~~N~~OTICE OF A MEETING OF THE
CITY OF HOLLADAY CITY COUNCIL
THURSDAY, NOVEMBER 5, 2026

Holladay Council Chambers - 3330 S 1300 E

5:30 p.m. **Council Dinner –** *Council members will be eating dinner. No city business will be discussed.*

PUBLIC NOTICE IS HEREBY GIVEN that the Holladay City Council will hold a Council meeting on **Thursday, November 5, at 6:00 pm.** Members of the Council may participate electronically if needed. The Council Chambers shall serve as the anchor location.
** Agenda items may be moved in order, sequence and time to meet the needs of the Council*

All documents available to the City Council are accessible on the City's website or in this agenda. Interested parties are encouraged to watch the **live video stream** of the meeting - agendas/https://holladayut.gov/government/agendas_and_minutes.php

To provide a public comment or make a comment during any public hearing, may do so in the following ways:
1. **In-person attendance**: at Holladay City Hall
2. **Email** your comments by 5:00 pm on the date of the meeting to scarlson@holladayut.gov

AGENDA

I. ***Welcome*** *– Mayor Fotheringham*

II. ***Pledge of Allegiance -***

III. ***Public Comments***
Any person wishing to comment on any item not otherwise on the agenda may provide their comment via email to the Council before 5:00 p.m. on the day of the meeting to scarlson@holladayut.gov with the subject line: Public Comment. Comments are subject to the Public Comment Policy set forth below

IV. ***Public Hearing on Proposed Rezone at 2221 E Murray Holladay Rd from P (Public) Zone to PO (Professional Office) Zone***

V. ***Public Hearing on Proposed 2026-2027 Budget Amendments***

VI. ***Consideration of a Proclamation of the City Council and Mayor of the City of Holladay Recognizing the Interfaith Thanksgiving Service***

VII. ***City Manager Report –*** *Gina*

VIII. ***Council Report & District Issues***

a. **Calendar**
Council Meetings – November 19, Dec. 3 & 10, 2026

X. ***Recess to RDA and LBA Meetings***

XI. ***Convene City Council to Work Meeting***

1. **Update on City Hall –** *Joe*

2. **Security Camera Discussion -** *Gina*

3. **Discussion on Holladay Business Advisory Board -** *Gina, Ann, Holly*

4. **Sustainability Update** – *Holly*

5. **Discussion on Proposed Remote Work on Poor Air Quality Days Policy** - *Gina*

XII. ***Closed Session For the Purpose(s) Described in U.C.A. 524-204 and 205***

XIII. ***Adjourn***

Public Comment Polic & Procedure: During each regular Council Meeting there will be a Public Comment Time. The purpose of the Public Comment Time is to allow citizen's access to the Council. Citizens requesting to address the Council will be asked to complete a written request form and present it to the City Recorder. In general, the Chairman will allow an individual three minutes to address the Council. A spokesman, recognized as representing a group in attendance, may be allowed up to five minutes. Comments which cannot be made within these time limits should be submitted in writing to the City Recorder prior to noon the day before the meeting so they can be copied and distributed to the Council. At the conclusion of the Citizen Comment time, the Chairman may direct staff to assist the citizen on the issue presented; direct the citizen to the proper administrative department(s); or take no action. This policy also applies to all Public Hearings.

CERTIFICATE OF POSTING
I certify that the above agenda notice was posted at Holladay City Hall, the City website www.holladayut.gov, the Utah Public Notice website www.utah.gov/pmn,and the Holladay Library.

DATE POSTED: Monday, November 2, 2026
Stephanie N. Carlson, MMC, City Recorder
City of Holladay

City of Holladay
HOLLADAY CITY COUNCIL

COUNCIL STAFF REPORT

MEETING DATE: November 5th, 2026
SUBJECT: Zoning Map Amendment: P to PO at 2221 E Murray Holladay Rd.
SUBMITTED BY: Carrie Marsh, Senior Planner

ACTION:

Legislative Action; Amendment to the Zone Map

SUMMARY:

The applicant and property owner Nate Brockbank, is requesting to change the zoning designation of a single parcel from its existing zone, Public (P), to the Professional Office (PO) zone. The parcel is .61 acres (26,572 square feet) and contains a single structure, outbuilding, and parking. The property is developed with an existing building previously used as a religious education building. The property owner proposes to retain the building, with some minor modifications and renovate the interior to accommodate a professional office tenant.

The PO zone allows a variety of office, medical, educational, research, financial, and personal service types of uses, as detailed in the Table of Allowed Uses (§13.100).

If the rezone is approved, any major redevelopment of the site would require a full site plan review by the Planning Commission. Minor remodeling and exterior alterations would be reviewed by Staff, including a review of required onsite parking according to any use proposed, as detailed in §13.80: Off Street Parking Requirements

RECOMMENDATION:

The Planning Commission held a public hearing on September 1, 2026 and has forwarded a recommendation to approve the amendment to the zone map as proposed by the applicant with a unanimous vote of five in favor.
The Planning Commission included the following findings in their recommendation:

1. The proposed amendment is compliant with the Purpose of the Land Development Code by promoting and facilitating the orderly growth and development within the City of Holladay.
2. The proposed amendment is consistent with goals, objectives and policies of the General Plan

3. The proposed amendment is harmonious with the overall character of existing development in the vicinity,
4. As zoning standards in the proposed zone are applied, the proposed amendment is not foreseen to adversely affect abutting properties.
5. The facilities and services intended to serve the subject property, such as, roadways, parks and recreation facilities, police and fire protection, schools, storm water drainage systems, environmental hazard mitigation measures, water supply, and wastewater and refuse collection are adequate.

RECOMMENDATION OVERVIEW:

General Plan Future Land Use:

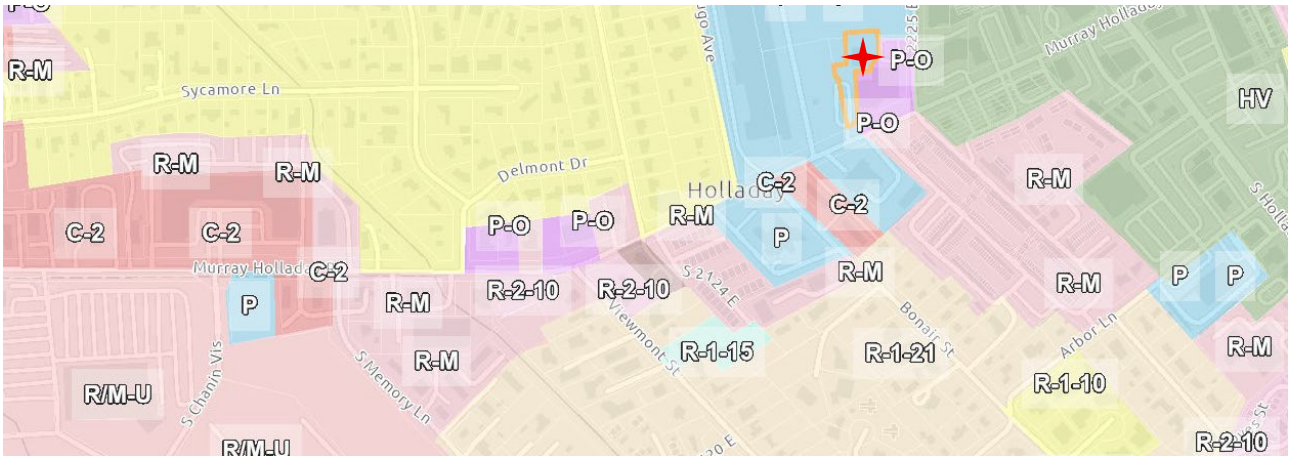
The applicant's proposal to rezone this parcel is supported by the Holladay General Plan within an area designated as "Community Mixed Use" in the future land use section. Primary uses in this designation include medium density housing, mixed use, commercial/retail, and office. Secondary uses in this designation include open space and recreation, institutional, and single-family housing.

This property is also in an area identified as an area of opportunity in the General Plan, which is located between Holladay Village and Holladay Hills.

Context of current zoning in the vicinity:
This parcel is located on Murray Holladay Road, which is classified as a collector road with a 66-foot wide right of way. This section of Murray Holladay Road has a variety of offices, banking, multi family, public service, and commercial uses and serves as a connecting corridor between two major commercial areas, the Holladay Village and Holladay Hills.

- The property immediately east of the parcel is currently zoned as PO
- The property immediately west of the parcel is Olympus Junior High, zoned as P
- The properties across the street are a multi-family development (RM) and the fire station (P)

An image of the zoning in the vicinity is included below. The subject property is outlined in orange with the red star.



Professional Office Zone:

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

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

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

Future redevelopment in this zone is possible, but it would have a similar development pattern to the existing office building on the neighboring parcel to the east and have lower heights than the Junior High building to the west.

Change Of Uses:

The Table of Allowed Uses (§13.100) guides land use in each zone. The shift to a professional office zone from a public zone change does not have significantly different levels of impact than the uses currently allowed in the P zone. Usage in a professional office zone will primarily be daytime use, with occasional traffic from clients. The change to any of the uses allowed within the professional

office zone would not have a significant impact on the road infrastructure or the surrounding properties. Any proposed use must comply with parking standards for the use as detailed in §13.80.

ATTACHMENTS:

- General Plan analysis detailing related goals and policies in support of this rezone
- Zone map
- Aerial view of parcels and vicinity
- Applicant narrative and supporting documentation

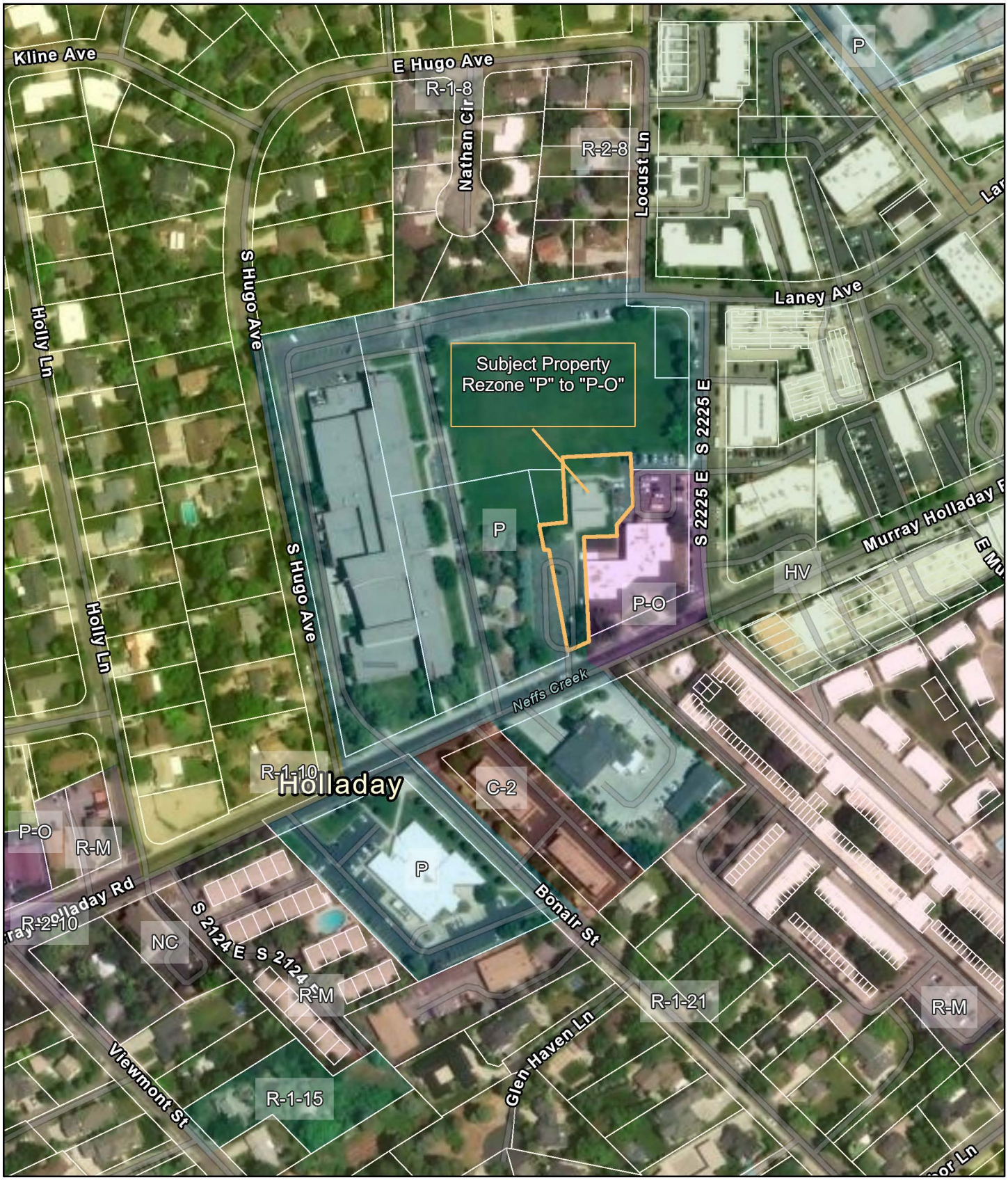
FISCAL IMPACT:

Potential increase in business licenses

SUGGESTED MOTION:

Continue to work session

2221 E Murray Holladay Road



8/20/2026

1:3,661

0 0.02 0.04 0.09 mi

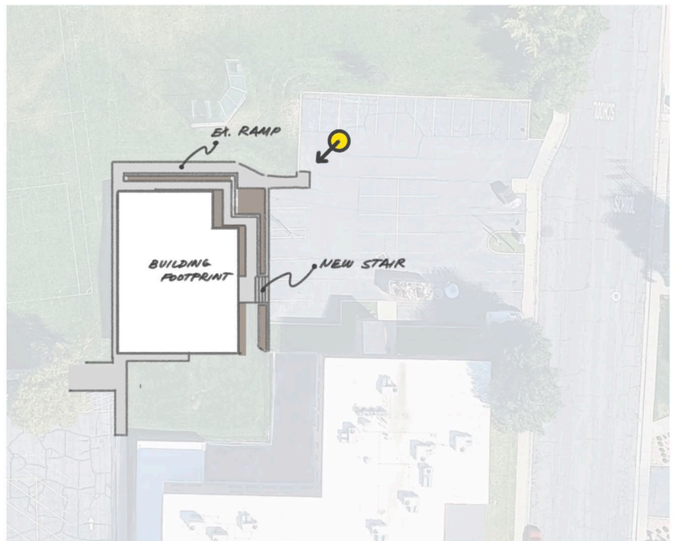
0 0.04 0.07 0.15 km

Subject Property

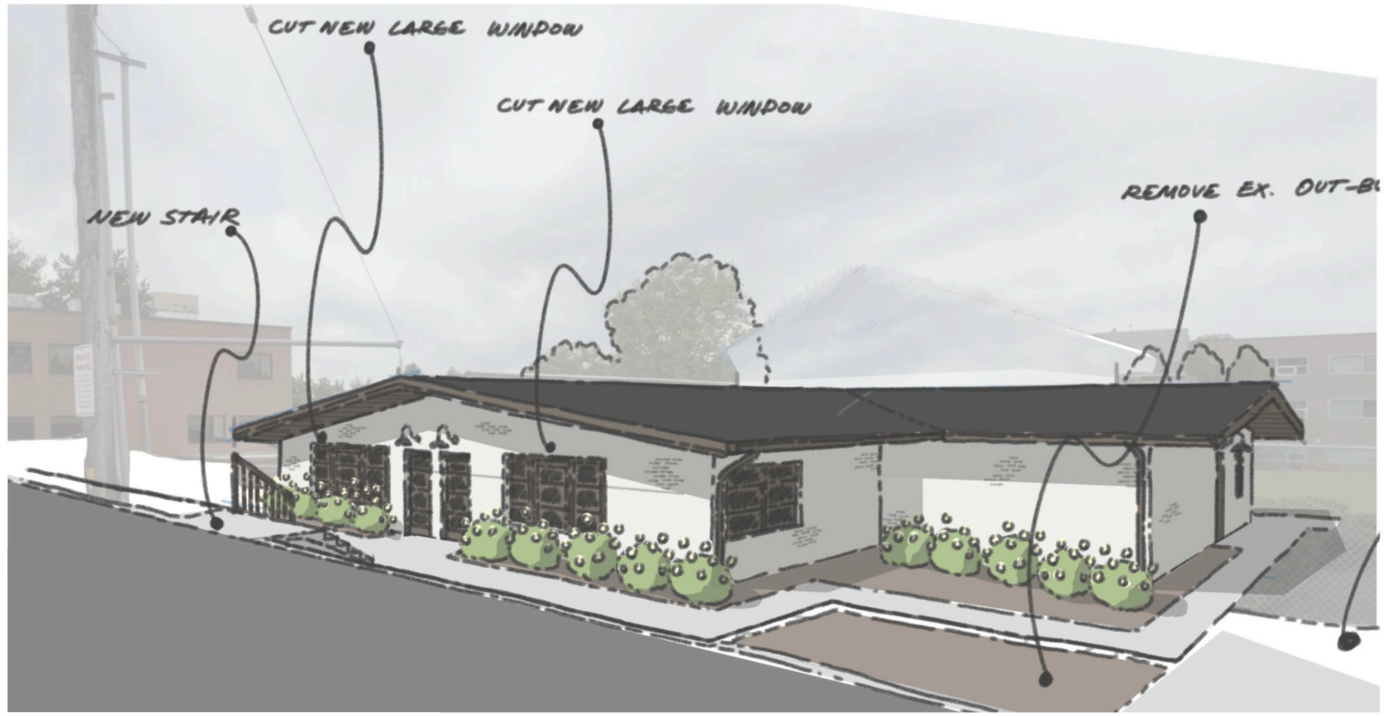
Holladay Zones

- C-2
- HV
- NC
- P
- P-O
- R-1-10
- R-1-15
- R-1-21
- R-1-8
- R-2-10
- R-2-8
- R-M
- Parcel Boundaries

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



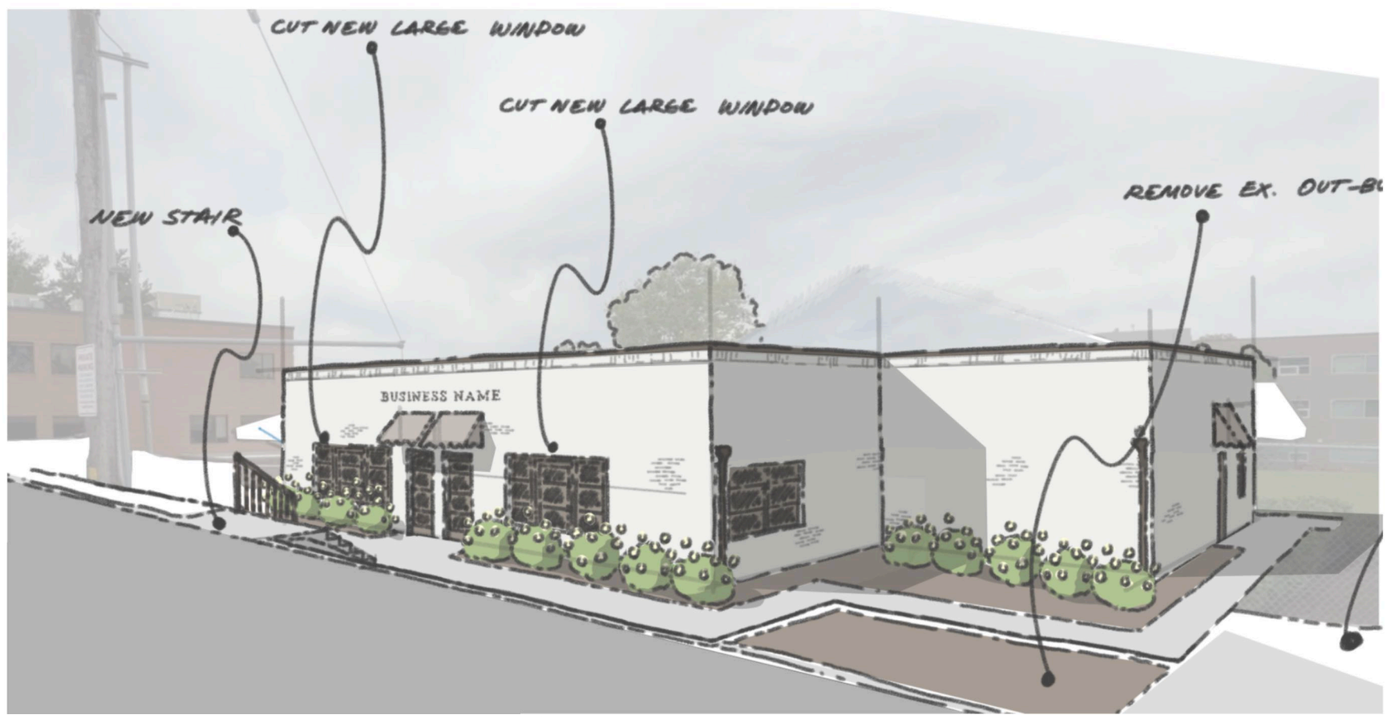
SITE PLAN
NTS



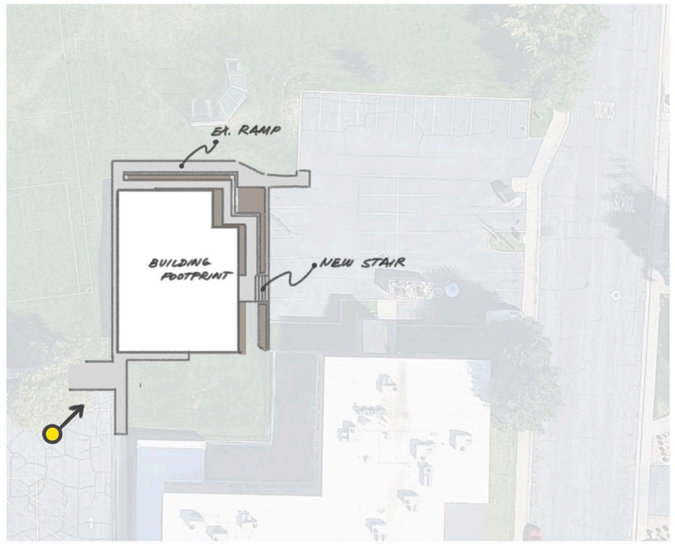
(1) N.E. PERSPECTIVE (NO ROOF CHANGE)



EXISTING N.E. PERSPECTIVE



(2) N.E. PERSPECTIVE (PARAPET WALL ADDED)



SITE PLAN
NTS

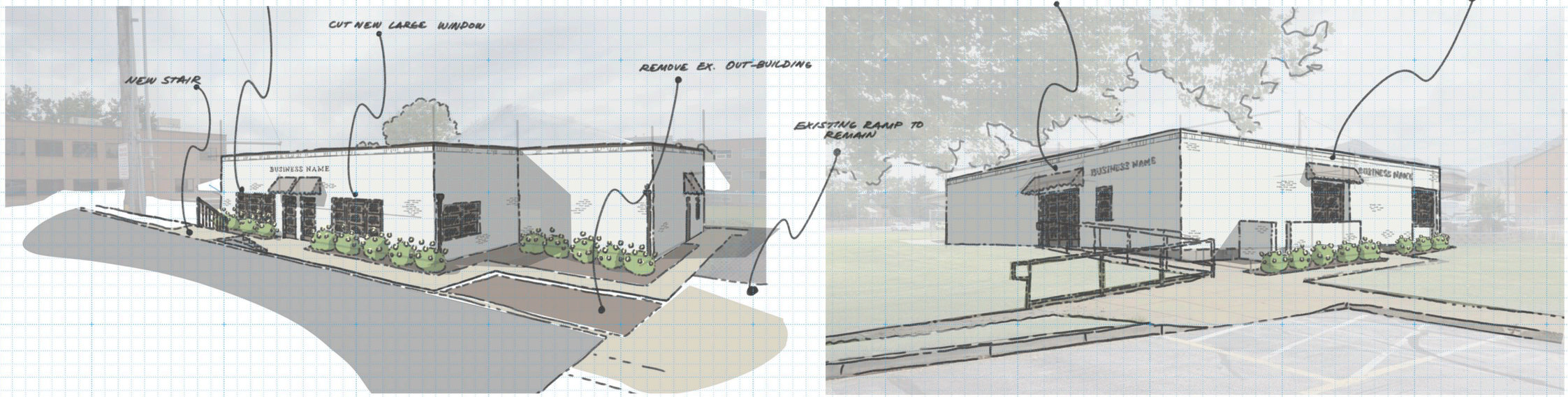


① S.W. PERSPECTIVE (PARAPET ROOF ADDED)



S.W. PERSPECTIVE EXIST.

• PARAPET WALL ADDED.



Notice of Neighborhood Meeting

August 11, 2026

N Brockbank Investments LLC
Attn: Sean Philipoom
2265 E Murray Holladay Rd
Holladay, Utah 84117
801-448-1252

Dear Neighbor,

A neighborhood meeting will be held on August 19, 2026, from 7:15 p.m. to 8:15 p.m. at the Holladay Library, located at 2150 E Murray Holladay Road, to discuss a proposed rezoning of the property at 2221 E Murray Holladay Road from Public to Professional Office.

Please join us to learn more about the application, ask questions, and share your feedback.

Please note: This is not an official City of Holladay Planning Commission or City Council meeting. It is an informal neighborhood meeting being held before the pending application is presented to the City of Holladay.

Thank you,
Sean Philipoom

Summary and Minutes
of
Neighborhood Meeting

Summary

Notice of the neighborhood meeting was sent out to 103 property owners. Four members of the public attended the meeting. They stayed for ten or fifteen minutes and asked general questions regarding proposed plans for the building, potential uses and tenants, site access, parking, and potential traffic impacts. Building renderings were provided, and the attendees responded positively to the concept drawings.

Minutes

Tina Burton asked for clarification regarding which building is included in the proposed rezone. She also asked whether we anticipated any controversy or opposition to the rezone. After a brief discussion, we couldn't identify any controversial issues or reasons to oppose the rezone.

William Yetman asked whether the rezone would result in increased traffic. It was explained that the building has been vacant for several years and that the intent is to lease the building to at least one tenant. As a result, some increase in traffic is anticipated, although the overall increase is expected to be limited.

Jerry Goulding asked what types of tenants might occupy the building. It was explained that the proposed rezone would allow the property to be used for professional office purposes.

William or Jerry asked if the pergola would be demolished or disturbed. It was explained that the pergola is on the school district's property, not the property subject to the rezone.

Steve Thompson, the property manager for the school district, asked for a copy of the property survey so he could better understand the property boundaries and the parking area to the west. A copy of the survey has been provided to him. He also asked about what types of tenants might occupy the building.

City of Holladay
Proposed Budget Amendment

General Ledger Account Description	FY27 Original Budget	Proposed Change	FY27 Proposed Amended Budget	Description
General Fund				
Expenditures				
Christmas Decorations	46,625	11,000	57,625	Cost of lighting village increase 6,000, cost of replacement seasonal décor 5,000
Increase in Fund Balance	37,632	(11,000)	26,632	Reduction in budgeted increase in fund balance
TOTAL RECOMMENDED EXPENDITURE BUDGET ADJUSTMENTS - GENERAL FUND	$ 84,257	$ -	$ 84,257	
Grants Fund				
Revenues				
Transfer from CP	(259,411)	(28,119)	(287,530)	Local match, $15,000 for recon survey, $8,119 for the electric mower, $5000 Arts program planning
Slco ZAP GALAA	-	(5,000)	(5,000)	Slco arts program planning
UT SHPO CLG	-	(15,000)	(15,000)	Reconnaissance survey of historic sites
UCAIR Riding Mower Grant	-	(5,000)	(5,000)	Funding for projects that reduce emissions
Transfer from LBA	-	(425,000)	(425,000)	Local match $425,000 federal earmark
Federal Earmark	-	(1,275,000)	(1,275,000)	FEMA Grant
TOTAL RECOMMENDED REVENUE BUDGET ADJUSTMENTS - GRANTS FUND	$ (259,411)	$ (1,753,119)	$ (2,012,530)	
Expenditures				
Slco ZAP GALAA	-	10,000	10,000	Grant funded strategic planning for future Arts Fund programing
Reconnaissance Level Survey	-	30,000	30,000	Historical sites survey
Electric Riding Mower	-	13,119	13,119	Electric riding mower
City Hall Seismic Retrofit	-	1,700,000	1,700,000	Grant funded seismic retrofit of City Hall
TOTAL RECOMMENDED EXPENDITURE BUDGET ADJUSTMENTS - GRANTS FUND	$ -	$ 1,753,119	$ 1,753,119	
Capital Projects Fund				
Revenues				
Approp Fund Balance	(318,411)	(158,119)	(476,530)	Increase in appropriation of fund balance
TOTAL RECOMMENDED REVENUE BUDGET ADJUSTMENTS - CAPITAL PROJECTS FUND	$ (318,411)	$ (158,119)	$ (476,530)	
Expenditures				
Sidewalk Replacement	100,000	100,000	200,000	Sidewalk replacement program
Bus Shelters	30,000	30,000	60,000	Bus stop pads and benches
Transfer to Grants Fund	274,411	28,119	302,530	Transfer to Grants Fund for local matches
TOTAL RECOMMENDED EXPENDITURE BUDGET ADJUSTMENTS - CAPITAL PROJECTS FUND	$ 404,411	$ 158,119	$ 562,530	

Proclamation Recognizing the Strengths of Combined Faiths and Supporting an Interfaith Service

WHEREAS, the City of Holladay is a vibrant and diverse community built upon the rich tapestry of its residents, who bring varied traditions, cultures, and expressions of faith that strengthen the social and spiritual fabric of our city; and

WHEREAS, during the Thanksgiving holiday season, we are called to pause and give thanks for our shared blessings, our health, our families, and the peaceful unity that sustains our neighborhoods; and

WHEREAS, religious and spiritual communities across Holladay serve as beacons of hope, compassion, and charitable service, extending aid to those in need, comforting the vulnerable, and fostering goodwill throughout our city; and

WHEREAS, when people of differing faiths, beliefs, and backgrounds gather in mutual respect and understanding, they demonstrate the transcendent power of love, unity, and shared human dignity; and

WHEREAS, this Interfaith Thanksgiving Service serves as a testament to our collective commitment to peace, service, and togetherness, proving that our common values far outweigh our differences;

NOW, THEREFORE, BE IT RESOLVED by Paul Fotheringham, Mayor of the City of Holladay, in unison with the Holladay City Council, do hereby proclaim our support for this **Interfaith Thanksgiving Service** and urge all residents of Holladay to join together in expressing gratitude, and in extending friendship to neighbors of all backgrounds and spectrum of beliefs, and in continuing to build a compassionate, welcoming, and united community.

IN WITNESS WHEREOF, we hereby set our hands, this 15th day of November 2026.

HOLLADAY CITY COUNCIL

Paul Fotheringham, Mayor	David Sundwall, District 1
Matt Durham, District 2	Natalie Bradley, District 3
Drew Quinn, District 4	Emily Gray, District 5



HOLLADAY CITY HALL: UPDATES AND COSTS

CITY OF HOLLADAY

Holladay City Council | November 5, 2026





WORK-TO-DATE

- Interior Demolition - Complete
- Structural Shoring
- Structural Seismic cinderblock walls
- Mechanical, Electrical, Plumbing Demolition
- Vestibule Steel, Framing and Roof Pan





CONSTRUCTION ACTIVITIES & SCHEDULE UPDATE

- Interior structural seismic walls and roof connections
- Roof structural framing upgrades
- Rough Mechanical, Electrical, Plumbing
- Interior framing and drywall
- Project Completion still anticipated to be Mid-September 2027





CONSTRUCTION ACTIVITIES & SCHEDULE UPDATE

- Interior structural seismic walls and roof connections
- Roof structural framing upgrades
- Rough Mechanical, Electrical, Plumbing
- Interior framing and drywall
- Project Completion still anticipated to be Mid-September 2027

UPCOMING SCOPE CHANGES

- Auditorium phase III upgrades
  - Assistive listening system
  - Theatrical lighting & control
  - Green Room Audio Monitor
  - Permanent Projector
- AV & Security
  - Security Cameras
  - Door Access
  - Council/ Court AV
  - Conference Room AV



CITY OF HOLLADAY
EST. 1849 INC. 1999

Recommended Transition of Business Advisory Board to a Committee Established by Ordinance

Gina Chamness, City Manager
Ann Garcia, Economic Development and Housing Manager
Holly Smith, Assistant City Manager

November 5, 2026

Department: Administration, Community and Economic Development

Staff Report Type: Policy Issue

Action for Council: Policy Questions

1. Executive Summary

The City of Holladay's interest in supporting the local business community stems from the important role local businesses play in quality of life. Small, locally owned businesses and vibrant commercial districts contribute to the economic and social health of the community, create gathering places, foster community identity, and help shape Holladay's unique character. Thriving retail centers support a strong local economy while enhancing the sense of place that residents value. By fostering a healthy business environment and maintaining vibrant commercial areas, the City helps strengthen community connections, economic resilience, and the overall vitality of Holladay.

In 2023, with support from the now-dissolved Holladay Chamber of Commerce, the City created the Holladay Business Advisory Board (HBAB), a volunteer-board of the City of Holladay to strengthen business engagement and support collaboration in broader community goals. This transition was prompted by the Chamber's declining membership and limited resources to sustain its programs and services. Over the past three years, the HBAB, with support from the City's Economic Development and Housing Manager serving as staff liaison, has expanded opportunities for business engagement and community partnership. The Board has continued initiatives such as the *Best of Holladay* awards program, hosted ribbon cuttings, business trainings, networking events, and workshops, and encouraged business participation in community events such as *Blue Moon* and *Hollaween*. The HBAB has also championed campaigns like *#ShopHolladay*, designed to encourage Holladay residents to shop in Holladay and launched an online hub to foster business community connections.

From July through September 2026, the City of Holladay gathered feedback from HBAB members and the City's staff liaison. City administration also evaluated lessons learned during the Board's first three years as a City-sponsored committee following its transition from the chamber of

commerce model. The assessment revealed broad support for the HBAB model, along with a desire for greater clarity, consistency, and structure in its operations. Members expressed uncertainty about the Board's role within City government and requested clearer guidance regarding governance, onboarding, communications, staff coordination, and committee responsibilities. Feedback also identified opportunities to strengthen administrative practices, establish clear member expectations, improve annual work planning, and increase accountability for committee initiatives.

Overall, the findings suggest that while the Board's purpose remains valuable, its effectiveness would be enhanced through a more formal governance framework. Transitioning the Business Advisory Board to a Business Advisory Committee by ordinance would align the group with the City's other advisory committees. It will also clearly define its purpose and authority and establish a stable structure for long-term business engagement and advisory work.

2. Current Mission

The current mission of the Business Advisory Board, adopted on November 20, 2024, reflects a traditional chamber-style approach that emphasizes business-to-business relationships. While networking and collaboration among local businesses contribute to a healthy business environment, City Administration views these activities as a secondary benefit rather than the Board's primary purpose. Instead, there is an opportunity to realign the mission to focus on strengthening connections between local businesses and the City, fostering meaningful engagement, and supporting broader community priorities. This refined focus would better reflect the Board's intended role as a bridge between the business community and the City, helping advance initiatives that benefit businesses, residents, and the community as a whole.

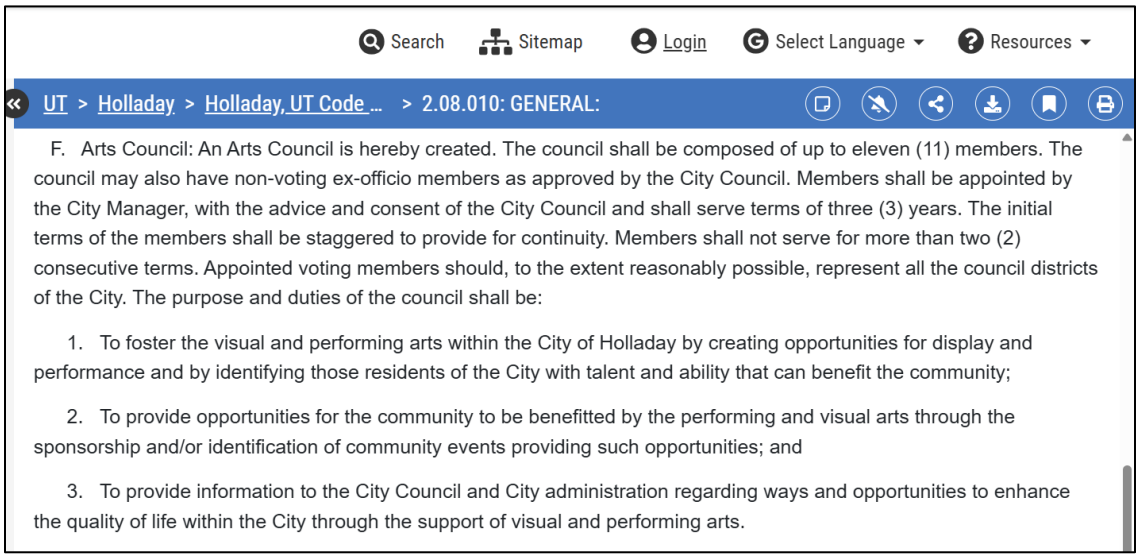
> *The mission of the Holladay Business Advisory Board("HBAB") is to create a forum where business community partners can come together and discuss opportunities to improve communication and collaboration for businesses to launch, expand and thrive. To foster connections to identify shared issues or challenges and to showcase the distinctive character of Holladay. - Business Advisory Board Bylaws Adopted on November 20, 2024*

3. Policy Questions

- Does the City Council support the transition of the Business Advisory Board into a committee established by ordinance?

- If the City Council supports the transition, do members have any guidance regarding the committee's intended mission, purpose, or duties?

Below is an excerpt from Chapter 2.08, Committees, of the Holladay City Code provided to illustrate the level of detail typically included for committees established by ordinance. A similar code section would be developed for the proposed Business Advisory Committee, outlining its purpose, duties, membership composition, appointment process, term lengths, and other governance requirements.



SAMPLE PHRASING FOR DISCUSSION (NOT EXHAUSTIVE)

1. *Serves as an official advisory body on matters affecting the local business community.*
2. *Identifies opportunities and challenges facing businesses.*
3. *Supports a business-friendly environment.*
4. *Serves as a forum for discussion of issues affecting the business community.*
5. *Assists in identifying ways to strengthen the local economy and commercial districts. (i.e., needs for physical infrastructure.)*
6. *Advises on measures that improve the business environment and address barriers within the City's jurisdiction.*
7. *Encourages engagement and participation of businesses in City initiatives, events, and programs.*
8. *Assists the City in understanding the needs and priorities of the business community.*
9. *Identify challenges facing local businesses and recommend enhancements to City services, regulations, and processes, including zoning, parking, code enforcement, and signage requirements.*
10. *Build community through business forums and networking events.*

4. Next Steps

If the City Council supports the transition of the Business Advisory Board into a committee established by ordinance, from November 2026 through March 2027, the City will undertake a phased process to evaluate the future structure and governance of the Holladay Business Advisory Board (HBAB). During the initial proposal development phase of November through January, staff will compile HBAB feedback, identify areas of consensus and unresolved issues, develop preliminary recommendations, and seek direction from the City Manager.

In January 2027, the HBAB will review draft recommendations and proposed rules, address any remaining concerns, and consider forwarding recommendations for advancement in the ordinance development process. Staff will then prepare draft ordinance language, coordinate legal review, and submit recommendations to the City Manager for endorsement.

The proposed ordinance and recommendations will be presented to the City Council during a February 4, 2027, work session to obtain policy direction and feedback. Following the work session, staff will incorporate any Council-directed revisions, complete a final legal review, and prepare the proposal for formal Council consideration.

On February 18, 2027, the City Council will consider adopting an ordinance establishing a Business Advisory Committee. If approved, the ordinance would dissolve the HBAB and formally create the Business Advisory Committee. Existing HBAB members would continue serving through the remainder of their current terms, subject to the provisions of the adopted ordinance.

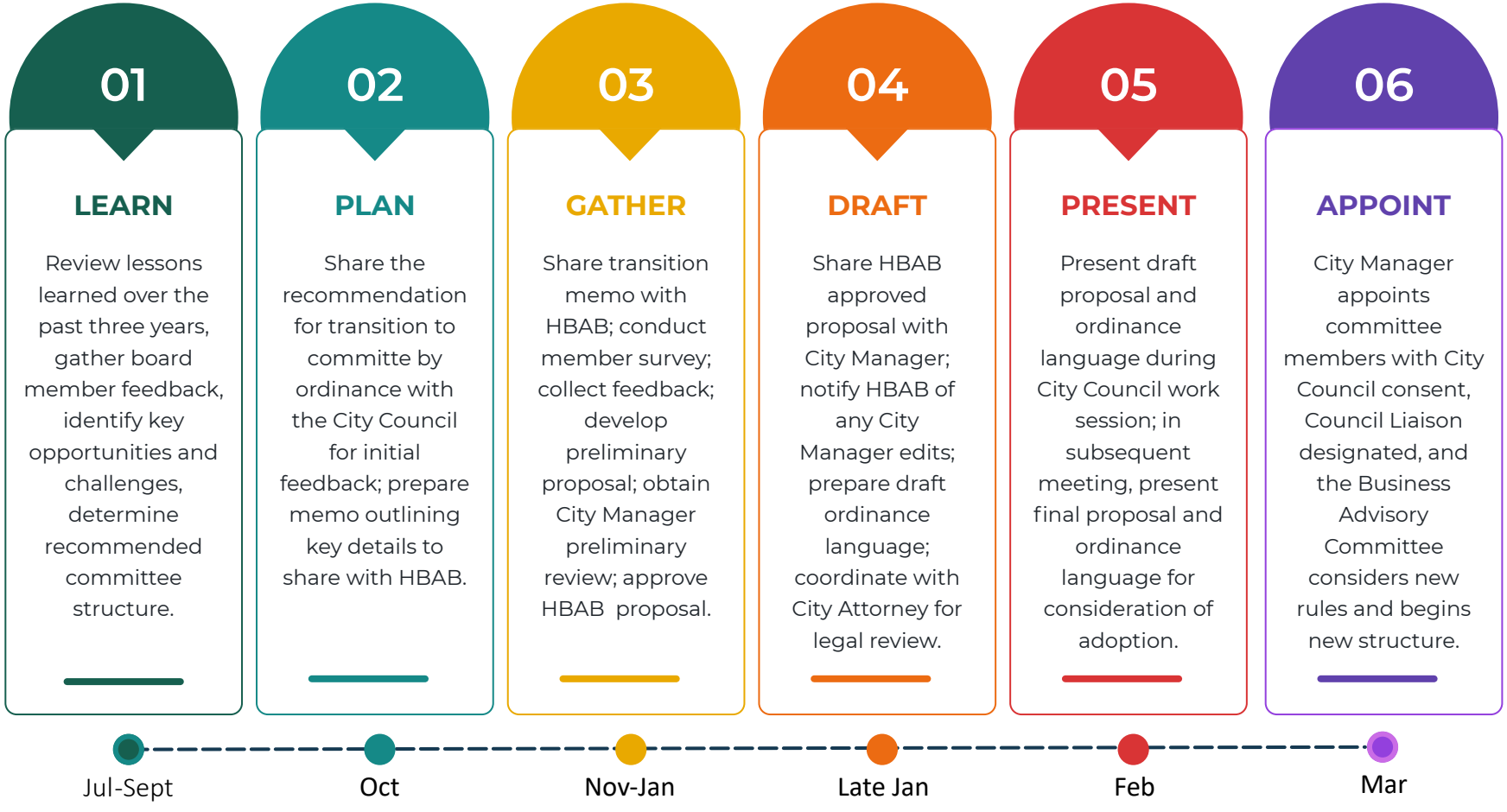
Following adoption, formal appointments to the new Committee would be made by the City Manager with the advice and consent of the City Council on March 4, 2027. The City Council may also choose to assign a member to serve as a Council Liaison to the committee. The newly established Business Advisory Committee would then begin operating under its new structure, including consideration and adoption of updated committee rules at its March 17, 2027, meeting.

5. Attachments

- Proposed Transition Timeline Graphic
- Chapter 2.08 Committees of the Holladay City Code

BUSINESS ADVISORY BOARD TO COMMITTEE ESTABLISHED BY ORDINANCE

PROPOSED TRANSITION TIMELINE



CHAPTER 2.08

COMMITTEES

SECTION:

2.08.010: General

2.08.010: GENERAL:

A. Intent And Purpose:

1. It is the intent and purpose of this chapter to encourage citizen involvement and obtain citizen advice and input by creating certain committees, councils, and commissions of the City as hereinafter discussed. Any and all committees, councils or commissions established pursuant to this chapter have no authority to bind the City or impose any conditions on the City or its citizens.

2. Nothing in this chapter shall prevent or preclude the City Manager from establishing or creating executive committees, task forces, etc., to give advice and recommendations to the Office of the City Manager.

B. Composition; Appointment: Unless otherwise specifically stated in a committee, council or commission enabling ordinance, all committees, councils, and commissions established pursuant to the provisions of this chapter shall be composed of seven (7) members, all of whom shall be appointed by the City Manager with the advice and consent of the City Council. Committee members shall be residents of the City. The appointed members shall serve as the decision making body for the committee. Each committee may seek nonvoting members/volunteers who desire to participate consistent with the purpose and/or mission of the respective committee.

C. Term; Removal; Vacancies:

1. Terms; Vacancies: Unless otherwise specifically stated in a committee, council or commission enabling section, the following provisions shall govern the membership on any committee, council or commission established pursuant to this chapter. The members shall serve for a term of three (3) years and may be removed by the City Manager only for cause, with the provision that the first appointment of two (2) members shall be for a term of one (1) year; the first appointment of the next two (2) members shall be for a term of two (2) years; the first appointment of the remaining member(s) shall be for a term of three (3) years; thereafter the members shall be appointed for three (3) year terms. Vacancies occurring through expiration of terms of appointment, death, disability, resignation or removal from the City, if applicable, shall be filled by appointment of the City Manager with the advice and consent of the City Council. Members shall not serve more than two (2) consecutive terms.

D. Rules Of Procedures; Meetings: Unless otherwise specifically stated in a committee, council or commission enabling section, each committee, council and commission established pursuant to the provisions of this chapter shall formulate its own rules for the selection of a Chairman, time, place and manner of calling of meetings and other procedural matters; provided, that there shall be at least one (1) meeting of the committee, council or commission each quarter. Each committee shall prepare written minutes of all meetings which shall be approved by each committee at subsequent meetings. The original approved minutes shall be maintained in the Office of the City Recorder. (Ord. 2016-09, 5-26-2016)

E. Historical Commission: A Historical Commission is hereby created. The commission shall be composed of between five (5) and seven (7) members. Members shall be appointed by the City Manager, with the advice and consent of the City Council and shall serve terms of three (3) years. The initial terms of the members shall be staggered to provide for continuity. Members shall not serve for more than two (2) consecutive terms. Appointed members should, to the extent reasonably possible, represent all the council districts of the City. The purpose and duties of the commission shall be:

1. To provide advice and information to the City Manager regarding the identification and protection of local historic and archeological resources;

2. To work towards the continuing education of citizens regarding community history;

3. To research and preserve history of the areas that now comprise the City of Holladay and research and provide information regarding important historical figures that settled and lived in Holladay;

4. To sponsor events to share the history of the area with residents of the City; and

5. To research and preserve historic photographs and other media related to the area. (Ord. 2017-18, 6-15-2017)

F. Arts Council: An Arts Council is hereby created. The council shall be composed of between seven (7) and eleven (11) members. The council may also have non-voting ex-officio members as approved by the City Council. Members shall be appointed by the City Manager, with the advice and consent of the City Council and shall serve terms of three (3) years. The initial terms of the members shall be staggered to provide for continuity. Members shall not serve for more than two (2) consecutive terms. Appointed voting members should, to the extent reasonably possible, represent all the council districts of the City. The purpose and duties of the council shall be:

1. To foster the visual and performing arts within the City of Holladay by creating opportunities for display and performance and by identifying those residents of the City with talent and ability that can benefit the community;

2. To provide opportunities for the community to be benefitted by the performing and visual arts through the sponsorship and/or identification of community events providing such opportunities; and

3. To provide advice and information to the City Council and City administration regarding ways and opportunities to enhance the quality of life within the City through the support of visual and performing arts.

G. Tree Committee: A Tree Committee is hereby created. The committee shall be composed of seven (7) members. The committee may also have non-voting ex-officio members as approved by the City Council. Members shall be appointed by the City Manager, with the advice and consent of the City Council and shall serve terms of three (3) years. The initial terms of the members shall be staggered to provide for continuity. Members shall not serve for more than two (2) consecutive terms, unless a suitable successor cannot be found. Appointed voting members should, to the extent reasonably possible, represent all the council districts of the City. The purpose and duties of the committee shall be:

1. To encourage the planting, maintenance and preservation of the City's tree canopy for the benefit of City residents;

2. To encourage and administer programs, as directed by the City Council from time to time, regarding the City's inventory of trees; and

3. To provide recommendations for the planting of different species of trees on City property. (Ord. 2017-23, 10-5-2017)

CITY OF HOLLADAY
EST. 1849 INC. 1999

"LET'S TALK SUSTAINABILITY" UPDATE

Holly Smith, Assistant City Manager

November 5, 2026

Department: Administration

Staff Report Type: Informational

Action for Council: Informational

1. Background

In 2021, the Cities of Holladay, Cottonwood Heights, and Millcreek adopted the Interlocal Sustainability Action Plan to guide sustainability efforts. This plan identifies policy recommendations, operational improvements, infrastructure investments, and community education strategies intended to improve environmental stewardship and community resiliency. The five focus areas are:

- Development
- Energy Use
- Landscaping
- Transportation
- Waste Management

A group of Holladay staff members participate in a quarterly internal working committee called “Let’s Talk Sustainability”, where initiatives and programs happening across departments are discussed to support the ongoing and planned projects to implement the Action Plan. The City's current sustainability program demonstrates substantial progress toward the Action Plan's recommendations.

2. Development

The City has made progress through education and potential policy development.

Project	Status	Plan Recommendation Supported	Alignment
CED Information Packets	Ongoing	Education for developers, builders, and property owners	Provides information on energy efficiency, rebates, tree care, and sustainable building practices.
Business Hub	Ongoing	Business sustainability education	Connects businesses with sustainability resources and best practices.
Business Xeriscaping Program	Ongoing	Sustainable site design and water conservation	Encourages businesses to install low-water landscapes.

Project	Status	Plan Recommendation Supported	Alignment
EV Development Requirements	Future Consideration	EV-ready development standards	Evaluates development code amendments to support EV charging infrastructure in new development.

3. Energy Use

Projects directly implement the Action Plan's recommendations regarding energy efficiency, renewable energy, and EV infrastructure.

Project	Status	Plan Recommendation Supported	Alignment
Utah Community Clean Energy Program	Existing/Ongoing	Renewable energy generation and use	Demonstrates community commitment to renewable energy.
Public Works Solar Panels	Existing/Ongoing	Renewable energy generation	Demonstrates municipal investment in renewable energy.
City Hall EV Chargers	Existing/Ongoing	Vehicle electrification	Supports opportunities for organization electric vehicles and supports staff driving electric vehicles.
Spring Lane EV Chargers	Existing/Ongoing	Vehicle electrification	Expands public charging infrastructure.
Knudsen EV Chargers	Planned	Vehicle electrification	Adds charging capacity in community facilities.
HVAC Retrofit	Planned	Building energy efficiency	Reduces energy consumption in City facilities.
Solar Water Heater	Planned	Renewable energy and facility efficiency	Incorporates renewable technology into municipal operations.
CED Information Packets	Ongoing	Community energy education	Shares energy conservation information and rebate opportunities.

4. Landscaping & Water Conservation

This category reflects some of the City's most direct implementation of the Sustainability Action Plan.

Project	Status	Plan Recommendation Supported	Alignment
Xeriscaping City Properties	Ongoing	Municipal demonstration projects	Converts City landscapes to low-water alternatives.
City Island Xeriscaping	Ongoing	Water conservation	Replaces high-water landscaping with drought-tolerant materials.

Project	Status	Plan Recommendation Supported	Alignment
Waterwise Landscaping Program	Ongoing	Public education and conservation	Educates residents on water-efficient landscaping.
Sprinkler Upgrades	Ongoing	Irrigation efficiency	Improves water management through upgraded irrigation systems.
Tree Care Training	Ongoing	Urban forestry stewardship	Supports long-term health of the community tree canopy.
Tree Protection Ordinance	Ongoing	Urban forestry stewardship	Protection or replacement of tree canopy.
Water Cost Reduction Strategies	Under Evaluation	Water conservation planning	Explores opportunities to reduce water consumption and costs.
Business Xeriscaping	Ongoing	Sustainable landscaping	Encourages water conservation within the business community.

5. Transportation

Transportation initiatives address infrastructure, education, policy, and behavior-change objectives identified in the Action Plan.

Project	Status	Plan Recommendation Supported	Alignment
2700 East Sidewalk Infill	In Progress	Pedestrian connectivity	Expands the sidewalk network and improves walkability.
4500 South Sidewalk Infill	In Progress	Pedestrian connectivity	Improves safe pedestrian access.
5600 South Sidewalk Infill	In Progress	Pedestrian connectivity	Improves safe routes to schools.
Bike Signage	Ongoing	Bicycle infrastructure	Improves bicycle navigation and safety.
Bike & Walk Event	Annual/Ongoing	Active transportation education	Encourages walking and biking among residents and students.
Bike Valet Program	Under Evaluation	Active transportation promotion	Provides bicycle-supportive event infrastructure.
Bike Repair Stations	Planned	Bicycle amenities	Supports bicycle commuting and recreation.
E-Bike Charging Stations	Under Evaluation	Alternative transportation	Supports increased e-bike use.
Anti-Idling Ordinance	Ongoing	Reduce vehicular idling	Supports cleaner air.
Telecommuting Policy	In Development	Trip reduction	Reduces vehicle trips through flexible work practices.

6. Waste Management

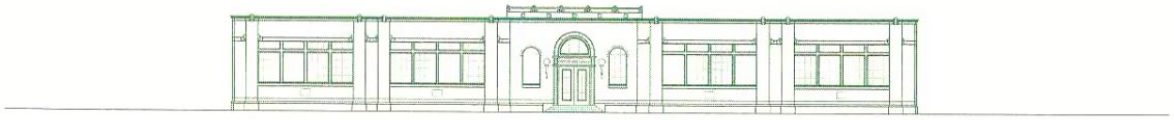
Current efforts advance many of the Action Plan's goals related to recycling access, waste diversion, reuse, and public education.

Project	Status	Plan Recommendation Supported	Alignment
Battery Recycling	Ongoing	Expanded recycling opportunities	Provides disposal options for hard-to-recycle materials.
Halloween Candy Wrapper Recycling	Annual/Ongoing	Specialty recycling programs	Diverts materials that would otherwise enter the waste stream.
Clothing Recycling	Ongoing	Reuse and diversion	Encourages textile reuse and recycling.
City Hall Event Recycling	Ongoing	Event waste reduction	Expands recycling opportunities at City facilities and events.
CHaRM Event	Planned/Ongoing	Community recycling access	Increases recycling and reuse opportunities for residents.
Business Hub	Ongoing	Business waste reduction education	Shares recycling and sustainability resources with businesses.

Attachment

Interlocal Sustainability Action Plan (2021)

More info at https://www.holladayut.gov/community/sustainability.



City of Holladay
CITY COUNCIL

CITY OF HOLLADAY COUNCIL STAFF REPORT

MEETING DATE: November 5, 2026
SUBJECT: Remote Work Options Support Sustainability Goals
SUBMITTED BY: Gina Chamness, City Manager

BACKGROUND: The City of Holladay's Sustainability Committee has identified priorities to support sustainability goals. The recommendation of the staff group includes a consideration to allow remote work options during poor air quality events.

ISSUES FOR CONSIDERATION:

City operations require that we balance employee's ability to serve residents in person with the advantages of remote work, including reducing vehicle emissions, during a poor air quality event. Each position in the organization has been evaluated for the ability to work remotely. Several positions that require either face-to-face interaction or care of city property are not eligible for work. For employees that are authorized to work remotely, opportunities to reduce vehicle emissions and better protect personal health exist. The draft addition to the City's Employee Manual attempts to balance these competing priorities.

RECOMMENDATION:

Administration recommends the Council approve the addition of the following language to the City's Employee Manual, providing additional opportunities for remote work for eligible employees.

3.02 – 17 Remote Work During Poor Air Quality Events

1. To promote employee health and maintain city operations during periods of poor air quality as defined by the State of Utah's Air Quality Index as unhealthy, very unhealthy or hazardous, employees whose positions are eligible for remote work may request to work remotely.

2. Remote work during poor air quality events is subject to supervisor's approval and operational needs. Employees whose positions are not authorized for remote work are not eligible to work remotely under this policy.

3. Employees approved to work remotely must remain available during normal work hours, maintain productivity standards, and comply with all organizational policies regarding confidentiality, cybersecurity, and remote work.

4. Remote work under this policy shall not exceed 40% of an employee's scheduled work time, including any regularly approved remote work arrangements.