

PLANNING COMMISSION

City of Holladay



CITY OF HOLLADAY
EST. 1849 INC. 1999

MEETING DATE: Tuesday, September 22, 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 **09/21/2026** 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 – The Commission may discuss any or all agenda items. No decisions to occur.

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

PUBLIC HEARING

- 1. Ordinance Amendment – Title 13 Accessory Dwelling Units**
Review and recommendation to City Council on proposed updates to Title 13, of the Holladay City Code, Land Use and Development Regulations. The amendments align current accessory dwelling unit standards with requirements set forth in SB284 (2026) by modifying standards currently regulating; approval process, building design, and placement. Item reviewed as legislative action, according to procedures set forth in Holladay Ordinance §13.07.

File #24-4-02-1

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.



CITY OF HOLLADAY

EST. 1849 INC. 1999

PLANNING COMMISSION | Item #1

Date: September 15th, 2026

Request: Statutory Compliance Amendments, Accessory Dwelling Unit

Address: N/A

Applicant: City of Holladay

File No: 24-04-02-1

Planner: Jonathan Teerlink

GOVERNING ORDINANCES:

Utah Code:

10-21-304 [UTAH CODE: DETACHED ACCESSORY DWELLING UNITS](#)

Holladay Code:

13.07.030 [ORDINANCE AMENDMENT – PROCEDURE & REQUIREMENTS](#)

REQUIRED PLANNING COMMISSION ACTION:

Legislative

Text or ordinance amendments are proposed changes to the City of Holladay Code. Amendments can be in the form of new, or an alteration of, existing rules or regulations/standards. Such amendments to the City of Holladay ordinance requires the Planning Commission to hold a public hearing and forward a recommendation, with findings, to the City Council for final decision/action.

REQUEST:

Review and recommendation to the City Council to adopt proposed amendments to Holladay's accessory dwelling unit ordinances according to Utah Code §10-21-304 (SB284, 2026)

BACKGROUND:

In 2024 the Planning Commission and City Council elected to allow accessory dwelling units (ADUs) as part of the city's effort to address moderate income housing options within the city. The city worked diligently to review and adopt new standards for both interior and detached ADUs along with applicable provisions. During the 2026 legislative session, SB284 passed new ADU mandates for all cities. As Holladay's ADU ordinance is largely aligned with this statute, some minor changes are required. Those changes are provided in this report.



CITY OF HOLLADAY

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SUMMARY:

All state mandated standards for detached accessory dwelling units (DADU) are found in Utah code [10-21-304](#). The section is organized in areas where a municipally *may* and *may not* regulate a DADU. A summary of proposed changes required to align Holladay's code with state provisions are as follows. Amended text is attached as an exhibit.

UTAH CODE REFERENCE	HOLLADAY CODE REFERENCE
§10-21-304 (1) A regulation SHALL, • (a): adopt a DADU regulation for all zones that allow a detached single-family home lot	§13.32.060 • (D): As the R-2 and RM zone both allowed single family homes, DADUs are currently allowed, but development standards need to be added to this section. Current standards established for the R-1 zone are proposed
§10-21-304 (3) A regulation may NOT, • (b-c): require more restrictive parking requirements than those in this reference • (d): include design standards that conflict with Utah Code Section 10-20-618.	§13.14.031 • (A5): amend current minimum parking requirements to match • (7, 8); amend building design standards to match.

ANALYSIS:

While the statute requirements are extensive, the commission and council should be commended with their current adopted code. Planning decisions made in 2024 largely align with this state statute and only minor amendments are needed.

TRC COMMITTEE RECOMMENDATION:

Planning Commission shall hold the required hearing and forward a recommendation to the city council. Discussion should be centered around the proposed amendments as they align with Utah Code. TRC is of the opinion that apart from potential edits, the draft amendments are recommended for a final decision by the city council.



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SUGGESTED MOTIONS:

A motion to approve or deny:

["I _____ move to forward a recommendation to the City Council to (approve, deny) an amendment to the City of Holladay Land Use code by adopting changes which align city of Holladay Accessory dwelling unit ordinances with Utah State code 10-21-304, based upon the following findings."]

Staff recommended findings:

- 1) Municipalities are a political subdivision of the State of Utah and shall apply all provisions adopted in Title 10 of the Utah Code (§10-1-106)



NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Holladay Planning Commission will hold a public hearing on **Tuesday, September 15th 2026 as close to 6:00 P.M. as possible**. The purpose of the hearing is to accept a comment period during review and consideration of amending various sections of Title 13 of the Holladay Land Use and Development Ordinance to comply with State of Utah, Accessory Dwelling Unit housing provisions passed by the legislature as SB284 (2026).

The amendments will align current accessory dwelling unit standards with requirements set forth in SB284 by modifying standards currently regulating; approval process, building design, and placement.

The proposed amendment is available for public inspection on the City's website www.holladayut.gov and at the Community Development Dept. during normal business hours.

The public may remotely watch the **live video stream** of the meeting - https://cityofholladay.com/government/agendas_and_minutes.php To make a public comment or to make a comment during any public hearing may provide such comments as follows: **In-person attendance:** at Holladay City Hall or you can **Email** your comments by 5:00 pm on the date of the meeting to jteerlink@cityofholladay.com or 801-527-3890.

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*

CHAPTER 13.14

R-1 Zones

13.14.031: ACCESSORY DWELLING UNITS:

Accessory Dwelling Units are meant to assist in the creation of new housing units; support a more efficient use of existing housing stock and infrastructure; and provide housing that responds to changing family needs, smaller households, and increasing housing costs within the City and not a response to supplemental income or vacation rental opportunities.

Existing or new construction of Accessory Dwelling Units of any type may only be established on a parcel with a single-family detached structure within all residential zones when the following standards are met. In addition to applicable remedies for correction of non-compliance set forth in Chapter 13.94 of this Title, pursuant to Utah Code Ann. § 10-9a-530(5), the City may hold a lien against any property in violation of any provision of this Title relating to the creation and/or maintenance of an Internal Accessory Dwelling Unit. The City shall follow the provisions of Utah Code Ann. § 10-9a-530(5) in the creation and filing of any lien.

A. Accessory Dwelling Unit as defined in section 13.04.040, shall:

1. Comply with applicable building, health, and fire codes.

2. Be subject to approval of a Building Permit (section 13.08.100) and issuance of a Certificate of Occupancy (sections 13.04.050, 13.01.060).

3. If rented, be rented for a minimum of thirty (30) consecutive days. A rented ADU is subject to annual approval of a License (section 5.68.020). The licensing fee can be found in the Consolidated Fee Schedule.

4. Owner Occupied: No accessory dwelling unit shall be created, established, maintained or occupied in a single-family dwelling unless the owner of the property or an immediate family member, defined as the spouse, parent, child, sibling, grandparent, or grandchild, occupies either a portion of the main dwelling or a detached accessory unit on the same single-family lot. For the purpose of this section, the term "owner occupied" shall be defined as full time residency within the home by the property owner(s) as shown on the County tax assessment rolls. Owner occupancy requirement shall not apply to the accessory dwelling unit when:

a. The owner cannot live in the dwelling because of a bona fide temporary absence of three (3) years or less (i.e: military, job assignment, sabbatical, or voluntary service);

b. The owner was living in the dwelling immediately prior to leaving for temporary job assignment, sabbatical, or voluntary service; and

c. The owner resumes primary occupancy of residence upon returning from the temporary military, job assignment, sabbatical , or voluntary service absence;

d. Dwelling Unit Occupancy: The occupants of an accessory dwelling unit shall be limited to a single family, defined as (in accordance with Utah Code § 10-91-505.5):

(1) One person living alone; or

(2) Any number of persons related by blood, marriage, adoption, or other legal relationship living together as a single housekeeping unit; for purposes of this definition of family, the term "related" shall mean a spouse, parent, child, stepchild, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousins, great-grandparent, and great-grandchild. The term "related" does not include other, more distant relationships.

(3) Up to four (4) unrelated persons living as a single-family housekeeping unit.

5. Onsite Parking

a. Internal Accessory Dwelling Units:

a. Provide one additional onsite parking stall above the minimum required according to provisions set forth in section 13.80.040; and replace any parking spaces displaced by the construction of an ADU from an attached garage or carport.

b. External Accessory Dwelling Units:

a. Two assigned to an EADU that is 650 square feet or larger

b. One assign to an EADU that is smaller 650 ~~If an accessory dwelling unit is being added outside of the existing footprint of the home, onsite parking must meet the minimums required in section 13.80.040, determined by the number of bedrooms in the accessory dwelling unit.~~

c. Parking reductions ~~may be allowed~~ provisions according to Section 13.80.040.B.

6. Maintain the same address as the primary dwelling with the addition of "Unit B".

7. Not operate on separate utility meters from the primary dwelling. The ADU tenant shall have unobstructed access to utility connections, i.e. water and gas shutoff, electrical panel and HVAC equipment, etc.

8. ADU shall not be permitted on a property with a failing septic tank.

B. Internal Accessory Dwelling Unit as defined in section 13.04.040, shall:

1. Comply with all provisions set forth in section 13.14.031 A of this chapter.

2. Provide egress window(s) for existing and new construction which meet minimum size standards as per Chapter 15.08 Building Codes.

C. External Accessory Dwelling Unit, as defined in section 13.04.040, shall:

1. Comply with all provisions set forth in section 13.14.031 A of this chapter.

2. Provide a footprint size of a minimum of two hundred (200) square feet and maximum footprint as per Chart 13.14.101.

3. Structures shall comply with setbacks for accessory buildings as per section 13.14.110, chart 13.14.101. Setbacks may reduced according to the setback reduction chart, not to exceed the “no closer than (feet)” distance required for accessory buildings. The property owner of the proposed setback reduction shall file a signed agreement detailing the context/treatment applied and the resulting setback distance with the Community and Economic Development department.

Chart 13.14.032:

Context/Treatment	Setback Reduction
Context/Treatment	Setback Reduction
No lights on sides abutting residential properties	10%
Fencing: 1. 8' fence height agreement or 6' masonry wall 2. 8' masonry wall	1. 30% 2. 50%
Single floor structure with maximum 10' wall height	50%
Immediately adjacent to an existing accessory building on a neighboring property	80%
Below grade living space only	100%
Additional/upgraded certified energy efficient material/construction designed to reduce sound	100%
Coordination with abutting property owner to build adjacent ADUs	100%
Immediately adjacent to a non-residential land use	100%
Other proposed buffering treatment (additional vegetation, screening/acoustic walls, window treatments, architectural feature, color choice , biophilic elements etc.)	10% per item

4. Height does not exceed twenty-five feet (25') in height above existing grade.

5. The height of accessory buildings containing a dwelling unit shall comply with graduated height standards as per section 13.14.070.2.

6. Comply with Lot Coverage maximums as per section 13.14.080.

7. Design standards of any EADU shall include the following. These standards are intended to increase privacy and minimize impact to neighboring residents.

1 a. Security and/or building lighting shall be "dark sky" compliant, to include the
2 following:

3 (1) Only LED, incandescent light sources in the spectrum of white or off white (light
4 yellow tones in the kelvin scale of 5,000k or lower, i.e. warmer).

5 (2) Fixtures shall feature a "full cut-off" type hood and mounted in such a manner
6 that the cone of light does not cross any property line of the site.

7 (3) Lighting installations shall include timers, dimmers and/or sensors to reduce
8 overall energy consumption and eliminate unneeded lighting.

9 ~~b. Primary and secondary access points including but not limited to doors, windows,~~
10 ~~patios, garage doors, etc. shall not open into a required setback.~~

11 be. Required setbacks shall be maintained with landscaping which provides a buffer
12 to neighboring properties.

13 8. Conversion of existing accessory buildings, including non- conforming structures, to
14 EADUS is allowed with standards.

15 a. ~~Shall meet all design standards within section 13.14.031.C6.~~

16 ab. Structures that do not conform to the building footprint sizes shown in Chart
17 13.14.101 must apply for a conditional use permit for a footprint that exceeds the allowed
18 size.

19 be. Structures that do not conform to setbacks in Chart 13.14.101 shall select setback
20 reduction measures in chart 13.14.032.

21 cd. A second level above twelve (12) feet may not be added or converted to living
22 space when the accessory structure does not meet the required accessory structure
23 setbacks per section 13.14.110, chart 13.14.101.

24 de. Any in-line addition over fifty (50) percent of the linear measurement of a non-
25 conforming setback shall comply with all applicable setback and height requirements. (Ord.
26 2024-18, 11-7-2024)

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CHAPTER 13.32

R-2-8, R-2-10, R-M MULTIPLE-FAMILY RESIDENTIAL ZONES

13.32.050: PRIMARY USES:

A. Primary Uses Allowed: The permitted and conditional uses allowed in the multiple-family residential (R-2 and R-M) zones shall be as set forth in chapter 13.100, "Appendix A - Allowed Uses", of this title. Any primary land use not shown as a permitted or conditional use in chapter 13.100, "Appendix A - Allowed Uses", of this title shall be prohibited.

B. Combined Uses: Any combination of uses may be established within the same building or on the same lot or parcel. If any of the proposed uses is a conditional use, that use shall be reviewed and approved by the planning commission as required by section 13.08.040 of this title. (Ord. 2012-15, 9-20-2012)

13.32.060: 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 Multiple-Family Residential (R-2 and R-M) Zones are as set forth in chapter 13.100, "Appendix A - Allowed Uses", of this title. (Ord. 2012-15, 9-20-2012)

13.32.065: ACCESSORY DWELLING UNITS

An External Accessory Dwelling Unit may be established on a lot in the R-2 or RM zone with one, Primary, Single-Family Dwelling.

Development of an External Accessory Dwelling Unit shall comply will all standards and provisions as provided in 13.14.031 of this Title.