



**PLANNING COMMISSION
MEETING AGENDA**
Tuesday, December 1st 2020

In accordance with Executive Order issued by Governor Herbert Suspending the Enforcement of Provisions of Utah Code 52-4-202 and 52-4-207 due to the infectious nature of the COVID-19 the Planning Commission of the City of Holladay will hold their regularly scheduled meeting by electronic means, with no physical location.

Interested parties are encouraged to watch the video stream of the meeting on the City of Holladay's Facebook page. Participation in *public hearings* portions of the meeting can be done in any of the following ways:

- Email your comments related to *public hearing items* to the Community Development Department during regular business hours; jteerlink@cityofholladay.com OR rhobbs@cityofholladay.com
 - During the meeting, go to www.zoom.us in your web browser and join a meeting:
Meeting ID is: TBA (check city website: www.cityofholladay.com prior to the meeting)
 - During the meeting, call Zoom on your telephone: 699-900-6833 or 346-248-7799 or 301-715-8592
Meeting ID is: TBA (check city website: www.cityofholladay.com prior to the meeting)
-

AGENDA

- 6:00 PM** **WORK SESSION** – The Commission may discuss any or all agenda items. No decisions or voting will be made during this portion of the meeting.
- 6:30 PM** **CONVENE ELECTRONIC MEETING** – Public Welcome & Chair Opening Statement

PUBLIC HEARING

1. **“Cultivate Market, LLC” - Conditional Use – Home Occupation – 5030 S Midhurst Dr**
Applicant Kimberly Pymm is seeking conditional approval to operate home/personal goods products from her residence. Review in accordance with Holladay Ordinance §5.54.010 and 13.76.70. *File #20-2-04*

ACTION

2. **“Brookeshire Place” Subdivision - Preliminary Plan/Plat - 5840 South Highland Drive – (R-2-10 Zone)**
Review of construction and development details for a four-lot, single-family residential subdivision, in accordance with R-2-10 zone regulations *File #21-1-13*
3. **Approval of Minutes – 10/6 & 10/20**

DISCUSSION ITEMS

4. **a. Review Planning Commission 2021 Meeting Calendar**
 b. Review Planning Commission Bylaws
 b. Community Development Department Overview of upcoming ordinance amendments

ADJOURN

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.cityofholladay.com, the Utah Public Notice website www.utah.gov/pmn, and was emailed to the Salt Lake Tribune and Deseret News and others who have indicated interest.

DATE POSTED: *

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

**ORDER ON PUBLIC MEETINGS OF THE
CITY OF HOLLADAY PLANNING COMMISSION**

I, Marianne Ricks, as the Chair of the City of Holladay Planning Commission, do hereby find and declare as follows:

1. Due to the Emergency conditions which currently exist in the State of Utah, and specifically in Salt Lake County and the City of Holladay as a result of the COVID-19 Pandemic and the recent surge in COVID-19 infections across the state and in Salt Lake County, the holding of public meetings with an anchor location as defined in the *Utah Open and Public Meetings Act*, presents a substantial risk to the health and safety of those who may be present at the anchor location; and
2. The risk to those who may be present at an anchor location can be substantially mitigated by holding public meetings of the Planning Commission pursuant to electronic means that allow for public participation via virtual means; and
3. The City has the means and ability to allow virtual participation in the public meetings in accordance with the *Utah Open and Public Meetings Act*;

NOW THEREFORE, BASED UPON THE FOREGOING,

For thirty days from the date of this Order, meetings of the City of Holladay Planning Commission, shall be conducted by virtual means, without an anchor location.

By: _____
Marianne Ricks, Chair

ATTEST:

Stephanie N. Carlson, MMC
City Recorder

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. **Sponsor 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# 20-2-04

"Cultivate Market, LLC" - Home Occupation

ADDRESS:

5030 South Midhurst Way

LEGAL DESCRIPTION: ~.37 acres (16,117sqft)

Metes Bounds

APPLICANT/REPRESENTATIVE:

Kimberly Pymm

PROPERTY OWNER:

Kimberly Pymm

ZONING:

R-1-10

GENERAL PLAN DISTRICT:

Low Density Residential-Stable (LDR-S)

CITY COUNCIL DISTRICT:

District #3

PUBLIC NOTICE DETAILS:

Mailed - Nov. 20th 2020

REQUEST:

Conditional Use Permit

APPLICABLE REGULATIONS:

13.76.730
13.100
13.08.040
05.54.010

EXHIBITS:

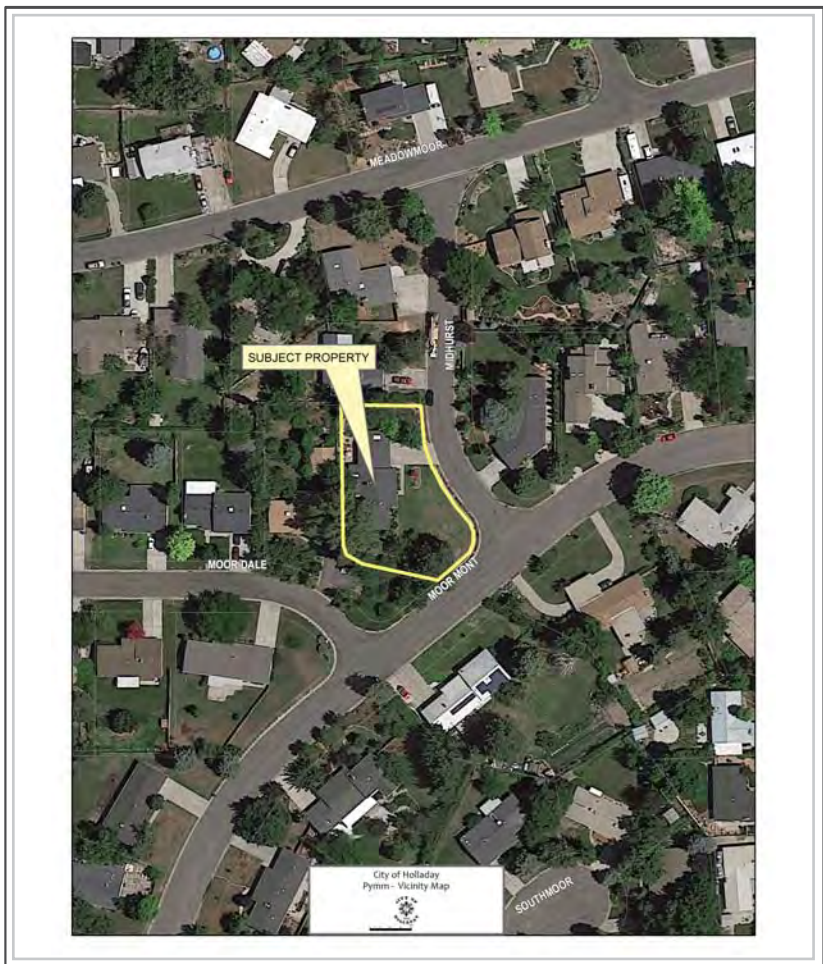
Applicant Narrative
Neighborhood Meeting notes
Site aerials

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:

STAFF:

Jonathan Teerlink, City Planner



Request: **Home Occupation, CUP – “Cultivate Market. LLC”**
Applicant: Kimberly Pymm
Address: 5030 South Midhurst Way
Zone: R-1-10 (Single-Family Residential, 10,000 sq. ft. min. property size)
File No: 20-2-04
Planner: Jonathan Teerlink

GOVERNING POLICIES/ORDINANCES:	13.76.730	Home Occupation (Regulations)
	13.100	Land Use Table (allowed as conditional)
	13.08.040	Conditional Uses
	05.54.010	Home Occupation (business license)

REGULATIONS SUMMARY

Section 5.54.010 of the City of Holladay zoning code defines a business operated out of a home (i.e., a “Home Occupation”) as: *“Any use conducted entirely within a dwelling and carried on by one person residing in the dwelling unit, which use is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character of the dwelling or property restricted for residential purposes”.*

Home-based businesses (HBB) that have customers or employees coming to the home are reviewed through the Conditional Use Permit process as “Home Occupations”. Subsequent to 2005 state of Utah legislative action, Conditional Uses are to be treated by as allowable uses*, subject to possible imposition of “conditions” designed to mitigate the *potential* harmful impacts of said uses on adjoining properties or vice versa.

**“A conditional use must be approved if reasonable conditions are proposed, or can be imposed, to mitigate the reasonably anticipated detrimental effects of the proposed use in accordance with standards that are contained in the ordinance. If there are no identifiable standards contained in the ordinance, there will be no basis for denying the permit.” (“Standards for Granting Conditional Use Permits”, ULCT, 2016)*

Additionally, a conditional use should NOT: (§13.04.080):

1. *Contribute to a detrimental concentration of existing nonconforming or conditional uses substantially similar to the use proposed within one-fourth (1/4) mile of the exterior boundary of the subject property;*
2. *Result in loss of privacy, objectionable views of large parking or storage areas; or views or sounds of loading and unloading areas; and*
3. *Encroach on or cause erosion of the bank of a river or stream, or direct runoff into a river or stream without approval by the appropriate storm water authority.*

And, Home Occupational type conditional uses SHALL:

13.76.730: HOME OCCUPATION: REGULATIONS

- A. *The business activity must be conducted entirely within a dwelling and carried on by persons residing in the dwelling unit, which use is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character of the dwelling or property for residential purposes.*
- B. *No home occupation license shall be required for businesses that:*
 1. *Do not have customers that come to the home;*
 2. *Do not have employees who come to the home; and*
 3. *Do not have combined offsite impacts of the home based business and the primary residential use that exceed the impact of the residential use alone.*
- C. *There shall be no display of merchandise nor stock in trade, "stock in trade" being an item offered for sale which was not produced on the premises.*
- D. *The business shall not include the sale of commodities except those produced on the premises.*
 1. *Original or reproductions of works of art designed or created by the artist operating a home occupation may be stored on the premises. "Reproductions of works of art" include such items as printed reproductions, casting and sound recordings.*
 2. *Commodities produced on the premises may be sold on the premises if the Planning Commission grants a conditional use permit for customers coming to the home.*
- E. *The home occupation shall not involve the use of an accessory building or yard space or activity outside the main building.*

F. The Community Development Director shall determine whether additional parking, in addition to the requirements of chapter 13.80 of this title is required for a home occupation and shall also determine the number and location of such additional parking spaces. (Ord. 2017-17, 6-15-2017)

As home occupations in Holladay are reviewed in context of Conditional Use Standards (see H.C.C. § 13.08.040.F), any denial of the same requires careful and specific reasons to withstand court scrutiny.

APPLICATION DESCRIPTION

Property owner, Kimberly Pymm, is requesting approval to license and operate a home-based business. Her commercial venture is described as, “zero-waste natural bulk market bath & body products, eco. home-goods and dried flowers” practice. She intends on accepting customers at her home to fill orders of these personal products as well as use a delivery service (Sendle). Her narrative describes a short-term need for this CUP as she searches for “brick and mortar” space.

**Please review Mrs. Pymm’s narrative and response to neighborhood meeting concerns.*

COMMUNITY DEVELOPMENT DEPARTMENT ANALYSIS

Home businesses have provided an entry level pathway for many successful professionals and business operations. Proven to provide a service to local communities these businesses usually fill the gap between professional ambition and a thriving, brick-and-mortar operation. Generally speaking, it is for this purpose that zoning codes allow and encourage (within reason), rather than obstruct upstart entrepreneurs or specialized practices.

More and more, small businesses are starting as home-based businesses: according to the Census' Survey of Business Owners, the number of home based businesses in the economy grew from 16.37 to 27.63 million between 1992 and 2012. Interesting to note that home-based businesses lead to economic improvement for communities and provide significant alternative sources of income for its residents. According to the Small Business Administration, small businesses accounts for approximately 64% of all new jobs in the United States between 1993 and 2011.¹

TECHNICAL REVIEW COMMITTEE RECOMMENDATION

The Technical Review Committee (TRC) finds that the application for a conditional use permit allowing a home-based to be complete. The TRC recommends the PC to hold the required public hearing (as required 13.08.040). Public comments made should be considered as they relate to the set approval standards and mentioned above. Additional considerations or conditions, if any, should be applied carefully and reasonably as per 13.08.040.F.

The TRC suggests that the following points of concern be addressed;

- Operation hours/days have not been addressed or proposed by the applicant
- Number of deliveries or in-person pickup traffic – how many cars per day?
- Availability of on-site parking – Public works is concerned with restricted or limited customer use of the street
- Storage of bulk ingredients, chemicals; where, how much?
- Will this operation need to comply with FDA or State of Utah licensing or approvals?

In the absence of studying the answers to the concerns mentioned, the Holladay TRC has provided their suggesting findings and conditions for the commission’s consideration.

Suggested Findings:

1. A Home Occupation with customers is a conditionally allowed for this location.
2. No other Home Occupations are on file as being in operation with ¼ mile of this location
3. Business operations is proposed as low-impact will all operations occurring within the home.
4. Property owner intends to provide off street parking
5. It is not anticipated that traffic will be a problem due to the small-scale nature of the use.
6. There are no outside employees proposed or allowed with the use which will reduce the need for parking
7. The use provides a desirable service to the community.

¹“The Contribution of Home-Based Business Income to Rural and Urban Economies”, Barbara R. Rowe, George W. Haynes, Kathryn Stafford Purdue University February 1, 1999 <https://journals.sagepub.com/doi/10.1177/089124249901300109>

Suggested Conditions of Approval:

1. All transactions and, storage related operations are to be performed from within the primary residence
2. Off street parking areas shall be maintained as available during business hours – no street parking allowed
3. Limited to; a maximum of 4 clients per day and 6 per week.
4. Hours of operation limited to Monday through Friday, 9am to 9pm
5. City of Holladay Business license approval
6. Operational permits and licensure are subject to continual compliance with 13.76.730 with review and revocation upon finding of non-compliance.

SUGGESTED MOTION FORMAT:

*“I motion the Holladay Planning Commission move to _____ (APPROVE, DENY, CONTINUE) the application for a Home Occupation for “**Cultivate Market, LLC**“ located at **5030 S Midhurst**. Based upon the findings that the application _____(see above for staff suggested findings) .This motion is subject to the following conditions_____ (see above for staff suggested conditions)”*

**NOTICE OF A PUBLIC HEARING
FOR A
Conditional Use Permit For Home Based Business**

Hearing Date: December 1st 2020
Time: Approximately 6:30 pm or thereafter
Location: 4580 South 2300 East, Holladay City Hall
Hearing Body: Planning Commission

Notice is hereby given that the City of Holladay Planning Commission will hold a public hearing to receive comments regarding a request from Kimberly Pymm who is seeking a conditional approval permit to operate "Cultivate Market, LLC" a bulk, natural home goods market from her residence located at 5030 South Midhurst in the R-1-10 zone as allowed in accordance with Holladay Ordinance 5.54.010 and 13.76.730.

**Due to the current declared State of Emergency and the infectious nature of COVID-19, the Planning Commission will hold this meeting virtually via Zoom, as public gatherings are currently prohibited. This hearing will be held electronically. Information on how to join the meeting can be found on the City's website and on the posted agenda. Interested parties are encouraged to watch the video stream of the meeting on the City of Holladay Facebook page.*

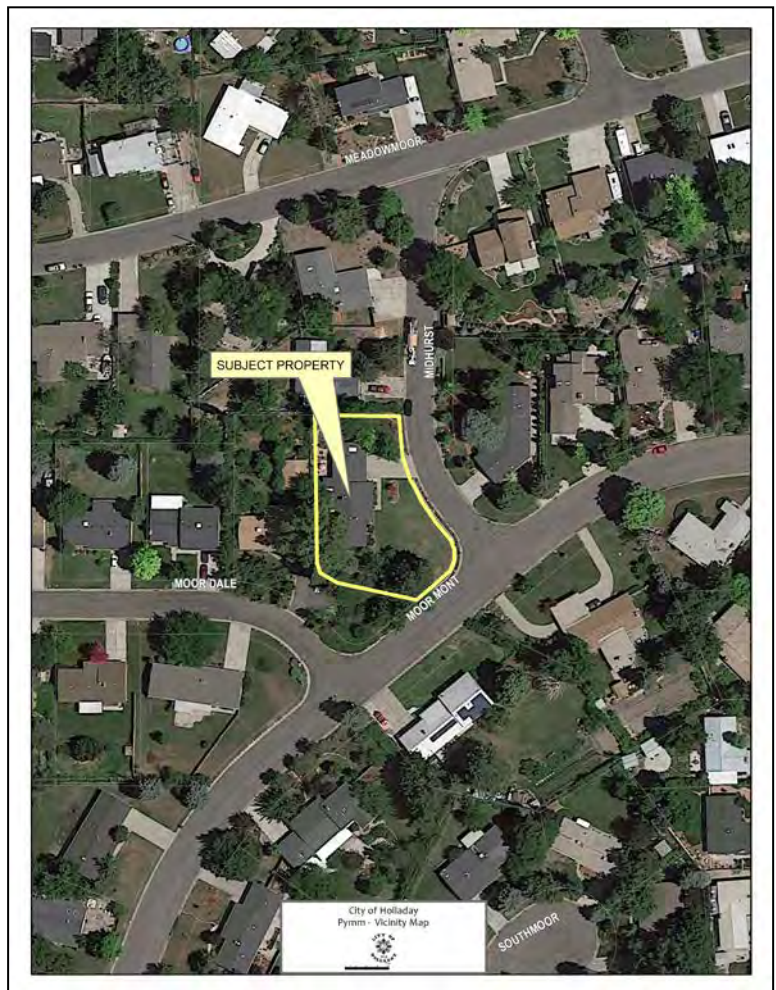
**Please submit any written comment on this matter to: Jon Teerlink (jteerlink@cityofholladay.com) or Rob Hobbs (rhobbs@cityofholladay.com) by 5:00 pm 11/25/2020. Comments received by the designated times will be included in the Planning Commission meeting packet.*

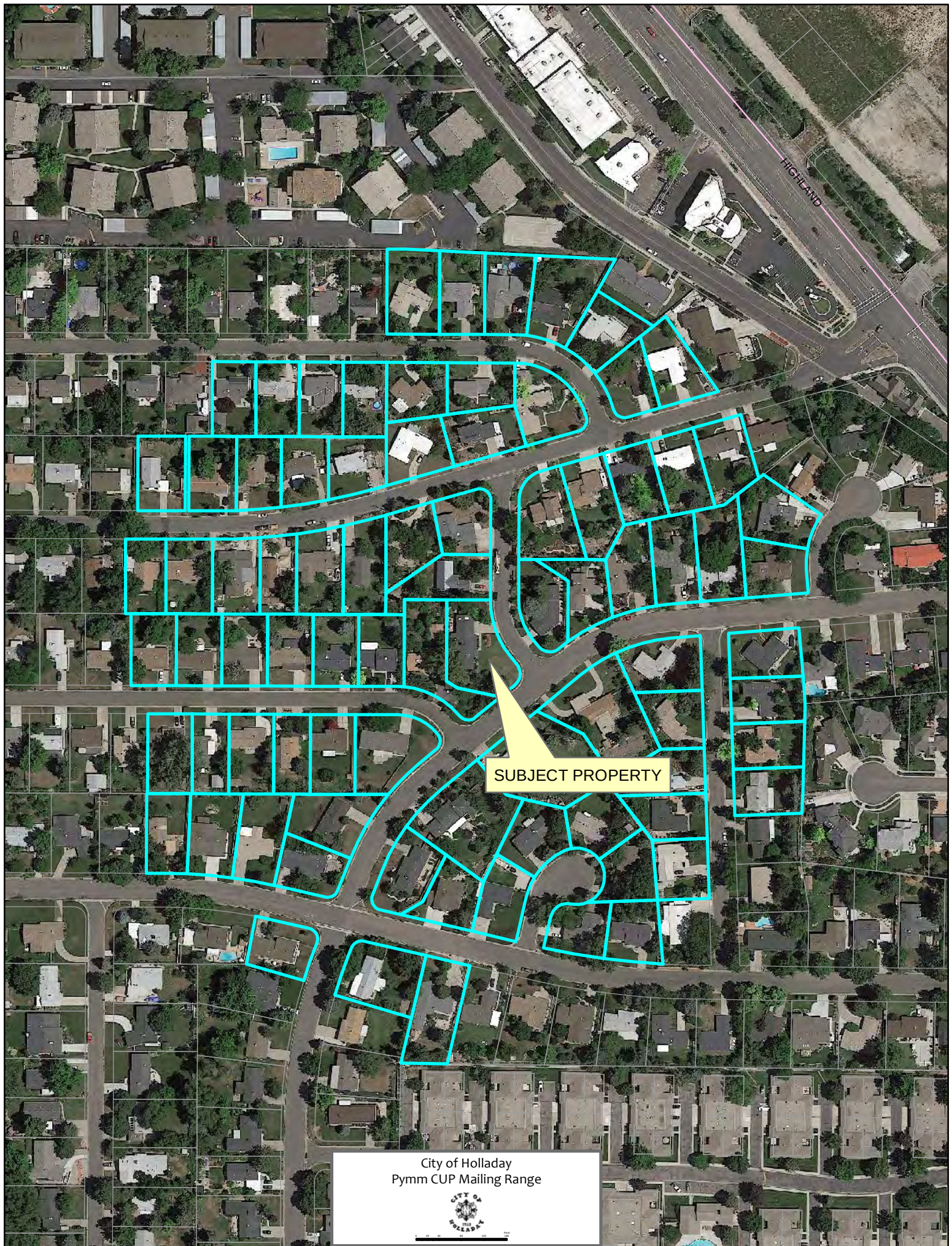
If you have questions please contact either Paul Allred or Jonathan Teerlink at 801-527-3890 during regular business hours.

If you have questions please contact either Robert Hobbs or Jonathan Teerlink at 801-527-3890 during regular business hours.

Mailed by order of the Community Development Department

ATTENTION: This notice has been delivered to all residents within an area extending approximately 500 feet from the subject property. If you know of anyone who may not have received a notice but may have an interest in the meeting, please pass along the information. If you are not the owner of your residence, please notify the owner regarding this matter.

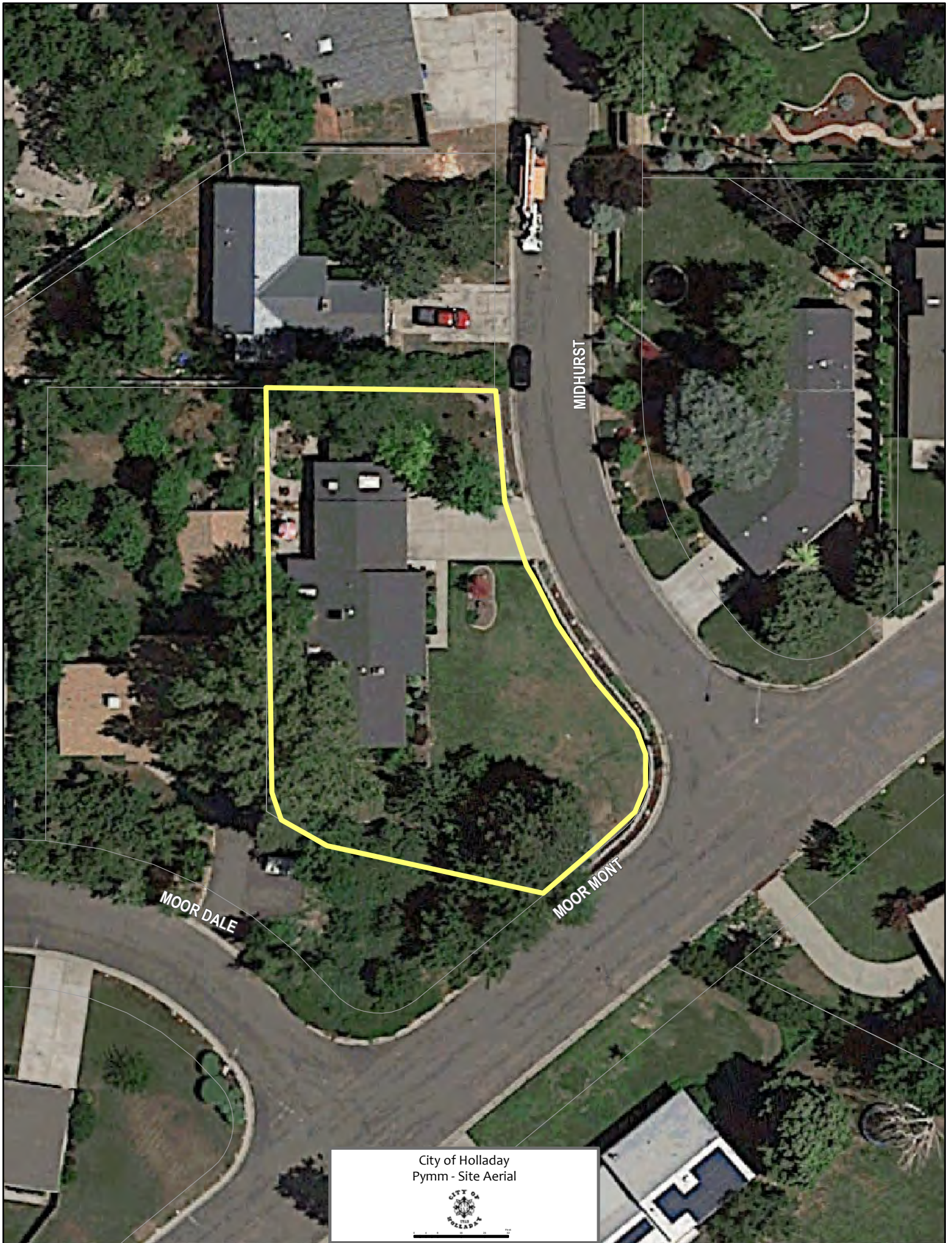




SUBJECT PROPERTY

City of Holladay
Pymm CUP Mailing Range





City of Holladay
Pymm - Site Aerial



Hello! I am in the development stages of a sustainable start-up called *Cultivate Market*. Our shop is unique because it is a solution to a pressing environmental problem - waste, especially *plastic waste*. In my heartfelt desire to find solutions to source natural products and foods for my home I continually found that these products are expensive and produced much trash. Through further research I learned Utahns produce *8 million pounds of trash per day* and that only *1/3 of our recycling is actually recycled nationwide*. What if these packages didn't exist in the first place? I have carefully constructed a business plan around this, creating Holladay's first zero-waste natural bulk market. Here you are free to bring your own packaging and fill up as much (or as little) of your favorite natural bath/body, cleaning products and wholesome foods. By doing so, you are not only contributing towards a healthy body, healthy home, and healthy environment, but with every dollar spent you are literally voting for the industry to change towards a more sustainable future by reducing packaging waste and enjoying wholesome foods in bulk quantities.

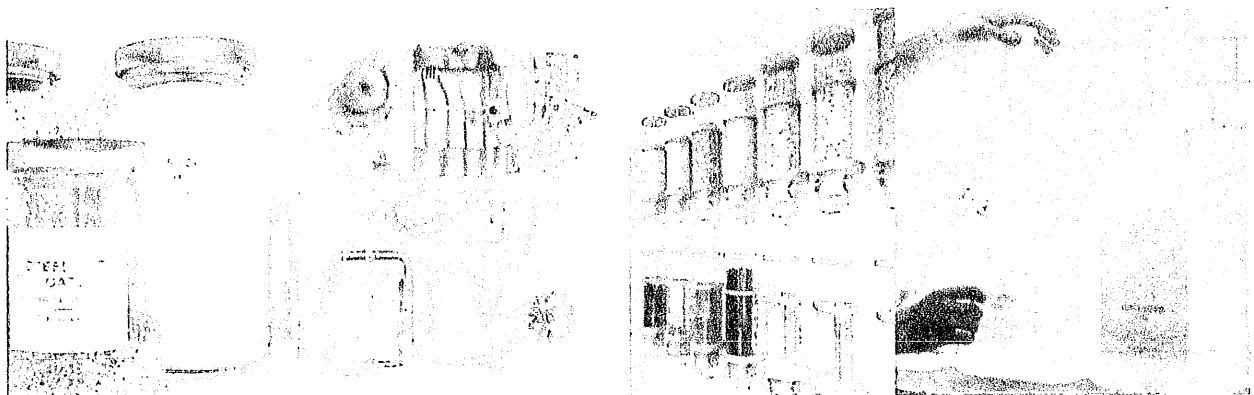
Benefits to the community:

1. **Money savings for families** – buying natural package-free bulk products offers a savings of 30-50% verses packaged items.
2. **Helping the environment** – eliminating packaging reduces carbon footprints. Buying in bulk and package-free mitigates the amount of garbage that ends up in landfills, reduces pollution and CO2 emissions.
3. **Reducing waste** – buying in bulk allows families the opportunity to buy the exact amounts of foods and products they need, rather than a pre-determined packaged amount to use before the expiration date. Using reusable sealed containers allow many dry products to last longer than traditional packaging.
4. **Flexibility to buy a pinch or pound** - whether you have \$10 in our pocket or \$100, buying in bulk offers a broad selection of natural products to every home.
5. **Support local Utah small businesses and families** – We seek to support local businesses, artisans and farmers *first*, then other American family-owned business when unavailable locally. This keeps our local economy and families strong.

To mitigate risk for my family in the year of 2020 (aka risky year of Covid), I need to move forward thoughtfully and sustainably. The business will begin as a home-based business, utilizing the commercial studio attached to our home built by the previous owner until we are able to move to a brick-and-mortar storefront location in Holladay (within the next year). I will sell online for shipping fulfillment and offer local delivery. There will also be a *by appointment* option for those who would like to fill their own bottles in the store themselves.

Thank you for your collaboration towards our sustainable future!

Kimberly Pymm
Founder, Cultivate Markets



"I alone cannot change the world, but I can cast a stone across the waters to create many ripples." – Mother Theresa

Notice of Neighborhood Meeting

October 10, 2020

Dear Neighbor:

A neighborhood meeting will be held outdoors on **Tuesday, October 20th at 4:00pm** at **5030 South Midhurst Way** to discuss a proposed small business plan at this address. The city of Holladay requires I hold this meeting for voluntary participation from neighbors to express their questions or concerns about the proposal. Please see the following attached letter describing the overview of this plan.

Join me to discuss this endeavor and the Conditional Use application required by the City of Holladay. This will be an opportunity to ask questions and express your thoughts and concerns openly and be heard respectfully.

In light of Covid you may participate in the following ways:

- Attend the in-person meeting on October 20th at 4:00pm (**mask wearing and physical distance 6 ft from others is required**)
- Write a letter to: 5030 South Midhurst Way, Holladay UT 84117 or email to: kimberlypymm@gmail.com by no later than October 20th.

Please note that this is **NOT** a City of Holladay Planning Commission or City Council meeting. This is a pre-meeting prior to presenting a pending application to the City of Holladay.

Sincerely,

Kimberly Pymm

October 20, 2020
Neighborhood Meeting Minutes

Three guests in attendance, 4 via email response

4:00pm – Introductions

4:05pm - Discussed the business plan and how it may impact the neighborhood. Showed examples of product, gave them a tour of the studio that will be used for the temporary shop. I highlighted that this location is intended to be temporary until I gain a customer base, more funding can be secured and an ideal storefront location in the Holladay Square becomes available. I am hoping within the next year to move to a larger brick and mortar location. In the meantime, I explain, I will deliver products via local delivery with my Prius, shipping fulfillment through a carbon neutral deliver service (Sendle) and by appointment only refills during daytime business hours.

4:20pm – Addressed questions and concerns from attendees:

1. Why are you choosing to open a zero-waste shop?
2. What will you carry in your shop?
3. Will your shop have any signage?
4. Does the city require you to do any rezoning or special licensing to host your business at home?
5. How many cars will be visiting the business per day?
6. What is the limitation on customers you can have per day?
7. Can your customers park on the driveway? (via email)
8. Request delivery drivers keep it slow on the roads and look East when stopping on Meadowmoor. (via email)

4:35pm – Meeting close

Summary

The neighborhood meeting provided me the opportunity to connect with my neighbors and communicate my intentions of the business and address concerns they have. I was able to consider how the business may impact my neighbors and hearing their questions helps me to be aware of how I can decrease any negative effects of a my home-based business.

I received tremendous support for the store opening in Holladay with great enthusiasm. The reason I am opening this store is to be a *business for good* and a benefit to the local community and environment. The fact that I am getting so much support is encouraging. I look forward to continuing the collaboration with my neighbors to be of value to my community in big positive ways.





Kimberly Pymm <kimberlypymm@gmail.com>

Meeting

Denna L. Wright <dennalee1968@gmail.com>
To: kimberlypymm@gmail.com

Thu, Oct 15, 2020 at 11:13 AM

Hi Kimberly,
I'm Denna Wright; my daughter, Andrea, and I live just around the corner on MeadowMoor (2nd house from the corner) on south side). Our backyards almost touch !

We were both excited to read your letter and find out about your sustainable business plan. There is so much waste that could be avoided by businesses, such as you are envisioning. There are just two of us; but we'd like to be customers !

I walk my dog past your house every day--gray haired lady with brown sharpei/heeler mix...

Being over 70, I might not feel comfortable at a gathering--not sure whether I would attend, but wanted to let you know that I'm enthusiastic about your project.

Denna Wright
801-699-9079
dennalee1968@gmail.com
1832 MeadowMoor Rd

Denna



Kimberly Pymm <kimberlypymm@gmail.com>

Neighborhood meeting

devin_pope@yahoo.com <devin_pope@yahoo.com>
To: kimberlypymm@gmail.com

Mon, Oct 12, 2020 at 12:39 PM

We approve of your neighborhood business. Just ask that you allow customers to park in driveway so they don't block narrow road. And request delivery drivers to keep it slow and look to the East when stopping at sign on meadowmoor. Can't count how many times I've almost been hit because people only look to the west when entering meadowmoor from Hurst. Wish you the best of luck and look forward to visiting store.

Devin and Samantha Pope
1882 meadowmoor road 84117



Kimberly Pymm <kimberlypymm@gmail.com>

Meeting

2 messages

Troy <troyutah@gmail.com>
To: kimberlypymm@gmail.com

Thu, Oct 29, 2020 at 11:40 PM

Hi Kimberly, just came across this notice and a pile of mail and was wondering how it went. Sorry I missed it. Just wanted to let you know I am in support and please let me know if you will be open in the near future.

TD Jaskowski
Moor Mont Dr

Kimberly Pymm <kimberlypymm@gmail.com>
To: Troy <troyutah@gmail.com>

Mon, Nov 2, 2020 at 9:35 AM

Hi Troy,

Thanks for taking the time to write and for your support of our market. The neighborhood meeting was held a couple weeks ago and we've received tremendous support from the neighborhood and City of Holladay to move forward with our opening. We are thrilled to offer a sustainable solution to pressing environmental problems in our state. We are aiming to open our doors by January, fingers crossed!

Thanks again for taking the time to write. We would love to have your feedback once our market is open!

All the very best,
Kimberly Pymm
Founder, Cultivate Market
Follow our journey on Instagram @cultivatemarkets

Beautifully Sustainable

[Quoted text hidden]



Kimberly Pymm <kimberlypymm@gmail.com>

Cultivate Market

2 messages

Jaycee Cappaert <jayceecappaert@gmail.com>
To: kimberlypymm@gmail.com

Thu, Oct 29, 2020 at 11:40 AM

Hello Kimberly,

My name is Jaycee Cappaert and I live on Moor Dale Lane! I love your sustainable startup concepts! I have been hoping for something that makes it more feasible to convert to a less-waste lifestyle – plus this being local is an added bonus!

I unfortunately wasn't able to make it to the neighborhood meeting, but I had some questions for you. Have you ever considered making some kind of "less commonly accepted recyclables" container that could be available to those that live around here? Maybe it wouldn't even have to be the ones through the state but if some sort of container could be picked up/dropped off at no cost to you (maybe other than a little time i'm sure) that would be an amazing option. Just a thought that I have been having for a while and remembered when I looked up our local glass recycling.

I just read up on Wasatch Front Waste and Recycling District website that our blue cans take plastics 1-7! Whoohoo! That is a great start! Maybe something to facilitate glass and flimsy plastic recycling could promote reductions in full blown waste. I understand that is what your business is trying to achieve and that offering those things may send mixed messages as recycling and zero waste are not the same.

Do you have a website? Are you currently offering products and local delivery?

Thank you very much for what you are doing for our planet, humankind, and our local community.

Best,
Jaycee

Kimberly Pymm <kimberlypymm@gmail.com>
To: Jaycee Cappaert <jayceecappaert@gmail.com>

Thu, Oct 29, 2020 at 9:30 PM

Hello Jaycee,

Thank you for your wonderfully supportive email. I am thrilled the concept resonates with you and you are thoughtfully considering how you live. Way to be!

Appreciate your input very much. Know that I will always be open to how I can be of value to the community, so please keep the communication flowing! And to answer your amazing question, yes! I am partnering with Terracycle to offer collection bins of hard to recycle items that we all have around the house. They offer many options from batteries to razors to baby food pouches and coffee capsules and everything in between! As I learn more about what our community needs I will work with Terracycle to accommodate.

Thanks again for your input, feel free to follow our journey on Instagram @cultivatemarkets. Website is in the making and will be live in January - new year and fresh start for positive changes!

All the very best,
Kimberly Pymm
Founder, Cultivate Market
[Quoted text hidden]

City of Holladay Planning Commission
4580 South 2300 East
Holladay, UT 84117

Dear Holladay Planning Commission,

I am writing in reference to an application for Conditional Use submitted by Kimberly Pymm requesting permission to operate a small business called Cultivate Market at 5030 Midhurst Way in Holladay. Please see attached Notice of Neighborhood Meeting.

First, I am not opposed, in concept, to the business plan presented by Ms. Pymm during the neighborhood meeting. Nevertheless, I am writing to share my thoughts and preferences related to this application, as the business is proposed just around the corner from my house.

Ms. Pymm indicates that the business will sell online for shipping fulfillment and also offer local delivery. She also indicates customers may visit the home/store by appointment. I ask that the Planning Commission carefully consider the "by appointment" portion of the plan and make an effort to ensure that the business does not become disruptive to the neighborhood (noise disturbance, crowds, increased traffic, etc.). Specifically, I ask that the Commission consider placing reasonable, but also specific, restrictions on the number of customers who may visit the home at a time, the operating hours of the storefront, operating days of the storefront, and any other business operations that may impact the peace and quiet of the neighborhood.

Also, in general and not necessarily exclusive to Ms. Pymm's application, I ask the Planning Commission and the City of Holladay at large to continue to maintain its high standards for approval of conditional use applications and business licenses in the city as we navigate through the COVID crisis. I am sensitive to the fact that COVID has impacted many people, including myself, forcing people to work from home and also reinvent their work strategies and means of making a living. With this, there could be the tendency to be more flexible with the approval of conditional use applications and licenses in that context. This could be a slippery slope, so I ask the Planning Commission to not be swayed by what are hopefully temporary events and to continue to apply the same standards as previously applied, pre-COVID, to the review and approval of these applications.

I sincerely appreciate your attention to my letter and your service to our beautiful City of Holladay.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Palmer", with a horizontal line extending to the right.

Jennifer Palmer

From: [vassi](#)
To: [Jonathan Teerlink](#)
Subject: conditional use permit hearing
Date: Tuesday, November 24, 2020 9:17:46 AM

With regards to 5030 so. Midhurst business permit.

Not knowing much about the business they plan to start I am wondering what the parking impact will be on Midhurst and adjoining intersections?

It is already a skinny, short road with no sidewalk and when cars are parked on it it is dangerous and congested.

Thank you,
Vasiliki Maritsas
Moor Dale Lane

Sent from my Sprint Samsung Galaxy S20 5G.

FILE# 20-1-13

"Brookshire Place" - Res. Subdivision

ADDRESS:

5840 South Highland Drive

LEGAL DESCRIPTION: ~.63 acres (27,442 sqft)

22-16-428-009 (.37 acres)

22-16-428-008 (.26 acres)

Metes and Bounds Description

APPLICANT/REPRESENTATIVE:

Keaton Morton

PROPERTY OWNER:

Keaton Morton

ZONING:

R-2-10

GENERAL PLAN DISTRICT:

Highland Drive Master Plan Seg. B (HDMP)

CITY COUNCIL DISTRICT:

District #3

PUBLIC NOTICE DETAILS:

Mailed - Nov. 20th 2020

REQUEST:

Subdivision Review- PRELIMINARY

APPLICABLE REGULATIONS:

13.087.10C

13.10.050A

13.10.050B

13.10.080

EXHIBITS:

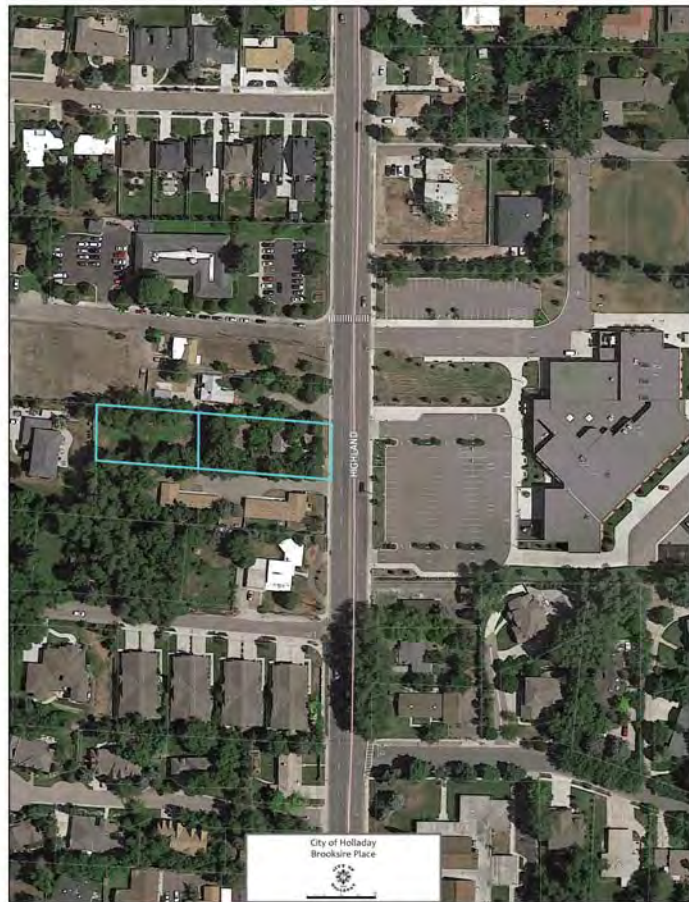
Preliminary Development Drawings
Aerial Imagery

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:

Conceptual subdivision approval granted - August 18th 2020

STAFF:

Robert Hobbs, Planner



CITY OF HOLLADAY
Planning Commission
December 01, 2020 meeting
Action (Business) Item #2 (report)

Request: **RESIDENTIAL SUBDIVISION – PRELIMINARY PLAN REVIEW**
Project: “Brookeshire Place Subdivision” [alternatively: “Brookshire Place”] (hereinafter the “Project”)
Location: Two parcels of [roughly rectangular] land (Salt Lake County Assessor Parcel/Acct. #s 22164280090000 [.37 acres] & 22164280080000 [.26 acres]) both addressed as 5840 S. Highland Drive and currently zoned R-2-10 (Two-Family Residential, 6,250 min. sq. ft. for a single-family dwelling unit on a parcel or lot (hereinafter, collectively, the “Property”)
Applicant: Brookeshire Place LLC, Keaton Morton as Applicant and representative
City file No: 20-1-13
Hearing Notice: N/A
N’hood Mtg: Previously held on 08/12/2020
Planner: Robert Hobbs

GOVERNING ORDINANCES:	13.08.10.D	PRELIMINARY [PLAT] REVIEW AND APPROVAL
	13.10.70.B	PRELIMINARY PLAT REVIEW PROCEDURE
	13.10.080.A	[SUBDIVISION] APPROVAL STANDARDS

COMMISSION ADMINISTRATIVE ACTION REQUIRED:

The Applicant(s)’ request for Preliminary Plan/Plat Approval for the project is a matter for “administrative action” as defined and regulated by the City’s adopted zoning ordinance. The matter is not subjective. Neither is it open to review in care and keeping with an entitlement request (e.g., a CUP or Rezone et al). Plat review rather is a “check-list”-like endeavor. Accordingly, if a preliminary plat [plan]’s design complies with code and its previously approved conceptual rendition, the Commission is expected to approve, or approve with conditions, the plat plan.

SUMMARY:

Land division (i.e., creating new “buildable” properties) within the City of Holladay may only be conducted by means of the execution, approval and recording of a subdivision plat. A subdivision may incorporate and re-position existing boundary lines between properties within the scope of its confines as well as affect any easements therein.

Creation of a subdivision plat requires review and approval by our Land Use Authority [Planning Commission] is a three-step process which includes receipt of an application for, review of, and, approval of: a Concept, Preliminary and Final plat set. Concept and Preliminary Plat Applications may be “piggy-backed” and heard/decided concurrently. Independent decisions on/for preliminary and final plats are made by the Commission during a public meeting [not hearing], howbeit as “action” or “business” items.

The Property is [currently] zoned R-2-10. No attempt to rezone the Property to change the zoning rule set appertaining thereto is associated with the/this proposed platting action. The Applicant(s) desire(s) to subdivide the Property. A conceptual subdivision plat plan of/for the Project was approved on August 18th of this year. The plat is designed to facilitate creation of four building lots from two existing parcels. The lots are intended (by virtue of their proposed size(s) and Applicant(s)’ representations to Staff) for development thereon) for detached single-family homes -- notwithstanding the R-2 zoning overlaid on the Property. All four lots measure greater than the minimum required 6,250 sq. ft. -- even discounting, where appropriate, the area devoted to the common drive (private lane) that will serve as ingress/egress for the small subdivision.

TECHNICAL REVIEW COMMITTEE (TRC) ANALYSIS:

The TRC assessed, re-verified, and, commented on (i.e., “redlined”) preliminary Project plan(s) (dated 11/3/20) with consideration to the following issues/standards:

- Minimum lot dimension standards of the R-2-10 zone;
- Private lane width and provision of a properly sized/dimensioned Fire Department turnaround;
- Street dedication off of/from Highland Drive;
- Ensuring that proposed building lots would be “buildable” (i.e., lot sizes, widths, frontage, access are all proposed to be code compliant);

- Provision by the Project/developer of full off-site, required public improvements (e.g., curb, gutter, sidewalk, pavement emplacement with any frontage road widening)
- Double checking any legal descriptions of the Property provided against plat dimensions;
- Checking for the presence of any scrivener's errors in the plat plan(s) or on its face needing correction(s);
- Are there common sense [allowed by code] solutions to any issues that may be presented by the Project plan(s) worthy of revisions(s)?

FINDINGS:

1. The Project's plat plans are in accordance with the intent, standards, and criteria specified in the Holladay City General Plan, Title 13 of the Holladay adopted municipal code (aka the "zoning ordinance"); and,
2. The Project will not create a financial hardship on the City; and,
3. The Project will not create no environmental consequence that will adversely impact adjacent properties and the health, safety, or welfare of the inhabitants of the City; and,
4. Utility and emergency services are available to the Property/Project or will be in sufficient form to facilitate development/build-out of the same. Utility "will serve" letters pertinent to the Project will [have to] be provided before submittal of a final plat application or in conjunction with the same; and,
5. The City Engineer has accepted the preliminary plan, reserving right to comment on the final plat/plan and subsequent mylar submittal.

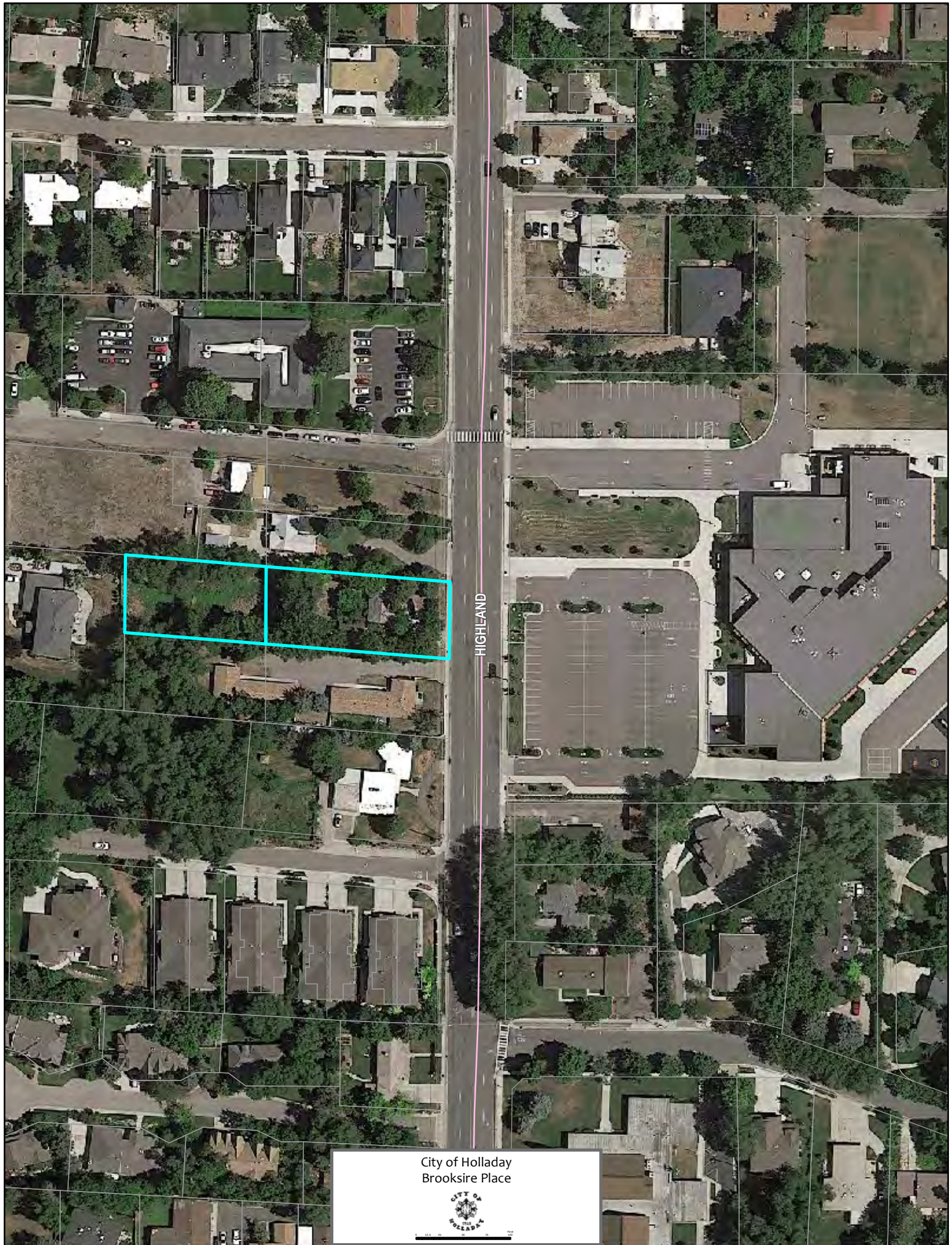
RECOMMENDATION:

All required elements of a preliminary residential subdivision plan proposal appear to have been provided to the City as per submission requirements. Having reviewed the plan(s) for Brookeshire Place Subdivision, Staff finds its current design version to be conforming, or substantially conforming within acceptable limits, to code requirements. {Note: sections of the proposed private lane have been discounted from calculable property areas by policy directive; accordingly, the property areas reported [though not exact in sq. ft.] represent [and Staff confirms] that each lot exceeds 6,250 sq. ft., thereby making them eligible for development.

The TRC recommends that the Commission approve the Project's **PRELIMINARY PLAN/PLAT** as a four-lot subdivision (with the FINAL PLAT being deferred to the TRC for [its] approval), subject to the following recommended Conditions of Approval:

SUGGESTED CONDITION(S) OF APPROVAL:

1. Correct lot areas displayed on plat to reflect actual square footage of each. Provide the same in a net and gross format (i.e., one number for each). Lots 1 & 4 may include the private street easement in their gross calculable areas. Lots 2 & 3 may not....; and,
 2. Depict Highland as having an 80' wide right-of-way, with 40' half right-of-way. Using (a) symbol(s) and callout, clearly identify the area being dedicated to the City to cause the Project side of Holliday to have 40' of right-of-way width (in that area abutting the Project); and,
 3. Add a note (# 8) stating that parking on/blocking the private street is, and shall not be, allowed. Identify the same as a fire lane as well.
- < 4. Any other condition(s) as may be imposed by the Commission...>



HIGHLAND

City of Holladay
Brooksire Place



APPROVED

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

Tuesday, August 18, 2020

6:30 p.m.

Meeting Conducted via Electronic Means

PUBLIC HEARING

1. Zone Map Amendment, R-1-21 to R-1-10 – 4813 South Viewmont Street.

The above item was postponed until 9/1/20.

2. Brookeshire Subdivision – Conceptual Plan – 5480 South Highland Drive – (R-2-10 Zone) Review of Proposed Four-Lot Single-Family Detached Home Residential Subdivision, in Accordance with R-2-10 Zone Regulations. File #21-1-13.

Staff Planner, Robert Hobbs, reported that the above matter involves a land revision request, which is handled administratively. Staff recommended approval subject to the conditions set forth in the staff report. Mr. Hobbs explained that what is proposed are two parcels of property being re-subdivided into four building lots. Mr. Hobbs reported that to his knowledge a PUD was not being sought.

With regard to preliminary-plan finding number six, Mr. Hobbs explained that the discrepancy in the number of lots is due to the initial review where certain aspects of a service drive are different than in other jurisdictions. The areas that were counted toward the buildable areas were factored back in and now comply with City standards. A strip of property on Highland Drive will be dedicated to the City as part of this plat. An additional portion would be excluded and become part of the travel way. The entire area depicted is dedicated with the applicant getting credited for the portion inside the travel way and within the shoulder. He confirmed that access to the homes will be via a private street.

The applicant, David Morton, thanked staff and stated that they have been great to work with through the process. He reported that the neighborhood meeting was held on August 12 outside of City Hall. A handful of individuals were present and all were in favor of the proposal and desired more information. They were pleased that single-family lots are being proposed even though he noted that the R-2-10 zone also allows for duplexes. Questions were raised specific to the lot sizes. Mr. Morton stated that they tried to be transparent and were aware of no major issues. The uses on the surrounding properties were described.

Commissioner Mackin reported that she visited the site earlier in the day and indicated that the project to the south includes two ramblers on a private paved street. In response to a question raised, Mr. Morton stated that at least two of the homes will be two-stories. Because of existing foliage, no views will be obstructed by increasing to two stories.

Howard Layton asked about fencing and stated that adjoining neighbors are often sensitive to perimeter fencing, particularly along the driveway. Mr. Morton stated that they plan to install a solid white vinyl fence along the northern border. He noted that the entrance to the development was relocated to the north side of the site to avoid potential conflicting turning movements with the school across the street. The intent would be to provide similar fencing on both sides.

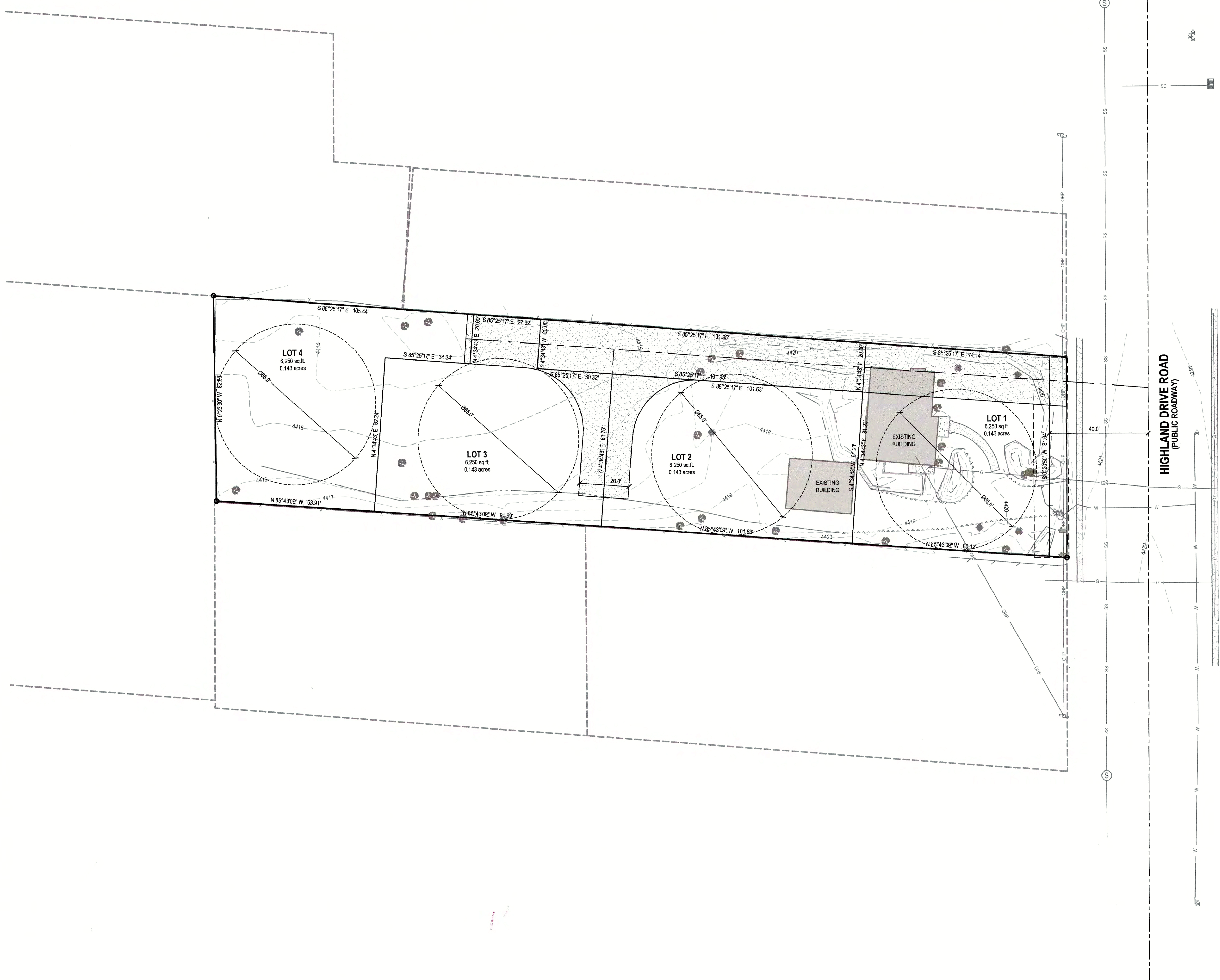
Chair Ricks opened the public hearing. There were no public comments. The public hearing was closed.

Commissioner Mackin moved to approve the Conceptual Plan for the Brookeshire Place Subdivision located at 5840 South Highland Drive subject to the following:

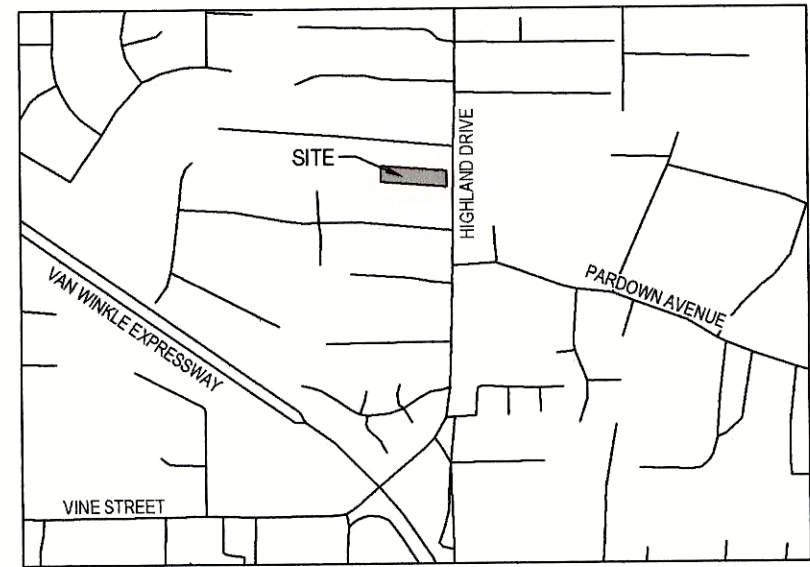
Conditions:

1. ***Any preliminary plat application and/or plan [set] provided to the City for the Project shall incorporate the following corrections/revisions/comments or considerations [in no particular order] [as] made to/on the conceptual plat application and plan(s) by the Commission or Staff prior to and in conjunction with submitting to the City a subsequent application for preliminary plat review and approval.***
 - a. ***Revise reported lot areas to reflect actual square feet vs. representing they are 6,250+; and,***
 - b. ***Revise great circle diameters on each lot to 50' vs 65' shown; and,***
 - c. ***Verify that the net buildable area reported in the tabulation table on the plat face subtracts land to be dedicated, the portion of the private lane that crosses Lot 1, and the fire department turnaround leg that (and arc areas) that traverses over building Lots 2 and 3. That is, only the straight, 20-foot wide, lane section that traverses Lots 2 & 3 must be subtracted from Project gross buildable area (After also discounting any dedicated land) and their respective, reported sizes.***
2. ***Any other conditions as may be imposed by the Commission.***
3. ***Will Serve Letters shall be provided from applicable utilities.***

Commissioner Bradshaw seconded the motion. Vote on motion: Chris Layton-Aye, Troy Holbrook-Aye, Howard Layton-Aye, Alyssa Lloyd-Aye, Ann Mackin-Aye, Jan Bradshaw-Aye, Chair Marianne Ricks-Aye. The motion passed unanimously.



VICINITY MAP



TABULATION TABLE	
GROSS PROJECT AREA	28,206 SQ. FT.
NET AREA, EXCLUDING ACCESS ROADS, PUBLIC STREET DEDICATION	21,649 SQ. FT.
NUMBER OF LOTS ALLOWED USING MAXIMUM DENSITY CALCULATION (13.04 040)	4 LOTS

ZONING = R-210

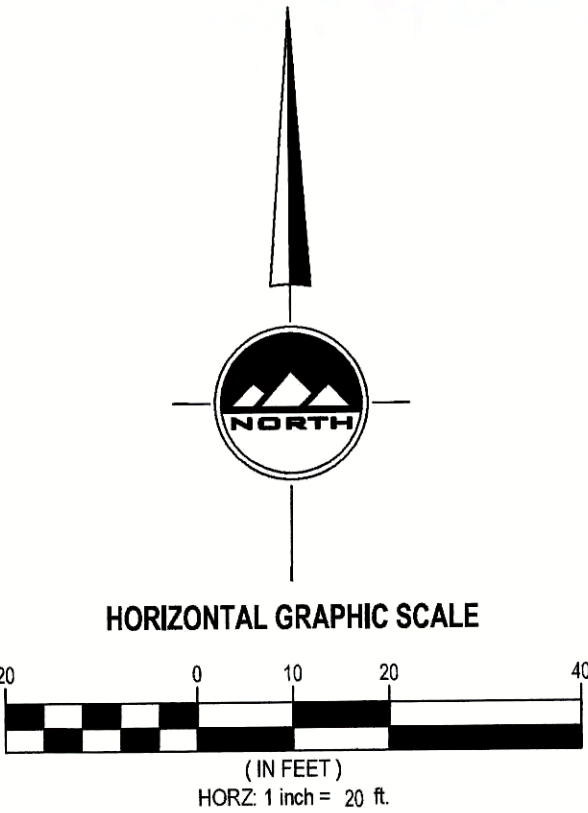
PROPERTY OWNER: BROOKSHIRE PLACE, L.L.C. 9537 SOUTH 700 EAST SANDY, UTAH 84070 801-971-7115	DEVELOPER: MORTON DEVELOPMENT GROUP 9537 SOUTH 700 EAST SANDY, UTAH 84070 801-971-7115
---	--

CONCEPT
APPROVED

CITY OF HOLLADAY
COMMUNITY DEVELOPMENT

Zoning Approved
APPL: 20-1-13
Use: Res. 4-Lot Plat

By: Planning Commission
Date: 8/2/2020 Zone: R-210





ENSIGN
THE STANDARD IN ENGINEERING

SALT LAKE CITY
45 W. 10000 S., Suite 500
Sandy, UT 84070
Phone: 801.255.0529

LAYTON
Phone: 801.547.1100

TOOELE
Phone: 435.843.3590

CEDAR CITY
Phone: 435.865.1453

RICHFIELD
Phone: 435.896.2983

WWW.ENSIGNENG.COM

FOR:
MORTON DEVELOPMENT GROUP
9537 SOUTH 700 EAST
SANDY, UTAH, 84070

CONTACT:
PHONE: 801-971-7115

BROOKSHIRE PLACE SUBDIVISION

5840 SOUTH HIGHLAND DRIVE
HOLLADAY, UTAH

CONCEPTUAL SITE PLAN

PROJECT NUMBER 9994	PRINT DATE 8/4/20
DRAWN BY J. SMITH	CHECKED BY B. MORGAN
PROJECT MANAGER B. MORGAN	



Know what's below.
Call before you dig.

CALL BLUESTAKES
@ 811 AT LEAST 48 HOURS
PRIOR TO THE
COMMENCEMENT OF ANY
CONSTRUCTION.

BROOKSHIRE PLACE SUBDIVISION

5840 SOUTH HIGHLAND DRIVE
HOLLADAY, UTAH

FOR REVIEW
NOT FOR CONSTRUCTION

DATE PRINTED
November 3, 2020

INDEX OF DRAWINGS

1-1	SUBDIVISION PLAT
C-001	GENERAL NOTES
C-100	DEMOLITION PLAN
C-200	SITE PLAN
C-300	GRADING PLAN
C-400	UTILITY PLAN
C-500	EROSION CONTROL PLAN
PP-1	LANE PLAN AND PROFILE
C-600	DETAILS

NOTICE TO CONTRACTOR

ALL CONTRACTORS AND SUBCONTRACTORS PERFORMING WORK SHOWN ON OR RELATED TO THESE PLANS SHALL CONDUCT THEIR OPERATIONS SO THAT ALL EMPLOYEES ARE PROVIDED A SAFE PLACE TO WORK AND THE PUBLIC IS PROTECTED. ALL CONTRACTORS AND SUBCONTRACTORS SHALL COMPLY WITH THE OCCUPATIONAL SAFETY AND HEALTH REGULATIONS OF THE U.S. DEPARTMENT OF LABOR AND THE STATE OF UTAH DEPARTMENT OF INDUSTRIAL RELATIONS CONSTRUCTION SAFETY ORDERS.* THE CIVIL ENGINEER SHALL NOT BE RESPONSIBLE IN ANY WAY FOR THE CONTRACTORS AND SUBCONTRACTORS COMPLIANCE WITH SAID REGULATIONS AND ORDERS.

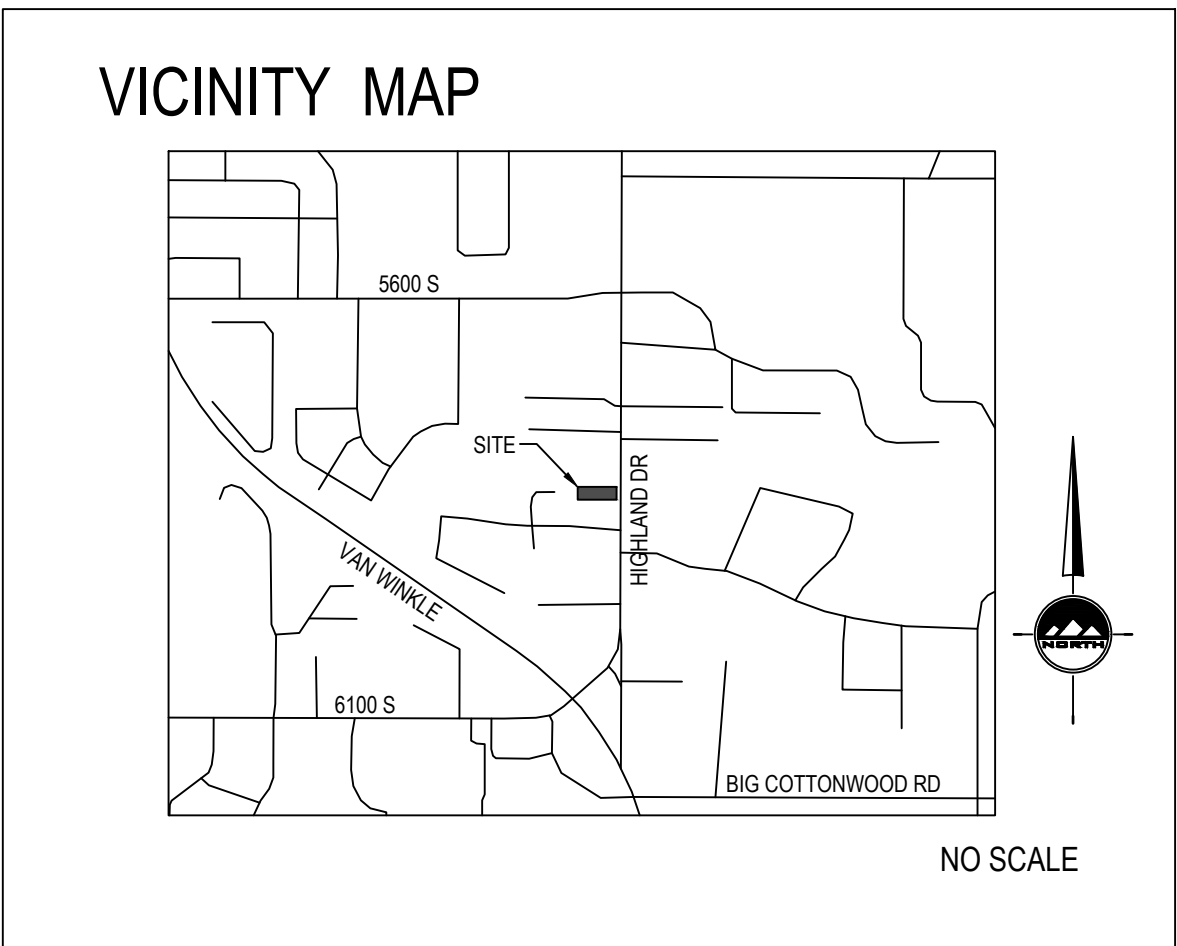
CONTRACTOR FURTHER AGREES TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB-SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY. THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS, AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE OWNER AND THE CIVIL ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR ENGINEER.

NOTICE TO DEVELOPER/ CONTRACTOR

UNAPPROVED DRAWINGS REPRESENT WORK IN PROGRESS, ARE SUBJECT TO CHANGE, AND DO NOT CONSTITUTE A FINISHED ENGINEERING PRODUCT. ANY WORK UNDERTAKEN BY DEVELOPER OR CONTRACTOR BEFORE PLANS ARE APPROVED IS UNDERTAKEN AT THE SOLE RISK OF THE DEVELOPER, INCLUDING BUT NOT LIMITED TO BIDS, ESTIMATION, FINANCING, BONDING, SITE CLEARING, GRADING, INFRASTRUCTURE CONSTRUCTION, ETC.

UTILITY DISCLAIMER

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND / OR ELEVATIONS OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE LOCAL UTILITY LOCATION CENTER AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATIONS OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.



- GENERAL NOTES
- ALL WORK SHALL CONFORM TO HOLIDAY CITY STANDARDS & SPECIFICATIONS.
 - CALL BLUE STAKES AT LEAST 48 HOURS PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION ACTIVITIES.
 - BENCHMARK ELEVATION = STREET MONUMENT LOCATED AT 5800 SOUTH AND HIGHLAND DRIVE ELEV. = 4418.14.



THE STANDARD IN ENGINEERING

SALT LAKE CITY
45 W. 10000 S., Suite 500
Sandy, UT 84070
Phone: 801.255.0529

LAYTON
Phone: 801.547.1100

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Phone: 435.843.3590

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Phone: 435.896.2983

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FOR:
MORTON DEVELOPMENT GROUP
9537 SOUTH 700 EAST
SANDY, UTAH 84092

CONTACT:
DAVE MORTON
PHONE: 801-871-7115

BROOKSHIRE PLACE SUBDIVISION

5840 SOUTH HIGHLAND DRIVE
HOLLADAY, UTAH

COVER

PROJECT NUMBER
9994

PRINT DATE
11/3/20

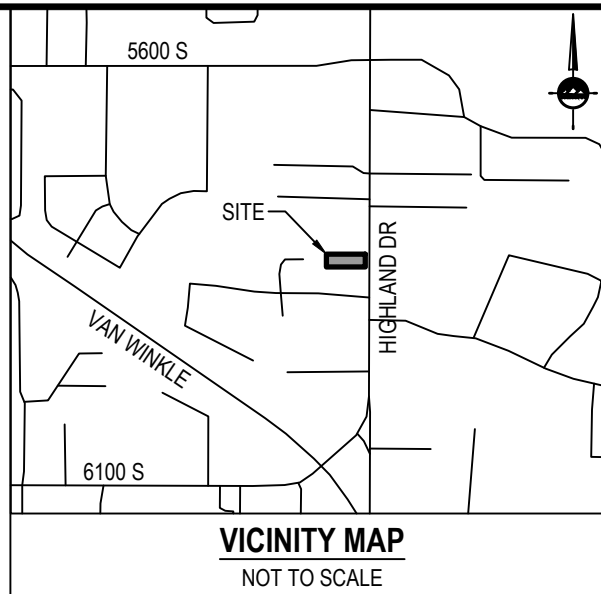
DRAWN BY
J. SMITH

CHECKED BY
B. MORGAN

PROJECT MANAGER
B. MORGAN

BROOKSHIRE PLACE SUBDIVISION

FINAL PLAT
LOCATED IN THE SOUTHEAST QUARTER SECTION 16,
TOWNSHIP 2 SOUTH, RANGE 1 EAST, SALT LAKE BASE AND MERIDIAN
HOLLADAY, SALT LAKE COUNTY, UTAH
ZONE R-2-10



SURVEYOR'S CERTIFICATE

I, PATRICK M. HARRIS, do hereby certify that I am a Licensed Professional Land Surveyor in the State of Utah and that I hold Certificate No. 286882 in accordance with Title 56, Chapter 22, of the Professional Engineers and Land Surveyor's Act. I further certify that by authority of the Owners, I have completed a survey of the property described on this subdivision plat in accordance with Section 17-23-17 and have verified all measurements; that the reference monuments shown on this plat are located as indicated and are sufficient to accurately establish the lateral boundaries of the herein described tract of real property, and has been drawn correctly to the designated scale and is a true and correct representation of the herein described lands included in said subdivision, based upon data compiled from records of the Salt Lake County Records Office. I further certify that all lots meet frontage width and area requirements of the applicable zoning ordinances.

BOUNDARY DESCRIPTION

Beginning at a point on the West line of Highland Drive said point being South 0°20'50" West 224.83 feet and West 33.00 feet from the street monument located at 5800 South and Highland Drive, and running;

thence South 0°20'50" West 81.47 feet along the West line of Highland Drive;
thence North 85°43'09" West 344.68 feet;
thence North 0°23'30" West 82.88 feet;
thence South 85°25'17" East 345.88 feet to the point of beginning.

Contains 28,206 Square Feet or 0.648 Acres

DATE

PATRICK M. HARRIS
P.L.S. 286882

OWNER'S DEDICATION

Known all by these presents that we / I, the undersigned owner (s) of the described tract of land above, having caused the same to be subdivided into lots and streets to be hereafter known as:

BROOKSHIRE PLACE SUBDIVISION

do hereby dedicate for perpetual use of the public all parcels of land shown on this plat as intended for public use, and warrant, defend, and save the City harmless against any easements or other encumbrance on the dedicated street which will interfere with the City's use, operation, and maintenance of the streets and do further dedicate the easements as shown for the use by all suppliers of utility or other necessary services.

In witness whereof we / I have hereunto set aside our hand (s) this _____ day of _____ A.D., 20____

(Company Name)
Name:
Title:

CORPORATE ACKNOWLEDGMENT

STATE OF _____ } S.S.
COUNTY OF _____

ON THE _____ DAY OF _____ A.D. 20____, I, _____, PERSONALLY APPEARED
BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, IN AND FOR SAID COUNTY OF _____ IN SAID STATE OF _____, WHO
BEING DULY SWORN, DID SAY TO ME THAT _____ IS THE _____ OF _____
AND THAT THE FOREGOING INSTRUMENT WAS SIGNED IN BEHALF OF SAID
CORPORATION BY AUTHORITY OF ITS ORGANIZATIONAL DOCUMENTS; AND SAID _____ DULY ACKNOWLEDGED TO
ME THAT SAID CORPORATION EXECUTED THE SAME.

MY COMMISSION EXPIRES: _____
NAME: _____ NOTARY PUBLIC
NO: _____ RESIDING IN _____ COUNTY
A NOTARY PUBLIC COMMISSION IN UTAH

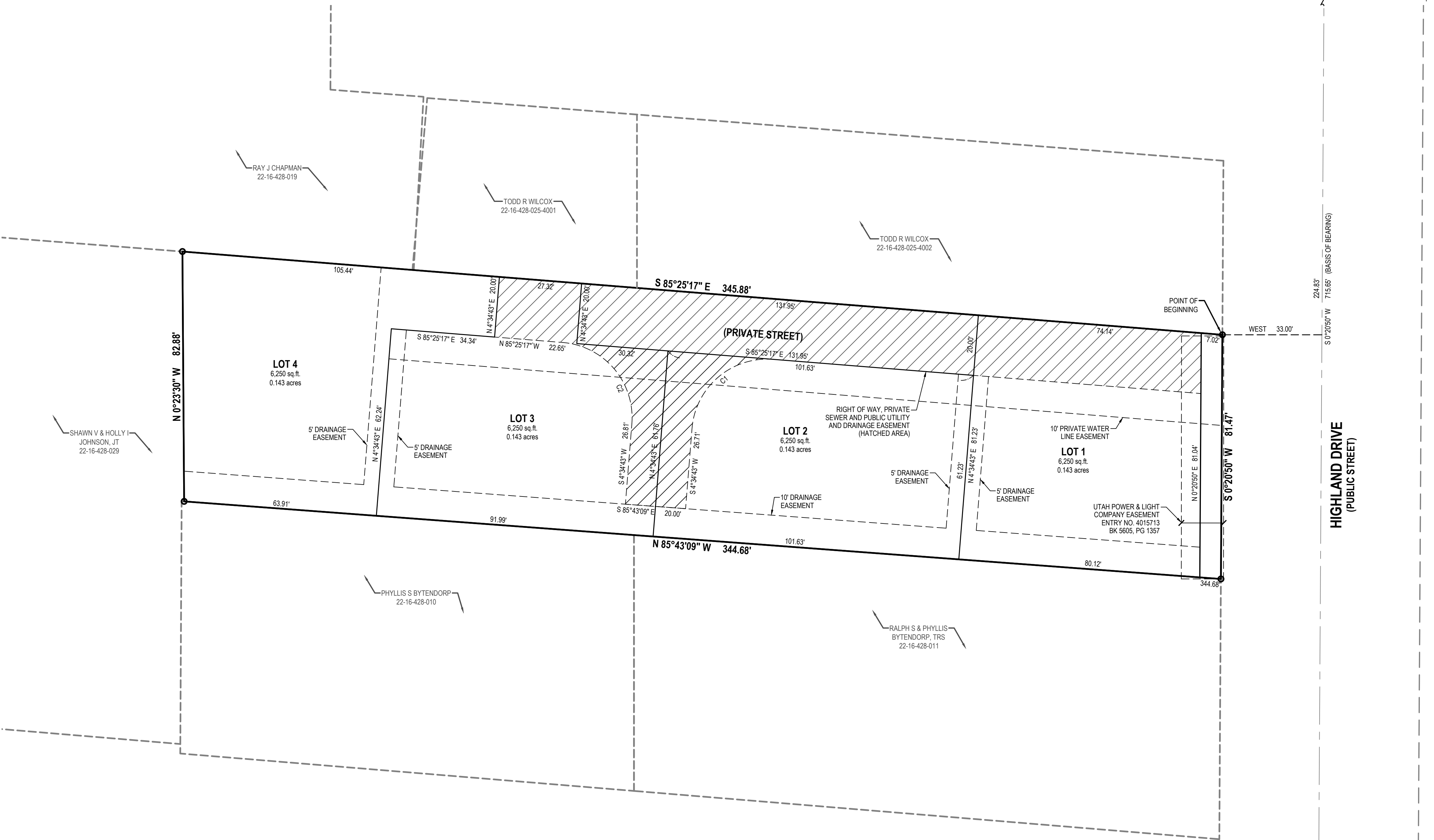
BROOKSHIRE PLACE SUBDIVISION

LOCATED IN THE SOUTHEAST QUARTER SECTION 16,
TOWNSHIP 2 SOUTH, RANGE 1 EAST, SALT LAKE BASE AND MERIDIAN
HOLLADAY, SALT LAKE COUNTY, UTAH
ZONE R-2-10

RECORDED #

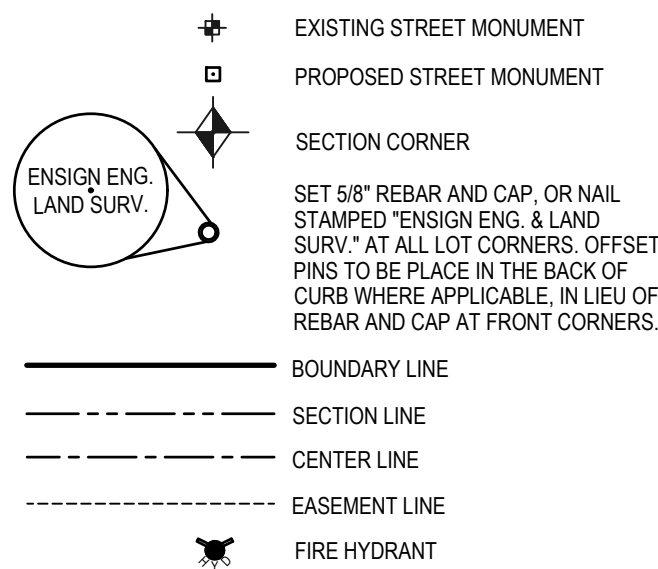
STATE OF UTAH, COUNTY OF SALT LAKE, RECORDED AND FILED AT THE
REQUEST OF: _____ DAY OF _____ AT WHICH TIME THIS
SUBDIVISION WAS APPROVED AND ACCEPTED.

DATE: _____ TIME: _____ BOOK: _____ PAGE: _____
FEES _____ DEPUTY SALT LAKE COUNTY RECORDER



CURVE TABLE					
CURVE	RADIUS	LENGTH	DELTA	BEARING	CHORD
C1	25.00'	39.27'	90°00'00"	S49°34'43"W	35.36'
C2	25.00'	39.27'	90°00'00"	N40°25'17"W	35.36'

LEGEND



NOTES:

- UTILITIES SHALL HAVE THE RIGHT TO INSTALL, MAINTAIN AND OPERATE THEIR EQUIPMENT ABOVE AND BELOW GROUND AND ALL OTHER RELATED FACILITIES WITHIN THE PUBLIC UTILITY AND DRAINAGE EASEMENT (PU&E) IDENTIFIED ON THIS PLAT MAP AS MAY BE NECESSARY OR DESIRABLE IN PROVIDING UTILITY SERVICE WITHIN AND WITHOUT THE LOTS IDENTIFIED HEREIN, INCLUDING THE RIGHT OF ACCESS TO SUCH FACILITIES AND THE RIGHT TO REQUIRE REMOVAL OF ANY OBSTRUCTIONS INCLUDING STRUCTURES, TREES, AND VEGETATION THAT MAY BE PLACED WITHIN THE PU&E. THE UTILITY MAY REQUIRE THE LOT OWNER TO REMOVE ALL STRUCTURES WITHIN THE PU&E AT THE OWNER'S EXPENSE, OR THE UTILITY MAY REMOVE SUCH STRUCTURES AT THE LOT'S OWN EXPENSE. AT NO TIME MAY ANY PERMANENT STRUCTURES BE PLACED WITHIN THE PU&E OR ANY OTHER OBSTRUCTION WITH THE USE OF THE PU&E WITHOUT WRITTEN APPROVAL OF THE UTILITIES WITH FACILITIES WITHIN THE PU&E.
- PROPERTY IS SUBJECT TO COVENANTS, CONDITIONS AND RESTRICTIONS.
- NO CITY MAINTENANCE ON PRIVATE STREETS.
- THE LOTS ARE SERVED BY A SHARED SEWER LATERAL. THE MAINTENANCE OF THIS SEWER LATERAL IS THE RESPONSIBILITY OF ALL OF THE CONNECTED PROPERTIES OR THE HOA.
- THE OWNER HEREBY CONVEYS THE PRIVATE ROADS AS INDICATED HEREON TO _____.
- RIGHT OF WAY, PRIVATE SEWER AND PUBLIC UTILITY AND DRAINAGE EASEMENT, PRIVATE WATER LINE EASEMENT, AND DRAINAGE EASEMENT SHOWN ON THIS PLAT ARE TO BE EFFECTUATED BY THE RECORDING OF THIS PLAT.
- PURSUANT TO UTAH CODE SECTION 54-3-27(5), THE SUBDIVIDER HAS NOTIFIED ALL RELEVANT PUBLIC UTILITIES THAT ARE ANTICIPATED TO PROVIDE SERVICE TO THIS SUBDIVISION REGARDING THE FILING OF THIS PLAT.

NOTICE TO PURCHASERS:
INFRASTRUCTURE IS PRIVATELY OWNED AND THE MAINTENANCE, REPAIR, REPLACEMENT AND OPERATION OF THE INFRASTRUCTURE IS THE RESPONSIBILITY OF THE PROPERTY OWNERS AND WILL NOT BE ASSUMED BY THE CITY. HOME OWNER COSTS SHALL BE INCLUSIVE OF THE PRIVATE INFRASTRUCTURE REQUIREMENTS AS DESCRIBED ON THE RECORDED COST ESTIMATE.

MAINTENANCE RESPONSIBILITIES:
THE PROPERTY OWNERS IN THIS PLANNED DEVELOPMENT SHALL BE COLLECTIVELY AND INDIVIDUALLY RESPONSIBLE, ON A PRO RATA BASIS, FOR OPERATING, MAINTAINING, REPAIRING AND REPLACING INFRASTRUCTURE TO THE EXTENT NECESSARY TO ENSURE THAT ACCESS TO THE PLANNED DEVELOPMENT IS AVAILABLE TO THE CITY FOR EMERGENCY AND OTHER SERVICES AND TO ENSURE THAT THE CONDITION OF THE PRIVATE INFRASTRUCTURE ALLOWS FOR THE CITY'S CONTINUED AND UNINTERRUPTED OPERATION OF PUBLIC FACILITIES TO WHICH THE PRIVATE INFRASTRUCTURE MAY BE CONNECTED OR TO WHICH IT MAY BE ADJACENT.

RECORD SURVEY DATA

ROS NO.: _____
S.

DEVELOPER
MORTON DEVELOPMENT GROUP
1756 E. JANE CIRCLE
SANDY, UTAH 84092
PHONE: 801.971.7115



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Phone: 801.547.1100
TODALE
Phone: 435.843.3590
CEDAR CITY
Phone: 435.852.1433
RICHFIELD
Phone: 435.895.2983

SHEET 1 OF 1

PROJECT NUMBER:
MANAGER:
DRAWN BY:
CHECKED BY:
DATE: 11/9/20

HOLLADAY CITY ENGINEER

APPROVED THIS _____ DAY OF _____ A.D. 20____.

CITY ENGINEER

HEALTH DEPARTMENT

APPROVED THIS _____ DAY OF _____ A.D. 20____.

SALT LAKE COUNTY HEALTH DEPARTMENT

PLANNING COMMISSION

APPROVED THIS _____ DAY OF _____ A.D. 20____.

CHAIRMAN, CITY OF HOLLADAY PLANNING COMMISSION

COMMUNITY DEVELOPMENT DEPARTMENT

APPROVED THIS _____ DAY OF _____ A.D. 20____.

DATE _____ COMMUNITY DEVELOPMENT DIRECTOR

CITY ATTORNEY

APPROVED AS TO FORM THIS _____ DAY OF _____ A.D. 20____.

CITY OF HOLLADAY ATTORNEY

CITY OF HOLLADAY

PRESENTED TO THE CITY OF HOLLADAY THIS _____ DAY OF _____ A.D. 20____ AT WHICH TIME THIS
SUBDIVISION WAS APPROVED AND ACCEPTED.

RECORDER _____ CITY MANAGER _____

811

Know what's below.
Call before you dig.

CALL BLUESTAKES
@ 811 AT LEAST 48 HOURS
PRIOR TO THE
COMMENCEMENT OF ANY
CONSTRUCTION.

BENCHMARK

STREET MONUMENT LOCATED AT 5800 SOUTH
AND HIGHLAND DRIVE

ELEV = 4418.14'

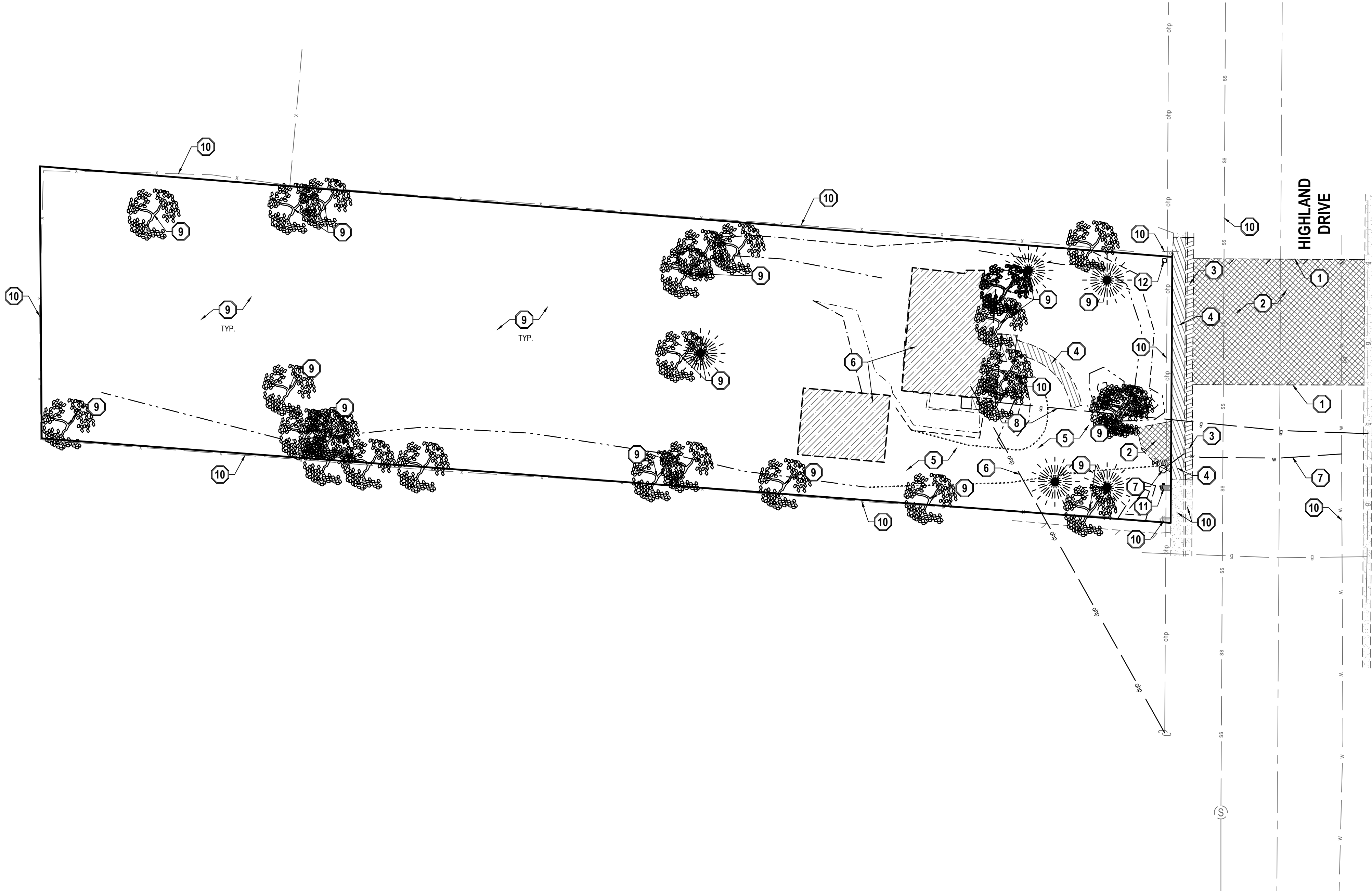
GENERAL NOTES

- ALL WORK TO COMPLY WITH THE GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
- EXISTING UNDERGROUND UTILITIES AND IMPROVEMENTS ARE SHOWN IN THEIR APPROXIMATE LOCATIONS BASED UPON RECORD INFORMATION AVAILABLE AT THE TIME OF PREPARATION OF PLANS. LOCATIONS MAY NOT HAVE BEEN VERIFIED IN THE FIELD AND NO GUARANTEE IS MADE AS TO ACCURACY OR COMPLETENESS OF THE INFORMATION SHOWN. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO DETERMINE THE EXISTENCE AND LOCATION OF THOSE UTILITIES SHOWN ON THESE PLANS OR INDICATED IN THE FIELD BY LOCATING SERVICES. ANY ADDITIONAL COSTS INCURRED AS A RESULT OF CONTRACTOR'S FAILURE TO VERIFY LOCATIONS OF EXISTING UTILITIES PRIOR TO BEGINNING OF CONSTRUCTION IN THEIR VICINITY SHALL BE BORNE BY THE CONTRACTOR AND ASSUMED INCLUDED IN THE CONTRACT. CONTRACTOR IS TO VERIFY CONNECTION POINTS WITH EXISTING UTILITIES. CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE CAUSED TO EXISTING UTILITIES AND UTILITY STRUCTURES THAT ARE TO REMAIN. IF CONFLICTS WITH EXISTING UTILITIES OCCUR, THE CONTRACTOR SHALL NOTIFY THE ENGINEER PRIOR TO CONSTRUCTION TO DETERMINE IF ANY FIELD ADJUSTMENTS SHOULD BE MADE.
- ALL SURFACE IMPROVEMENTS DISTURBED BY CONSTRUCTION SHALL BE RESTORED OR REPLACED, INCLUDING TREES, DECORATIVE SHRUBS, SOD, FENCES, WALLS AND STRUCTURES, WHETHER OR NOT THEY ARE SPECIFICALLY SHOWN ON THE CONTRACT DOCUMENTS.
- ALL CONSTRUCTION SIGNAGE, BARRICADES, TRAFFIC CONTROL DEVICES, ETC., SHALL CONFORM TO THE LATEST EDITION OF THE M.U.T.C.D. CONTRACTOR WILL MAINTAIN SUCH SO THAT THEY ARE PROPERLY PLACED AND VISIBLE AT ALL TIMES.
- SIDEWALKS AND CURBS DESIGNATED TO BE DEMOLISHED SHALL BE DEMOLISHED TO NEAREST EXPANSION JOINT, MATCHING PLAN AS CLOSELY AS POSSIBLE.
- CONTRACTOR TO PROTECT & PRESERVE EXISTING IMPROVEMENTS, UTILITIES AND SIGNS (TYPICAL UNLESS OTHERWISE NOTED).

SCOPE OF WORK:

PROVIDE, INSTALL AND/OR CONSTRUCT THE FOLLOWING PER THE SPECIFICATIONS GIVEN OR REFERENCED, THE DETAILS NOTED, AND/OR AS SHOWN ON THE CONSTRUCTION DRAWINGS:

- SAWCUT EXISTING ASPHALT PAVEMENT TO PROVIDE A CLEAN EDGE FOR THE TRANSITION BETWEEN EXISTING AND PROPOSED ASPHALT PAVEMENT.
- REMOVE AND PROPERLY DISPOSE OF EXISTING ASPHALT PAVEMENT.
- SAWCUT, REMOVE, AND PROPERLY DISPOSE OF EXISTING CURB AND GUTTER.
- SAWCUT, REMOVE, AND PROPERLY DISPOSE OF EXISTING CONCRETE SIDEWALK.
- SAWCUT, REMOVE, AND PROPERLY DISPOSE OF EXISTING GRAVEL DRIVE.
- REMOVE AND PROPERLY DISPOSE OF EXISTING STRUCTURES, CONCRETE SLABS, STAIRS, ETC., INCLUDING ALL EXISTING ELECTRICAL APPURTENANCES, IN THIS AREA WHETHER OR NOT IDENTIFIED ON PLANS. CONTRACTOR TO FILL IN ALL HOLES CREATED DURING DEMOLITION WITH STRUCTURAL FILL TO PROPER SUBGRADE ELEVATION. COORDINATE AS NEEDED WITH ELECTRICAL PLANS AND ROCKY MOUNTAIN POWER COMPANY.
- EXISTING WATER SERVICE TO BE ABANDONED. REMOVE AND PROPERLY DISPOSE OF EXISTING WATER METER. KILL EXISTING WATER SERVICE AT MAIN PER SALT LAKE CITY PUBLIC UTILITIES STANDARDS. SEE WATER SERVICE KILL DETAIL ON SHEET C-600.
- REMOVE AND PROPERLY DISPOSE OF EXISTING GAS METERS, LINES, AND ALL APPURTENANCES. SEE MECHANICAL PLANS FOR ADDITIONAL INFORMATION.
- REMOVE EXISTING TREES, LANDSCAPING, BUSHES, IRRIGATION SYSTEMS, ETC. IN THIS AREA.
- PROTECT AND PRESERVE EXISTING IMPROVEMENTS, STRUCTURES, UTILITIES, ETC. UNLESS NOTED OTHERWISE.
- REMOVE AND PROPERLY DISPOSE OF EXISTING MAILBOX.
- REMOVE AND RELOCATE TELEPHONE BOX OUT OF PROPOSED DRIVE.



EN SIGN

THE STANDARD IN ENGINEERING

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MORTON DEVELOPMENT GROUP
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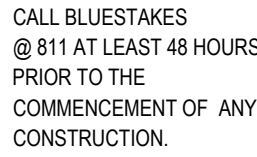
BROOKSHIRE PLACE SUBDIVISION

5840 SOUTH HIGHLAND DRIVE
HOLLADAY, UTAH

DEMOLITION PLAN

PROJECT NUMBER: 9994
PRINT DATE: 11/3/20
DRAWN BY: J. SMITH
CHECKED BY: B. MORGAN
PROJECT MANAGER: B. MORGAN

C-100



BENCHMARK

STREET MONUMENT LOCATED AT 5800 SOUTH
AND HIGHLAND DRIVE

ELEV = 4418.14

GENERAL NOTES

1. ALL WORK TO COMPLY WITH THE GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
2. ALL IMPROVEMENTS MUST COMPLY WITH ADA STANDARDS AND RECOMMENDATIONS.
3. ALL SIDEWALKS SHALL BE CONSTRUCTED WITH MAXIMUM 2% CROSS-SLOPE.
4. SEE LANDSCAPE / ARCHITECTURAL PLANS FOR CONCRETE MATERIAL, COLOR, FINISH, AND SCORE PATTERNS THROUGHOUT SITE.
5. ALL PAVEMENT MARKINGS SHALL CONFORM TO THE LATEST EDITION OF THE M.U.T.C.D. (MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES).
6. ALL SURFACE IMPROVEMENTS DISTURBED BY CONSTRUCTION SHALL BE RESTORED OR REPLACED, INCLUDING TREES, DECORATIVE SHRUBS, SOI, FENCES, WALLS AND STRUCTURES, WHETHER OR NOT THEY ARE SPECIFICALLY SHOWN ON THE CONTRACT DOCUMENTS.
7. CONTRACTOR TO PROTECT & PRESERVE EXISTING UTILITIES (TYPICAL UNLESS OTHERWISE NOTED).

SCOPE OF WORK:

PROVIDE, INSTALL AND/OR CONSTRUCT THE FOLLOWING PER THE SPECIFICATIONS GIVEN OR REFERENCED, THE DETAILS NOTED, AND/OR AS SHOWN ON THE CONSTRUCTION DRAWINGS:

- 1 PATCH ASPHALT PER HOLLADAY CITY DRAWING NUMBER ST-11A. REPLACE ASPHALT AS CLOSE TO EXISTING ELEVATIONS AS POSSIBLE.
- 2 20' WIDE DRIVEWAY PER DETAIL 1/C-600.
- 3 CONCRETE PAVEMENT PER GEOTECHNICAL REPORT AND AND DETAIL 2/C-600.
- 4 30" HIGH BACK CURB AND GUTTER PER HOLLADAY CITY DRAWING NUMBER ST-2.
- 5 FLARE DRIVEWAY PER HOLLADAY CITY DRAWING NUMBER ST-3 WITH 6" THICK CONCRETE SIDEWALK PER HOLLADAY CITY DRAWING NUMBER ST-1.
- 6 4" THICK CONCRETE SIDEWALK PER HOLLADAY CITY DRAWING NUMBER ST-1.



HORIZONTAL GRAPHIC SCALE

(IN FEET)
HORZ: 1 inch = 20 ft.



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SANDY, UTAH 84092

CONTACT:
DAVE MORTON
PHONE: 801-971-7115

BROOKSHIRE PLACE SUBDIVISION

**5840 SOUTH HIGHLAND DRIVE
HOLLADAY, UTAH**

SITE PLAN

PROJECT NUMBER	PRINT DATE
9994	11/3/20
DRAWN BY	CHECKED BY
J. SMITH	B. MORGAN
PROJECT MANAGER	
B. MORGAN	

C-200

811

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BENCHMARK

STREET MONUMENT LOCATED AT 5800 SOUTH
AND HIGHLAND DRIVE

ELEV = 4418.14'

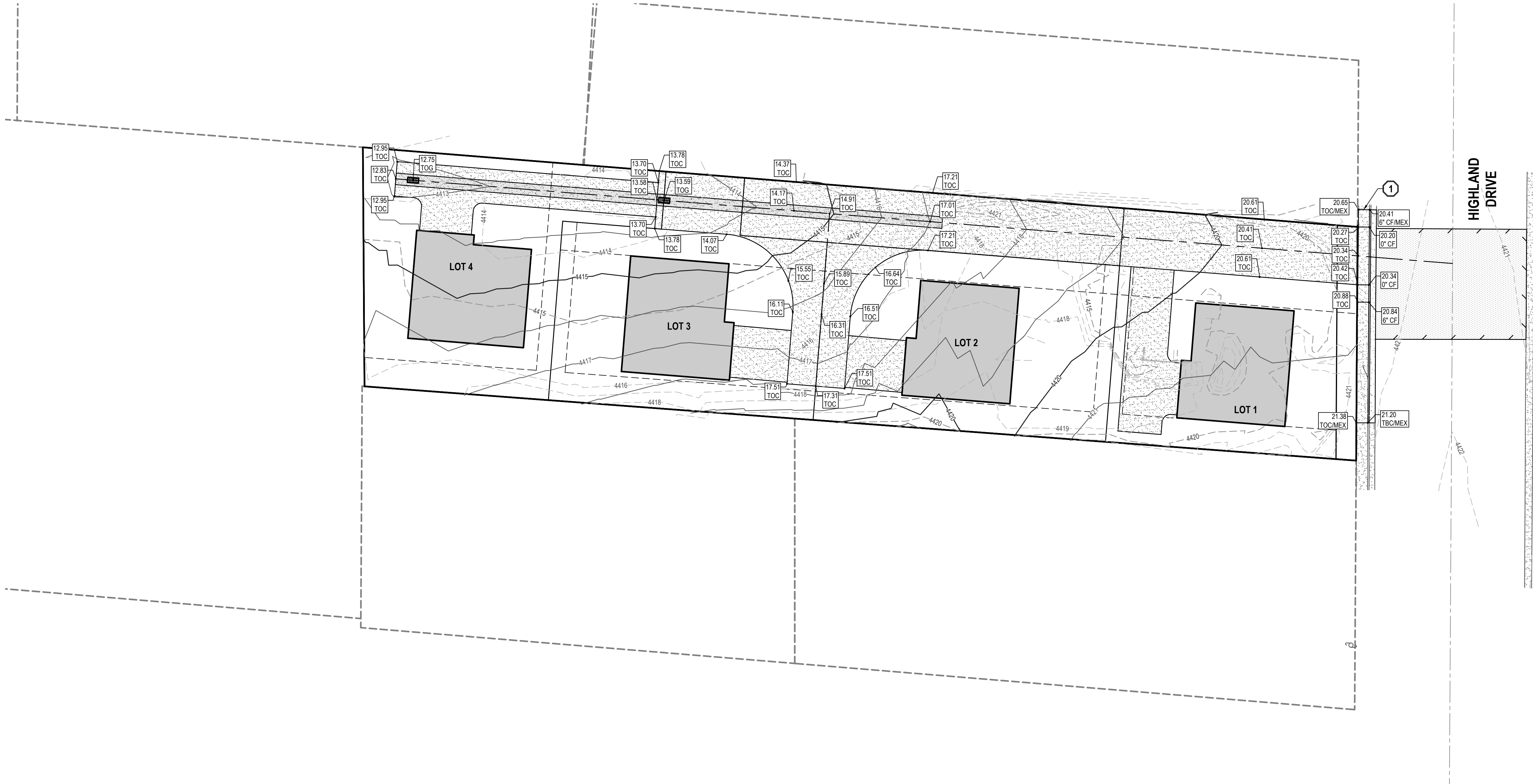
GENERAL NOTES

- ALL WORK TO COMPLY WITH THE GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
- ALL IMPROVEMENTS MUST COMPLY WITH ADA STANDARDS AND RECOMMENDATIONS.
- ALL SIDEWALKS SHALL BE CONSTRUCTED WITH MAXIMUM 2% CROSS-SLOPE.
- ALL WORK SHALL COMPLY WITH THE RECOMMENDATIONS OF THE GEOTECHNICAL ENGINEER POSSIBLY INCLUDING, BUT NOT LIMITED TO, REMOVAL OF UNCONSOLIDATED FILL, ORGANICS, AND DEBRIS, PLACEMENT OF SUBSURFACE DRAIN LINES AND GEOTEXTILE, AND OVEREXCAVATION OF UNSUITABLE BEARING MATERIALS AND PLACEMENT OF ACCEPTABLE FILL MATERIAL.
- THE CONTRACTOR SHALL BECOME FAMILIAR WITH THE EXISTING SOIL CONDITIONS.
- ELEVATIONS HAVE BEEN TRUNCATED FOR CLARITY. XX.XX REPRESENTS AN ELEVATION OF 44XX.XX ON THESE PLANS.
- LANDSCAPED AREAS REQUIRE SUBGRADE TO BE MAINTAINED AT A SPECIFIC ELEVATION BELOW FINISHED GRADE AND REQUIRE SUBGRADE TO BE PROPERLY PREPARED AND SCARIFIED. SEE LANDSCAPE PLANS FOR ADDITIONAL INFORMATION.
- SLOPE ALL LANDSCAPED AREAS AWAY FROM BUILDING FOUNDATIONS TOWARD CURB AND GUTTER OR STORM DRAIN INLETS.
- EXISTING UNDERGROUND UTILITIES AND IMPROVEMENTS ARE SHOWN IN THEIR APPROXIMATE LOCATIONS BASED UPON RECORD INFORMATION AVAILABLE AT THE TIME OF PREPARATION OF THESE PLANS. LOCATIONS MAY NOT HAVE BEEN VERIFIED IN THE FIELD AND NO GUARANTEE IS MADE AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION SHOWN. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO DETERMINE THE EXISTENCE AND LOCATION OF THE UTILITIES SHOWN ON THESE PLANS OR INDICATED IN THE FIELD BY LOCATING SERVICES. ANY ADDITIONAL COSTS INCURRED AS A RESULT OF THE CONTRACTOR'S FAILURE TO VERIFY THE LOCATIONS OF EXISTING UTILITIES PRIOR TO THE BEGINNING OF CONSTRUCTION IN THEIR VICINITY SHALL BE BORNE BY THE CONTRACTOR AND ASSUMED INCLUDED IN THE CONTRACT. THE CONTRACTOR IS TO VERIFY ALL CONNECTION POINTS WITH THE EXISTING UTILITIES. THE CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE CAUSED TO THE EXISTING UTILITIES AND UTILITY STRUCTURES THAT ARE TO REMAIN. IF CONFLICTS WITH EXISTING UTILITIES OCCUR, THE CONTRACTOR SHALL NOTIFY THE ENGINEER PRIOR TO CONSTRUCTION TO DETERMINE IF ANY FIELD ADJUSTMENTS SHOULD BE MADE.
- THE CONTRACTOR SHALL ADJUST TO GRADE ALL EXISTING UTILITIES AS NEEDED PER LOCAL GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
- NOTIFY ENGINEER OF ANY DISCREPANCIES IN DESIGN OR STAKING BEFORE PLACING CONCRETE, ASPHALT, OR STORM DRAIN STRUCTURES OR PIPES.
- THE CONTRACTOR IS TO PROTECT AND PRESERVE ALL EXISTING IMPROVEMENTS, UTILITIES, AND SIGNS, ETC. UNLESS OTHERWISE NOTED ON THESE PLANS.

SCOPE OF WORK:

PROVIDE, INSTALL AND/OR CONSTRUCT THE FOLLOWING PER THE SPECIFICATIONS GIVEN OR REFERENCED, THE DETAILS NOTED, AND/OR AS SHOWN ON THE CONSTRUCTION DRAWINGS.

- 1
- MATCH EXISTING ELEVATIONS OF SIDEWALK AND CURB AND GUTTER ALONG THIS EDGE, WHICH MAY BE NEAR NEIGHBOR'S DRIVEWAY.



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MORTON DEVELOPMENT GROUP
9537 SOUTH 700 EAST
SANDY, UTAH 84092

CONTACT:
DAVE MORTON
PHONE: 801-971-7115

BROOKSHIRE PLACE SUBDIVISION

5840 SOUTH HIGHLAND DRIVE
HOLLADAY, UTAH

GRADING PLAN

PROJECT NUMBER
9994

DRAWN BY
J. SMITH

PROJECT MANAGER
B. MORGAN

PRINT DATE
11/3/20

CHECKED BY
B. MORGAN

C-300

811

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BENCHMARK

STREET MONUMENT LOCATED AT 5800 SOUTH
AND HIGHLAND DRIVE

ELEV = 4418.14'

GENERAL NOTES

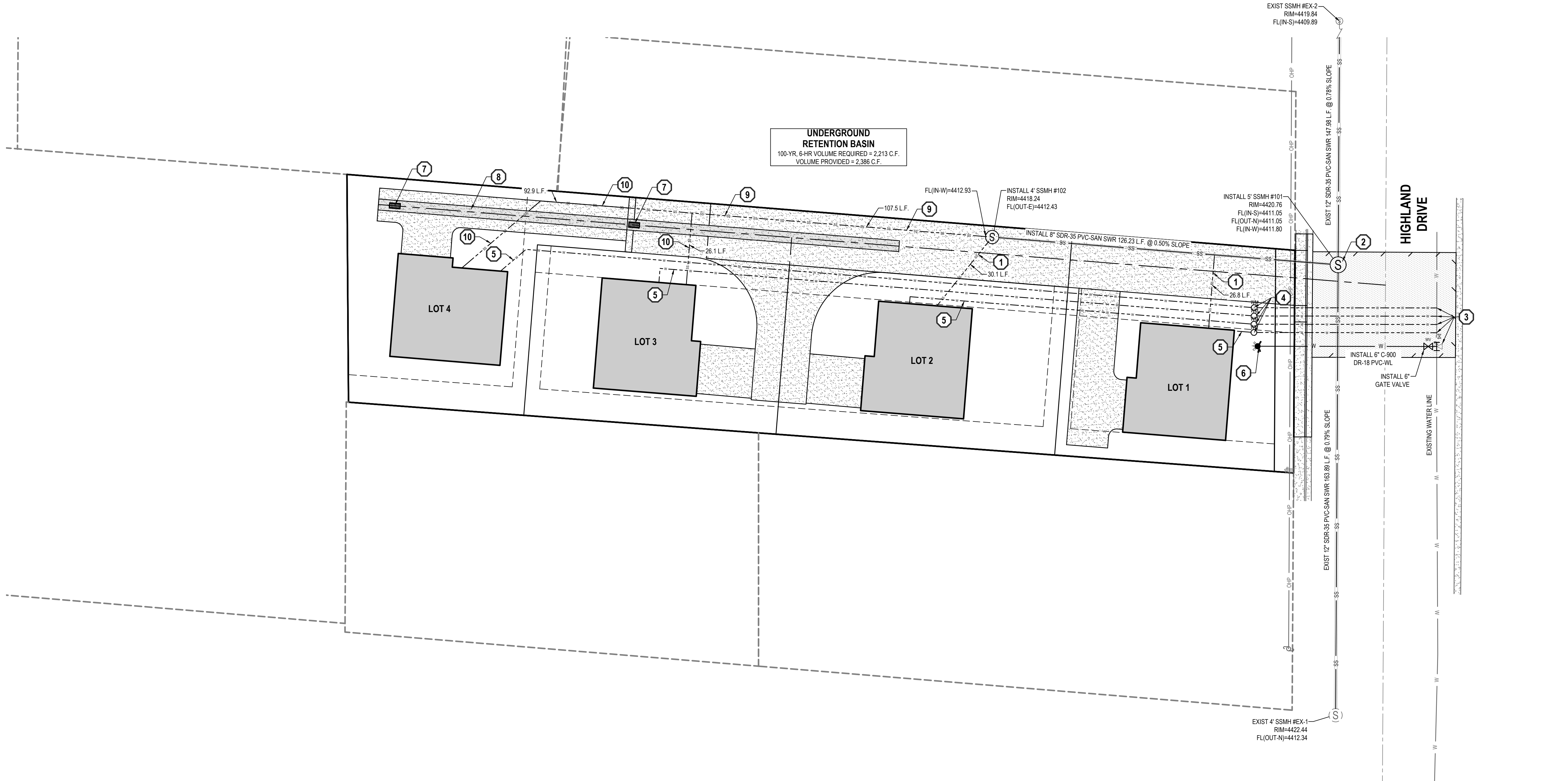
- ALL WORK TO COMPLY WITH THE GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
- ALL IMPROVEMENTS MUST COMPLY WITH ADA STANDARDS AND RECOMMENDATIONS.
- ALL WORK SHALL COMPLY WITH THE RECOMMENDATIONS OF THE GEOTECHNICAL ENGINEER POSSIBLY INCLUDING, BUT NOT LIMITED TO, REMOVAL OF UNCONSOLIDATED FILL, ORGANICS, AND DEBRIS, PLACEMENT OF SUBSURFACE DRAIN LINES AND GEOTEXTILE, AND OVEREXCAVATION OF UNSUITABLE BEARING MATERIALS AND PLACEMENT OF ACCEPTABLE FILL MATERIAL.
- THE CONTRACTOR SHALL BECOME FAMILIAR WITH THE EXISTING SOIL CONDITIONS.
- SLOPE ALL LANDSCAPED AREAS AWAY FROM BUILDING FOUNDATIONS TOWARD CURB AND GUTTER OR STORM DRAIN INLETS.
- EXISTING UNDERGROUND UTILITIES AND IMPROVEMENTS ARE SHOWN IN THEIR APPROXIMATE LOCATIONS BASED UPON RECORD INFORMATION AVAILABLE AT THE TIME OF PREPARATION OF THESE PLANS. LOCATIONS MAY NOT HAVE BEEN VERIFIED IN THE FIELD AND NO GUARANTEE IS MADE AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION SHOWN. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO DETERMINE THE EXISTENCE AND LOCATION OF THE UTILITIES SHOWN ON THESE PLANS OR INDICATED IN THE FIELD BY LOCATING SERVICES. ANY ADDITIONAL COSTS INCURRED AS A RESULT OF THE CONTRACTOR'S FAILURE TO VERIFY THE LOCATIONS OF EXISTING UTILITIES PRIOR TO THE BEGINNING OF CONSTRUCTION IN THEIR VICINITY SHALL BE BORNE BY THE CONTRACTOR AND ASSUMED INCLUDED IN THE CONTRACT. THE CONTRACTOR IS TO VERIFY ALL CONNECTION POINTS WITH THE EXISTING UTILITIES. THE CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE CAUSED TO THE EXISTING UTILITIES AND UTILITY STRUCTURES THAT ARE TO REMAIN. IF CONFLICTS WITH EXISTING UTILITIES OCCUR, THE CONTRACTOR SHALL NOTIFY THE ENGINEER PRIOR TO CONSTRUCTION TO DETERMINE IF ANY FIELD ADJUSTMENTS SHOULD BE MADE.
- ALL STORM DRAIN INFRASTRUCTURE TO BE INSTALLED PER GOVERNING AGENCY OR APWA STANDARD PLANS AND SPECIFICATIONS.
- ENSURE MINIMUM COVER OVER ALL STORM DRAIN PIPES PER MANUFACTURER'S RECOMMENDATIONS. NOTIFY ENGINEER IF MINIMUM COVER CANNOT BE ATTAINED.
- ALL WORK TO COMPLY WITH THE GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
- ALL SANITARY SEWER INFRASTRUCTURE TO BE INSTALLED PER GOVERNING AGENCY STANDARD PLANS AND SPECIFICATIONS.
- ALL WATER INFRASTRUCTURE TO BE INSTALLED PER GOVERNING AGENCY OR APWA STANDARD PLANS AND SPECIFICATIONS.
- DEFLECT OR LOOP ALL WATERLINES TO AVOID CONFLICTS WITH OTHER UTILITIES PER GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.

- PROJECT SHALL COMPLY WITH ALL UTAH DIVISION OF DRINKING WATER RULES AND REGULATIONS INCLUDING, BUT NOT LIMITED TO, THOSE PERTAINING TO BACKFLOW PROTECTION AND CROSS CONNECTION PREVENTION.
- THE CONTRACTOR IS TO COORDINATE ALL UTILITIES WITH MECHANICAL/PLUMBING PLANS.
- NOTIFY ENGINEER OF ANY DISCREPANCIES IN DESIGN OR STAKING BEFORE PLACING UTILITY STRUCTURES OR PIPES.
- THE CONTRACTOR SHALL ADJUST TO GRADE ALL EXISTING UTILITIES AS NEEDED PER LOCAL GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
- THE CONTRACTOR IS TO PROTECT AND PRESERVE ALL EXISTING IMPROVEMENTS, UTILITIES, AND SIGNS, ETC. UNLESS OTHERWISE NOTED ON THESE PLANS.

SCOPE OF WORK:

PROVIDE, INSTALL AND/OR CONSTRUCT THE FOLLOWING PER THE SPECIFICATIONS GIVEN OR REFERENCED, THE DETAILS NOTED, AND/OR AS SHOWN ON THE CONSTRUCTION DRAWINGS:

- 4"Ø SDR-35 PVC SANITARY SEWER LATERAL, LENGTH PER PLAN, 2% MIN. SLOPE, INSTALLATION AND TRENCHING PER MOUNT OLYMPUS IMPROVEMENT DISTRICT STANDARDS AND SPECIFICATIONS.
- 5Ø CAST-IN-PLACE MANHOLE OVER EXISTING SANITARY SEWER MAIN PER MOUNT OLYMPUS IMPROVEMENT DISTRICT STANDARDS AND SPECIFICATIONS.
- CONNECT TO EXISTING WATER LINE PER SALT LAKE CITY PUBLIC UTILITIES STANDARDS AND SPECIFICATIONS.
- 3/4" WATER METER PER APWA STANDARD PLAN 521 AND SPECIFICATIONS. INSTALL 3/4"Ø TYPE K COPPER FROM MAIN UP TO METER, INSTALLATION AND TRENCHING PER SALT LAKE CITY PUBLIC UTILITIES STANDARD PRACTICE NO. 1.
- 3/4"Ø TYPE K COPPER WATER LATERAL, INSTALLATION AND TRENCHING PER SALT LAKE CITY PUBLIC UTILITIES STANDARD PRACTICE NO. 1.
- FIRE HYDRANT ASSEMBLY COMPLETE PER GOVERNING AGENCY'S STANDARDS AND SPECIFICATIONS.
- THIS CATCH BASIN WILL SERVE AS A STORM WATER COLLECTION POINT AS WELL AS A MAINTENANCE ACCESS PORTAL FOR THE UNDERGROUND RETENTION CHAMBER SYSTEM. THE CATCH BASIN TO BE FABRICATED AS PART OF THE UNDERGROUND RETENTION CHAMBER SYSTEM ASSEMBLY.
- UNDERGROUND RETENTION CHAMBER SYSTEM. INSTALL 1 BARREL OF 48" PERFORATED N12 HDPE PIPE 19Ø IN LENGTH PER MANUFACTURER'S RECOMMENDATIONS. CONTRACTOR TO MAINTAIN A MINIMUM OF 2' OF COVER ABOVE TOP OF CHAMBER, FOR ENTIRE CHAMBER SYSTEM.
SLOPE = 0.00%
TOP OF PIPE = 4410.75
BOTTOM OF PIPE = 4408.75
- 3" HDPE DR 14 SEWER FORCE MAIN PER MOUNT OLYMPUS IMPROVEMENT DISTRICT STANDARDS AND SPECIFICATIONS.
- 2" HDPE DR 14 SEWER FORCE MAIN PER MOUNT OLYMPUS IMPROVEMENT DISTRICT STANDARDS AND SPECIFICATIONS.



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CONTACT:
DAVE MORTON
PHONE: 801-971-7115

BROOKSHIRE PLACE SUBDIVISION

5840 SOUTH HIGHLAND DRIVE
HOLLADAY, UTAH

UTILITY PLAN

PROJECT NUMBER
9994

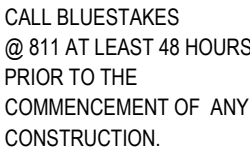
PRINT DATE
11/3/20

DRAWN BY
J. SMITH

CHECKED BY
B. MORGAN

PROJECT MANAGER
B. MORGAN

C-400



STREET MONUMENT LOCATED AT 5800 SOUTH
AND HIGHLAND DRIVE

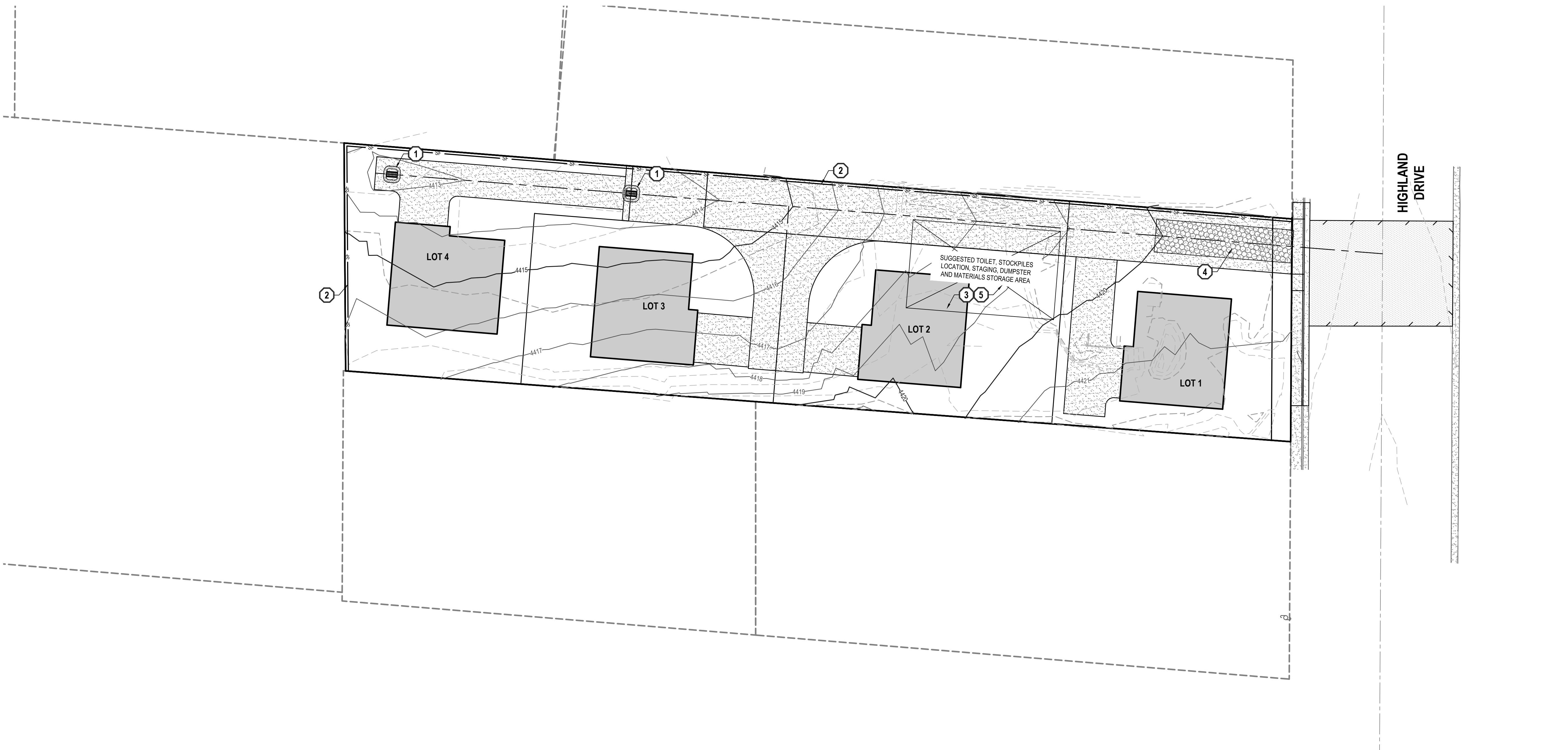
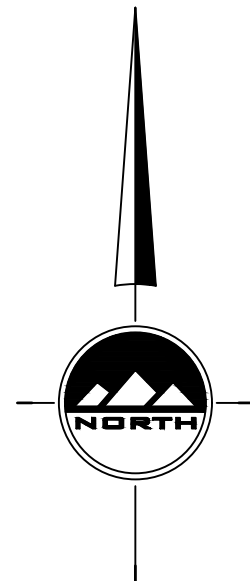
ELEV = 4418.14'

1. THIS PLAN IS DESIGNED AS A FIRST APPRAISAL OF NECESSARY MEANS TO PROTECT THE WATERS OF THE STATE FROM POTENTIAL POLLUTION. IT IS THE RESPONSIBILITY OF THE OWNER/OPERATOR TO ADD WARRANTED BEST MANAGEMENT PRACTICES (BMP'S) AS NECESSARY, MODIFY THOSE SHOWN AS APPROPRIATE, AND DELETE FROM THE PROJECT THOSE FOUND TO BE UNNECESSARY. FEDERAL AND STATE LAW ALLOWS THESE UPDATES TO BE MADE BY THE OWNER/OPERATOR ONSITE AND RECORDED BY THE OWNER/OPERATOR ON THE COPY OF THE SWPPP KEPT ONSITE.

2. DISTURBED LAND SHALL BE KEPT TO A MINIMUM. STABILIZATION MEASURES SHALL BE INITIATED AS SOON AS PRACTICABLE IN PORTIONS OF THE SITE WHERE CONSTRUCTION ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED, BUT IN NO CASE MORE THAN 14 DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED. HOWEVER, WHERE CONSTRUCTION ACTIVITY ON A PORTION OF THE SITE IS TEMPORARILY CEASED, AND EARTH DISTURBING ACTIVITIES WILL BE RESUMED WITHIN 21 DAYS, TEMPORARY STABILIZATION MEASURES DO NOT HAVE TO BE INITIATED ON THAT PORTION OF THE SITE.
3. RESEED DISTURBED LAND WITH NATIVE GRASS MIXTURE WITHIN 14 CALENDAR DAYS OF ACHIEVEMENT OF FINISH GRADE TO STABILIZE SOILS IF LAND IS NOT TO BE RE-WORKED WITHIN 14 CALENDAR DAYS OF THE CESSATION OF CONSTRUCTION ACTIVITIES AT THAT LOCATION.
4. DETAILS SHOWN ARE TO BE EMPLOYED TO PROTECT RUNOFF AS APPROPRIATE DURING CONSTRUCTION. NOT ALL DETAILS ARE NECESSARY AT ALL PHASES OF THE PROJECT. IT SHALL BE THE RESPONSIBILITY OF THE OWNER/OPERATOR TO USE APPROPRIATE BEST MANAGEMENT PRACTICES AT THE APPROPRIATE PHASE OF CONSTRUCTION. SEE SWPPP FOR BMP IMPLEMENTATION SCHEDULE.
5. VARIOUS BEST MANAGEMENT PRACTICES HAVE BEEN SHOWN ON THE PLANS AT SUGGESTED LOCATIONS. THE CONTRACTOR MAY MOVE AND RECONFIGURE THESE BMPs TO OTHER LOCATIONS IF PREFERRED, PROVIDED THE INTENT OF THE DESIGN IS PRESERVED.
6. NOT ALL POSSIBLE BMPs HAVE BEEN SHOWN. THE CONTRACTOR IS RESPONSIBLE TO APPLY CORRECT MEASURES TO PREVENT THE POLLUTION OF STORM WATER PER PROJECT SWPPP.
7. A UPDES (UTAH POLLUTANT DISCHARGE ELIMINATION SYSTEM) PERMIT IS REQUIRED FOR ALL CONSTRUCTION ACTIVITIES 1 ACRE OR MORE.

PROVIDE, INSTALL AND/OR CONSTRUCT THE FOLLOWING PER THE SPECIFICATIONS GIVEN OR REFERENCED, THE DETAILS NOTED, AND/OR AS SHOWN ON THE CONSTRUCTION DRAWINGS:

- ① INLET PROTECTION PER DETAIL 3/C-600.
- ② SILT FENCE PER DETAIL 4/C-600.
- ③ PORTABLE TOILET PER DETAIL 5/C-600.
- ④ VEHICLE WASHDOWN AND STABILIZED CONSTRUCTION ENTRANCE PER DETAIL 6/C-600.
- ⑤ SUGGESTED TEMPORARY CONSTRUCTION SITE PARKING, STAGING, DUMPSITE, AND MATERIAL STORAGE AREA.



HORIZONTAL GRAPHIC SCALE

(IN FEET)



45 W. 10000 S., Suite 500

Sandy, UT 84070
Phone: 801.255.0529

LAYTON
Phone: 801.547.1100

TOOELE
Phone: 435.843.3590

CEDAR CITY
Phone: 435.865.1453

RICHFIELD
Phone: 435.896.2983

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FOR:
MORTON DEVELOPMENT GROUP
9537 SOUTH 700 EAST
SANDY, UTAH 84092

CONTACT:
DAVE MORTON
PHONE: 801-971-7115

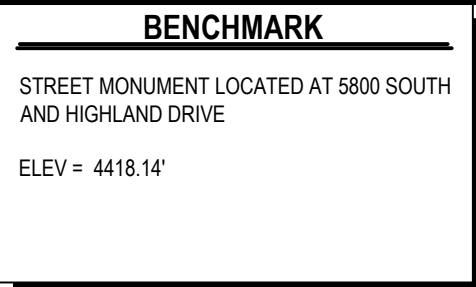
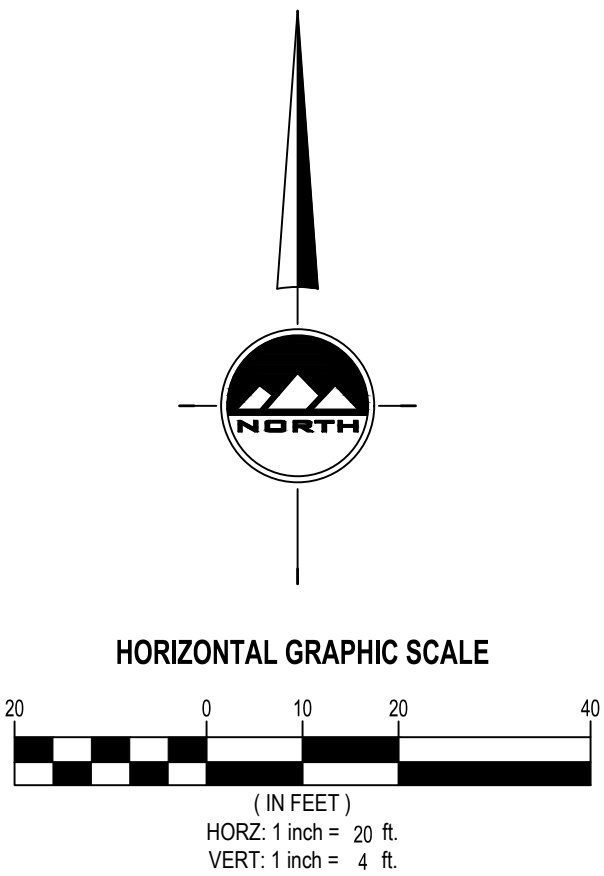
BROOKSHIRE PLACE SUBDIVISION

**5840 SOUTH HIGHLAND DRIVE
HOLLADAY, UTAH**

EROSION CONTROL PLAN

PROJECT NUMBER 9994	PRINT DATE 11/3/20
DRAWN BY J. SMITH	CHECKED BY B. MORGAN
PROJECT MANAGER B. MORGAN	

C-500



FOR:
MORTON DEVELOPMENT GROUP
9537 SOUTH 700 EAST
SANDY, UTAH 84092

CONTACT:
DAVE MORTON
PHONE: 801-971-7115

BROOKSHIRE PLACE SUBDIVISION

**5840 SOUTH HIGHLAND DRIVE
HOLLADAY, UTAH**

LANE PLAN AND PROFILE

PROJECT NUMBER	PRINT DATE
9994	11/3/20
DRAWN BY	CHECKED BY
J. SMITH	B. MORGAN
PROJECT MANAGER	
B. MORGAN	

PP-1

DRAFT

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

Tuesday, October 6, 2020

6:30 p.m.

Meeting Conducted via Electronic Means

ATTENDANCE:

Planning Commission Members:

Jan Bradshaw, Chair
Martin Banks
Chris Layton
Howard Layton
Alyssa Lloyd
Ann Mackin
Marianne Ricks

City Staff:

Paul Allred, Community Development Director
Jonathan Teerlink, City Planner
Stephanie Carlson, City Recorder
Jayme Blakesley, City Attorney

WORK SESSION

Chair Jan Bradshaw called the meeting to order at 6:06 p.m.

The agenda items were reviewed and discussed.

City Planner, Jonathan Teerlink presented Chapter 2 regarding the General Plan amendment. Staff compiled all of the comments made over the past several work meetings into one workable draft. Chair Bradshaw stated that after the public comment period the Commission would review the document again page-by-page.

The second public hearing involves the vacation of a public right-of-way on Lynne Lane. Mr. Teerlink explained that vacations of public rights-of-way have specific procedures that the Planning Commission and City Council follow. The City Council ultimately is the deciding body in this instance while the Planning Commission makes a recommendation based upon Chapter 14 of the City ordinance. The following two conditions must be adhered to:

1. Good Cause; and
2. No material injury to the public.

Staff prepared a staff report in lieu of a narrative. The applicant prepared a PowerPoint presentation for consideration.

1 Howard Layton asked about the ownership of the ground itself. Mr. Teerlink stated that it is a
2 parcel owned by the City of Holladay. Originally, it was dedicated to the County. The walkway
3 serves as an easement for maintenance of public water facilities but was left open for public access.
4 When the City incorporated in 1999, these types of properties became the property of the City.
5 Past issues in the area were identified including a situation where a City of Holladay police officer,
6 Doug Barney, was shot and killed in the immediate vicinity. Mr. Teerlink stated that nefarious
7 activity has also taken place in the area in the past.

8
9 In response to a question raised by Chris Layton, Mr. Teerlink explained that anyone abutting,
10 adjacent to, or using a public right-of-way can petition the City Council to vacate the ground or a
11 portion of it.

12
13 In response to a question raised by Marianne Ricks, Mr. Teerlink stated that alternatives that have
14 not been reviewed or explored by the City can be considered.

15
16 Martin Banks asked what drives the extent to which the Planning Commission's recommendation
17 will be substantiated by the City Council. Mr. Teerlink explained that the City Council will look
18 to the Planning Commission as a major filter of input.

19
20 Alyssa Lloyd stated that there was mention of problems on the property and asked if there were
21 any police records on file. Mr. Teerlink stated that no police reports have been filed.

22
23 Ann Mackin acknowledged the statement that poor maintenance in the area is of fiscal concern.
24 She suggested potentially investing in lighting since the City owns the property. Chair Bradshaw
25 stated that the City Council will determine if additional funds can be applied to the walkway.

26
27 Howard Layton recalled a similar situation where many years ago the County installed chain link
28 fencing on both sides of a walkway. It continues to function to this day and the walkway is used.

29
30 Chris Layton stated that they will hear a lot of reasons from people who feel justified that it should
31 be closed off. They will also hear equally valid reasons why it should continue to be used. He
32 asked how the Commission should decide what is best. Chair Bradshaw stated that it is a subjective
33 decision. Chris Layton posed the question of whether there is just cause or material harm that
34 justifies vacating the property.

35
36 Mr. Teerlink explained that the process of vacating the property will involve the City requesting
37 an assessment of the ground and stated that the property owner will purchase the property from
38 the City. Marianne Ricks stated that in the applicant's statement, he indicated that he felt that the
39 benefits to the City would be in exchange for vacating the property.

40
41 ***Commissioner Ricks moved to adjourn the Work Session. Commissioner Lloyd seconded the***
42 ***motion. The motion passed with the unanimous consent of the Commission.***

43
44 The Work Session adjourned at 6:30 p.m.

1 **CONVENE ELECTRONIC MEETING – Public Welcome and Chair Opening Statement.**

2 Chair Jan Bradshaw called the Regular Meeting to order at approximately 6:30 p.m. and welcomed
3 those participating. Former Commission Member, Troy Holbrook was thanked for his six years
4 of service.

5
6 Chair Bradshaw read the Commission Statement in addition to a statement regarding the
7 emergency conditions that exist due to the COVID-19 pandemic and the reason for holding remote
8 meetings.

9
10 New Planning Commission Member, Martin Banks was welcomed to the Commission. He
11 introduced himself and reported that he is the father of four and a new grandfather. He looked
12 forward to serving on the Commission.

13
14 **PUBLIC HEARINGS**

15 **1. General Plan Amendment – Chapter 2: Land Use, Urban Design, and Neighborhood**
16 **Preservation.**

17 City Planner, Jonathan Teerlink presented an overview of comments the Planning Commission
18 has made over the past few months. Originally, they were presented with a draft proposal of the
19 amendment. Due to complications involving the scope and timing of the application, staff had
20 been working on amendments over the past several months and prepared a final draft for public
21 review and comment.

22
23 Chair Bradshaw opened the public hearing.

24
25 *Holly Richards* gave her address as 2470 Kentucky Avenue and commented on the verbiage
26 involving stable neighborhoods. She was concerned and stated that it shows up in several areas.
27 She asked (i) what destabilizes a neighborhood, (ii) who determines if it is destabilized, and (iii)
28 the process of identifying a destabilized neighborhood. She thanked the Commission for their
29 service.

30
31 *Ron Hilton* gave his address as 2394 Murray Holladay Road. He referenced page eight, line 17,
32 and suggested that the following be added:

33
34 'The suggested zones are the maximum recommended density within the district.
35 Lower density rezones may be advisable to achieve a smooth transition in density
36 between districts.'

37
38 There were no further public comments. Chair Bradshaw closed the public hearing.

39
40 Mr. Teerlink referenced Mrs. Richards' comments and stated that the language referenced is used
41 frequently when reviewing an application for a rezone. He responded to the question raised and
42 stated that this is a target piece of language that is used repeatedly as supporting or destabilizing
43 an application for rezone. Applications that will destabilize abutting zones or neighborhoods are
44 uses that are directly incompatible such as those that would not be considered a mixture of uses,
45 professional office spaces, and commercial spaces next to residential uses. He described the rezone

1 process and stated that the Planning Commission makes a recommendation to the City Council
2 based on certain criteria. The City Council makes the final determination of whether an application
3 will destabilize a zone. Amendments are reviewed through the public hearing process.
4

5 The Commission reviewed Chapter 2 page-by-page and made the following revisions:
6

- 7 • Marianne Ricks asked if “Holladay Hills Crossroads Area” needs to continue to be referred
8 to as a redevelopment site throughout the document or listed twice. She suggested that it
9 simply be referred to as “Holladay Hills”. Chair Bradshaw also observed that some of the
10 sentences where it has been added do not make sense.
11
- 12 • Under the paragraph entitled “Existing Urban Design”, Commissioner Ricks was surprised
13 that the term “history” was not used. At the end of the first paragraph she suggested
14 changing the end of the last sentence to state, “...and the preservation of the local *history*
15 *and ecology*.” Ann Mackin thought her concern was addressed thoroughly in the next two
16 sections.
17
- 18 • Commissioner Ricks suggested that the first sentence, second paragraph under “Existing
19 Urban Design” be changed to read “...meandering lanes that crisscross the City. Street
20 edges lined by trees....” Chair Bradshaw suggested it remain as-is.
21
- 22 • On line 19 of the same page, Commissioner Ricks suggested that there be a comma after
23 “waterways”.
24
- 25 • Under the section entitled “Key Land Use and Urban Design Issues”, line 11, “(former
26 Holladay Hills Mall site)” was removed.
27
- 28 • On the same page, page 6, line 18, the word “ther” should be replaced by “the”.
29
- 30 • Under each bullet point on page 6, Marianne Ricks suggested that each be consistent and
31 include the verbiage “...accommodated through utilizing unclaimed density by subdivision
32 and not by rezones.”
33
- 34 • Marianne Ricks suggested that reference to “Holladay Hills”, “Holladay Crossroads”, and
35 “Holladay Village” be consistent throughout the document.
36
- 37 • Howard Layton suggested that the word “very” on page 9, line 14, and “redevelopment”
38 on line 46 be stricken. The word “site” on line 46 should be capitalized and (“SDMP”)
39 added.
40
- 41 • It was recommended that the portion of the General Plan that includes all of the Small Area
42 Master Plans be included as an appendix to the General Plan.
43

- On page 10, line 42, it was suggested that the sentence beginning “Development is starting to occur....” be deleted.
- On page 10, line 4, it was suggested that a question be raised with the Council indicating that the Commission was unsure whether this is the correct zone for these areas. Marianne Ricks suggested that “TBD” remain on line 5 and “HCR” be eliminated.
- On page 12, line 25 it was suggested that the word “approximately” be stricken.
- On page 14, line 38 change to “...fences, landscaping, trees, bushes, and....”
- On page 14, line 44, to read “...through education and publicity efforts....”

Commissioner Lloyd moved that the Planning Commission forward a positive recommendation to the City Council on the draft amendments to the General Plan for Chapter 2 – Land Use, Urban Design, and Neighborhood Preservation with the final changes made tonight to be and included recorded by Paul Allred in the recommended draft. Commissioner Mackin seconded the motion. Vote on motion: Marianne Ricks-Aye, Alyssa Lloyd-Aye, Chris Layton-Aye, Ann Mackin-Aye, Howard Layton-Aye, Martin Banks-Aye, Chair Jan Bradshaw-Aye. The motion passed unanimously.

2. Vacation of Public Right-of-Way – Lynne Lane Walkway.

Mr. Teerlink reported that the Planning Commission makes recommendations on the vacation of rights-of-way. In this case, the abutting property owner is petitioning the City Council to vacate a walkway connecting Lynne Lane to 4500 South. The role of the Planning Commission is to take public comment and make a recommendation with findings. The City Council will make the final decision. The matter was on the City Council Meeting Agenda for October 15 at which time additional public comment will be considered.

The applicants were identified as Ralph and Susan Carlson. Mr. Carlson stated that he and his wife have lived on the property for 17 years. Their home was built in 1916. In 2016, there was an incident involving Officer Barney and a criminal who was fleeing police. Ultimately, Officer Barney lost his life in the front yard of the home to the west. Mr. and Mrs. Carlson were present for the traumatic event. They circulated a petition and many agreed with them that the property should be vacated. Mr. Carlson noted that the property has not been maintained. Issues and problems were described. Drug activities occur regularly and drug paraphernalia is often left behind. Mr. Carlson stated that he has run off several individuals. There are also issues with graffiti, trash, and mischievous behavior. Transients also create nuisance issues.

Chair Bradshaw opened the public hearing and indicated that the written comments will be submitted and made part of the record.

Bonnie Pace identified herself as the owner of the property at 4470 Lynne Lane, directly west of the walkway. She submitted a letter as well. Her family has lived in the neighborhood for over 50 years. When her parents built the home, it was their third home in the neighborhood. They

1 helped create the walkway because it was used by their children and the neighborhood children.
2 The property was deeded to the County at that time. The death of Officer Barney was very
3 distressing as he died on their front lawn. Ms. Pace indicated that both of her parents passed away
4 last year and she purchased the home from them. Because of the uncertainty of what would happen
5 to the land if it was vacated, her father was reluctant to support it. He signed the petition but his
6 questions regarding what would happen to the land were never addressed. For that reason, the
7 family would like the walkway to remain open with the City taking on responsibility for it. Her
8 letter identified ways to make it more secure and safe for the neighborhood. She asked that parents
9 recognize that it is public land and not allow littering. The installation of Z gates would require
10 people to walk their bikes and decrease mischief since there would be no option for a quick
11 getaway. Ms. Pace supported keeping it open if the County will assume responsibility.

12
13 *Tanya Bates* gave her address as 4445 South Lynne Lane and reported that she submitted an email
14 previously. She stated that they did not own the property when the petition was circulated. One
15 of the main reasons they purchased the property was due to the walkability of the area. She hoped
16 to see the path remain open but realized that the upkeep is lacking. They desired to keep the trail
17 open while simultaneously cleaning it up. Ways to clean it up were to make it more bike-friendly,
18 put asphalt along the path to help keep it clean, install bollards in front of the path to keep cars out
19 and add lights along the trail to deter illegal activities at night. She was not sure that all of the
20 problems can be attributed to the path and often occur in a city.

21
22 *Melissa Thompson* gave her address as 2257 East 4500 South and stated that none of the neighbors
23 on 4500 South received notice of the proposed vacation. She also submitted written comments.
24 Her family has lived in their current home for 27 years and because they live on 4500 South they
25 use the walkway often. Her understanding was that the City is trying to increase the number of
26 pathways and access areas in the community.

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

29
30 Commissioner Lloyd was aware of several cut-throughs and paths throughout the City. As an avid
31 walker, she uses many of them. Mr. Teerlink was not aware of any budget funds available to
32 improve these areas. Commissioner Lloyd stated that in her area the neighbors get together to
33 improve their path. She considered this path to be an asset and encouraged the neighbors to take
34 ownership of it and clean it up.

35
36 Commissioner Banks asked if the petition represents an ongoing compilation of names or if they
37 were they obtained years earlier. Mr. Carlson stated that the petition was circulated after the death
38 of Officer Barney in 2016 before pursuing the process with the County.

39
40 With regard to neighbors not receiving notice, Mr. Teerlink stated that staff sent notice to those
41 within 1,000 feet of the site in excess of the requirement of 500 feet. He clarified that the City
42 satisfied the noticing requirement. With regard to maintenance of the walkway, Mr. Teerlink
43 stated that the trail is not maintained by the City but some minimal maintenance may be done by
44 Holladay Water. His understanding was that it is not a routine maintenance location for the Parks
45 and Recreation Department.

1
2 Howard Layton asked Mr. Carlson what his intent was for the property in terms of fencing and
3 landscaping. Mr. Carlson stated that there is a retaining wall to the left with irrigation pipe. Their
4 intent would be to fence it off to prevent access, install a playground, and landscape it. They plan
5 to incorporate it into their property.
6

7 Procedural issues were discussed.
8

9 Marianne Ricks thought there were good reasons on both sides of the issue. Ultimately, the intent
10 is to provide safety for citizens, accessibility, connectivity, and walkability. She supported
11 forwarding a negative recommendation and determine if other methods could be utilized by the
12 City to improve the situation and address the issues.
13

14 Alyssa Lloyd agreed and was not comfortable closing off a pedestrian walkway. She did not
15 believe there are enough of them. She also did not want to place a financial burden on the City.
16 She encouraged the neighbors to step up and recognize that the area is an asset for the entire
17 neighborhood.
18

19 Chris Layton considered the area to be a healthy part of the neighborhood that has fallen into
20 disrepair. He was aware of only one person who will benefit from the vacation. He suggested that
21 the City examine potential ways to maintain the area. He was in favor of denying the request.
22

23 Ann Mackin saw an opportunity for the community and suggested the City make a one-time
24 investment into making it a safe, paved, lighted walkway. She did not support the proposed
25 vacation.
26

27 Howard Layton believed that vacating the property only solves the issue of safety. He supported
28 recommending denial.
29

30 Martin Banks weighed the competing interests. His impression was that many will miss the path.
31 He considered it a community asset notwithstanding the tragedy associated with it. He was
32 inclined to support a negative recommendation.
33

34 Chair Bradshaw agreed and acknowledged that this is not the only public walkway in the City of
35 Holladay. People use and depend on them. She suggested that budget funds be set aside to
36 maintain the property.
37

38 ***Commissioner Chris Layton moved that the Planning Commission deny the vacation of the***
39 ***public right-of-way known as the Lynne Lane Walkway and forward a negative***
40 ***recommendation to the City Council based on the following:***
41

42 ***Findings:***
43

- 44 ***1. The area serves directly as access to underground storm and irrigation lines.***
45

2. *The petition is not in compliance with the established General goals of Chapter 3: Pedestrian Networks.*
3. *The petition to close the walkway to pedestrians, if approved, would decidedly eliminate a well-known and invaluable pedestrian access to the walkable areas in and surrounding the Holladay Village, introducing new car trips to these commercial, schools, and public spaces.*
4. *Other crime prevention options at this location have not been explored. Assessment by the City of Holladay Code Enforcement Officer, certified in CPTED principles, should be explored.*
5. *Poor maintenance, or lack thereof, to the area is a fiscal concern, rather than a public access concern.*
6. *The petition does not provide evidence that it complies with the overarching goals of the City's ordinance which are:*
 - i. *Good Cause exists for the vacation; and*
 - ii. *Neither the public interest nor any person will be materially injured by the vacation.*

Commissioner Lloyd seconded the motion. Vote on motion: Marianne Ricks-Aye, Alyssa Lloyd-Aye, Chris Layton-Aye, Ann Mackin-Aye, Howard Layton-Aye, Martin Banks-Aye, Chair Jan Bradshaw-Aye. The motion passed unanimously.

ACTION ITEM

3. Approval of Minutes – July 7 and 21, 2020.

The minutes from July 7, 2020, were reviewed and modified.

Commissioner Mackin moved to approve the minutes of July 7, 2020, as presented with minor modifications. Commissioner Lloyd seconded the motion. Vote on motion: Marianne Ricks-Aye, Alyssa Lloyd-Aye, Chris Layton-Abstained, Ann Mackin-Aye, Howard Layton-Abstained, Martin Banks-Abstained, Chair Jan Bradshaw-Aye. The motion passed unanimously with three abstentions.

The minutes of July 21, 2020, were reviewed and modified.

Commissioner Lloyd moved to approve the minutes of July 21, 2020, as amended. Commissioner Mackin seconded the motion. Vote on motion: Marianne Ricks-Aye, Alyssa Lloyd-Aye, Chris Layton-Abstained, Ann Mackin-Aye, Howard Layton-Abstained, Martin Banks-Abstained, Chair Jan Bradshaw-Aye. The motion passed unanimously with three abstentions.

1 **DISCUSSION ITEMS**

2 **4. Accessory Dwelling Units (“ADUs”) – Review of Draft Amendments.**

3 The above matter was postponed.

4
5 **ADJOURN**

6 *Commissioner Mackin moved to adjourn. Commissioner Howard Layton seconded the motion.*

7 *The motion passed with the unanimous consent of the Commission.*

8
9 The Planning Commission Meeting adjourned at approximately 8:31 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 Tuesday, October 6, 2020.*
3

4 Teri Forbes

5 Teri Forbes

6 T Forbes Group

7 Minutes Secretary

8
9 Minutes Approved: _____

DRAFT

DRAFT

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

Tuesday, October 20, 2020

6:30 p.m.

Meeting Conducted via Electronic Means

ATTENDANCE:

Planning Commission Members:

Jan Bradshaw, Chair
Martin Banks
Chris Layton
Howard Layton
Alyssa Lloyd
Ann Mackin
Marianne Ricks

City Staff:

Jonathan Teerlink, City Planner
Robert Hobbs, Senior City Planner
Stephanie Carlson, City Recorder

WORK SESSION

Chair Jan Bradshaw called the meeting to order at 6:07 p.m.

The agenda items were reviewed and discussed. City Planner, Jonathan Teerlink reported that previously the Terry Acres Subdivision received conceptual and preliminary approval for a two-lot subdivision on Highland Drive. The concept included one deep lot with a historic home on it. Access was provided via a shared driveway with the abutting property owner. The neighbor did not object to the proposal but had specific concerns that he wanted to be addressed, which was one of the conditions of approval. Since that time, the applicant has moved the entire easement onto his own property and will not share an access. He will effectively propose two separate driveways ~~off of~~ from Holladay Boulevard.

Senior City Planner, Robert Hobbs explained that there is an adjunct easement on the outskirts of the subdivision and the neighbor's property is not covered by the easement, which provides access to at least two properties. Rather than deal with potential opposition, the applicant moved everything onto his own property and abandoned the idea of a shared driveway with the properties to the north. It was clarified that the access would also serve Lot 1.

Howard Layton asked about the garage, which appeared to be off of the property line. Mr. Hobbs explained that it was addressed previously. Initially, it was intended to be part of the plat but because nothing was to be added, the intent was to incorporate the property they own and intend to develop.

1 Martin Banks clarified that Lots 1 and 2 will use another driveway while the right-of-way that the
2 Stallings and the Thomases use will remain as-is. Ownership of the new driveway will be with
3 Lot 2 but both properties will share access rights and maintenance responsibilities.

4
5 Chair Bradshaw reported that previously the most comments were received from the Thomases
6 who were not in favor of the easement. Mr. Teerlink explained that the Thomases had concerns
7 with the parking issue and assumed that the new Shared Access Agreement would exacerbate the
8 parking problem, which was not the case. In the end, Mr. Terry opted to pursue a cleaner access
9 ~~off of~~ from Holladay Boulevard rather than address the issues posed by Mr. Thomas.

10
11 Commissioner Banks asked about the width of the dedicated right-of-way on Holladay Boulevard.
12 Mr. Hobbs explained that all City streets are classified as local, collector, or arterial roads with
13 corresponding right-of-way widths. In this situation, the developer or property owner ~~are~~ is
14 ~~tasked~~ required by ordinance to provide ~~with providing~~ the full right-of-way width for the abutting
15 public street. ~~on the maps that are lacking.~~

16
17 ***Commissioner Lloyd moved to close the Work Session. Commissioner Chris Layton seconded***
18 ***the motion. The motion passed with the unanimous consent of the Commission.***

19
20 The Work Session adjourned at approximately 6:22 p.m.

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

23 Chair Jan Bradshaw called the Regular Meeting to order at approximately 6:30 p.m.

24
25 Chair Bradshaw read the Commission Statement in addition to a statement regarding the
26 emergency conditions that exist due to the COVID-19 pandemic and the reason for holding remote
27 meetings without an anchor location for the next 30 days.

28
29 **ACTION ITEMS**

30 **1. “Terry Acres” Subdivision – Final Plat – 1758 East Holladay Boulevard – (R-1-10**
31 **Zone).**

32 Senior City Planner, Robert Hobbs presented the staff report and stated that the request involves a
33 two-lot subdivision plat. By law, the City is not allowed to review subdivisions with two lots as
34 survey splits and must review them as part of the subdivision platting process. The ordinance
35 requires applicants to submit a subdivision application that goes to the Planning Commission for
36 conceptual review and public hearing. Preliminary and final review are handled as a business or
37 action item without public comment. Staff reviewed the request and stated that the access from
38 Holladay BLVD was moved to be wholly within the project. Staff recommended approval based
39 on the findings set forth in the staff report.

40
41 Chair Bradshaw reported that this is an administrative act and the Commission’s decision is based
42 on whether the applicant has met all of the requirements.

43
44 ***Commissioner Mackin moved that the Planning Commission approve the final plat for the Terry***
45 ***Acres Subdivision located at 1758 East Holladay Boulevard in the R-1-10 zone as presented and***

1 revised from the preliminary approval. The applicant has submitted all of the required
2 documents listed in Holladay Ordinance 13.10.050(a) and (b). It was requested that submittal
3 of the Title Report and CC&Rs be deferred until prior to recording. Approval was based on the
4 following:

5
6 **Findings:**

- 7
- 8 1. The proposal meets the land use, density, and lot dimension requirements
9 associated with a single-family residential development within an R-1-10 Zone;
 - 10 2. The development construction details have been reviewed by the TRC and found
11 to be compliant with the required site improvement standards;
 - 12 3. Utilities for a newly added residence can be adequately served from existing
13 infrastructure on Holladay Boulevard;
 - 14 4. The City Engineer has reviewed the plat and provided the requirements to
15 correct/revise the plat drawings as part of the final plat submittal; and
 - 16 5. A shared egress/ingress access easement (with emergency and other public
17 services accessibility), and, a related maintenance agreement is depicted on the
18 plat. The easement maintenance agreement is depicted on the plat will be
19 recorded in conduction with the plat.

20
21
22
23
24
25 Commissioner Howard Layton seconded the motion. Vote on motion: Marianne Ricks-Aye,
26 Ann Mackin-Aye, Alyssa Lloyd-Aye, Howard Layton-Aye, Martin Banks-Aye, Chris Layton-
27 Aye, Chair Jan Bradshaw-Aye. The motion passed unanimously.

28
29 **2. Approval of Minutes – August 4 and 18, 2020.**

30 The minutes of August 4, 2020 were reviewed and modified.

31
32 Commissioner Lloyd moved to approve the minutes of Tuesday, August 4, 2020, as amended.
33 Commissioner Mackin seconded the motion. Vote on motion: Chris Layton-Aye, Mariann,
34 Ricks-Aye, Ann Mackin-Aye, Alyssa Lloyd-Aye, Howard Layton-Abstained, Martin Banks-
35 Abstained, Chair Jan Bradshaw-Aye. The motion passed unanimously with two abstentions.

36
37 The minutes of August 18, 2020 were reviewed and modified.

38
39 Commissioner Banks moved to approve the minutes of Tuesday, August 18, 2020, as amended.
40 Commissioner Lloyd seconded the motion. Vote on motion: Chris Layton-Aye, Marianne
41 Ricks-Aye, Ann Mackin-Aye, Alyssa Lloyd-Aye, Howard Layton-Aye, Martin Banks-Aye, Chair
42 Jan Bradshaw-Aye. The motion passed unanimously.

43
44 **ADJOURN**

45 It was reported that Planning Commission Meetings were scheduled for November 10 and 17.

1
2 *Commissioner Mackin moved to adjourn. Commissioner Lloyd seconded the motion. The*
3 *motion passed with the unanimous consent of the Commission.*
4
5 The Planning Commission Meeting adjourned at approximately 7:05 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 Tuesday, October 20, 2020.*
3

4 Teri Forbes

5 Teri Forbes

6 T Forbes Group

7 Minutes Secretary

8
9 Minutes Approved: _____

DRAFT



2021 Calendar

approved; PC: _____

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
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November						
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PLANNING COMMISSION



CITY COUNCIL



HOLIDAY - OFFICES CLOSED

Federal Holidays 2021

Jan 1	New Year's Day	Jul 4	Independence Day	Nov 11	Veterans Day
Jan 18	Martin Luther King Day	Jul 5	Independence Day (Obs.)	Nov 25	Thanksgiving Day
Feb 15	Presidents' Day	Sep 6	Labor Day	Dec 24	Christmas Day (obs.)
May 30	Memorial Day	Oct 10	Columbus Day	Dec 24	Christmas Day
				Dec 31	New Year's Day (obs.)

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.