

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

**Tuesday, February 7, 2017
6:30 p.m.
Holladay Municipal Center
4580 South 2300 East**

ATTENDANCE:

Planning Commission Members:

Matt Snow, Chair
Jim Carter
John Garver
Alyssa Lloyd
Ann Mackin
Marianne Ricks

City Staff:

Paul Allred, Community Development Director
Jonathan Teerlink, City Planner

PRE-MEETING/WORK SESSION

(18:35:10) Community Development Director, Paul Allred, reported that Commissioner Bradshaw disclosed to him and the City Attorney the previous week that her husband does business with Tom Henroid. It was recommended that Commissioner Bradshaw declare the potential conflict after which a decision will be made as to how to proceed.

A question was raised as to why the Harmons developers have refused to move the building to the north. Mr. Allred explained that on the north side of the Harmons building the columns reduce the walkway to only 2½ feet in some places. They like having the walk against the building and awnings. Staff suggested they move the building five feet, which they refused to do. The developers eventually came back with a revised drawing showing that the building had been moved four feet. The items to be discussed tonight include the final site plan and lighting plan. A Development Agreement will be entered into between the City and Harmons and property owners on that block for easements, angled stalls, and details such as who will pay for what.

Mr. Allred stated that in the end the balcony will remain and wrap all the way around the building. Staff was also waiting to hear back from Salt Lake County about whether the pole can be moved a few feet. The primary concern with the light pole and the balcony was with someone trying to reach out and touch it. Possible options were discussed. Mr. Allred stated that staff will resolve the safety issue.

Staff recommended preliminary approval be granted tonight and asked that staff be allowed to finish up the final details. The developers would like to be under demolition in about one week. They would like to do destruction over the next month or so and then begin construction of the new buildings mid to late March. Mr. Allred reported that the north building has already been submitted with the building plans.

(18:43:06) Mr. Allred reported that the stalls on the south side of Murray Holladay Road will decrease from five stalls to two. They will then pick up 10 new stalls with a net increase of on-street stalls. The intent was to accommodate the proposed design. The back out onto 2300 East works. There will be an eight-foot backing aisle, which includes the bike lane. Staff asked the developers to verify their measurements. The proposed change will prevent the developer from having to move the patio wall to reduce the size of the patio and move it back. There will also still be an eight-foot sidewalk in front of the building.

With regard to agenda item number two, the Tanaka Mixed-Use, City Planner, Jonathan Teerlink, stated that the existing office building was approved by the County. It did not have a residential unit legally in it before. The proposed action will amend the original conditional use permit to add two residential units. One will be in the attic and another in the basement. The spaces have already been approved for residential use and just need to be legitimized. The building is located in the RM zone, which allows residential uses. It also allows for professional services as a conditional use, which the applicant already has obtained. The Conditional Use Permit will combine the uses on the site. The main concern was making sure that the applicants maintain the required parking. They need nine parking spaces and are proposing 11. A dramatic improvement to the landscaping was also proposed.

(18:49:12) The Phylden Plat Amendment was next discussed. Mr. Teerlink stated that in order to record the condominium plat, all of the properties need to be combined. In order to do that, they need to vacate Lots 2 and 3 out of the subdivision. The other two properties, which are the garden spaces, are in the process of being combined with the County. Mr. Teerlink recommended that two motions be made. The first will vacate Lots 2 and 3 out of the Phylden Subdivision and the second will approve the concept condominium plat. The condominium plat requirements were discussed. It was recommended that final approval be deferred to staff.

REGULAR BUSINESS MEETING

1. CONVENE REGULAR MEETING – Public Welcome and Chair Opening Statement.

Chair Matt Snow called the Regular Meeting to order at 7:07 p.m. and read the Chair statement.

ACTION ITEMS

2. PUBLIC HEARING – Tanaka Mixed-Use, Conditional Use Amendment – 4381 South Highland Drive.

(19:09:24) City Planner, Jonathan Teerlink, presented the staff report and stated that the applicant, Tomoko Tanaka, has made application for a mixed-use project within the existing building located at 4380 South Highland Drive. In 1997, the Salt Lake County Planning Commission approved a six-plex office use in the building in conjunction with a 19-unit condominium project. What is proposed is an amendment to the original conditional use of an office space in the building to allow for six office spaces and two residential units with the required parking. The RM zone allows for mixed uses within one building, however, it requires a Conditional Use Permit be obtained. In terms of parking, the required minimum will be nine stalls. Ms. Tanaka was proposing to reorganize the site with landscaping in order to achieve 11 stalls. Staff recommended approval since the request meetings the requirements of the RM zone and the Highland Drive Master Plan, which intends to allow existing businesses to upgrade. In

response to a question raised, Mr. Teerlink stated that some Code upgrades are required. The applicant has met with the Building Official in terms of what is required for the residential units.

The applicant, Tomoko Tanaka, reported that she recently purchased the property and the building will have the same usage as it did previously with the former owner. She simply wanted to ensure that it is compliance with all of the requirements.

(19:13:21) Chair Snow opened the public hearing. There were no public comments. The public hearing was closed.

Commissioner Carter stated that he and his fellow Commissioners like the landscaping and the upgrades to the property. They also were pleased with the fact that investment was being made into the property. Commissioner Carter expressed his support.

(19:14:28) *Commissioner Mackin moved to approve the applicant's request for a conditional use permit and approve the site plan with the combination of allowed uses based on the following:*

Findings:

1. *The project meets the requirements of the RM zone (Chapter 13.32).*
2. *The project meets the intent of the HDMP. (Section IV B. 2. Allow existing businesses to upgrade building architecture, landscaping and other site related factors to compliment the new vision of Highland Drive and to establish an ambience that is inviting for new businesses to locate within the existing commercial areas).*
3. *Approval of the conditional use with not be detrimental to those properties adjacent to this project and will contribute to the overall property values in the vicinity.*

Commissioner Ricks seconded the motion. Vote on motion: John Garver-Aye, Ann Mackin-Aye, Marianne Ricks-Aye, Alyssa Lloyd-Aye, Jim Carter-Aye, Chair Matt Snow-Aye. The motion passed unanimously.

(19:16:46) *Commissioner Garver moved to amend the agenda to next address agenda item number six. The motion passed with the unanimous consent of the Commission.*

The Commission next addressed agenda item number six.

3. PUBLIC HEARING – Phylden Subdivision Plat Amendment and Proposed “Grand Terraces” Condominium Plat – 2340 & 2350 East Phylden.

(19:43:49) City Planner, Jonathan Teerlink, presented the staff report and stated that over the past several months the Planning Commission and the applicant, John Pochynok, have been working diligently to create a final site plan, which was approved on December 6, 2016. Elements of the site plan were extremely detailed. The last step in the process was the overlay of ownership for a condominium plat. In order to do that, the entire site needs to be one parcel. The problem was that some of the parcels are in subdivisions, which are recorded legal documents that need to be amended. There is also a metes and bounds property that is not in the

subdivision that needs to be combined. The two garden spot properties are metes and bound property and have been redescribed. A letter was prepared to be submitted to the County to combine the two properties and record them. The two northern properties on Phylde, Lots 2 and 3, require a public hearing and approval by the Planning Commission to vacate them out of the subdivision. Because it is a legal document, it needs to be officially amended.

Mr. Teerlink reported that the applicant has reviewed with the TRC the conceptual condominium plat, which is an overlay of ownership for a limited horizontal common space in terms of how the HOA divides up ownership. There is also a vertical condominium plat showing each individual space or unit as being owned privately. Procedural issues were discussed. Staff recommended approval of the conceptual plat amendment for the Phylde Subdivision with the condition that the Commission work with compliance on the final site plan details that have been modified and then return to the Technical Review Committee with a preliminary condominium plat, which will be presented to the Planning Commission at a later date.

(19:47:37) Mr. Pochynok thanked staff for their assistance and explained that they are seeking subdivision plat approval sufficient to move forward with site work. One of the issues with the Unified Fire Authority was to provide 26 feet of space between the cars and the covered parking areas. When they last presented to the Commission they discussed the tradeoffs between having covered parking and losing a number of parking spaces to gain the covered parking. At that point they intended to place a six-foot barrier fence across the property lines, which would serve as a visual barrier between the residents on the condominium side and the single-family side. Mr. Pochynok indicated that they are providing one additional parking space beyond the minimum. There will be one designated space. Mr. Pochynok stated that the product has been well received and they have some sort of commitment for one-third of the units from qualified buyers. They provided staff with an indication of where the public and private ownership is in the condo units.

Chair Snow opened the public hearing.

One written comment was received from Ms. Jones who felt that the proposed building is too high. She stated that there are no three-story condo buildings in Holladay and she did not think it should be allowed. She also questioned whether it complies with the Holladay Village design standards. Chair Snow clarified that it does comply with the standards. The issue before the Commission tonight deals with platting, title, ownership rights, and alignment of the lots.

Mr. Teerlink indicated that two public hearings are required. One was held prior to conceptual site plan approval at which time the massing of the building and the fundamental elements were addressed. The second public hearing was being held tonight to amend the subdivision plat and create a one-lot condominium.

(19:57:18) Kate Johnson, a Kentucky Avenue resident, asked about the walkability of the complex. She stated that the project is three stories tall, is completely fenced, and provides no walkability for the neighbors. All of the garbage and parked cars from the project will overflow onto neighborhood streets while the residents will have an oasis and a gated area. That presented a problem for Ms. Johnson who stated that visually the project is a monolith.

Carl Cox gave his address as 2370 East Phyliden Drive and had no concern with vacating the two properties and combining them into one. He commented on guest parking and recalled that it was mentioned that there would be one stall for guest parking. That was of concern to him as a property owner on the street as he wanted to avoid cars being parked in front of his home.

Pavel Dopita gave his address as 4581 Clearview Street and stated that he was not informed of any meetings even though he provided his email address and phone number on more than one occasion to the City. They were also told that the building would have a flat roof with the exception of the towers for the elevators. Mr. Dopita stated that many are opposed to the traffic that will be generated by the 100 or so residents that will live in the project.

There were no further public comments. Chair Snow closed the public hearing.

Mr. Pochynok noted that currently it is impossible to walk or drive through the property, so nothing was being taken away. In addition, the parking code contemplates the number of spaces based on the number of bedrooms in each unit and contemplates guest parking in that number of spaces. They are providing one additional parking place beyond the guest parking that is already contemplated.

Commissioner Ricks commented that sometimes people use their vehicle parking area for storage which will further diminish the actual parking. She wanted to prevent the parking area from becoming on-site storage, which was of concern to her as a resident. She asked if the HOA can specify a maximum number of cars that can be parked on the site. Mr. Pochynok stated that that will be within the purview of the HOA. He noted that one of the reasons the covered parking stalls go all the way up to the six-foot privacy fence is because there is a five-foot space behind each for storage. All of the feedback they have received from qualified buyers was from people ranging in age from 50 to 55 and over.

Mr. Teerlink explained that per City ordinance, one-bedroom units will be assigned one parking stall, two-bedroom units will have 1½ stalls, and three-bedroom units will have two parking stalls. Commissioner Carter explained that there is a balance between over parking and under parking. Parking issues were discussed. The possibility of permitted parking on the street for residents was mentioned. Chair Snow stated that if the residents desire on-street parking they can apply for it. Mr. Pochynok pointed out that in the site plan three ADA parking places were designated with access into the building. That took away three stalls that would otherwise be used for some other purpose.

A question was raised about the need for it to be a gated community. Mr. Pochynok responded that it is an issue of privacy for the owners. The intent was not to prevent public access. He explained that plenty of access was provided on both sides of the property for people on Phyliden and Murray Holladay Road to walk to and from the Central Plaza area.

(20:14:45) Kate Johnson gave her address as 2542 Kentucky Avenue and felt there was a problem in Holladay with all of the gated communities. To her, it seemed like they do not want to be part of the community and it detracts from the feel of the community. She was particular concerned about this project because it is in the middle of the walkable part of the City. Gating it off seemed unfair to other area residents.

One of the applicants, Chris Ensign, stated that they recently finished a 130-unit project and indicated that parking can be managed by the HOA. He explained that the buying demographic for these units are not families. Single buyers are currently one of the largest demographics. For that reason, he did not expect there to be excess spill over parking. In terms of walkability, the security exists for the protection of the residents. He noted that there is currently no walkability on the two parcels. Mr. Ensign was of the opinion that what is proposed will be an asset to the community. Their intent was not to exclude themselves from the community.

Carin Cloward gave her address as 2866 East Floribunda Drive and commented on parking. She expected that most people in the age range they are targeting will be married and likely still have two cars. She doubted there would be enough parking spaces for residents. Her complaint was with the number of cars the project will bring into the center of Holladay.

(20:22:25) Commissioner Ricks moved to approve the amendment to the Phylden Subdivision by vacating all of Lots 2 and 3 and combining their descriptions into the remaining metes and bounds description of Parcels 22-03-452-018 and 22-03-452-019 subject to the following:

Findings:

- 1. No material harm has been found by vacating Lots 2 and 3 from the Phylden plat.*
- 2. The plat vacation is necessary to combine all owned properties into one single description of the Grand Terraces Condominium plat.*

Commissioner Carter seconded the motion. Vote on motion: John Garver-Aye, Ann Mackin-Aye, Marianne Ricks-Aye, Alyssa Lloyd-Aye, Jim Carter-Aye, Chair Matt Snow-Aye. The motion passed unanimously.

(20:24:35) Commissioner Mackin moved to approve the conceptual condominium plat for the Grand Terraces Project located at 2340 and 2350 East Phylden Drive subject to the following:

Findings:

- 1. The project as a residential condominium plat complies with the Holladay Village Zone, Holladay Village Master Plan, and City of Holladay General Plan.*
- 2. The overall boundaries of the project have not changed.*
- 3. Residential density (39 units) have not changed.*
- 4. All emergency access and utility easements and construction details are shown.*

Conditions:

- 1. Work with the TRC to review compliance with the final site plan details as approved by the Planning Commission on December 6, 2016.*
- 2. Provide condo plat drawings with preliminary level ownership details*

Commissioner Carter seconded the motion. Vote on motion: John Garver-Aye, Ann Mackin-Aye, Marianne Ricks-Aye, Alyssa Lloyd-Aye, Jim Carter-Aye, Chair Matt Snow-Aye. The motion passed unanimously.

Commissioner Carter stated that concern was expressed about spillover parking from all of the activities in downtown Holladay into the surrounding neighborhood. The City commissioned a parking study that is available online. He explained that there is a lot of surface parking in Holladay. It was mentioned that in some areas parking passes are utilized so that parking is legal without a pass for one hour. That will prevent residents from parking on the street all the time. Those types of tools can be implemented by the City to control parking.

4. PUBLIC HEARING – Rick Service Retail Addition – 2304 East Murray Holladay Road.

(20:29:00) Mr. Teerlink reported that the applicant has been through the design review process for a new addition to his existing building on Murray Holladay Road. The building is located directly across the street from Sharon’s Café and east of the carwash. The proposal is to add an additional 1,100 square feet of new retail space. That will shift what is between the current building and Leslie’s property line to the east about six feet. The Design Review Board reviewed the architecture several times and came up with a recommendation per the design standards for the Village and recommended the Planning Commission approve the architecture. Conceptual and preliminary site plan approval was also up for consideration tonight.

The site plan showed the restriping of the entire site to accommodate 27 stalls or 2½ stalls per 1,000 square feet. In its entirety, the new building would have about 6,600 square feet of retail space. Mr. Teerlink explained that the retail component is important because the property is in the ground floor retail area of the Village. The Technical Review Committee reviewed the request and recommended approval of the design. Staff also found it to be in harmony with the Village standards and recommended approval of the concept and preliminary site plan.

(20:32:48) Nolan Mendenhall identified himself as the architect and gave his address as 4659 South Highland Drive. The intent was to add on to the three buildings on the site and create something that follows the theme of the existing buildings. Mr. Mendenhall stated that the client has not yet identified anyone as a tenant but has had conversations with brokers with regard to square footage and usage. A Starbucks or a small book store would be ideal for this type of square footage. The back corner could be used as a small professional office space location. In terms of compliance with fire access, Mr. Mendenhall indicated that he met with the UFA and discussed the access that would be required. A 20-foot access was agreed to, which required them to push the curb cut on the site to the east about six feet. The parking along the rear and side of the building was reconfigured.

Mr. Mendenhall indicated that the gross square footage of the building is 1,900 square feet. The net retail up front will be approximately 1,200 square feet and the office space behind will be around 576 square feet. There is a fire hydrant out front which makes it easily accessible for the UFA. No fire sprinklers were planned inside the building. In response to a question raised, Mr. Mendenhall stated that there is no landscaping requirement. It was suggested that the appearance of the rear area be enhanced somehow. Mr. Mendenhall stated that because of economics, the client’s intent was for that area to remain asphalt.

(20:39:13) Chair Snow opened the public hearing. There were no public comments. The public hearing was closed.

Chair Snow commented that what is proposed is what the City is looking for in terms of a strong street front along Murray Holladay Road and Holladay Boulevard. He observed that there are two dividing planter boxes to the side of each door and wondered if that was a possible landscaping addition.

Commissioner Garver expressed concern with the exterior lighting and suggested it be given more attention or a rendering showing how the light will spill onto the building. He liked the glazing since it will provide a glow below the canopies.

(20:45:25) *Commissioner Ricks moved to approve the building design of new retail space at 2304 East Murray Holladay Road based on the following:*

Findings:

1. *The new design and building material have been reviewed and recommended by the DRB.*
2. *The new addition complies with all required design guideline and principles per 13.71.090.*

Commissioner Lloyd seconded the motion. Vote on motion: John Garver-Aye, Ann Mackin-Aye, Marianne Ricks-Aye, Alyssa Lloyd-Aye, Jim Carter-Aye, Chair Matt Snow-Aye. The motion passed unanimously.

(20:46:35) *Commissioner Carter moved to approve the conceptual and preliminary plans for site modifications to accommodate the new retail space at 2304 East Murray Holladay Road based on the following:*

Findings:

1. *The project is in harmony with the Holladay Village Master Plan.*
2. *The site is an existing, conforming retail site.*
3. *Emergency access to all points have been maintained or improved.*
4. *The new site plan complies with the Holladay Village development standards listed in 13.71.080 and site plan standards listed in 13.08.*

Conditions:

1. *The final site plan shall be submitted for approval by the Technical Review Committee.*
2. *Utility service letters for the new retail space shall be provided at the time of final site plan review.*

3. *Upon determination of the Community Development Director, any significant modification to the site plan or building design/materials shall be submitted to the Planning Commission for approval.*
4. *The Commission would like to see planters within the property drawings.*
5. *The lighting study shall be conducted to show that the site is adequately lit and incorporate a fixture that illuminates the façade more uniformly. Review of the lighting issues shall be reviewed by the TRC.*

Mr. Mendenhall stated that currently the three existing buildings have lights that are mounted on the canopy shining upward to light the signage. There are also lights beneath that shine downward. They can mimic what has been done on the existing building, going forward. Chair Snow stated that they would not want any lights to shine up.

Commissioner Ricks seconded the motion. Vote on motion: John Garver-Aye, Ann Mackin-Aye, Marianne Ricks-Aye, Alyssa Lloyd-Aye, Jim Carter-Aye, Chair Matt Snow-Aye. The motion passed unanimously.

5. **CONTINUED – “Holladay Market” – Preliminary Site Plan – 4650 thru 4680 South Holladay Boulevard.**

(19:24:02) Mr. Allred presented the staff report and stated that the proposal involves the redevelopment of Block 2, which is across from the plaza. He reiterated that all of the issues that were outstanding have been resolved since the last meeting. On the north side of the building there will be stone planter boxes. They will also push the curb out on Phyliden two feet and there will be parallel parking on both sides of the street in addition to two 10-foot travel lanes.

The revised north building redesign looks good and everything but an awning was incorporated on the east side. Staff continued to review the lighting plan. There will be angled stalls with the north building. The Council seemed ready to approve the stalls slightly jutting into the right-of-way. They will build the stalls and maintain them since they will be on private property.

With respect to the parking stalls on 2300 East near the light at Phyliden, there is proper backing distance of eight feet plus the stall depth. In addition, the wider sidewalks will be installed. The developer was eager to get the on-street stalls. The change was noted on the new site plan. The architecture on the north building addressed the back side of the building. Glass windows were added at the base of the building and lights over the doorways. They also added decorative wall patterns above and below. Mr. Allred reported that they treated every part of the building. One awning will be added to the north side.

Mr. Allred reported that the dumpster was relocated to be further away from the condominiums being proposed by Mr. Pochynok. The perimeter fencing will be of a durable stone panel material. The developers declined to create a cross access between the two properties at the present time. The raised median on 2300 East all the way down to the intersection at Phyliden is important and will have a nine-inch raised curb that will be about six inches wide. It is intended to prevent all left turns into the new Harmons block. The cost was expected to be about \$11,000

but is critical. Mr. Allred reported that the issue with the depth and safety of the angled stalls has been resolved.

With regard to the lighting plan, Mr. Teerlink had several comments. Staff brought attention to the issue and recommended that if a motion is made tonight that that item be deferred to staff for final approval prior to building permit issuance. He noted that a better lighting plan was needed on the north building.

Mr. Allred commented on the conflicts between the signal pole and the balcony. He stated that they have moved the building four feet to the east. By moving the building, the pole no longer conflicts with the balcony. In addition, Salt Lake County is consulting with the City on the cost estimate to move the pole a few more feet closer to the right-of-way to create an even greater separation. He recommended the Commission give the developers the go ahead to design something attractive if that is the route they choose.

With regard to the redesign of the balconies, Mr. Allred stated that it is no longer an issue. Underground utilities are still of concern; however, with the building moving four feet to the east it will likely move the columns, the balcony, and the foundation away from the underground utilities, which are in the sidewalk. The retaining wall design will be replicated from the north building onto the Harmons building with the same brick veneer. By moving the building four feet, the area in the public right-of-way will be reduced. As part of the Development Agreement, they will provide the City with an as-built and graphics showing the basic areas where there will be encroachments by the balconies, railings, walls, and steps. Mr. Allred reported that the steps have been redesigned and are now significantly wider. There will be landscaping along the retaining walls to help screen the parking.

(19:31:07) Mr. Allred indicated that the overview of easements, encroachments, vacations, dedications, and other issues between the City and the developer will be handled by the City Council. The drafted Development Agreement is several pages long and very detailed. It will reference much of what has been discussed tonight. He recommended the Commission approve the preliminary site plan with final approval to be deferred to staff and recommend the site plan for everything within the property line. Those things that are outside the property line should be recommended because they are on City property.

A question was raised about the two parking stalls on Murray Holladay Road and if they are similar to the ones in front of Sharon's. Mr. Allred explained that the five stalls on Murray Holladay Road will convert to two. The area where the walkway is fairly wide at 12 to 13 feet, Harmons owns well into the sidewalk. The City Council and the City Attorney have spoken to the developer and agreed to vacate the City easement so that the building can be moved over the top. Mr. Allred doubted that the stalls would go any closer to Murray Holladay Road than they are currently. Commissioner Carter asked if a bus stop for the #45 bus going north up 2300 East would be a better use of the spaces in front of the store. Mr. Allred's understanding was that the current bus route will not change.

(19:36:32) Commissioner Carter moved to grant approval of the preliminary site plan approve in the Holladay Village Zone for Block 2 of the Kasey/Holladay Properties redevelopment,

also known as the Harmons Block, subject to the following recommendations from the Technical Review Committee:

- 1. Final site plan approval shall be deferred to the staff.*
- 2. Because some elements are in the right-of-way and are subject to the control of the City Council, the Planning Commission approves the preliminary site plan with the recommendation to the City Council for their approval for as outlined in the Draft Development Agreement between the City and Developer. (There may be modifications to the DA made by the Council as they prepare to approve it on 2/16, however, it is not anticipated that any such modifications will have a material effect on the site plan).*
- 3. Any changes to the site plan regarding issues noted above shall be included in the required construction plans as part of final approval.*
- 4. Work remains to be done on the Lighting Plan. The Planning Commission is comfortable having staff make final adjustments and grant final approval of the lighting plan.*

The applicant, Tom Henroid, joined the meeting and hoped the Commission could see that they listened and did all in their power to incorporate the comments made. The most recent change involving the four-foot pushback resulted in the loss of a landscaped strip. This allowed them to keep the balcony without a need for modification. Mr. Henroid expressed appreciation to the Commission for their assistance.

Commissioner Carter thanked Mr. Henroid for his willingness to continue to work with the Planning Commission and staff. He commented that this is an iconic project and it was important to all involved that it be a success. He was convinced that they had come up with the best possible design to ensure longevity and that it becomes an asset to the community.

Commissioner Lloyd seconded the motion. Vote on motion: John Garver-Aye, Ann Mackin-Aye, Marianne Ricks-Aye, Alyssa Lloyd-Aye, Jim Carter-Aye, Chair Matt Snow-Aye. The motion passed unanimously.

6. Approval of Minutes – December 6, 2016 and December 20, 2016.

(19:17:13) The minutes of December 6, 2016 were reviewed and modified. It was noted that the audio of meetings is available online.

(19:19:55) Commissioner Ricks moved to approve the minutes of December 6, 2016, subject to the changes noted and those that Mr. Allred will include. Commissioner Carter seconded the motion. The motion passed with the unanimous consent of the Commission.

(19:22:10) Commissioner Lloyd moved to approve the minutes of December 20, 2016, per the changes recommended by Mr. Allred. Commissioner Mackin seconded the motion. The motion passed with the unanimous consent of the Commission.

(19:23:23) *Commissioner Lloyd moved to modify the agenda and next address agenda item number five. The motion passed with the unanimous consent of the Commission.*

The Commission next addressed agenda item number five after which they resumed the agenda as printed.

DISCUSSION ITEMS

7. Ordinance Amendments.

(20:52:45) Mr. Teerlink reported that there is a concern with single-family developments that needs to be addressed through the Technical Review Committee (TRC). Typically there is a process of approval and staff would like to propose that residences go through that same TRC approval process. He noted that there has been a lot of transition in their department. The intent is to create an administrative process and procedure manual to ensure that there is continuity of service. Amendments will be forthcoming that pertain specifically to process and procedural issues. It was noted that TRC Meetings take place every Tuesday at 9:00 a.m.

Mr. Teerlink reported that the Tree Ordinance is before the Tree Board for a final recommendation, which will be forwarded on to the Commission for review. He explained that the majority of the ordinance will be based on the findings adopted in the new General Plan, which had to do with preserving tree canopies.

With regard to the Parking Code, Commissioner Ricks asked if there is a different Code for condominiums and multi-family housing. Mr. Teerlink explained that there are two tables. One is specifically for the Village and the other is for all other zones. Parking issues were discussed. Mr. Teerlink stated that there are neighborhood parking programs in place but they are difficult to enforce and people don't like them. There is also an issue with Zions who closes at 5:00 p.m. The office building next door closes at 6:00 p.m. He estimated that there are 80 stalls there that are vacant from 6:00 p.m. on.

ADJOURN

(21:04:32) *Commissioner Carter moved to adjourn. Commissioner Garver seconded the motion. The motion passed with the unanimous consent of the Commission.*

The Planning Commission Meeting adjourned at 9:04 p.m.

I hereby certify that the foregoing represents a true, accurate and complete record of the City of Holladay Planning Commission Meeting held Tuesday, February 7, 2017.



Teri Forbes, Minutes Secretary
T Forbes Group

Minutes approved: 3/21/17