently, but the proposed amount is still within the coverage limit. The Landscape Plan shows vegetation all along the fence, so there will be an increase in that area.

The Work Session was closed at 5:56 p.m., and the Planning Commission took a short break.

CONVENE REGULAR MEETING – Public Welcome and Chair Opening Statement.

Chair Roach called the Regular Meeting to order at approximately 6:00 p.m. All members of the Commission are present with the exception of Commissioner Gong. Commissioner Prince will join the meeting shortly. The Opening Statement was read aloud by Commissioner Tripeny.

PUBLIC HEARINGS

1. 'Lewin Accessory Building' – Conditional Use Permit - Existing Accessory Building Footprint Size - 5755 South Minden Drive. (R-1-10 Zone) Review and Consideration of a Request for a Conditional Permit Allowing an Existing Detached Accessory Building with a Footprint Size Larger than Normally Permitted in Order to Convert the Structure to an Accessory Dwelling Unit. Item reviewed as an Administrative Application as per Provisions Stated in Holladay Ordinance §13.14.030 & 13.08.040 13.14.030.E & 13.08.040. File #26-2-03

Chair Roach explained that the first item on the Regular Meeting agenda is for the “Lewin Accessory Building.” There will not be a final decision made on this item during the current Planning Commission Meeting due to the noticing requirements. There will be information about the application provided, the public hearing will be opened, and then the item will be continued.

Mr. Teerlink presented the Staff Report and explained that this is a CUP application for an accessory building at 5755 South Minden Drive. The reason the Planning Commission is looking at a CUP for an accessory building is that in the City of Holladay Ordinance, there is a maximum footprint size outlined that is based on lot size. If an application is brought to Staff within those parameters, it can be approved. However, there are allowances in the code when something exceeds the permitted size. The Commission can review those requests as a CUP.

The applicant is proposing a conversion of the garage, which is the current use, into an ADU. Due to the mentioned noticing issue, the Staff recommendation is that the Planning Commission listen to the applicant presentation, conduct a public hearing, and continue the item to a future meeting.

The applicant, John Collier, introduced himself to the Planning Commission. He is the builder who will be converting the garage into an ADU. The reason this item is before the Commission is because the footprint is larger than allowed. Chair Roach asked if the size of the structure will increase. Mr. Collier reported that there will be one additional window added. There will be a smaller garage door, and an entry door will be moved to a different location. Commissioner Berndt

1 asked about the history of the building. Mr. Collier stated that it was acceptable for use as a garage,
2 but the size is too large for an ADU based on the code language. One of the setbacks is a little
3 small and the solution is to have additional insulation and soundproofing on that part of the wall.

4
5 Chair Roach opened the public hearing.

6
7 *Kent Lewin* stated that he lives at 5755 South Minden Drive. He explained that the existing garage
8 was already there when the home was purchased. His mother is currently in a retirement home,
9 so the idea is to convert the garage space to an ADU so she can reside on the property.

10
11 There were no further comments. The public hearing remained open.

12
13 ***Chair Roach moved to CONTINUE the Conditional Use Permit application for 5755 South***
14 ***Minden Drive, Lewin Accessory Building, so the noticing requirements can be met.***
15 ***Commissioner Cunningham seconded the motion. Vote on Motion: Commissioner Berndt-Yes;***
16 ***Commissioner Fonte-Yes; Commissioner Tripeny-Yes; Commissioner Cunningham-Yes; Chair***
17 ***Roach-Yes. The motion passed unanimously.***

18
19 **2. 'Holladay Crest' – Mixed-Use Planned Development Conditional Land Use Permit -**
20 **2051 and 2061 East Murray Holladay Road. (PO Zone) Review and Consideration**
21 **of a Request by the Property Owner, for a Mixed-Use Office PUD Site Plan. Item**
22 **reviewed as an Administrative Application as per Provisions Stated in Holladay**
23 **Ordinances §13.08.040, §13.78, and §13.44. File #26-2-02**

24 Ms. Marsh presented the Staff Report and explained that this item is the “Holladay Crest”
25 application for property located at 2051 and 2061 East Murray Holladay Road. This is a CUP
26 application for a mixed-use office and residential development located in the PO Zone. There will
27 be two separate motions for this item, with one for the conditional use and one for the Site Plan.

28
29 In 2023, this was rezoned from the R-M Zone to the PO Zone. It was rezoned with the intention
30 to redevelop the property into a mixed-use development. That mixed-use is supported in the
31 General Plan and within the PO Zone. One of the components of the PO Zone is that it is intended
32 to be compatible with abutting residential uses. It can also be used to buffer residential
33 development from more intense land uses. As part of the rezone, there was a Development
34 Agreement entered into between the City and the property owner. This agreement limits the height
35 on the rear portion of the property to 32 feet, which is the same height as the residential
36 neighborhood. The PO Zone has a 30-foot setback, so there will be both a 30-foot setback and a
37 height limitation on the rear portion of the property. The front building will be built to the height
38 standards in the PO Zone. The Commission can consider the setback and height limitation.

39
40 The property owner is proposing to leave the existing building on the east side of the property, as
41 that will be maintained as office space. The west side of the property will have two separate
42 buildings, which are referred to in the plans as Phase I and Phase II. Phase I is the front building
43 on the south side, and Phase II is the rear building on the north side. Ms. Marsh reported that the
44 Phase I structure will have parking on the ground level. There will be some parking on the site
45 outside of the garage as well. There will be office use on the second level above the parking, and

1 the top level will have some of the residential units. She noted that there are seven residential units
2 proposed in total, six of which will be one-bedroom units with one two-bedroom unit. The
3 residential units will be distributed between the Phase I building and the Phase II building.

4
5 Ms. Marsh discussed the traffic flow on the site. There is an entrance and exit on Murray Holladay
6 Road and an entrance and exit on Sycamore Drive. One of the components of a PUD is to analyze
7 the traffic impacts on surrounding areas. One of the suggested Conditions of Approval is to have
8 left-hand turn-only signage placed at the exit onto Sycamore Drive. Ms. Marsh reported that the
9 PO Zone has potential impacts, and those can be considered during the CUP discussion. The Staff
10 Report outlines how the mix of uses can provide some benefits. One example is offsetting
11 vehicular traffic to and from the site. There is potential for the people who live in the residential
12 units to work on the site, so there might not be the same level of vehicular traffic seen.

13
14 The applicant has provided parking calculations, which are included in the Meeting Materials
15 Packet. Ms. Marsh reported that there is a requirement to have 24 parking spaces based on the
16 square footage of office area and the proposed number of residential units. Each one-bedroom
17 residential unit requires one parking space and each two-bedroom residential unit requires 1.5
18 parking spaces. There is a detailed parking calculation included in the submitted materials.

19
20 In the Staff Report, the purpose language in the code for PUDs was reviewed. There is some
21 flexibility that PUDs provide, and there are specific objectives. The applicant can review some of
22 the potential benefits during their presentation. Ms. Marsh reported that on the Site Plan, there is
23 a monument sign located in the drive area on Murray Holladay Road. There are sign standards,
24 so one of the Conditions of Approval is the relocation of the entry monument sign to meet the
25 standards of the PO Zone. Ms. Marsh reviewed some of the PO standards with the Commission.

26
27 There is a requirement to have a concrete or masonry perimeter wall on the residential sides, which
28 would be on the north side and the east side. The Planning Commission can provide a waiver for
29 that requirement, which was discussed during the Work Session. Chair Roach mentioned the
30 structures proposed in Phase I and Phase II. He clarified that the height and size are allowed in
31 the PO Zone. Ms. Marsh confirmed that setbacks are met and the standards regarding the impacts
32 on residential zones are accounted for in the applicant proposal. Commissioner Berndt believed it
33 was stated that the height is limited to 32 feet in the Development Agreement, but it mentions 35
34 feet in the document. Ms. Marsh clarified that it is 35 feet but offered to double-check the number.

35
36 Commissioner Berndt asked about the parking credits. Ms. Marsh clarified that the parking credits
37 are shown in the parking standards. Anyone with a Site Plan can request certain parking
38 reductions. The maximum reduction allowed is 30%. In this case, there is a bus line on Murray
39 Holladay Road, and a sidewalk will be installed on Sycamore Drive. Commissioner Tripeny asked
40 if the two lots will be combined, which was confirmed. This will legally become one lot.

41
42 There was discussion about the entrances and exits that are proposed. Ms. Marsh shared clarifying
43 information about current conditions. It makes sense to have vehicles leave on Sycamore Drive
44 and enter Murray Holladay Road rather than have another driveway point located further east.

1 The applicant, Bradley Helston, introduced himself to the Planning Commission and explained
2 that he is one of the three owners of the building. Originally, there was a conditional use to have
3 an office in a residential zone. The City determined that they wanted this corridor to be mixed-
4 use or the PO Zone. That was considered during discussions about redeveloping the property.

5
6 Mr. Helston noted that there were some neighborhood concerns that the size of the buildings would
7 create blind spots. In an effort to buffer between the professional office uses and residences, there
8 was an agreement to a step down in height. The office use would be on the Murray Holladay Road
9 side and then the height would be dropped to match the surrounding heights in the residential area.
10 Since the proposal is to have mixed-use, there are daytime uses and evening uses, which reduces
11 the overall impact of having either all residential or all commercial and office. This is a way to
12 buffer the neighbors from the office use and reduce the traffic levels throughout the day.

13
14 There is value to adding residences on this property, as there is an existing need in the community.
15 Mr. Helston explained that there are not enough apartments available. There is no intention of
16 having nightly rentals, and the idea is to have full-time and long-term stable rentals on the site. A
17 lot of time was spent creating a mixed-use proposal that fits within the existing neighborhood.

18
19 Chair Roach asked about the exception to the masonry wall, which was mentioned earlier. Mr.
20 Helston reported that he has spoken to the neighbor to the east who is supportive of a masonry
21 wall. He has not had an opportunity to speak to the neighbor to the north yet about their preference.
22 There is an openness to leave the vinyl fence if that is what the neighbors would like to see. Chair
23 Roach asked about the Condition of Approval related to the left-hand turn-only sign. Mr. Helston
24 confirmed that there is support for that condition. Chair Roach requested additional information
25 about the elevations. Mr. Helston explained that there is a gentle slope on the property. It was
26 determined that because of the water table, there will not be underground parking on the site.

27
28 Chair Roach wanted to know more about the architectural choices. Mr. Helston explained that his
29 partners also do some real estate development, and their signature is the compass design. This will
30 be done in brick, pavers, or a semi-permeable surface. The overhead image better represents the
31 shape of the development. There are some offsetting features that the architect can discuss.

32
33 Commissioner Fonte asked about the kind of tenants who will rent the apartments. Based on
34 previous comments, it sounds like there is a desire to have stable tenants. Mr. Helston reported
35 that the intention is to have long-term tenants who want to live in the Holladay area. Commissioner
36 Fonte wanted to know how many offices will be on the property. Mr. Helston explained that the
37 second floor of the new building could accommodate more than one business, but there are only
38 six offices. The existing building on the site allows office use. Phase II would be residential.

39
40 Commissioner Cunningham explained that he is listening carefully to the applicant presentation to
41 understand why the applicant feels this privilege has been earned. Mr. Helston reported that the
42 proposal provides a buffer but also provides what the City wanted with the professional office use.
43 There are not enough apartment units in Holladay, so this also addresses that need. Commissioner
44 Cunningham asked if this will assist with the moderate-income housing needs. Mr. Helston
45 explained that the units will be modestly sized and will be priced at market value.

1
2 Commissioner Cunningham wanted to know who owns the property that the current fences are
3 built on. It was clarified that the survey has not been finished at this point. Mr. Helston reported
4 that the costs for the wall would be the responsibility of the applicant. There would be work with
5 the neighbors to locate them either right on the property line or on the applicant side of the line.
6 Commissioner Cunningham suggested that there be a Condition of Approval that states this.
7 Mr. Helston reiterated that there is a willingness to work with the neighbors throughout this
8 process.

9
10 Commissioner Tripeny asked about the proposed gym area on the main floor. Mr. Helston reported
11 that it will be available to all of the residents and would continue to be offered as an amenity for
12 the tenants. However, if there are issues and it becomes impractical to maintain, then the access
13 might shift. At this point, the intention is to allow everyone to have full access to the gym area.

14
15 The architect, Drew Whitehead, introduced himself to the Planning Commission. He explained
16 that the intention is to create a buffer between the single-family areas and Murray Holladay Road.
17 Instead of having one large structure and one large parking lot, the design is broken out with three
18 buildings and walkways in between. Mr. Whitehead discussed the elevations and explained that
19 the Phase II building has been massed out. The floor plans are currently underway, and the plan
20 is to submit those shortly after the Phase I Building Permit drawings. On the south side, there is a
21 screen wall, which is where the parking lot comes out of the building a little bit. He shared
22 additional information about the parking plan that has been proposed for the development.

23
24 The choice of materials is warmer and softer. Mr. Whitehead pointed out the wood features that
25 are envisioned. It will not look like an office building but will look more like a residential
26 apartment building. A lot of the balconies are recessed into the building rather than protruding
27 out. There was discussion about the roofline and the building design. Commissioner Prince asked
28 whether visual delineation that separates the floors of the building has been considered.
29 Mr. Whitehead explained that there are some site constraints that need to be taken into account.
30 Commissioner Fonte believed the suggestion is aesthetic and would improve the overall design.
31 Other Commissioners agreed that something that visually breaks up the building would be best.

32
33 Commissioner Prince asked if there is an openness to consider a more drought-resistant type of
34 grass. Mr. Whitehead believed there would be an openness to this. There are some grass and
35 vegetation areas along the south and west sides of the property, but there is mulch planned in small
36 areas that would be difficult to mow. Commissioner Prince suggested a Condition of Approval
37 that any grass included be some type of drought-resistant strain. There was support for this.

38
39 Chair Roach opened the public hearing.

40
41 *Mike Stone* gave his address as 2050 East Delmont Drive. He explained that his driveway is on
42 Sycamore Drive and would be adjacent to the exit onto Sycamore Drive. There is a preference for
43 the vinyl fence to remain. The concern with the masonry or cement wall has to do with the height.
44 There is no desire to have something taller than what is already in place. If there is a masonry wall
45 put in and it is taller than the vinyl fence, that will not look aesthetically pleasing. He is not thrilled

1 that this project is moving forward, because it will change how he is able to use his backyard area.
2 There are also concerns about traffic due to the location of the driveway.
3

4 *Jesse Black* stated that his address is 4740 Sycamore Drive, which is three houses to the north of
5 the proposed development. He expressed appreciation for the accommodations the applicant has
6 made since the last time this was discussed, but there are still some remaining concerns. Mr. Black
7 explained that he and his wife moved to the area approximately 12 years ago, but both grew up in
8 the Sugar House area. That is not an area that they visit now because of the traffic and crowds.
9 He sees the City of Holladay trending toward something similar, despite the statement that there
10 is a desire to preserve Holladay's historic charm and small-town feel. These high-density
11 developments on small properties do not fit that description. He expressed concerns about the
12 development trends in the City. Mr. Black shared information about the current conditions on
13 Sycamore Drive. If this development moves ahead, he suggested that there be a traffic light or
14 additional mitigation efforts.
15

16 *Dave Parkinson* gave his address as 4714 Holly Lane and shared concerns about traffic. If there
17 is a dedicated left turn lane on Sycamore Drive, that implies that the street is more of a major street
18 than it is. In the past, Holly Lane has been used as a cut-through to get from 4800 South to 4500
19 South. Mr. Parkinson asked that the applicant share information about the lighting on the back of
20 the building facing into the residential area. He expressed concerns about the proposed height and
21 suggested that the roofline be reduced as much as possible. Mr. Parkinson thanked the applicant
22 for the accommodations that have been made so far and his willingness to work with residents.
23

24 There were no further comments. The public hearing was closed.
25

26 Mr. Helston explained that an effort has been made to reduce the height on the north side toward
27 the residential area. There is a willingness to work with residents on the lighting there as well.
28 Ms. Marsh reported that there were lighting standards passed recently, which apply to all new
29 residential development. The PO Zone has lighting standards as well. There will not be any
30 lighting trespass into the neighboring properties, and security lighting will be at ground level.
31

32 Chair Roach pointed out that there are residential units proposed as part of Phase II. There could
33 be light that comes through the windows of each unit. This could potentially impact neighboring
34 properties. Ms. Marsh explained that the residential properties have a 20-foot rear yard setback.
35 If something was rebuilt on those properties, it could be up to 32 feet. While the current structures
36 are single-level, there is a property right to build a second level. That could happen in the future.
37 She added that this development has a larger setback than the residential neighbors have.
38

39 Commissioner Tripeny believed the development represents what a street like Murray Holladay
40 Road is about. He likes the size of the apartments that have been proposed, as the units will serve
41 a population that can be underserved. While he understands the concerns that have been expressed
42 about traffic in the area, he is not as concerned about traffic caused by the actual development.
43

44 Commissioner Fonte is sensitive to the comments made about Sugar House and the concerns that
45 the City of Holladay will start to look similar. She works hard during these Planning Commission

1 Meetings to find a balance. What the Commission is looking at currently is reasonable. She
2 appreciates the work that has been done by the applicant and his team. Commissioner Berndt
3 suggested that the applicant work with Staff to see if it is possible to reduce the parapet. He likes
4 the Landscaping Plan and architectural upgrades to the site. He appreciates what has been done
5 with the proposal.
6

7 **Commissioner Cunningham moved to APPROVE a Conditional Use Permit for a Mixed-Use**
8 **Professional Office/Residential Planned Unit Development within the PO Zone, located at 2051**
9 **East and 2061 East Murray Holladay Road, finding that the proposal:**

- 10
11 1. ***Is located in an area identified as appropriate for mixed-use development in the***
12 ***General Plan.***
- 13
14 2. ***Meets goals and policies related to mixed uses in appropriate areas in the General***
15 ***Plan and Moderate-Income Housing Plan.***
- 16
17 3. ***Meets the requirements of the PO Zone.***
- 18
19 4. ***Meets the purpose of a Planned Unit Development by:***
20
21 a. ***Creating a unique neighborhood through a mixed-use site that allows***
22 ***diverse interrelationships of uses and structures on the site and with the***
23 ***larger neighborhood, which provides residents and visitors with walkable***
24 ***access to daily needs.***
25 b. ***It is an alternative to conventional single-use development.***
26 c. ***Creates quality housing due to its proximity to central community***
27 ***locations and transit connections.***
28 d. ***Utilizes space efficiently, allowing for pleasant interior landscaping and***
29 ***concentrated landscaping with larger trees near public roadways and***
30 ***sidewalks.***
31 e. ***Replacement of tree canopy in desirable locations on the site that provide***
32 ***substantial public benefit.***
33 f. ***Creates facilities compatible with the present living environment in the***
34 ***City, specifically on and near major roadways, transit routes, and***
35 ***commercial and mixed-use centers.***
36 g. ***Stabilizes and preserves existing and planned uses along Murray***
37 ***Holladay Road between Holladay Hills and Holladay Village.***
38 h. ***Preserving and enhancing desirable site characteristics, including***
39 ***vegetation along right-of-ways, screening parking, and orienting business***
40 ***uses closer to Murray Holladay Road.***
41 i. ***Preservation of an existing architecturally unique structure and modeling***
42 ***a similar shape in the new structure that contributes to the character of***
43 ***the City.***
44 j. ***Creating separation between buildings and decreasing height of the north***
45 ***building to provide light, air, and privacy, to buffer abutting properties***

- 1 *and to provide active and passive recreation opportunities for the residents*
2 *of the planned development.*
3 *k. Minimizes traffic impacts by locating driveways far from corner*
4 *intersections, providing two exits, and restricting right-hand turns onto*
5 *Sycamore Drive.*
6 *l. North building, which is lower and primarily residential, serves as a*
7 *transition and buffer to the neighboring residential neighborhood.*
8 *m. Addition of a sidewalk on Sycamore increases safety and pedestrian*
9 *connections.*

10
11 *Commissioner Prince seconded the motion. Vote on Motion: Commissioner Cunningham-Yes;*
12 *Commissioner Tripeny-Yes; Commissioner Fonte-Yes; Commissioner Prince-Yes;*
13 *Commissioner Berndt- Yes; Chair Roach-Yes. The motion passed unanimously.*
14

15 *Following the motion on the CUP, the Planning Commission considered the Site Plan.*
16

17 *Commissioner Cunningham moved to APPROVE a Site Plan for a Mixed-Use Professional*
18 *Office and Residential Development within the PO Zone, located at 2051 East and 2061 East*
19 *Murray Holladay Road, finding that the proposal:*
20

- 21 *1. The Site Plan details all required elements required in the PO Zone to ensure*
22 *compatibility with abutting residential uses and buffers residential development*
23 *from more intense land uses.*
24
25 *2. The proposed structures comply with the height restrictions of the Development*
26 *Agreement.*
27
28 *3. The development complies with the General Plan.*
29
30 *4. The site meets fire access standards.*
31
32 *5. The site includes a primary use as a professional office.*
33
34 *6. Public safety improvements will be made with the addition of a sidewalk.*
35
36 *7. Screening of required elements is adequate.*
37

38 *This is subject to the following conditions:*
39

- 40 *1. Relocation of the entry monument sign to meet standards of the PO Zone.*
41
42 *2. Left-hand turn-only signage at exit onto Sycamore Drive.*
43
44 *3. Acquire required utility letters prior to final approval.*
45

1 4. *Provide affirmative statements from abutting owners of acceptance of existing*
2 *vinyl fence in lieu of the required masonry or cement wall.*

3
4 5. *Replace Kentucky Bluegrass with an appropriate alternative.*

5
6 *Commissioner Berndt seconded the motion. Vote on Motion: Commissioner Cunningham-Yes;*
7 *Commissioner Tripeny-Yes; Commissioner Fonte-Yes; Commissioner Prince-Yes;*
8 *Commissioner Berndt- Yes; Chair Roach-Yes. The motion passed unanimously.*

9
10 **ADJOURN**

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

13
14 The Planning Commission Meeting adjourned at approximately 7:17 p.m.

DRAFT

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, May 5, 2026.*
3
4
5

6 Teri Forbes

7 Teri Forbes
8 T Forbes Group
9 Minutes Secretary

10
11 Minutes Approved: _____

DRAFT

DRAFT

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

Tuesday, May 19, 2026

6:00 PM

**Temporary City Council Chambers
3330 South 1300 East
Millcreek, Utah**

ATTENDANCE:

Planning Commission Members:

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

City Staff:

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

WORK SESSION

Chair Dennis Roach called the Work Session to order at 5:32 p.m. and stated that all Commissioners were present. There was a Continued Item and a Public Hearing item on the Regular Meeting agenda. In addition, there is the Consent Agenda, which includes several sets of Meeting Minutes. Chair Roach clarified that Commissioners did not receive the Meeting Minutes to review ahead of the Planning Commission Meeting, so that item will be tabled to a future meeting.

Community and Economic Development Director, Jonathan Teerlink, shared information about the Continued Item, which is the “Lewin Accessory Building.” He stated that the Planning Commission has seen Conditional Use Permit (“CUP”) applications for accessory buildings in the past. Staff can approve an accessory building that meets the size requirements. However, it is also possible for an applicant to submit a request to the Planning Commission for a larger accessory building. The Commission can impose conditions that mitigate the impacts.

In this case, there is an existing structure on the site with a non-conforming setback on the south side. The applicant would like to convert the garage into an Accessory Dwelling Unit (“ADU”). The Planning Commission previously approved some External ADU (“E-ADU”) standards that allow this type of situation to occur. If there are non-conformities, there can be conditions established to mitigate those non-conformities. The applicant has submitted a narrative that outlines what is planned. At the last Planning Commission Meeting, the property owner and the applicant's representative presented information on the request and planned mitigation measures.

1 Chair Roach believed there were certain requirements for this to become a dwelling. Mr. Teerlink
2 confirmed this and explained that there cannot be windows or doors on the south side. Everything
3 will be accessed from the opposite side. Additional conditions applied to this CUP application for
4 landscaping, fencing, and wall details. Commissioner Karianne Prince noted that in this case, the
5 issue is not necessarily that the structure is over the size requirement, but that the setback is too
6 small. It is the setback that has brought this item to the Commission.

7
8 Commissioner Brian Berndt asked if there are Fire Code requirements associated with the
9 conversion of a garage to an ADU. Mr. Teerlink reported that the Building Official will conduct
10 a review and establish certain requirements during the Building Permit process. The request is to
11 convert the structure from a utility use to a residential use. Before that can move forward, there
12 must be Planning Commission approval for the CUP. He added that there will need to be
13 compatibility with the Building Code to convert the space from the existing use to residential.

14
15 Commissioner Berndt noted that if there was a new building being constructed, there would need
16 to be compliance with the setbacks. Since the proposal is to convert an existing structure, the
17 setbacks are not in compliance. Mr. Teerlink explained that the non-complying structure was
18 already on the property when the property owner moved in. There are a lot of garage-type
19 structures in the City that have one- or two-foot setbacks, which were allowed by the County
20 previously. Those were considered during the ADU conversion discussions.

21
22 City Planner, Carrie Marsh, shared information about the conversion of existing accessory
23 buildings, including non-conforming structures. These conversions are allowed, with standards.
24 Modifications must be made to ensure that design standards are met for the detached ADU. She
25 shared footprint size information and explained that structures that do not conform with the
26 footprint size must come before the Commission. Structures that do not conform to setbacks shall
27 select setback reduction measures. She shared a chart and noted that the Commission will assess
28 the impact of converting an existing building to a residential use. With this application, the
29 proposal is to retain the garage on the front portion with living space in the back.

30
31 Mr. Teerlink explained that the chart that was adopted counted toward the State requirement for
32 Moderate-Income Housing efforts. If the Planning Commission finds there are conditions on the
33 site that need to be mitigated, then those can be imposed through the Conditions of Approval.

34
35 Commissioner Fonte believed the main issue on this property has to do with noise. Mr. Teerlink
36 explained that the main focus is mitigation of the non-conforming setback. Commissioner Gong
37 noted that she was not present at the last Planning Commission Meeting and asked why this was
38 continued. Mr. Teerlink explained that it was due to noticing.

39
40 The Public Hearing item on the Regular Meeting agenda is the "Wasatch Waldorf Amended Site
41 Plan." Mr. Teerlink stated that municipalities have certain regulatory powers and those regulatory
42 powers can be extended to certain applications, except when it is another subdivision of the State,
43 such as a school or charter school. The State Code has some specific provisions that outline how
44 a regulatory body can act when these kinds of applications are brought forward.

1 Mr. Teerlink reported that the Wasatch Waldorf Charter School has received approval from the
2 State to increase the student body. There is a desire to add a gymnasium to the back of the school.
3 Construction is reviewed by the State Building Authority with State Building Officials, so the City
4 will not be involved in the construction or inspection process. However, it is possible to look at
5 setbacks and massing. He reported that the placement of the addition meets the P Zone setbacks.
6

7 The Planning Commission is asked to look at what can be regulated, such as health and safety,
8 traffic circulation, and parking requirements. The student body will be increasing, which means
9 there will be more faculty members added as well. The additional faculty will increase the parking
10 requirements. One of the Technical Review Committee ("TRC") requirements is to solidify a
11 prearranged Parking Agreement with the LDS church located across the street. That written
12 agreement is supposed to be presented to the Planning Commission at the current meeting.
13 Mr. Teerlink was told that the agreement was being reviewed, but he expects it will be ready ahead
14 of the Regular Meeting. There was discussion about the pedestrian-activated crosswalk in the
15 area.
16

17 The Planning Commission can consider traffic circulation during the discussion. Mr. Teerlink
18 reported that pick-up and drop-off times were reviewed extensively back in 2016. There were
19 modifications made after the school opened. The pick-up and drop-off locations were modified to
20 shorten the queuing line, which has worked out well in the last few years. With the addition of
21 more faculty and students, it is important to make sure that issue does not return in the future. He
22 discussed the emergency access road, which was reviewed due to its proximity to Big Cottonwood
23 Creek. The TRC is satisfied that nothing is closer to the creek than previously approved. Since
24 this is an emergency access road, the width needs to be wider than what was originally built. Area
25 Fire Marshal, David Bradley, will discuss specific concerns from Unified Fire Authority ("UFA").
26

27 Area Fire Marshal Bradley explained that there is a proposal to add a gymnasium to the back of
28 the building. The size of the structure will be 13,000 square feet. Since it is a gymnasium, it will
29 likely be more than 40 feet tall. With the aerial apparatus, there is at least a 26-foot-wide road
30 needed, but the proposal is 20 feet. There is also a proposal to move a fire hydrant away from the
31 new construction. He has been in contact with the State Fire Marshal's Office about this proposal.
32

33 The other issue is where the school wants to move some of their outbuildings. The placement
34 would reduce emergency access on the west side of the building. Information has been presented
35 to the TRC and has been communicated to the State Fire Marshal's Office. The school needs to
36 meet with the State Fire Marshal's Office to make sure everything is in line before construction.
37 Commissioner Prince asked if UFA and the State Fire Marshal's Office are aligned as far as the
38 needs and requirements, which was confirmed. She thanked him for making an effort to reach out.
39

40 Commissioner Prince wanted to know if there is a danger to Big Cottonwood Creek if the
41 outriggers are placed in the dirt. Area Fire Marshal Bradley clarified that it puts the apparatus and
42 personnel at risk. Commissioner Tripeny did not believe the Area Fire Marshal would want the
43 Planning Commission to approve a Site Plan that does not include the 26-foot-wide roadway
44 needed. It was stated that there is a desire for the State Fire Marshal's Office to have an opportunity
45 to make comments and conduct a review, so the school responsibilities are clear.

1
2 Commissioner Prince asked about the proposal to move a fire hydrant. She was not sure that
3 moving a hydrant away from the structure was wise. Area Fire Marshal Bradley explained that it
4 depends on where the hydrant is placed. The school wants to move it further up the side of the
5 building away from the construction. Commissioner Gong wanted to know if sections of the road
6 could be 26 feet or wider with some narrower sections. Area Fire Marshal Bradley explained that
7 a 20-foot section could fall into disrepair, and then the 20 feet becomes 15 feet. This would result
8 in an unstable area to drive through. Additionally, if setup is needed in a narrower location, the
9 apparatus will need to be further away from the area it is needed. Consistency in width is best.

10
11 Commissioner Paul Cunningham noted that there are two main issues: the outlined fire issues and
12 the written agreement. He pointed out that the agreement was not submitted to the Planning
13 Commission before the meeting. Mr. Teerlink reported that the applicant will likely ask to defer
14 certain items, but it would be best to have those agreements in place and items clearly shown on
15 the Site Plan. The applicant may inform the Commission that there is a desire to have the
16 gymnasium constructed for the next school year. Chair Roach thought it would make sense to
17 continue the item to ensure there is a complete application to review before a decision is made.

18
19 The Work Session was closed at approximately 6:03 p.m.
20

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

22 Chair Roach called the Regular Meeting to order at approximately 6:03 p.m. All members of the
23 Commission were present. The Opening Statement was read aloud by Commissioner Prince.
24

25 **CONTINUED ITEM**

26 1. **“Lewin Accessory Building” – Conditional Use Permit - Existing Accessory Building**
27 **Footprint Size - 5755 South Minden Drive. (R-1-10 Zone) Review and Consideration**
28 **of a Request for a Conditional Permit Allowing an Existing Detached Accessory**
29 **Garage with a Footprint Size Larger than Normally Permitted in Order to Convert**
30 **the Structure to an Accessory Dwelling Unit. Item reviewed as an Administrative**
31 **Application as per Provisions Stated in Holladay Ordinance §13.14.030 & 13.08.040**
32 **13.14.030.E & 13.08.040. File #26-2-03.**

33 Mr. Teerlink presented the Staff Report and explained that this is the “Lewin Accessory Building”
34 application for a CUP at 5755 South Minden Drive. This item was discussed during the last
35 Planning Commission Meeting but was continued because of the noticing requirements. He noted
36 that the conditional use relates to the building footprint. There are permitted footprint sizes that
37 are allowed by City Ordinance. If an applicant wants to exceed the permitted footprint sizes, there
38 can be a CUP requested. In this case, the building under review already exists on the site and has
39 some non-conforming setbacks on the south side. He offered to answer the Commissioners’
40 questions.
41

42 Chair Roach reported that the applicant representative and property owner both spoke at the last
43 Planning Commission Meeting. He reminded those present that the public hearing is still open.
44

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

1
2 Commissioner Berndt asked if there are different sizes being considered for the footprint since the
3 example motion language mentions an accessory building footprint size. Mr. Teerlink stated that
4 the footprint that is being reviewed is 850 square feet and the non-conforming setback is 4.75 feet
5 on the south side in the R-1-10 Zone. Additional discussions were had about the correct
6 information to add to the motion. The applicant representative, John Collier, reported that the
7 existing structure is 1,313 square feet. The reason there is 975 square feet listed on the plan is that
8 that is the actual living space. The remainder will be used for the small one-car garage.
9 Commissioner Prince asked if there is comfort with the mitigations detailed in the Staff Report.
10 Mr. Collier explained that he is the builder, but the owner is comfortable with the mitigations.
11

12 Commissioner Berndt wanted to know if the Fire Department requirements need to be included in
13 the motion language. He understands this will be part of the future review process. Mr. Teerlink
14 explained that if the applicant cannot receive a Building Permit, then the CUP would not be
15 approved. It is possible to add this to the list of conditions that are included in the Staff Report.
16

17 ***Commissioner Gong moved to APPROVE the Conditional Use Permit application by John***
18 ***Collier for an accessory building footprint of 1,313 square feet, located at 5755 South Minden***
19 ***Drive in the R-1-10 Zone, based upon the findings that:***
20

- 21 ***1. The use of the property is compliant with the underlying land use zone (R-1-10).***
- 22
- 23 ***2. A primary residential use has been established on the property.***
- 24
- 25 ***3. An accessory dwelling unit is an allowed use as incidental to the primary***
26 ***residential use.***
- 27
- 28 ***4. The total accessory structure footprint meets R-1-10 coverage allowances.***
- 29
- 30 ***5. The proposal applies required additional treatments to mitigate the non-***
31 ***conforming setback.***
32

33 ***This is subject to the following conditions:***
34

- 35 ***1. Accessory building to retain its residential use and appearance.***
- 36
- 37 ***2. All lighting shall comply with Outdoor Lighting Ordinance §13.84.***
- 38
- 39 ***3. Accessory structure to comply with all zoning standards, including height,***
40 ***massing and scale, setbacks, graduated height, lot coverage, and lighting.***
- 41
- 42 ***4. Property owner shall file a signed agreement detailing the context/treatment***
43 ***applied and the resulting setback distance with the Community and Economic***
44 ***Development Department, §13.14031.C3.***
45

- 1 5. *A Building Permit is required for the renovation project. Certificate of*
2 *Occupancy shall be obtained by the Building Official.*
- 3
- 4 6. *Vegetation, including trees or tall shrubs, to be planted in the rear and side*
5 *setbacks against neighboring properties.*
- 6
- 7 7. *Use of the ADU shall comply with all Holladay Land Use Ordinances and all*
8 *applicable licensing requirements.*
- 9
- 10 8. *Conditions or complaints found to be in violation of set standards will require re-*
11 *review by the Planning Commission or possible revocation of this permit as*
12 *determined by the Community Development Director.*
- 13
- 14 9. *All Fire Code and Building Code requirements must be followed.*
- 15

16 *Commissioner Prince seconded the motion. Vote on Motion: Commissioner Cunningham-Yes;*
17 *Commissioner Tripeny-Yes; Commissioner Fonte-Yes; Commissioner Prince-Yes;*
18 *Commissioner Gong- Yes; Commissioner Berndt-Yes; Chair Roach-Yes. The motion passed*
19 *with the unanimous consent of the Commission.*
20

21 **PUBLIC HEARING**

- 22 2. **“Wasatch Waldorf Amended Site Plan” - Site Plan Review of a Permitted Use – 1458**
23 **East Murray Holladay Road (P Zone). Review and Consideration of a Request to**
24 **Modify an Existing Site Plan by Amending On-Site Traffic Circulation Plans to**
25 **Accommodate an Expansion to the Existing School. Item reviewed as an**
26 **Administrative Application as per Provisions Stated in Holladay Ordinances §13.46,**
27 **§13.76.400, and State Code §10.-20-304. File #16-9-01**

28 Mr. Teerlink presented the Staff Report and explained that this is the “Wasatch Waldorf Amended
29 Site Plan” application for 1458 East Murray Holladay Road. The application is for the Wasatch
30 Waldorf Charter School, and it is an administrative review of a permitted use Site Plan. The
31 amendment comes from a 2016 approval that allowed the placement of the building and
32 determined parking requirements, the access road, and other physical placements on the site. He
33 noted that the amendment in this application is to extend the drive access road around the back to
34 accommodate a new addition to the school gymnasium as well as some additional classrooms.

35
36 The TRC reviewed what is permitted in the P Zone and what can be reviewed for school sites.
37 There are several conditions outlined in the Staff Report. Due to the addition of the school space
38 and the modification to the emergency access area, there are off-site parking requirements outlined
39 as well as design parameters related to the access road on the back side of the site. The Fire
40 Department has looked at the application and is requiring a dimension that is not currently shown
41 on the Site Plan. The dimension that needs to be modified is a 20-foot width, as a 26-foot width
42 is needed. Staff was still waiting on a design that shows the 26-foot width. In addition, there
43 needs to be a written parking agreement with the LDS church across the street submitted for this
44 project.
45

1 The addition itself will be reviewed by the State Building Official. The City of Holladay will not
2 be involved in the construction, but can consider health and safety, traffic circulation, and off-site
3 parking as part of the Site Plan amendment. Chair Roach asked about the parking agreement and
4 who will come from. Mr. Teerlink clarified that there is a Properties Division.

5
6 Discussions were had about the church parking area and traffic circulation. Mr. Teerlink explained
7 that based on a review of the traffic circulation on site and the newly constructed pedestrian-
8 activated crosswalk, the church parking area is mostly being used during student pick-up and drop-
9 off. Commissioner Berndt asked for additional information about the parking agreement. Mr.
10 Teerlink clarified that he has not seen the agreement and is unable to share what has been proposed.

11
12 The applicant, Heather Campbell, explained that she is the Executive Director at Wasatch Waldorf
13 Charter School. She thanked the City for the pedestrian-activated crosswalk, as that is something
14 the parents appreciate. There are approximately 20 to 30 parents picking up and dropping off in
15 that area throughout the day, which reduces the traffic line. That parking lot has been used since
16 the crosswalk was installed. She is trying to obtain a lease agreement in writing from the church
17 that outlines what the use can look like. During construction, the intention is to allow faculty to
18 park there. The agreement process is currently underway but has not been finalized at this time.

19
20 Commissioner Prince asked if parents park at the church and then walk their children across the
21 street. Ms. Campbell explained that some walk their children across the street and others allow
22 the children to cross on their own, but it depends on the age of the child. Commissioner
23 Cunningham mentioned the State Fire Marshal requirements, which are not shown on the plans.
24 He asked if it is accurate to state that the plans have not been approved by the State Fire Marshal
25 at this point. Ms. Campbell reported that the review is still in process. There was some outreach
26 conducted because most of the fire lane is at 26 feet, but there are two spots that are 24 feet. The
27 architect and design team attempted to reach out to the State Fire Marshal's Office earlier.

28
29 Commissioner Prince pointed out that the submitted diagram shows the width of the road as 20
30 feet, which would be an issue. Wes Baker explained that he is from Babcock Design Group. There
31 is an awareness of the 26-foot requirement. The inside curb was intended to be a rolled curb that
32 a fire response vehicle could pull up on to make sure the entire width is maintained. There is a
33 diagram that has been prepared, which can be sent to the City and UFA as well as the State Fire
34 Marshal. Some additional clarification is needed for the areas that are less than 26 feet and are not
35 planned to be disturbed. The intention is to be compliant with all of the requirements.

36
37 As part of the approval process with the State, there is a requirement to coordinate with the City
38 and State Fire Marshal. Mr. Baker noted that the State Fire Marshal likes to coordinate with the
39 local responding authority. Commissioner Prince asked when the Planning Commission can see
40 documents that reflect the 26-foot width. Mr. Baker reiterated that the inside curb is a rolled curb.
41 He reported that a diagram was received before the meeting and will be shared with the City.

42
43 Chair Roach noted that during the Work Session, Area Fire Marshal Bradley spoke about the
44 requirement for a consistent 26-foot width in order to safely mitigate fire issues. Mr. Baker
45 reported that there will be a discussion with Area Fire Marshal Bradley. He reiterated that the

1 intention is to come into compliance with all of the requirements. Commissioner Prince noted that
2 during the Work Session, it was mentioned that there is a possible issue with the relocation of a
3 hydrant. Mr. Baker explained that there is an existing fire hydrant located where the extension of
4 the road will be. The fire hydrant has to be moved, so the Civil Engineer moved it east. Based on
5 the Work Session discussion, it sounds like there is a preference to locate it further to the south.
6 There is no concern about moving the hydrant, but the final location still needs to be determined.

7
8 Chair Roach opened the public hearing.

9
10 *Hollie Christiansen* explained that she lives adjacent to the school, across the creek. Her home is
11 most directly impacted by the school activities. She asked for clarity about where the driveway
12 will be extended. In addition, she wanted to better understand how far it would be extended.

13
14 Ms. Christiansen reported that she lived in the area before the school was built. It now sounds like
15 the school is seeking to amend the footprint in order to accommodate growth. However, the current
16 site layout is already failing to contain extreme and repetitive noise nuisances. While the school
17 is a permitted use, the code allows the Planning Commission to impose restrictions that mitigate
18 unreasonable risks to health and safety. The ongoing high-decibel outdoor drumming that occurs
19 is an unmitigated health hazard to surrounding homeowners. By altering the layout and expanding
20 the student capacity without including physical noise mitigation structures, this amendment will
21 aggravate the negative impacts on the surrounding residential properties. Allowing an amendment
22 that increases student capacity without conditioning the approval on an indoor-only policy for
23 percussion or the installation of a sound-dampening acoustic wall fails the duty to protect
24 neighborhood health. She asked that the Planning Commission table the Site Plan amendment
25 until the school submits a Noise Mitigation Plan and the approval can be properly conditioned.

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

28
29 Ms. Campbell explained that something included in the new addition to the building is another
30 music room. Right now, there is a teacher from Kenya who teaches African drumming. It is good
31 to know that this is bothersome for the surrounding neighbors, because a change can be made. The
32 larger gym will allow for more children who are playing games outside to move activities inside.

33
34 Mr. Baker noted that Page 24 of the Meeting Materials Packet shows the current layout of the road
35 toward the south. The darker circular items are the yurts that were referred to earlier. The road is
36 intended to be extended all the way to the south property line that abuts the park. The yurts have
37 to move because half of them are currently on the park property. The intention is to relocate those
38 elsewhere and allow the road to extend all the way south toward the property line. Mr. Baker
39 reported that in the new Site Plan, it is possible to see what is proposed to be relocated.

40
41 It was noted that Ms. Christiansen expressed concerns that there will be more traffic as a result of
42 the yurts being moved. Chair Roach mentioned the points that were discussed during the Work
43 Session. Based on applicant feedback, those items are still in progress and have not been finalized.

1 *Chair Roach moved to CONTINUE the Site Plan Amendments to Wasatch Waldorf Charter*
2 *School, located at 1458 East Murray Holladay Road, within the P Zone, so the submissions can*
3 *be finalized and reviewed by the Planning Commission. Commissioner Prince seconded the*
4 *motion. Vote on Motion: Commissioner Cunningham-Yes; Commissioner Tripeny-Yes;*
5 *Commissioner Fonte-Yes; Commissioner Prince-Yes; Commissioner Gong- Yes; Commissioner*
6 *Berndt-Yes; Chair Roach-Yes. The motion passed with the unanimous consent of the*
7 *Commission.*

8
9 **CONSENT AGENDA**

10 **3. Approval of Minutes of March 3, and 24, and April 21, 2026.**

11 It was noted that the Consent Agenda items were not submitted for Commissioner review.

12
13 **ADJOURN**

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

16
17 The Planning Commission Meeting adjourned at approximately 6:35 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, May 19, 2026.*
3
4
5

6 Teri Forbes

7 Teri Forbes

8 T Forbes Group

9 Minutes Secretary

10
11 Minutes Approved: _____

DRAFT

DRAFT

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

Tuesday, June 2, 2026

6:00 PM

**Temporary City Council Chambers
3330 South 1300 East
Millcreek, Utah**

ATTENDANCE:

Planning Commission Members:

Dennis Roach, Chair
Karianne Prince
Brian Berndt
Paul Cunningham

City Staff:

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

5:30 PM TRAINING

Chair Dennis Roach called the meeting to order at approximately 5:30 p.m. and explained that there will be Planning Commission training ahead of the Regular Meeting. He noted that the only items on the Regular Meeting agenda are votes on Meeting Minutes from March 3, 2026, March 24, 2026, April 21, 2026, and April 28, 2026. There will need to be separate votes taken on each.

City Planner, Carrie Marsh, reported that she sent out a document to the Planning Commission with several different resources and links. She asked Commissioners to discuss the information that was provided. Commissioner Brian Berndt pointed out that the Legislature makes a lot of decisions that impact the items on the list. He wondered whether part of the training should be a review of the relevant Legislative decisions. In addition, he would like the Commission to discuss drafting ordinances that comply with the statutes. There was an example recently where the Planning Commission was asked to make a decision, but there was no clear way to make one.

Community and Economic Development Director, Jonathan Teerlink, reported that Staff and Legal Counsel are creating a list of the bills that were passed and how those relate to the City process. It has taken some time to do this, especially because some items have deadlines. He offered to share that list with the Planning Commission so there is clarity about the approach taken on the bills. The example scenario mentioned by Commissioner Berndt had to do with the charter school application. Municipalities have some purview, but some items are not in their control. Commissioner Berndt wanted to better understand how to be helpful in those situations.

Commissioner Berndt noted that there is no strong infill ordinance, but many of the applications the Planning Commission reviews are infill. He asked if additional ordinance language can be drafted. Mr. Teerlink explained that there would need to be policy direction received from the

1 City Council. The City Council goals and priorities for the next five years include housing
2 opportunities, but he does not know whether an infill ordinance is something that will be pursued.

3
4 Ms. Marsh shared comments about the Legislative updates. The Utah League of Cities and Towns
5 (“ULCT”) website includes information about various bills. This was included in the list of links
6 that was shared with the Planning Commission. There is a bill tracker available on the website.
7 In addition, the Wasatch Front Regional Council (“WFRC”) has a bill tracker that can be used.
8 Some organizations provide a summary of the various amendments, but not all of those relate to
9 the work of the Planning Commission. There are useful resources available to Commissioners.

10
11 Commissioner Berndt explained that Holladay is different than many other cities, as there is mostly
12 infill occurring. He asked if the City has a lobbyist. Mr. Teerlink confirmed this and noted that
13 emails are received from the lobbyist to determine the position of the City. He added that a lot of
14 the bills this year had to do with processes. For instance, staff processing applications and moving
15 through development applications at a faster pace. This is something Holladay can handle, but
16 cities that are experiencing a lot more growth might have more difficulty meeting those timelines.

17
18 Commissioner Berndt explained that he likes to see ordinances that are clear and concise, but still
19 achieve the goals of the City. He wants to make sure the ordinances give Planning Staff and the
20 Planning Commission enough structure to make consistent decisions. The Legislature seems to
21 want predictability and to see the processes expedited. However, the way some of the ordinances
22 are written is not as constructive for those who are tasked with using or interpreting the code.

23
24 Mr. Teerlink reported that over the last year, there has been a lot of work done to rewrite the titles.
25 The idea was to work on Title 13 after the Legislative Session. The consultant who will be hired
26 to review and apply the Legislative changes, so the Planning Commission can expect to hear about
27 changes to the processes in the future. Ms. Marsh acknowledged that there are opportunities to
28 create clearer standards and have more concise language in the code. She has looked at codes and
29 processes in other cities to see what is in place elsewhere. Example scenarios were shared.

30
31 Commissioner Karianne Prince discussed the document that was sent out to Commissioners ahead
32 of the training. She spent time reviewing several different maps and noted that there are a lot of
33 resources available. WFRC had useful maps, including a census map that shows the percentage
34 of the population under 18 years old. This data highlights how the City of Holladay is different
35 than other cities. She noted that there are different challenges that the City of Holladay faces
36 compared to other areas.

37
38 Commissioner Prince also looked at the Wasatch Choice Vision maps and the Utah Department
39 of Transportation (“UDOT”) maps of both proposed and current projects. Ms. Marsh reported that
40 the maps are used during planning processes and the regional context is taken into account. She
41 noted that in the General Plan interactive maps, there is localized census data available as well.

42
43 Commissioner Prince reiterated that it was interesting to look at the different information available
44 on the maps. It was unfortunate to see how few public transportation options there are in the City
45 of Holladay compared to some other areas. Ms. Marsh reported that Commissioners can use these

1 resources to better understand the regional and local context. She added that the WFRC website
2 also has a new Housing Site Evaluator available, which is something Commissioners can review.
3

4 Ms. Marsh likes that it is possible to narrow down information on the interactive maps. For
5 instance, it is possible to look only at Holladay or to look at the surrounding cities as well. She
6 reported that it is also possible to filter information by land use types and transportation.
7 Ms. Marsh further reviewed the Housing Site Evaluator tool and explained that WFRC focuses a
8 lot on accessibility. It is interesting to consider how land use and housing interact with one another.
9

10 Commissioner Paul Cunningham reported that he reviewed information about the Utah Office of
11 the Property Rights Ombudsman. He read through approximately two years of advisory opinions.
12 There were some similar cases to ones that have been seen in Holladay, including one in Millcreek
13 and one in Cottonwood Heights. He shared one example from Millcreek, where the City noticed
14 a For Sale sign on a lot that was not developable. Someone had purchased that property and was
15 attempting to build a house without a permit. Information about the advisory opinions was shared.
16

17 Discussions were had about the Findings of Fact included in the Staff Reports. Commissioner
18 Cunningham noted that there have been times where he has asked applicants if there is support for
19 the findings that are listed, but it appears the applicants have not reviewed them. Ms. Marsh
20 reported that the applicants receive a copy of the Staff Report, which includes suggested findings.
21 It is the responsibility of the applicant to read the report as well as the findings and conditions.
22

23 Commissioner Cunningham asked how much authority Staff has to determine whether an
24 application is not complete and therefore is not ready to be considered by the Planning
25 Commission. Mr. Teerlink reported that there is a list of items in the code for most applications.
26 The applicant needs to provide that information to the Technical Review Committee (“TRC”).
27 There have been instances where an applicant does not want to spend the money to have a
28 professional create the needed drawings, but something must be submitted in some form. The
29 TRC looks at what was provided by the applicant and shares input with the Planning Commission
30 about whether or not enough information has been received to make a decision about the request.
31

32 Ms. Marsh explained that there is normally communication with applicants about areas where
33 more information might be beneficial. She often will send out links to previous applications for
34 reference. This allows the applicant to see examples of what might be useful for the Planning
35 Commission to have available to review. However, it all depends on what the applicant chooses
36 to do. Commissioner Berndt pointed out that development is expensive. People who come to the
37 City with applications need to understand that there are certain requirements involved with that
38 process. He asked how often a traffic analysis is requested by the City. Mr. Teerlink reported that
39 a traffic analysis is requested when the City Engineer determines that there will be a 10% increase.
40

41 Commissioner Berndt asked about design standards. Mr. Teerlink reported that the Holladay
42 Village Zone, Holladay Hills, and Holladay Crossroads Zone are the only zones that have a design-
43 focused review. In the last few years, the State has determined that unless something is multi-
44 family, cities cannot require architectural controls. Holladay has a few zones that already
45 established architectural control for multi-family developments prior to that law. Commissioner

1 Berndt asked if multi-family is based on the number of units, which was confirmed. Mr. Teerlink
2 explained that it is four and above. He shared an example project that was reviewed by the
3 Planning Commission last month, which was a project located on Murray Holladay Road.
4 Ms. Marsh discussed the current design standards, such as a break in architectural features after a
5 certain length. She noted that there are some cities that are currently exploring form-based code.
6

7 Chair Roach wanted to know if the State desire to expedite certain processes will override the
8 ability to set certain standards. Mr. Teerlink explained that multi-family developments are really
9 the only types that allow for that architectural review, as standard houses are off limits. The
10 Legislature is responding to pressures from homebuilder associations. Ms. Marsh reported that
11 the document sent out to Commissioners includes a link to Envision Utah. There is a review of
12 form-based code there. Commissioners interested in better understanding form-based code can
13 review that information. There is also Creating Communities, which is a guide to walkable centers.
14 The Envision Utah tool has a Land Use Ordinance Library, and there is one that is specific to
15 housing. She offered to find this tool and share it with members of the Planning Commission.
16

17 Ms. Marsh discussed the Land Use Review for Attainable Housing information. This is helpful
18 when it comes to understanding some of the policy decisions that are being made at a Legislative
19 level. Chair Roach read that report and noticed that some of the outlined items are similar to the
20 ones that were chosen from the State menu to assist with housing. After conducting additional
21 research, he does not believe the listed items will necessarily solve the existing problems.
22 Ms. Marsh acknowledged that there is not one specific choice that will fix the issues, but various
23 items can be implemented to start addressing the needs. It is hard to know what options will be
24 the most effective. She noted that in Salt Lake City, there has been more stabilization seen, where
25 rents are staying about the same and are not increasing at the same rate as before. While it might
26 be difficult to lower the actual rent prices, having more market stability could be meaningful.
27

28 Chair Roach suggested that when the Staff Reports are received, there be an argument made for
29 and against what has been proposed. Staff does an excellent job of addressing problems before an
30 item reaches the Planning Commission, but it would be nice for potential concerns to be
31 highlighted as well. He is not sure if this is allowed, but suggested that all perspectives be
32 represented. Mr. Teerlink explained that the Staff Report shows the Planning Commission whether
33 a project is compliant with code. There is a willingness to share individual TRC member concerns
34 so the Planning Commission can moderate a discussion. He noted that there is a desire to be as
35 transparent as possible, which is one of the reasons there are public comment periods held.
36

37 There have been discussions about providing Commissioners with a more concise cover sheet that
38 provides a high-level summary. Mr. Teerlink explained that there could be a one-page document
39 included in the Staff Report so there is clarity about the responsibility of the Planning Commission
40 and the specific standards that need to be reviewed for each application. This is something that
41 will likely be provided to Commissioners in the future. Ms. Marsh stressed the importance of
42 communication and making sure all information is clear and understandable. The one-page
43 document could outline the applicant request, the standards, and whether the standards are met. In
44 addition, there could be a list of common concerns and responses to frequently asked questions.
45 There are a lot of people who submit comments, but often, the comments are actually questions.

1
2 Mr. Teerlink reported that after each training session, there is a summary sent to the City Recorder.
3 The training hours are tracked, and that information is made available when requested. Chair
4 Roach closed the Work Session training at 6:28 p.m. and moved directly into the Regular Meeting.
5

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

7 Chair Roach called the Regular Meeting to order at approximately 6:28 p.m. Since there were no
8 members of the public present, the Opening Statement was not read aloud during the meeting.
9

10 **1. Meeting Minutes.**

11 **a. March 3, 2026.**

12 ***Commissioner Cunningham moved to APPROVE the Meeting Minutes from March 3, 2026.***
13 ***Commissioner Prince seconded the motion. Vote on Motion: Commissioner Berndt-Yes;***
14 ***Commissioner Prince-Yes; Commissioner Cunningham-Yes; Chair Roach-Yes. The motion***
15 ***passed unanimously.***
16

17 **b. March 24, 2026.**

18 ***Chair Roach moved to APPROVE the Meeting Minutes from March 24, 2026. Commissioner***
19 ***Prince seconded the motion. Vote on Motion: Commissioner Berndt-Yes; Commissioner***
20 ***Prince-Yes; Commissioner Cunningham-Yes; Chair Roach-Yes. The motion passed***
21 ***unanimously.***
22

23 **c. April 21, 2026.**

24 ***Commissioner Prince moved to APPROVE the Meeting Minutes from April 21, 2026.***
25 ***Commissioner Cunningham seconded the motion. Vote on Motion: Commissioner Berndt-Yes;***
26 ***Commissioner Prince-Yes; Commissioner Cunningham-Yes; Chair Roach-Yes. The motion***
27 ***passed unanimously.***
28

29 **d. April 28, 2026.**

30 ***Commissioner Berndt moved to APPROVE the Meeting Minutes from April 28, 2026. Chair***
31 ***Roach seconded the motion. Vote on Motion: Commissioner Berndt-Yes; Commissioner***
32 ***Prince-Yes; Commissioner Cunningham-Yes; Chair Roach-Yes. The motion passed***
33 ***unanimously.***
34

35 **ADJOURN**

36 ***Chair Roach moved to ADJOURN. There was no second. The motion passed with the***
37 ***unanimous consent of the Commission.***
38

39 The Planning Commission Meeting adjourned at approximately 6:31 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, June 2, 2026.*
3
4
5

6 Teri Forbes

7 Teri Forbes
8 T Forbes Group
9 Minutes Secretary

10
11 Minutes Approved: _____

DRAFT

DRAFT

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

Tuesday, June 16, 2026

6:00 PM

**Temporary City Council Chambers
3330 South 1300 East
Millcreek, Utah**

ATTENDANCE:

Planning Commission Members:

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

City Staff:

Jonathan Teerlink, Community and Economic
Development Director
Justice Tuffour, Planner II
Brad Christopherson, City Attorney

WORK SESSION

Chair Dennis Roach called the Work Session to order at 5:33 p.m. and stated that all Commissioners are present with the exception of Commissioner Karianne Prince. He reported that the Regular Meeting agenda includes one Continued Item and four Public Hearing items.

Community and Economic Development Director, Jonathan Teerlink, shared information about the Continued Item on the Regular Meeting agenda, which has to do with the Wasatch Waldorf Charter School. This Site Plan Amendment was previously considered by the Planning Commission during the meeting on May 19, 2026. There were a few items the Commission asked the applicant to return with, including a Parking Agreement that provides off-site parking stalls in a long-term arrangement. The applicant has been working primarily with the LDS church across the street but has also been working with the senior care center to the east. There is now an agreement to lease parking stalls long term. The agreements were not included in the Staff Report, as those are private agreements between property owners. However, he has seen documentation.

The second issue the Planning Commission highlighted had to do with the emergency access dimensions of the fire lane behind the school. As shown on the Site Plan, there is an existing emergency driveway along the back side that is proposed to be extended in order to accommodate the expansion of the gymnasium and school. The width of the driveway narrows in some locations. There is a letter included in the Meeting Materials Packet that show the applicant has reached agreement and approval with both the State and Unified Fire Authority ("UFA") on the dimensions. The Technical Review Committee ("TRC") is satisfied that the requirements are met.

1 It was noted that the public hearing was closed during the May 19, 2026, Planning Commission
2 Meeting. Comments from neighboring property owners were addressed more specifically in the
3 latest Meeting Materials Packet. Mr. Teerlink explained that only certain items can be reviewed
4 by municipalities when applications like this are submitted, such as life-safety-related items.

5
6 The TRC reviewed the protection of the stream bank. It is requested that the protection be
7 maintained and not be impacted by the driveway expansion. Based on the dimensions shown in
8 the drawings, it is not anticipated that this will be an issue. However, some of the abutting property
9 owners have expressed concerns to Salt Lake County Flood Control and other County and State
10 entities that there could be a violation of the Flood Control Permits. He has been copied on several
11 emails to the Utah Division of Water Rights, Salt Lake County Flood Control, Salt Lake County
12 Regional Parks, and others, about this project. The applicant is working with Salt Lake County
13 Flood Control on permitting, which is outside the purview of the Planning Commission. If there
14 are violations found, then the applicant will deal with Salt Lake County Flood Control directly.

15
16 Chair Roach explained that in this particular zone, the Planning Commission is limited and relies
17 heavily on City Staff to clarify what is within the purview of the Commission. Mr. Teerlink
18 acknowledged that this is an unusual situation. In 2016, the Wasatch Waldorf Charter School was
19 reviewed and approved at a State level in a floodplain. There is a Flood Control Permit, so any
20 modifications require the applicant to apply at the County level. All conditions from the 2016
21 approval at the Planning Commission level should remain in place. He stated that this has been
22 made clear in the Staff recommendations. In addition, there is clarification that UFA has approved
23 the dimension modifications to the width of the driveway in the back and additional parking stalls
24 have been secured off-site. Chair Roach expressed appreciation for Staff efforts on this item.

25
26 The Public Hearing items were reviewed. Chair Roach reported that the first is a Zone Map
27 Amendment application for a rezone from the R-1-21 Zone to the Public ("P") Zone. Planner II,
28 Justice Tuffour, explained that this application is for a rezone from a single-family residential zone
29 to the P Zone. The subject property is currently owned by Holladay Memorial Cemetery. The
30 intention is to expand the existing cemetery, which is located directly south of the subject property.
31 In order to do that, a rezone is needed to accommodate the cemetery use that is proposed.

32
33 Commissioner Angela Gong noted that this application is for a Zone Map Amendment. If a
34 decision is made to develop the land with roads or buildings, in accordance with the cemetery use,
35 she asked if the proposal would come back to the Planning Commission. Mr. Teerlink reported
36 that when the mausoleum was constructed, that came back for a Site Plan review. He is not certain
37 what is specifically planned on this property. Commissioner Gong asked if she would need to
38 recuse herself from the vote, as her mother is buried in that cemetery. Mr. Teerlink clarified that
39 there is no financial gain, so she does not need to recuse herself from a vote on this application.

40
41 The next item on the Regular Meeting agenda is a Text Amendment for the Holladay Village,
42 Building Height Standards. Mr. Teerlink reported that the City has been approached with an
43 application to amend the height standards in one segment of the Holladay Village. The applicant
44 is looking into redevelopment, but plans are not under review by the Planning Commission.
45 Conceptual plans have been submitted to provide context but are not currently being considered.

1
2 Mr. Teerlink explained that the applicant request is a Text Amendment to change the height
3 allowance from 35 feet to 50 feet at the corner of Holladay Boulevard and Arbor Lane. Public
4 comments have been received in the last few days, which were forwarded to Commissioners.

5
6 Mr. Teerlink reported that in the Holladay Village Zone, there were originally some taller heights
7 allowed. The City Council enacted a moratorium to study building height and density in 2016.
8 He was part of that review committee and proposed new building heights based on the goals of the
9 City Council. The clock tower building was built to a height that was determined to be appropriate
10 for that development, even though it was possible at that time to build higher. The City Council
11 at the time determined there was no need to build higher than that in other parts of the Holladay
12 Village Zone. As a result, the rest of the heights were lowered to match that level of elevation.
13 Based on his time serving on the committee and the point of view of the previous City Council,
14 the proposed height increase from 35 feet to 50 feet is not something that Staff would recommend.

15
16 Chair Roach asked about the comments received about the Text Amendment request. Mr. Teerlink
17 reported that he forwarded all comments to the Planning Commission. There were approximately
18 a dozen comments received ahead of the meeting, and none were in favor of the Text Amendment.

19
20 Commissioner Brian Berndt noted that the proposed height increase would have a significant
21 impact. He asked if there is a different way this could be considered. Mr. Teerlink reported that
22 there was an idea shared in the past where the buildings right on Holladay Boulevard could be
23 higher. The buildings would then step down as the residential properties to the west were
24 approached. All of the residential properties to the west, with the exception of a few homes, are
25 in the R-M Zone and can have 40-foot heights. If the request was to shift from 35 feet to 40 feet,
26 with some architectural review, that could potentially be compatible. Commissioner Berndt
27 thought 40 feet would be more appropriate than the 50 feet that has been proposed by the applicant.

28
29 Chair Roach clarified that what is currently before the Planning Commission is a Text Amendment
30 that would increase the height from 35 feet to 50 feet. Mr. Teerlink reported that there is a
31 highlighted map included in the Meeting Materials Packet. That is the area of the requested
32 amendment. It is difficult to approve a 50-foot request without considering the rest of the Holladay
33 Village. Figure 13.71.3 would be amended in the code to include the red highlighted area.

34
35 Commissioner Paul Cunningham mentioned the following language in the Meeting Materials
36 Packet: "The contemplated height of the structure will be 50 feet measured from top back of curb
37 at the Holladay Boulevard access." There was discussion about the grade and potential impacts.

38
39 Commissioner Cunningham pointed out that many of the public comments did not only consider
40 the proposed height. He thought the focus should remain on the Text Amendment request. Chair
41 Roach stated that he will share a reminder ahead of the public hearing on this item. City Attorney,
42 Brad Christopherson, thought it was important for the public to be aware that the Planning
43 Commission is being asked to forward a recommendation to the City Council. It is the City
44 Council who will ultimately make a decision about the Text Amendment application.

1 The next item on the Regular Meeting agenda is a Text Amendment for Arts and Culture Land
2 Uses within the Holladay Village Zone. Mr. Teerlink explained that this is a joint application
3 between the City of Holladay and a recent business owner. In the Holladay Village, all of the
4 storefronts at ground level on Holladay Boulevard and Murray Holladay Road require retail. When
5 established, there was a desire to preserve commercial tax dollars, so the requirement for land uses
6 at the ground level was retail. However, as time has passed, there are accessory uses that business
7 owners would like to entertain, such as recitals, art galleries, and other arts and culture uses.

8
9 The City is proposing the Planning Commission consider a request to allow arts and culture uses
10 within the Holladay Village Zone. Staff has created a new Land Use category that property owners
11 in the Holladay Village could have as an accessory use. Staff recommended the Planning
12 Commission open the public hearing and continue the item so there can be additional discussion.

13
14 Commissioner Gong pointed out that there is already a music studio in the area. She asked if that
15 is counted as retail. Mr. Teerlink confirmed this and reiterated that there is a desire to have
16 accessory arts and culture uses. Chair Roach asked if the public hearing should also be continued,
17 which was confirmed. Mr. Teerlink explained that there will be a Staff presentation as well as
18 comments shared from a local business owner. He requested that this item be continued.

19
20 Chair Roach reported that the last item on the Regular Meeting agenda is a Text Amendment for
21 the Holladay Hills Site Development Master Plan (“SDMP”) Table of Land Uses. Mr. Teerlink
22 reported that the City has been approached by a property owner to add Personal Services to the
23 existing Land Use Table in the SDMP for the Royal Holladay Hills site. Personal Services could
24 include salons and massage therapy. The request is for this use to be included in the table to
25 accommodate new tenants. There were no written comments submitted ahead of the meeting.

26
27 The Work Session was closed at approximately 6:00 p.m. and the Commission took a short break.

28
29 **CONVENE REGULAR MEETING – Public Welcome and Chair Opening Statement.**

30 Chair Roach called the Regular Meeting to order at approximately 6:02 p.m. He noted that all
31 members of the Commission are present with the exception of Commissioner Prince. There are
32 five items on the agenda. The Opening Statement was read aloud by Commissioner Jill Fonte.

33
34 **CONTINUED ITEM**

35 **1. “Wasatch Waldorf” – Site Plan Amendment – 1458 East Murray Holladay Road (P**
36 **Zone) - File #16-9-0. Continued Review and Consideration of a Request by Wasatch**
37 **Waldorf Charter School to Amend Existing On-Site Traffic Circulation Plans to**
38 **Accommodate School Expansion. Item Reviewed as an Administrative Application**
39 **according to H.C.C. §13.46, §13.76.400 and U.C.A. §10-20-304.**

40 Chair Roach reported that the first item on the Regular Meeting agenda is a Continued Item for
41 the Wasatch Waldorf Charter School. The public hearing was closed at the last meeting.
42 Mr. Teerlink explained that during the last Planning Commission discussion, there were a few
43 additional items requested, including a Parking Agreement and compliance with the emergency
44 fire lane access dimensions. UFA and the State Fire Marshal have worked with the applicant on
45 an agreed determination. The TRC recommends this be reviewed by the Planning Commission.

1
2 There is an off-site parking agreement for 15 parking stalls. The applicant has been closely
3 engaged with the LDS church and senior center across the street. Staff has seen the draft
4 agreements and can verify that these can be executed according to the Planning Commission
5 requirements. There are some recommendations included in the Meeting Materials Packet, which
6 includes an approval letter from 2016. All of the conditions of that letter should remain in place.
7 The applicant is expected to continue discussions with the State and County on other issues.

8
9 The applicant representative, Ricky Parkinson, explained that he is with Babcock Design and is at
10 the meeting to represent the school. He has been working closely with the Community and
11 Economic Development Director to resolve all issues. As mentioned, the previously expressed
12 concerns have been addressed, but there are still some outstanding items related to flood control.

13
14 Commissioner Gong noted that during the last Planning Commission discussion, there were
15 concerns about the width of the road. It looks like the Fire Marshal letter confirms the 26 foot
16 width. She understands there is a rolled curb. Mr. Parkinson explained that there is a rolled curb
17 in one section. The 26 feet was needed where the vehicle would be parked. Chair Roach
18 appreciated that Staff has worked with the applicant to address the previous concerns.

19
20 ***Commissioner Cunningham moved to APPROVE the Site Plan Amendments to Wasatch***
21 ***Waldorf Charter School, located at 1458 East Murray Holladay Road, within the P Zone,***
22 ***finding that the proposal:***

- 23
24 ***1. Has received approvals from the State and local Fire Marshals offices.***
25
26 ***2. Additional off-site parking has been arranged in long-term agreement with the***
27 ***adjacent property owner.***
28
29 ***3. New building addition is located with permissible setbacks/building area of the P***
30 ***Zone.***

31
32 ***This approval is subject to the following subjective conditions, as allowed by State Code***
33 ***Annotated § 10-20-304(2)(b)B:***

- 34
35 ***1. Amendment does not replace or alter conditions set forth in the original approval***
36 ***letter dated 02/18/2016 (File #16-9-01).***
37
38 ***2. Off-Site parking agreements shall be maintained. Further alterations to parking***
39 ***or traffic circulation may require Planning Commission review.***
40
41 ***3. The original traffic control plan shall be maintained and strictly adhered to in***
42 ***order to assure safety for both pedestrians and the general public at this location***
43 ***as it relates to the operation of all school activities. This includes:***
44
45 ***i. Limited turn left exiting movements;***

- 1 ii. No parking, standing, or drop-off or pick-up of students on either side of
2 Murray Holladay Road, and
3 iii. Faculty directing traffic both along the circulation road and drop-off
4 points and at the ingress/egress opening, etc.
5

6 *If the plan does not yield the necessary safety and efficiency, the City, as allowed by State
7 law, and for the safety and common good of the general public and the school, will
8 require submittal of an amended operational plan that will be considered at an
9 appearance before the Planning Commission.*

- 10
11 4. The creek bank and immediate area must be preserved free from damage to the
12 embankment and trees.
13

14 Commissioner Gong seconded the motion. Vote on Motion: Commissioner Cunningham-Yes;
15 Commissioner Tripeny-Yes; Commissioner Fonte-Yes; Commissioner Gong-Yes;
16 Commissioner Berndt-Yes; Chair Roach-Yes. The motion passed with the unanimous consent
17 of the Commission.
18

19 **PUBLIC HEARINGS**

- 20 2. **Zone Map Amendment – Rezone from R-1-21 to P - 4901 South Memory Lane - File**
21 **#26-4-02. Review and Recommendation to the Holladay City Council on a Proposal**
22 **by the Applicant to Change the Holladay Zone Map at this Location from the Current**
23 **Residential Single-Family Home Zone (R-1-21) to the Public Zone (P) for**
24 **Approximately 2.34 Acres of Property. Item Reviewed as Legislative Action,**
25 **According to H.C.C §13.07.**

26 Mr. Tuffour presented the Staff Report and explained that this is a Zone Map Amendment
27 application. The request is to rezone from the R-1-21 Zone to the P Zone on property located at
28 4901 South Memory Lane. The subject property is located to the north of Holladay Memorial
29 Cemetery, and the property is approximately 2.34 acres. He clarified that the property is currently
30 owned by Holladay Memorial Cemetery, and the applicant has proposed the rezone to expand the
31 cemetery. The applicant narrative indicates that the cemetery is currently facing certain constraints
32 with the availability of land. The rezone is intended to allow them to expand the current service.
33

34 Staff conducted an analysis to determine whether the rezone will advance the purpose of the
35 General Plan, public interest, and future development. In addition, an analysis was conducted to
36 determine whether the rezone is necessary in order for the applicant to proceed with what is
37 desired. Based on the analysis conducted, Staff finds the proposed rezone advances all four
38 elements. Staff has provided a positive recommendation for Planning Commission consideration.
39

40 Commissioner Berndt asked what will happen if there are new buildings constructed on this
41 property. He wanted to know what the required setbacks would be. Mr. Tuffour reported that
42 there are development standards in the P Zone. Mr. Teerlink has not heard about any new buildings
43 proposed on the subject property. There was discussion about the applicant narrative. Chair Roach
44 asked whether a mausoleum would qualify as a building. It was clarified that anything the Building
45 Code would consider a structure would be reviewed through the Site Plan process.

1
2 The applicant, Jordan Buckner, explained that the purpose of the rezone is not to immediately
3 develop. The immediate need is to secure adjacent land for future operations. The current
4 structures on the site include a homestead and a historic two-level barn. The intention is for those
5 to remain and to integrate the barn into community events. Mr. Buckner stressed the importance
6 of involving the community and making sure the Memorial Park is viewed as something that adds
7 value to the community. There are a minimum of eight community events held where residents
8 are invited into the park. This particular park is heavily walked. He clarified that the intention is
9 to move through the Zone Map Amendment process now in order to address those future needs.

10
11 The Holladay Memorial Cemetery will turn 178 years old in September. Mr. Buckner stated that
12 the cemetery is an asset to the City of Holladay, though it is often overlooked. This cemetery has
13 historically added acreage over time to address needs, so there is a precedent for this kind of
14 rezone. He shared additional information about the cemetery and stated that there is a desire to be
15 proactive. The community needs to be fully informed, but there is no development planned on the
16 property for the next 10 years. The idea is to secure it now before there is a need.

17
18 Chair Roach opened the public hearing. There were no comments. The public hearing was closed.

19
20 Chair Roach noted that this is a fairly straightforward application. It makes sense for Holladay
21 Memorial Cemetery to be proactive about the rezone. Other Members of the Commission agreed.

22
23 ***Commissioner Fonte moved to forward a recommendation to the City Council to APPROVE an***
24 ***application by Jordan Buckner to amend the City of Holladay Zoning Map for 2.34 acres of***
25 ***Land, located at 4901 South Memory Lane, from the R-1-21 Zone to the P Zone, based upon***
26 ***the following findings:***

- 27
28 1. ***The proposed zone change is consistent with policy direction, as it facilitates the***
29 ***continued operation and modest expansion of an established community-serving***
30 ***use that has historically existed in this location.***
31
32 2. ***The proposed zone change balances present and future community needs in land***
33 ***use decision-making.***
34
35 3. ***The proposed zone change is harmonious with the City's future development***
36 ***objectives and the character of the surrounding area.***
37
38 4. ***The rezone would support the continued stewardship of community land***
39 ***resources while providing space for an essential public-serving use that addresses***
40 ***both current and future community needs.***
41
42 5. ***The proposed rezone is both reasonable and necessary to accommodate the***
43 ***intended use of the property and to implement the long-term objectives identified***
44 ***in this report.***
45

1 *Commissioner Berndt seconded the motion. Vote on Motion: Commissioner Cunningham-Yes;*
2 *Commissioner Tripeny-Yes; Commissioner Fonte-Yes; Commissioner Gong-Yes;*
3 *Commissioner Berndt-Yes; Chair Roach-Yes. The motion passed with the unanimous consent*
4 *of the Commission.*

5
6 3. **Text Amendment – Holladay Village, Building Height Standards, §13.71.075 - File**
7 **#01-4-19-14. Review and Recommendation to the Holladay City Council on a**
8 **Proposed Amendment to Title 13 of the Holladay City Code, Land Use and**
9 **Development Regulations, as they Relate to an Increase to Allowable Building Heights**
10 **in the Holladay Village Zone from 35 Feet to 50 Feet at the Corner of Holladay**
11 **Boulevard and Arbor Lane. A Legislative Action, According to H.C.C §13.07.**

12 Mr. Teerlink presented the Staff Report and explained that this is a Text Amendment application
13 related to Building Height Standards in the Holladay Village Zone. The application was reviewed
14 by the TRC for completeness, and it was determined that, based on what has been provided by the
15 applicant, it is appropriate for a Planning Commission hearing to take place. The Planning
16 Commission is requested to review this item based on the merits of the application and the narrative
17 that has been provided. The Commission is also asked to conduct a public hearing and listen to
18 the applicant. The Staff Report has background information about building heights in the zone.

19
20 The Staff Report includes development concepts that were submitted by the applicant, but what is
21 currently before the Planning Commission is a Text Amendment request. Chair Roach believed
22 the requested amendment is not for the entire zone, but one specific area within the zone.
23 Mr. Teerlink clarified that it is for the highlighted section shown in the Meeting Materials Packet.

24
25 Commissioner Berndt pointed out that the motion language does not include a specific address.
26 He asked if that should be included to avoid confusion. Mr. Teerlink suggested that the motion
27 language reference the highlighted section that is shown in the Meeting Materials Packet. Chair
28 Roach noted that there could be a reference to approximately 4714 South Holladay Boulevard.
29 Mr. Teerlink clarified that the appropriate image to reference would be Figure 13.71.3.

30
31 There was discussion about building heights in the Holladay Village Zone. Mr. Teerlink shared
32 an image that shows the exterior areas tapering down toward the residential properties. He
33 explained that this was the standard that the City Council at the time was comfortable with.

34
35 The applicant, Josh Romney, introduced himself to the Planning Commission. He reported that
36 the Walgreens site has a lease that was originally signed in 1974. The lease expires in
37 approximately three years and the likelihood of Walgreens remaining there is not high. He had
38 been trying to work with the owner of the site for a long time and was finally able to do so.

39
40 Mr. Romney stated that the City of Holladay is a wonderful place to live. It is somewhere that
41 people want to retire. The idea is to build high-end housing that would cater to people who are
42 looking to downsize but still want to remain in the City of Holladay. The proposal is to have
43 commercial on the main floor and have restaurants, offices, and potentially a small pharmacy
44 available for residential use.

1 Mr. Romney shared information about the parking needs and the future development. The height
2 limits what could be done. He believes a 15-foot difference between the nearby residential and
3 commercial is minimal. With a 50-foot height limit, there would be a four-story building,
4 including the parking. Mr. Romney reported that the back of the lot drops approximately 18 feet,
5 so at the street level, there will not be a notable difference in height seen. There is a willingness
6 to work with the neighbors and create something that makes sense for the area. A three-to-four-
7 acre site in downtown Holladay is rare and there is an opportunity to build something that is
8 meaningful.

9
10 Chair Roach noted that the applicant referenced an 18-foot drop on the west side. However, in the
11 submitted materials, there is a reference to 50 feet at street level. He believed that would make it
12 68 feet on the west side. Mr. Romney clarified that it would not reach 68 feet on that side. There
13 is an openness to suggestions from the City about the back of the property. He reported that the
14 front neighbors do not necessarily want to sell. The owner of the transmission center is open to
15 selling but wants a lot of money to do so. As a result, there is a certain amount of density needed.
16 It was clarified that a rezone has not been requested for that property at this time. It is something
17 that would need to come back to the Planning Commission in the future if the property was sold.

18
19 Chair Roach stated that the transmission center is not included in the current application.
20 Mr. Romney clarified that there is a desire to acquire that property as well as some other properties.
21 This would make it possible to create one large development. There is a desire to create a vibrant
22 neighborhood. He reported that there is currently control over 3 acres. There has not been a Text
23 Amendment request made for the other areas that have been mentioned. There was discussion
24 about the highlighted area on the map. Mr. Romney provided clarifying information about the
25 current application. He reiterated that the front pieces are not currently within their control.

26
27 Commissioner Gong mentioned the impact of contamination from the dry-cleaning business. The
28 applicant previously stated that there is no desire to dig down as a result of that contamination.
29 Mr. Romney reported that there was a Phase I and Phase II Environmental Report. During the
30 second phase, holes were drilled to determine the conditions. The contamination is not serious,
31 but there is still contamination. If there is residential, a vapor barrier will be needed at the bottom
32 level, and ventilation will be needed to ensure the chemicals do not make it into the living spaces.

33
34 Thane Smith provided additional information about the Phase I and Phase II Environmental
35 Report. There were elevated levels above residential and commercial limits, which is the reason
36 the vapor barrier will be necessary in that location. If there is excavation work to remediate and
37 remove the contamination, the project will become far more expensive. There is a need to be
38 careful about the approach taken. There will be work done with the consultants as well as the Utah
39 Department of Environmental Quality to make sure everything is handled correctly on the site.

40
41 Mr. Romney noted that the transmission center likely has the most contamination, so that will
42 require remediation if the property is acquired in the future. Commissioner Fonte asked what will
43 happen to the plan if the additional properties are not acquired. She also wanted to know what
44 would happen if the Text Amendment is not approved. Mr. Romney explained that if the front

1 properties are not acquired, there will still be a project that moves forward, but it will be different
2 than what is currently envisioned. It would likely become a residential townhome product.

3
4 Mr. Romney reminded Commissioners that the lease with Walgreens does not expire for three
5 years, so there is still time to work out additional details. However, there is a chance that
6 Walgreens will leave earlier, since Walgreens has been closing a lot of stores across the country.
7 At the current time, there is a three-year process planned. Commissioner Gong asked what would
8 happen if the additional properties are acquired, but the Text Amendment is not approved.
9 Mr. Romney believed that something would still move forward, but it would not be a landmark
10 site.

11
12 Commissioner Cunningham reminded Commissioners that the proposed Text Amendment is the
13 only item that is currently under consideration. Mr. Romney believed the height would be
14 compatible with what is happening in the rest of the community. He feels this area should be
15 vibrant and beautiful, but right now, there are a lot of old buildings. The request is to increase the
16 maximum building height from 35 feet to 50 feet, which he feels is appropriate for the area.

17
18 Ahead of the public hearing, Chair Roach reminded those present that the application currently
19 before the Planning Commission relates to Building Height Standards in the Holladay Village
20 Zone. The request is to increase the height from 35 feet to 50 feet. He explained that the current
21 application has nothing to do with density or what might be developed in the future. The Planning
22 Commission will forward a recommendation to the City Council about the Text Amendment.

23
24 Chair Roach opened the public hearing.

25
26 *Holley Richards* gave her address as 2470 Kentucky Avenue and stated that she is opposed to the
27 proposed Text Amendment to increase the building height to 50 feet for the Romney Group
28 redevelopment project. She has received copies of two emails that might not have met the deadline
29 ahead of the Planning Commission Meeting. The comments were from Greg and Melissa Adcock
30 at 2445 Kentucky Avenue and Dennis and Melinda Robbins at 2480 Kentucky Avenue. Both
31 comments expressed opposition to the proposed Text Amendment. Ms. Richards mentioned issues
32 in the Sugar House area and noted that the proposed height increase would be inconsistent with
33 other buildings in the Holladay Village Zone. The height restrictions have been maintained for 10
34 years. She stressed the importance of developers building within the code. Ms. Richards asked
35 the Planning Commission to deny the proposed Text Amendment for additional height.

36
37 *Robin Huff* stated that she lives at 2465 Kentucky Avenue. She has lived in the City of Holladay
38 for a very long time and has watched the community develop. Mr. Romney shared comments
39 about wanting to create something vibrant and beautiful, but she believes that already exists. She
40 is proud of the way that Holladay has developed over the years. Ms. Huff did not hear a compelling
41 argument from the applicant, and she does not see how the proposed Text Amendment will benefit
42 the residents.

43
44 *Al Spencer* gave her address as 4591 South Holly Lane. She has some concerns about the proposed
45 Text Amendment and asked that the Planning Commission consider what Holladay actually needs.

1 If there is additional height allowed, then there will be greater density, which does not necessarily
2 make sense for the area. Ms. Spencer wants to see compatibility maintained. She noted that there
3 is a lot of high-end housing being added in the City, which means a lot of families are being priced
4 out. She asked whether a high-end project like the one described will meet the housing needs.

5
6 *Clark Richards* explained that he lives at 2470 Kentucky Avenue. He agreed with the other
7 comments that have been made during the public hearing. Mr. Richards thanked the Planning
8 Commission for their service and for considering what is best for the community. He is opposed
9 to the proposed Text Amendment, because the project can be done without additional height.
10 There are concerns that allowing additional height now will lead to more increases in the future.

11
12 *Shirley Chaffee* gave her address as 2523 Keddington Lane. She has lived in the area for a long
13 time and has seen the changes that have occurred. She wants Holladay to remain Holladay.

14
15 *Reyn Soffe* stated that he lives at 2325 East Arbor Lane, which is right next door to the applicant
16 property. He likes the idea of the project but noted that there is not a lot of clarity about what the
17 proposed height will actually mean. The elevation change might make the proposal appropriate,
18 but there is still uncertainty. He suggested that there be a discussion about visual submittals.

19
20 There were no further comments. The public hearing was closed.

21
22 Mr. Romney addressed the comments that were shared during the public hearing. He agreed that
23 it would be beneficial for visuals to be provided so there is a better sense of what the proposed
24 height will look like in the area. It is possible to return to the Planning Commission with more
25 visual representation. Chair Roach explained that he is struggling with the application, as
26 presented. It has been presented without specific addresses and without visual support. The
27 applicant has expressed a willingness to bring back visual support, but there are still unknowns
28 about the other properties that might be included in the future. He expressed concerns about a
29 carve out Text Amendment. Additional information about the Holladay Village Zone was shared.

30
31 Chair Roach stated that he struggles with many elements of the Text Amendment application that
32 has been presented. He is not sure that continuing the item to a future meeting will change how
33 he feels about what has been proposed. Commissioner Berndt asked about the building height
34 measurement. Mr. Teerlink reported that building height is measured from existing grade.

35
36 Commissioner Berndt agreed that visual submittals would be useful. It is important to understand
37 how the additional height would look contextually. He likes when a developer has a desire to
38 create something that could make a statement. This could easily be a gateway to the village.
39 Commissioner Berndt does not see anything wrong with a significant project in this area, but he
40 also agrees with Chair Roach that there are still some unknowns. He asked for Staff direction.

41
42 Mr. Teerlink reported that there are images included in the applicant submittals. However, a
43 general cross-section might be helpful for the Planning Commission to review. There could be
44 something that shows the view from Arbor Lane. Something that Staff is still concerned about is
45 the fact that the proposal is a carve out. There are other properties to the north that would still

1 have a 35-foot height limit. Consideration of additional height should ideally be considered across
2 the whole west side of the street as well. Commissioner Gong likes that the applicant included 2D
3 conceptual drawings. The conceptual images did not look like a block of density, as there was
4 green space included. That being said, this request seems premature, because the status of the two
5 additional properties on the front are still unknown. It makes her nervous to approve a height
6 change without knowing which properties will be included in the future development. At this
7 point, she is also reluctant to recommend a change that would make the area less cohesive.

8
9 Commissioner Fonte agreed that the 2D rendering is aesthetically pleasing, but it is presumptuous
10 to present something to the Planning Commission that includes the buildings in the front given the
11 fact that the developer does not own those buildings. She is concerned about the future of the
12 Holladay Village Zone if the proposed Text Amendment is approved. If this request is approved,
13 there could be another developer who approaches the City with a proposal for a 50-foot building.

14
15 Commissioner Patrick Tripeny noted that the 50-foot building height would allow the applicant to
16 have parking at ground level, but it might better to have underground parking on the site.
17 Commissioner Cunningham acknowledged that the City had a debate about building height in this
18 area previously and made certain decisions. The Planning Commission will make a
19 recommendation to the City Council about this application, but there was a lot of planning that
20 went into the area previously. Decisions were made about the maximum height at that time.
21 Commissioner Cunningham asked what would happen if the City Council denies the application.
22 Mr. Christopherson stated that it is not possible to bring the same application back for one year.

23
24 Commissioner Cunningham wanted to know if the developer would still like the Planning
25 Commission to make a recommendation on this application. It is possible to withdraw the
26 application and return at a future date. Mr. Christopherson explained that if the applicant wishes
27 to withdraw, then it will resolve the application. The application could be brought back in the
28 future without penalty. Chair Roach is not certain that Commissioners will feel differently about
29 this application if it returns at a future date. Mr. Christopherson noted that this item could also be
30 continued without a date certain. The applicant could make amendments and then return.
31 Mr. Romney stated that there is a desire to withdraw the application and return with more visuals.

32
33 Chair Roach asked how many townhome units could be placed on the 3-acre lot, as currently
34 zoned. Mr. Teerlink reported that 24 units per acre are allowed, which means there could
35 potentially be more than 70 units there. The other part of the moratorium study had to do with
36 density. When the Holladay Village was conceived, there was not a density allowance. If it was
37 possible to build something under the maximum height and provide enough parking, then the
38 number of units did not matter. The City Council in 2016 had a different opinion, and a density
39 cap of 24 units per acre was established. The current height allowances were also determined
40 during that process.

1 **4. Text Amendment – Arts and Culture Land Uses within the Holladay Village Zone,**
2 **§13.100 - File #01-4-19-13. Review and Recommendation to the City Council on**
3 **Proposed Amendment to Title 13 of the Holladay City Code, Land Use and**
4 **Development Regulations, as they Relate to Defining Arts and Culture Land Uses and**
5 **Allowing Related Uses within the Holladay Village Zone. A Legislative Action,**
6 **According to H.C.C §13.07.**

7 Mr. Teerlink presented the Staff Report and explained that this is a proposed Text Amendment for
8 Arts and Culture Land Uses within the Holladay Village Zone. This is a new land use that does
9 not currently exist in the City. The proposal is to amend the Holladay Village Ordinance, which
10 requires the building ground levels to be retail. Over the years, those retail spaces have looked
11 into accessory uses. It is an appropriate time for Staff to propose accessory uses that will introduce
12 arts and culture into the area. The purpose of the Staff Report is to introduce the idea of Arts and
13 Culture Land Uses as accessory to retail uses. Staff has provided information about the Holladay
14 Village Zone and the General Plan in the Staff Report. There is also a table that lists different land
15 uses as well as the intensity of those uses. He clarified that the table is an example and is not
16 something that is proposed to be approved by the Planning Commission at this time.

17
18 Chair Roach asked if an art show would be considered a commercial use, since there would be art
19 sold. Mr. Teerlink clarified that if a restaurant wanted to display art from an artist, that could be
20 considered an accessory use to the primary restaurant use. He explained that this agenda item is a
21 collaboration between Staff and some business owners. What is proposed could create after-hour
22 activities in the area. Chair Roach likes the idea of supporting the arts but noted that there might
23 be traffic impacts. Mr. Teerlink stated that the traffic could be absorbed after hours with on-street
24 parking or parking agreements with other property owners. This can continue to be discussed.

25
26 Isaac Jackson stated that the building address for Steinway Piano Gallery is 4644 South Holladay
27 Boulevard. Something that is important to the Steinway Piano Gallery is being able to support
28 local piano teachers and students. Giving students the opportunity to perform a piece in a space
29 like this is meaningful. Mr. Jackson expressed appreciation for the City, as there has been a warm
30 welcome for the business. He suggested that Commissioners visit the Steinway Piano Gallery.

31
32 Commissioner Tripeny asked about the performance area and how many people could be there at
33 one time. Mr. Jackson explained that recitals are normally divided into more manageable groups.
34 There are some excellent locations in the building for recitals, such as the main corner with the
35 windows. There is also a loft area with a glass wall and an open area in the basement. There are
36 900 teachers registered with the Utah Music Teachers Association (“UMTA”) and he receives
37 three to four phone calls per day requesting use of the performance space. There is a desire to
38 provide space and to support arts and culture in the City of Holladay. Chair Roach noted that this
39 item will be continued so there can be additional information brought forward for Commissioner
40 review.

41
42 Chair Roach opened the public hearing.

43
44 Steve Petersen gave his address as 6147 South Verness Cove and stated that there is excitement
45 about the Steinway Piano Gallery in the City of Holladay. Based on past experience, recitals

1 generate sales tax to the City through music related purchases as well as traffic that supports local
2 businesses. He expressed support for the proposed Text Amendment to add Arts and Culture Land
3 Uses.

4
5 There were no further comments. The public hearing remained open.

6
7 ***Chair Roach moved to CONTINUE the Text Amendment for Arts and Culture Land Uses within***
8 ***the Holladay Village Zone to allow Staff to continue to work on the chart and other details.***
9 ***Commissioner Berndt seconded the motion. Vote on Motion: Commissioner Cunningham-Yes;***
10 ***Commissioner Tripeny-Yes; Commissioner Fonte-Yes; Commissioner Gong-Yes;***
11 ***Commissioner Berndt-Yes; Chair Roach-Yes. The motion passed with the unanimous consent***
12 ***of the Commission.***

13
14 5. **Text Amendment – Holladay Hills, SDMP, Table of Land Uses – File# 07-07-01-4.**
15 **Review and Recommendation to City Council on Proposed Amendments to Title 13**
16 **of the Holladay City Code, Land Use and Development Regulations, as they Relate to**
17 **the Inclusion of Personal Services as an Allowable Use on Property within the Royal**
18 **Holladay Hills Redevelopment Area, R-M/U Zone. A Legislative Action, According**
19 **to H.C.C §13.07.**

20 Mr. Teerlink presented the Staff Report and explained that this application is a proposed Text
21 Amendment to the Holladay Hills SDMP Table of Land Uses. The table in the SDMP outlines
22 different land uses and businesses that can be operated within the Royal Holladay Hills site. As
23 the property owner has been applying for Business Licenses, it has become clear that some
24 business types have been omitted from the list, specifically Personal Services. He reported that
25 Personal Services has a clear definition and includes barbers, hairstyling, nails, estheticians,
26 massage therapy, and other similar services. The request is to add Personal Services to the table.
27 In the Meeting Materials Packet, there is language that states, “Retail Building to include Personal
28 Services as allowed uses.” Staff does not have an issue with what has been proposed.

29
30 Chair Roach asked if there are any Personal Services that would be prohibited by City Code.
31 Mr. Teerlink explained that there are some services that have historically had issues associated
32 with them. If an application came forward for massage therapy, it could not be denied, but there
33 might be issues associated with the use. However, the applicant can speak to those kinds of
34 situations.

35
36 The applicant, Steve Petersen, explained that in §13.04.040, there is a definition for Personal
37 Services. This excludes tattoos and sexually oriented businesses. It allows for nail salons, hair
38 salons, day spas, and massage therapy. He asked that there be clarification made to the SDMP so
39 Personal Services are allowed. The SDMP was approved in 2007, and the City Code was rewritten
40 in 2012. There is a desire to clarify that Personal Services are allowed on the site. He noted that
41 a high-quality nail salon would fulfill the SDMP goal to create an active and pedestrian-oriented
42 commercial environment. He reiterated the request to include Personal Services in the table.

43
44 Chair Roach opened the public hearing. There were no comments. The public hearing was closed.
45

1 Chair Roach asked if there are safeguards that would prevent certain business types from being in
2 the area. Mr. Teerlink stated that it comes down to the owner of the building, who can determine
3 whether or not to lease to a particular business. Chair Roach pointed out that the owner will change
4 over time. Commissioner Gong believed that in addition to a Lease Agreement, there is also a
5 Business License that comes through the City. Mr. Teerlink explained that if this application is
6 approved, anything under the definition of Personal Services could receive a Business License.

7
8 There was discussion about the fact that tattoos are excluded from Personal Services. Mr. Teerlink
9 reported that there is a separate definition for Tattoos/Body Art as well as a separate definition for
10 Permanent Cosmetics. The art of tattooing has been expanded to include permanent cosmetics as
11 well, which is the reason certain uses are considered separate from Personal Services.

12
13 ***Chair Roach moved to recommend APPROVAL of an application by Steve Petersen to amend***
14 ***the Land Use Table on Page 3 of the Site Development Master Plan (2007) by providing the new***
15 ***business type – “Personal Services” within a “Retail Building,” based upon the following:***

- 16
17 ***1. The property owner of the site is the applicant of the amendment and is engaged***
18 ***in providing quality land uses that support current and future shopping***
19 ***experiences.***
20
21 ***2. The Royal Holladay Hills redevelopment site, as envisioned by the R-M/U Zone,***
22 ***shall be a destination site providing a range of mixed-uses.***
23
24 ***3. The amendment does not conflict with existing land uses or create non-***
25 ***conforming business operations within the zone.***
26

27 ***Commissioner Berndt seconded the motion. Vote on Motion: Commissioner Cunningham-Yes;***
28 ***Commissioner Tripeny-Yes; Commissioner Fonte-Yes; Commissioner Gong-Yes;***
29 ***Commissioner Berndt-Yes; Chair Roach-Yes. The motion passed with the unanimous consent***
30 ***of the Commission.***

31
32 Chair Roach expressed appreciation to Commissioner Fonte for her service on the Planning
33 Commission. Commissioner Fonte stated that it has been a pleasure working with everyone.

34
35 **ADJOURN**

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

38
39 The Planning Commission Meeting adjourned at approximately 7:58 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, June 16, 2026.*
3
4
5

6 Teri Forbes

7 Teri Forbes

8 T Forbes Group

9 Minutes Secretary

10
11 Minutes Approved: _____

DRAFT

BYLAWS OF THE HOLLADAY CITY PLANNING COMMISSION
POLICIES AND PROCEDURES

The City of Holladay Planning Commission shall be governed by the provision of all applicable Utah State statutes, city ordinances, and these bylaws.

A. MEMBERS

The Commission shall consist of seven (7) Members and one (1) alternate Member, who shall be appointed by the City Manager with the advice and consent of the City Council. Members of the Commission, including the alternate Member, shall serve a term of three (3) years and shall not serve more than two (2) consecutive terms. In order to promote geographic representation on the Commission, one (1) member of the Commission shall be appointed from each of the five (5) city council districts in the city and two (2) Members, plus the alternate member, shall be appointed at large. No more than two (2) Members of the Commission shall be from any one (1) council district. All Members must be bona fide residents and qualified electors of the city.

The alternate shall attend all meetings of the Commission and vote in the absence of a Member.

B. OFFICERS AND DUTIES

The Commission shall annually elect a Chair and a Vice Chair. Elections shall take place at the first meeting in July or as near to that date as there is a full quorum¹. The Chairperson and such other officers elected by the Commission shall serve for a term of one (1) year and shall not hold the position of chair for more than two (2) consecutive one (1) year terms.

1. The Chair shall preside at all meetings of the Commission and shall provide general direction for the meetings.
2. The Vice Chair shall perform all duties and functions of the Chair in the absence of the Chair.
3. In the event that both the Chair and Vice Chair cannot attend a Commission meeting, the Chair shall appoint a Member to serve as interim Chair.
4. In the event that a Chairperson resigns from office prior to the expiration of the term, an election to replace the Chair shall be held at the next regular meeting of the Commission.

C. MEETINGS

1. Utah Open and Public Meetings Act, UCA 52-4-101, et seq., shall provide the guidance for:
 - a. the conduct of regular meetings and public hearings;
 - b. the public notice for all such meetings, and the keeping of minutes and the public record of all meetings.
2. Public hearings may be held during a regular meeting with a specific starting time for each hearing shown on the agenda.
3. No action of the Commission shall be official or of any effect except when a quorum of the Members is present. Four (4) Members of the Commission shall constitute a quorum.
4. Regular meetings shall be held on the first and third Tuesday of each month and shall begin no earlier than 5:00 pm and end no later than 11:00 pm. A work session and/or field trip may be held prior to the regular meeting. Meetings may be held at other times to accommodate holidays or other events with appropriate public notice.
5. The Chair shall call the meeting to order at the appropriate time, greet the people, and read the following statement:

¹ Amended 2/17/15

- *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.*

6. The following statements regarding meeting procedures shall be printed on the back of the agenda for the convenience of the participants:

MEETING PROCEDURE

- *The Chair will introduce the item and staff will present the information included in the Commission's staff report.*
- *The applicant will then be given the opportunity to introduce any pertinent additional information.*
- *The Chair will then open the meeting for public comment.*
- *Anyone wishing to comment must fill out a comment form. These can be found at the entrance to the room.*
- *In order to be considerate of everyone attending the meeting public comments will be limited to two minutes per person or five minutes for group spokesperson.*
- *All comments should be directed to the Chair. This is not a debate and the public should allow each speaker to comment without interruption. Repetitive information is counter-productive, so please only present new information.*
- *After all comments have been heard, the public portion of the meeting will be closed.*
- *The Commission will then have the opportunity to question the applicant or staff, discuss the application and vote to approve, deny, or continue the request.*

Please Note: Some items on the agenda must go to the City Council for a final

decision. These matters will be forwarded to the City Recorder for scheduling on the Council's agenda. Those who are interested should check the Council's posted agenda either on the City's web site or by contacting the City Recorder.

7. Order of Business. The order of business shall be:
Public hearings (hearings will be opened at the scheduled time appearing on the agenda)
Continued Items for discussion and/or decision.
New zoning applications for discussion and/or decision.
New subdivision applications for discussion and/or decision.
New conditional use applications for discussion and/or decision.
Approval of Minutes.
Other Planning Commission business.
Adjournment.

By motion, the Commission may change the order of business or consider matters out of order, with the exception of noticed public hearings, for the convenience of the applicants or other interested persons.

8. An affirmative roll call vote of the majority of Members present at a meeting shall decide all matters under consideration by the Commission.

D. PROCEDURE – CONDUCT AND DECORUM

1. The Commission shall conduct its meetings with attention to procedural due process and courtesy in the interest of the public, petitioners, and the city staff.
2. The Commission shall give proper consideration to information presented by all parties at a meeting and make objective and reasonable decisions based upon the law and accepted planning principles.
3. A Member who has had contact with an applicant regarding an issue that is on the agenda for a forthcoming meeting must make the contact public at the meeting prior to deliberation on the issue.

E. PROCEDURE – MOTIONS AND DECISION MAKING

1. Motions shall be made with specific findings in support of the motion; requirements may be attached as allowed by ordinance to project approvals as deemed necessary to assure compliance with purposes of the General Plan and the zoning ordinance.
2. Each motion of the Commission must be seconded with the exception of a motion to amend a motion and a motion to adjourn the Commission meeting.
3. The Chair normally shall not make a motion or a second, but may do so if necessary to assure a fair and proper procedure. The Chair shall vote on all motions unless he/she has declared a conflict of interest.
4. A Member shall not be permitted to change his/her vote after the Chair announces the decision. In the event of a tie vote of a quorum present, the motion shall fail.
5. A motion to continue an agenda item for further study shall be accompanied by specific reasons for continuing the issue and, if possible, a specific date to rehear the issue shall be scheduled.
6. Decisions of the Commission shall be final at the conclusion of the meeting at which the decision was made. The staff shall forward copies of the recommendations of the Commission to the City Council and to the applicant, as required by law.
7. If an issue has been decided or approved by a vote of the Commission a Member shall not, in a public forum or medium, malign that decision. In the event that a Member, or Members, votes in opposition to the majority on an agenda item and wants the opinion to

be on the record, that minority opinion may be attached to the Commission report or appear in the minutes.

F. COMPENSATION

Each Member and alternate Member shall receive compensation. The amount of such compensation shall be determined by the Council as reimbursement for expenses incurred in the performance of official duties and attendance at scheduled meetings as requested by the Chair.

G. AMENDMENTS

These Policies and Procedures may be amended at a regular meeting of the Commission by an affirmative vote of the majority of voting Members.

H. RELATIONSHIP WITH THE CITY COUNCIL

1. On some land use matters the Commission is a recommending body to the City Council. Joint meetings with the Council may be scheduled for discussion of items of shared concern. Suggestions and guidance for either the Commission or Council may be given by the joint body.
2. On matters that are forwarded to the Council with the Commission's recommendation, the Chair shall be the designated representative for the Commission at such meetings. If the Chair is unable to attend such meeting, the Vice Chair shall act in behalf of the Commission. If neither the Chair or Vice Chair are able to attend, the Chair shall appoint a representative.

I. ETHICAL CONDUCT

1. A Member who may personally benefit from a Commission action should not be a participant in the action.
 - a. The benefit may be direct or indirect; create a material or personal gain; or provide an advantage to relations, friends, or to groups and associations which hold some share of the Member's loyalty. However, membership itself in a group or organization shall not be considered a conflict of interest as to Commission action concerning such group or association.
 - b. A Member experiencing, in his or her opinion, a conflict of interest, should declare that interest publicly, abstain from voting on the action, and excuse himself or herself from the room during consideration of the action. A Member with a conflict of interest who fails to disqualify and recuse him/herself from discussion and action on an item may have their vote disqualified, upon motion and vote of the Commission.
 - c. A conflict of interest may exist under these rules although a Member may not believe he or she has an actual conflict; therefore, a Member who has any question as to whether a conflict of interest exists under these rules should raise the matter prior to the meeting by notifying the Chair and the City Attorney in order that a determination may be made as to whether or not a conflict of interest exists. If not possible to notify the Chair or City Attorney prior to the meeting, the Member shall raise the matter during the meeting with other Members, and follow the procedure as outlined in paragraph b above.
2. Gifts, favors, or advantages must not be accepted by a Member if they are offered because the Member holds a position of public responsibility. The value of a gift or advantage and the relation of the giver to public business should be considered in determining acceptability. In cases of doubt, refuse
3. It is important to discriminate between information that belongs to the public and information that does not.

- a. Public records of a public land use agency must be open and available on an equal basis to all inquiries.
 - b. Information of private affairs that is learned by a Member in the course of performing official duties must be treated in confidence. Private affairs become public affairs when an official action — such as a change in zone classification or approval of a plat — is requested with respect to them. Only then is a disclosure of relevant information proper.
 - c. Information contained in studies that are in progress by the Commission should not be divulged except in accordance with established policies on the release of its studies.
 - d. Private meetings between a Member and applicants, their agents, or other interested parties, are prohibited. Partisan information on any application received by a Member, whether by mail, telephone, or other communication should be made part of the public record. Moreover, if the Member believes the information impairs his or her ability to make an unprejudiced decision, he or she shall recuse himself or herself from the vote.
4. Participation in a political party and contributions to its finances or activities are a matter of individual decision that should neither be required of, nor prohibited to, Members.
- a. The extent of participation in political activities should be governed by professional judgment as well as limited by an applicable civil service law or regulation.
 - b. The powers of the Members must not be exercised, nor their duties performed, in any way that will create special advantages for a political party. The special position of a Member should not be used to obtain contribution or support for a political party and should not be used to obtain partisan favors.
 - c. Partisan debate of the City's planning program, and the consideration of planning in a party's platform, is proper. Planning officials should, however, give political parties equal access to information.