



City of Holladay  
Planning Commission  
Annual Report

January 2009





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## **Preface**

The Planning Commission Annual Report summarizes the Commission's activity for the year ending December 2008. This report also includes summary information of City Council actions and other activities of the Community Development that may be of interest to Commission members.

The Community Development staff express their appreciation to the Planning Commission members for their selfless service and recognize their major contribution to the City of Holladay and to the health, safety and general welfare of its citizens.

### 2008 Planning Commission Members

Paul Shupe, Chair

Brad Scott, Vice Chair

Lori Khodadad

Cyrus McKell

Gene Carr

Richard Kimball

Lynda Shields



## **Summary of Planning Commission Activity**

2008 was a year of mixed activity for the Holladay Planning Commission. As noted in the table at the end of this section, the Commission acted on nearly the same number of matters as they did in 2007 but overall the number of projects coming to the Commission is shrinking. The majority of issues in 2008 were new subdivisions, primarily lots splits or three lot subdivisions. Only two new residential projects with attached units were approved. Several projects approved in the past two years were sent to the Commission for reapproval because building permits were never issued and the conditional use permits had expired. As the Commission's agendas are lighter, the Commission opted to begin working on long needed reorganization of the subdivision and zoning ordinances. Three Commissioners volunteered to work on the Ordinance Task Force and meetings were commenced in October.

Commissioners Gene Carr and Lori Khodadad were reappointed in June and both will serve for the next three years. For Lori, this is her first year with the commission and has been a valued addition to the group.

Staff and the Commission hosted the annual, state-wide Utah Chapter of the American Planning Association's Fall Conference in November. The theme for the Conference was "Planning Today for a Resource Constrained Tomorrow". Three excellent keynote speakers were invited to speak to the chapter.

Daniel Lerch, a program manager with the Post Carbon Institute, spoke on the challenges of municipal planning in the era of constrained energy resources. Meena Palaniappan, Director of the International Water and Communities Initiative, addressed the issue of decreasing clean water resources. Holladay's own, Kris Longson of General Growth Properties along with Kathy Olsen, spoke about the planning and redevelopment of the old Cottonwood Mall site. With a long list of other highly qualified speakers from the area, the two day conference drew record breaking attendance and from comments afterward, was timely and informative.

The staff also began work on a long overdue update of the General Plan which will kick-off with joint meetings with the Commission and Council in 2009.

Changes within the Community Development staff included the addition of Rick Whiting, Planner II who moved into Alma Haskell's office after Alma left to work with UTA and Katie McDermott, Administrative Assistant. Pat Hanson, City Planner and Jon Teerlink, Planner II continue to serve under Paul Allred, the Community Development Director. The Technical Review Committee, including the City's engineers, Tosh Kano and Clarence Kemp, our Fire Prevention officer from UFA as well as our building inspector, Kevin Hammond, continues to be an invaluable resource in the preparation and recommendations that support the decisions required by the Commission's role in the City.

Following is a more detailed review of the items heard by the Commission.

### **CODE AMENDMENTS**

**Section 13.05.100 Planning Commission Procedures -00-4-09,05** - *The Commission worked on streamlining their policies and procedures language through 2007-2008 and sent a new document to the Council. The Council suggested amending the ordinance language that requires Council approval of a document specific to the Commission. They felt that the Commission should make their own rules and struck the language from the ordinance.*

**Section 13.82.020- Definition for Gateway Signs - 08-4-03** - *This issue was also sent from the Council to the Commission for recommendation. The City had been in the process of designing and installing granite monuments in specific gateways areas for some time. It was brought to the attention of the Council that there was no provision in the sign code for these types of identification signs. The Commission recommended approval and the Council adopted the language.*



**Section 13.14.070(B)(2b) Building Height**, 08-4-04 - an amendment to reduce the allowed height of gable ends. *The Commission reviewed the language and recommended adoption. The Council was still working on the amendment at the end of the year.*

**Section 13.14.070 (B) (1b) Building Height**, - 08-4-05 - amending the calculation of the “building corridor”. *This was another issue that need tweaking in the new R-1 Chapter. The Commission recommended allowing a slightly relaxed calculation for corner lots and to allow a “transition” from the maximum height at the building corridor line to the required 20 foot height. The Council was still working on the language at the end of the year.*

**Section 13.14.080 Lot Coverage** -08-4-06 - Amendment to include purpose statement, definitions for “Impervious Surface” and “Permeable Paving”. *Since the new R-1 Chapter was adopted in 2007, staff noted that there was some problematic language in the new chapter regarding lot coverage. They suggested amending the chapter to include a way for applicants to exceed the lot coverage by other methods, trade-offs that would still meet the overall goals of the lot coverage language, mainly aquifer recharge, reducing storm water run-off, maintaining tree coverage and other similar goals. The Commission recommended approval of the proposed language. The Council was still working on the amendment at the end of the year.*

**Section 13.82.180, Prohibited Signs** – 08-4-08 -Amendment to allow the relocation of non-conforming billboard from the HV Zone. *This issue was sent to the Commission from the Council as part of the Holladay Village Project. The City needed to move a billboard from the Village to another location in order to redevelop the new streets within the project. The Commission recommended approval and the Council adopted the language.*

**Section 13.76.600 “Tree Protection”** 08-4-09 - Amend Existing Ordinance to Specify Tree Removal and Planting Guidelines on Public and Private Property, Including Guidelines on the Creation and Procedures of a Community Tree Board. *The Council requested staff revisit the tree protection language in the ordinance to strengthen the language after some incidents where trees were removed from the right of way and along a canal bank. Also, the City would like to become a “Tree City”. New language was sent to the Commission who recommended adoption. The Council was still working on the language at the end of the year and expected to adopt new language in 2009.*

**Section 13.76.040- Dwellings built over a property line** - 08-4-07 *This was language to address buildings built across property lines which requires a subdivision if the house is demolished and two new houses are requested. The Commission recommended approval and the Council adopted the new language.*

**Sections 13.04 and 13.76 Fence Heights** -08-4-10 - *This was language to allow fences in rear yards to be constructed up to eight feet if all the neighbors agree. The Commission recommended approval and the Council adopted the new language.*

**Section 13.82.180- Prohibited signs** - 08-4-08 - Amendment to allow the relocation of a billboard from the Holladay Village. *This matter was sent from the Council to the Commission after extensive negotiations with the owners of the billboard on the corner of Holladay Boulevard and 2300 E. The Commissioners agreed that this would be necessary to ensure the redevelopment of the Village area and supported the amendment.*

**Section 13.04 Definitions** - 08-4-02 - *This was language to clarify the definition of multiple family dwellings and attached dwellings. The reviewed the proposed definitions and voted to recommend adoption of the amendment. The Council agreed with the Commission’s recommendation and adopted the new language.*

#### **CONDITIONAL USES**

**Verizon Wireless** - 96-2-01,02 - 4720 South Holladay Boulevard - *This was a request for a co-location on the existing telecommunication pole behind Frampton’s Cleaners. The request was sent to the Design Review Board who worked out the architectural details with the applicant. The matter was then sent onto the Commission and the site plan was approved by the Commission.*

**McDonald’s** -05-2-18,01 - 1879 E Murray-Holladay Rd. *This was a request for a total reconstruction of the*



existing building and site layout. Normally, a rebuild would not go to the Commission except in this case, the site is over 1 acre and requires conditional use approval of the new site. The Commission worked with the applicant to get upgraded materials on the building and allowed the current, nonconforming pole sign to remain. During the approval process, the Commission agreed that a new commercial zone chapter is warranted. The Ordinance Task Force will be working on this during 2009.

**Oakmont Carwash** -07-2-06,01 - 4034 S 2700 East - This was a request for a minor amendment to the approved building materials on the carwash. The owner was concerned the building might be susceptible to graffiti and did not want to have to clean the brick wainscoting that had been approved. The Commission granted the amendment and the new structure does not have this architectural feature.

## HOME OCCUPATIONS

**“D” Extreme Taxidermy** - 08-2-02 - 5295 S Holladay Boulevard - This was a request to do mounting of processed skins in the applicant's home. Several protest letters from the neighbors were received after the initial notices were sent and so the application was forwarded to the Commission for approval. The Commission visited the site and talked with the applicant and approved the application.

**Mimi & Me Creative Dance** 08-2-04 - 2369 E Shadowwood Circle- This application was sent to the Commission after a neighbor expressed concern that children were crossing the street to access this business. The applicant teaches dance to preschoolers on two days a week and did not realize she needed a business license and a conditional use permit. The Commission visited the site and with recommendations from the building official and fire prevention officer, approved the conditional use for a home occupation with customers subject to compliance with building and safety recommendations.

**Mountainside Music** 08-2-05- 2595 E Venus Circle - The applicant repairs and reconditions musical instruments and he requested a conditional use to allow customers to come to his home. The Commission visited the site and talked with the applicant and approved the application.

## CONDOMINIUM CONVERSIONS

**Gates Offices** – 5160 South Highland Drive- This project was approved in 2007 as a mixed-use project. The site has an office building and a duplex. In order to facilitate financing the project, the applicant asked the Commission to approve a conversion to condominiums. The Commission approved the request.

**Holladay Cove Condominiums** – 07-1-10 - 4136 S Highland Dr.- This application prompted the adoption of a new chapter in the ordinance to allow for condo conversions. The ordinance amendment was finalized in 2007. The Commission reviewed the 18-unit complex during the ordinance hearings,. They were aware that the density, parking and landscaping requirements of the current ordinance could not be met without significant changes to the property but because the property was a legal non-conforming development, the Commission regarded the proposal as complying with the new ordinance. They voted unanimously to approve the subdivision plat and allow the conversion to condos.

## SUBDIVISIONS/PLAT AMENDMENTS

**Chateau Francais Amended** - 89-1-01-02 - 3658 East Chateau Park Cove.- This plat was originally approved by Salt Lake County and had specific building envelopes on the plat. After the applicant designed his house and sited it in accordance with the geologist's recommendation, the house did not meet those building envelope constraints. With concurrence of the City's Geologist and Engineer, the Commission approved the amended building envelope.

**Oak Canyon Valley View Subdivision** - 04-1-14 -6131 S Oak Canyon Drive - This was a request from the Schmidt Family to have the City recognize this half acre parcel, remaindered from the original Heugh's Canyon Subdivision plat, as having legal rights for a single family home. This property had been discussed and reviewed for some time without resolution. After taking advice from the City's attorney, the applicants agreed to go through a formal



subdivision process. When it finally came to the Commission, the applicant had decided to ask for a one-lot subdivision which met the 10,000 SF requirement of the zone, with the remainder of the property being included in the plat as a “non-buildable” parcel. The Commission reviewed the request and approved the plat.

**Larsen Subdivision** -07-1-02 - 4558 S Russell St - This was a proposal for a three-lot subdivision to create one new building lot at the end of Clear View Street on a total of .76 acres. The lots met the requirements of the R-1-8 Zone and the Commission approved the plat.

**Lynne Lane Subdivision**-05-1-06,01 - 4322 S Lynne Lane - This application was to combine and re-subdivide property that has frontage both on Lynne Lane and Albright Drive. The reconfigured plat included six lots with two of the lots having existing homes on them. The lots met the requirements of the R-1-8 Zone and the Commission approved the plat.

**Freeman Estates** -07-1-13 -2086 E 4415 South - This project was a simple a lot split on the bend in the street where Doris Way and 4425 South come together. The lots met the requirements of the R-1-8 Zone and the Commission approved the plat.

**Thompson Subdivision** - 7-1-15 - 1862 E Lincoln Ln - The request was for a lot split in the R-1-10 zone. Both lots exceeded 15,000 square feet in area and met the rest of the zone requirements. The Commission approved the plat.

**Poulos Valley View Estates** - 07-1-16 -2526 E Valley View Ave- Initially the Commission denied this three-lot subdivision on the basis of deficient area per lot because of the way the fire access was designed. After much discussion, the Commission approved a plat that had only two proposed lots. The applicant subsequently applied to the Unified Fire Authority for a variance to narrow the driveway and fire turnaround. Upon review and consideration, the UFA elected to grant the variance. This allowed more of the property to be counted toward the lot areas, enabling the configuration for a three-lot subdivision. The Commission reviewed the amendment and re-approved the subdivision for the three lots requested by the applicant.

**Regency Court Subdivision** - 7-1-18 - 2703 E Casto Ln. - The proposed project is a six-lot subdivision on 2.8 acres on Casto Lane and Regency Street. Designed as a gated community with entrances on Regency Street and Casto Lane, the lot configuration allowed for lots which exceeded the R-1-10 zone requirements. The project went to the Commission several times to work out details before it was finally approved. Additionally, the applicant was required to lease a small part of the right of way in Regency Street from the City for the gate.

**Castleberry Condominiums** - 07-2-11- 4904 S Highland Circle - This project was a four-plex in the RM zone on the street just west of the Creekside Shopping Center. Because of the configuration of the lot, a slight reduction in the building setbacks was needed to make the project work. The Commission approved the plan with the requested setbacks.

**Robinson Cove Subdivision** - 07-4-01,01 - 2110 E Murray Holladay Rd -This project was designed as a four-lot subdivision for two twin homes. Originally the Commission reviewed the proposal as part of a rezone request. The Council rezoned the property in 2007 and the Commission approved the site plan and preliminary plat in 2008.

**Floribunda Heights #2 Subdivision** - 08-1-01 - 2870 E Floribunda Dr -This application was for a lot split in the R-1-10 Zone. The newly created lot would be served by its own private driveway across part of the front lot connecting to Floribunda Drive. The Commission reviewed the proposal and approved the concept and preliminary plat.

**Sleepy Hollow Estates** - 08-1-03 - 2854 E Sleepy Hollow Dr. - The proposal was for a three-lot subdivision in the R-1-10 zone. The lot is on a hillside with an 11% grade. Two existing structures; a single-family residence and a duplex were proposed to be torn down and three single family homes be built. The property is in a secluded area on Sleepy Hollow Drive, a private road and backed onto the canal. A few days before the subdivision was approved, the property owners did some demolition and took out all the mature vegetation along the canal bank. The neighborhood was extremely unhappy and many citizens came to the Commission’s meeting. The applicant was required by the City Engineer to stabilize the bank with a new retaining wall. With the recommendation of staff that



*the bank stabilization would be done before any further construction, the Commission approved the preliminary plat.*

**Briarcreek Condominium II** - 08-1-04- 2420 E 4500 South - *This was a request by the HOA to amend the private and semi-private areas of the Condo project's site plan. The Commission reviewed the request and approved the amendment.*

**Nicole-Lindsay Subdivision** - 08-1-06 - 4787 South Holladay Blvd. - *The applicant requested approval for a lot split on this vacant, one-half acre parcel. Each of the two lots would be slightly over the required 10,000 SF. The property has no frontage on a public street but would be accessed by a private right-of-way through a parcel that has frontage on Holladay Boulevard. Part of the subdivision will require recording the access easement in its present location across the two parcels.*

**Woodside Heights Sub. Amendment** - 08-1-07 - 1813 E Woodside Dr - *This was a request to reconfigure the lot four lots into three. The Commission reviewed the proposal and approved the subdivision amendment.*

### **PLANNED UNIT DEVELOPMENTS**

**The Woods PUD** - 04-1-20-01 - 2714 E 6200 S - *This was a request for a reapproval of a final plat that had not been recorded within the year specified by the subdivision chapter. Since there had been no significant changes to the original approved plat, the Commission reapproved the preliminary and final plats.*

**Spring Creek Terraces PUD** - 06-2-09 - 1930 East Nunley Court - *This project was initially approved in 2006 but because of market pressures, was never started. The applicants asked the Commission to extend the conditional use and the preliminary plat hoping to be able to start development in the coming year. Since there is not significant changes to the original approved plan, the Commission granted the extension.*

**Renaissance Townhomes** - 07-1-09 - 4645 S Locust Lane- *This is a four unit townhome project in the Holladay Village Zone which had been working its way through the process for some time. The applicant worked with the Design Review Board to complete an architectural design for the buildings that would comply with the stricter standards of the zone. After several meetings with the DRB, the application was forwarded to the Commission with a favorable recommendation. The Commission reviewed the Board's recommendation and approved the project without any changes.*

**Dreyfous Farms PUD** - 07-1-19 - 5950 South 2300 East - *The concept plan for this 15 acre/5 lot PUD was approved in 2007. The preliminary and final plats were approved by the Commission based on that initial approval.*

**Holladay Cottages** - 07-2-09 - 2448 East 3900 South - *The concept plan for this six-unit townhome project was approved in 2007. The applicant proposed to build two single-family dwellings and two twin homes totaling six residential units. The site is located east of the Summerfield Condominiums on 3900 South. There is a gentle slope to the southwest and the site was cleared of structures, trees, and vegetation some time ago. The Commission approved the conditional use site plan and the preliminary plat based on the initial approved plan.*

### **OTHER ITEMS**

**Cottonwood Mall, Phase 1, Utility and Infrastructure Plan** - 08-1-02- 4835 South Highland Drive - *This is the first phase of the redevelopment of the Mall site. Having worked on the initial adoption of the Site Development Master Plan for the site, the Commission agreed that the request was in compliance with that plan and approved the request.*

### **STREAM SETBACK EXCEPTIONS**



**Priskos Exception** – 07-9-04 - 5247 S Cottonwood Lane - *The property is located at 5247 South Cottonwood Lane in the R-1-43 Zone. The 2.1-acre parcel is located adjacent to Big Cottonwood Creek and the applicant requested an exception to the 100-foot stream setback in order to plan and construct a single-family home on the property. Demolition of the previous home took place earlier in the year and was located approximately 70 feet from the stream with three accessory buildings that will remain. All are located within 50 feet of the stream. With a recommendation from staff and the City Engineer, the Commission approved the site plan and exception for the proposed home which would be approximately 70 feet from the Creek.*

**Winwood Exception** - 07-9-05 - 5974 South Holladay Boulevard -*The applicants requested an exception to the setback from Cottonwood Creek for this 1.19 acre parcel accessed off of Holladay Boulevard via a 20-foot wide private driveway. The previous home that was demolished was located entirely within the 100-foot stream setback area. The applicants proposed constructing the new home 70 feet from the creek. With a recommendation from staff and the City Engineer, the Commission approved the site plan and exception for the proposed home which would be approximately 70 feet from the Creek.*

**The following table recaps the Planning Commission’s Activity since 2000.**

Type of Application	2008	2007	2006	2005	2004	2003	2002	2001	2000 (9 mo.)
General Plan Amendments	0	1	3	3	2	3	2	3	1
Conditional Use Permits/Site Plan amendments	6	11	23	12	21	26	22	31	19
Rezones	0	2	5	2	3	2	4	1	1
Subdivisions, Plat Amendments. Lot line Adjustments/PUD	20	13	17	16	21	14	10	6	7
Stream Setback Exceptions	2	3	3						
Ordinance Amendment/PC Bylaws- (recommendations)	11	6	3	9	1	16	15	23	12
Condo Conversions	2								
Misc	1	1							
<b>Total</b>	<b>42</b>	<b>39</b>	<b>65</b>	<b>47</b>	<b>53</b>	<b>62</b>	<b>56</b>	<b>65</b>	<b>41</b>



### Items heard by the City Council in 2008, forwarded from the Planning Commission

The following matters heard by the Council were either forwarded from the Commission or had a direct bearing on decisions made by the Commission. In all issues where a PC recommendation was required, the Council agreed with the Commission's recommendation.

Project	PC Recommendation	Date of Public Hearing	Ordinance #	Date Adopted
Amendment to Chapter 13.82- Temporary Signs	approval	12/6/07	08-2	2/21/08
Amendment to Chapter 13.82- Relocation of Existing Billboards	approval	2/21/08	08-4	3/6/08
Amendment to Chapter 13.05.100- Planning Commission Policies	approval	3/27/08	08-5	3/27/08
Amendment to Chapter 13.04- Definitions for multiple family structures and attached Dwellings	approval	8/7/08	08-19	8/7/08
Amendments to Chapters 13.04 and 13.76 regarding Fence Heights	approval	8/7/08	08-20	9/4/08
Amendment to Chapter 13.76- Gateway Signs	approval	8/21/08	08-21	9/4/08
Amendment to Chapter 13.76.600- Street Trees	approval	11/20/08		continued
Amendment to Chapter 13.76.040 - Dwellings built over a property line	approval	11/20/08	08-24	12/4/08
Amendment to Chapter 13.14.070(B)(1b) -calculating the Building Corridor	approval	11/20/08		continued
Amendment to Chapter 13.14.070(B)(2b) -Graduated Height calculations	approval	11/20/08	08-25	12/4/08
Amendment to 13.04- definitions for "impervious surfaces" and "permeable paving" and amending 13.14.080- Lot Coverage	approval	11/20/08	08-26	12/11/08
Temporary Regulations regarding the approval process for shared parking	not required	not required	08-28	12/11/08



## **Board of Adjustment**

The Board met only twice during the year to hear variance requests. A special meeting was held in December to appoint a new chair, adopt a meeting schedule for 2009 and to approve the minutes of those meetings. Following is a brief overview of the items heard by the Board.

### **April 8, 2008**

**McPhail Variance Request** - 08-5-01 - 2705 E Spring Creek Road- The request was for a front and side setback variance to allow the new home to be setback as required on a private street, not those required on public streets. They also requested approval of the relocation of this section of Spring Creek Road. *The Board denied the setback request and recommended the City resolve the location of the street, not the Board.*

### **June 18, 2008**

**McDowell Variance Request** - 08-5-02 - 5856 S Brentwood Dr - The request was for a fence height variance from 4 feet to 6 feet. *The Board approved the request finding that it met the five criteria as required by the ordinance.*

### **December 15, 2008**

No variance requests were heard at this meeting.



## **Code Enforcement Activity**

Holladay City's Code Enforcement program as funded by the City Council as one part-time officer, Doug Brewer with intermittent help from other members of the Community Development Staff as needed. In 2008, the City received 827 complaints or violations (717 last year) and 47 additional cases which were still open from 2007. 21 open cases were carried over to 2009.

Complaints and "On Patrol" violations include (in approximate order of frequency):

1. Junky or weed infested yards, often producing rat harborage
2. Sidewalks not shoveled in winter
3. Graffiti (average hits 2 years ago were 1/ month, now 30 / month.)
4. Illegal signage—lost pet, items for sale, services, housecleaning, landscaping, garage sales, etc.)
5. Clear view issues—overgrown foliage blocking sidewalk or corner traffic view
6. Illegal construction activity – noise, parking, dirt on street
7. Illegal construction vehicle, trailer or RV parking
8. Multi-unit rental infractions usually causing excessive parking/activity
9. Abandoned, unlicensed, inoperable vehicles
10. Business license field follow-through—new buildings, home violations, uncertain renewals
11. Fences being built too high, inadequate setback or in the right-of-way
12. Abandoned furniture, refrigerators, etc.
13. Gutter/drainage changes which cause flooding
14. Improper dumpster use or placement

Some specific major solved cases this year:

1. Demo of the Cottonwood Lane "Graffiti Mansion";
2. Re-sale and yard cleanup of 2060 E Walker Lane;
3. New construction on site of demolished drug hangout at 3985 Highland Drive;
4. Sale/resuming construction of Chodis Lots at 45<sup>th</sup> South on 2700 E;
5. Demo of Kotter residence on upper Naniloa; and ,
6. the total removal of newsracks from City of Holladay.

In January of 2008, the Council asked the department to begin enforcing the prohibition on directional Real Estate Signs. This effort has been very successful and received with little negative comment from the real estate community.

The ongoing issue of the unfinished house on 5290 S, was finally resolved by the owner. However, the Tyvek covering "eyesore" has been determined legal by the city attorney and it will probably be some time before any siding is put up.

Rampant graffiti continues to be our greatest ongoing dilemma due to difficulty in detection and costs of correction.

Doug Brewer, Ordinance Compliance Officer



### Summary of Subdivision Activity Since Incorporation

New Subdivision	# New Dwelling Units	year	New Subdivision	# New Dwelling Units	Year
Marsh Estates	2	2000	South Moor	1	2007
Calloway	2	2001	Oakwood Cove	1	2007
Eastwind	3	2001	Collier	1	2007
Inverness	6	2001	Inverness Amended	0	2007
Highland Rose Ln	4	2002	Oakcrest #2	0	2007
Brian Clarke	1	2003	Haycock #2	1	2007
Angerbauer	2	2003	Castleberry Condominiums	3	2008
Applewood 2	2	2003	Floribunda Heights #2	1	2008
Holladay Oaks	11	2003	Lynne Lane Estates	3	2008
Giles	1	2003	Oak Canyon Valley View	0	2008
Le Jardine du Boulevard	3	2003	Regency Court	5	2008
Putnam	2	2003	Sleepy Hollow	1	2008
Harrison	1	2003	Thomson	1	2008
Chad Christensen	1	2004	Wander Woods	1	2008
Holladay Pines Estates	5	2004			
Liston	1	2004			
Phillips Park	9	2004			
The Woods PUD	3	2005			
Holladay Highlands No. 2 Lot 5 Amended	1	2005			
Hillsden Addition Amended	0	2005			
Holladay Highlands No. 2 Lot 5 Amended	1	2005			
27th East Estates	1	2006			
Cannon Townhomes	1	2006			
Chun Subdivision	1	2006			
Eastwind Amended	-1	2006			
Garden Village Townhomes	4	2006			
Holladay Gardens	8	2006			
Keuffel PUD	4	2006			
Landa Estates	1	2006			
Maryland Circle PUD	2	2006			
Oakwood Villa Estates	11	2006			
Stegner Place	4	2006			
Villas of Holladay	13	2006			
<b>TOTAL NEW LOTS</b>				<b>129</b>	



## Summary of Building Permit Activity

The City of Holladay has been issuing building permits since April of 2000. The Community Development staff reviews each permit for compliance with the land use regulations adopted by the City Council and the Building permit staff at Forsgren Engineering reviews each permit for compliance with the International Building Code.

During 2008, building permit activity showed a definite slowing from previous years. Most dramatic was the drop in the number of housing starts. 2008 was the smallest year since incorporation. The permits cover the following kinds of building activity:

Type of Work	2000	2001	2002	2003	2004	2005	2006	2007	2008
Single Family dwellings	29	28	28	53	41	57	61	62	22
Detached structures and pools in residential zones.	21	30	32	25	17	35	45	29	21
Fences and retaining walls		11	9	8	11	11	9	26	17
Demolition permits	12	24	11	22	22	44	38	47	25
Remodels, additions and other changes to existing residences	68	58	81	116	120	52	106	108	67
Mechanical upgrades	38	68	111	100	102	126	150	136	140
Multi-family dwellings	2 units	2 units	8 units	10 units	0	34 units	16	5 Bldg./ 19 Units	1bldg./5 DU
Tenant improvements at the Cottonwood Mall	10 Including M & F renovation	5 M & F renovation	1 M & F renovation	1	0	0	1	issued demo for first 4 buildings	Macy's interior/exterior remodel/ addition
Tenant improvements	18	27	25	23	13	28	37	17	21
Telecommunications facilities	4	4	1	2	0	0	1	0	1
Signs	10	13	18	21	23	19	31	19	18
Commercial Buildings/Quasi-public Buildings	0	5	3	8	4	3	0	2	2
<b>Total Building Permits issued</b>	<b>214</b>	<b>282</b>	<b>328</b>	<b>389</b>	<b>353</b>	<b>409</b>	<b>495</b>	<b>451</b>	<b>355</b>



### Summary of Business License Activity

The City of Holladay has been issuing its own business licenses since incorporation. In 2008 the number of Commercial businesses dropped slightly and most new businesses were home occupations. Due to the increasing economic stresses, many business owners are opting to move their office operations into home offices and many business start-ups are on-line retail and consulting services that no longer require a typical "store front". A query of the business license tables show the following;

**ACTIVE BUSINESS LICENSES** Total businesses -1,309

Commercial-	792
Home- 515	(440 phone and mail- 62 with customers or employees)
Non-profit	13
Temp -	4

**NEW BUSINESS LICENSES** (primarily for the years 2005 thru present)

From the tables below over the past four years we average about 14 new licenses per month.

Origination*	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	/month
2005	5	14	6	9	20	10	8	13	14	12	14	14	139	11.6
2006	18	19	31	16	16	16	14	19	22	15	29	17	232	19.3
2007	17	36	23	19	11	19	13	16	13	8	7	4	186	15.5
2008	14	21	6	19	18	9	14	11	18	12	7	9	158	13.1

\*590 licenses from SL County have no origination dates entered.

**INACTIVE BUSINESSES**

An average of 17 business files become inactive each month. (The 2007 numbers reflect the closing of Cottonwood Mall.)

Year	Inactive	/Mo
2004	205	17
2005	236	19.6
2006	197	16.4
2007	288	24
2008	approx. 115	9.5

**EMPLOYEES** total 5,535\* employees in 2008 (Just slightly above the 2007 numbers.)

Total Employees	#Businesses (C)	Empl.	# Businesses (HO)	Empl.	Total Employees
0	463		316		
1 to 4	247	559	31	57	616
5 to 10	139	985	6	39	1024
11 to 20	49	693			693
Over 20	43	2962			2985
					<b>5295</b>

\*Total Employee number also includes 13 Non-profit organizations which employ 182 persons.

Our largest employers are:

Macy's Department Stores, Inc.	4835 S Highland Dr	165
Highland Care Center	4285 S Highland Dr	220
Black Diamond Equipment, LTD	2084 E 3900 S	300
CHG Healthcare Services, Inc.	6440 S Millrock Dr., Ste 175	700

The Total number of employees that currently work in the four Millrock buildings is now 1,117.



## **Looking Forward**

In 2007, the Governor's Office of Planning estimated the City's population to be 25,527. As in past years, the City's expected growth rate is less than 1%. Holladay historically has experienced very slow growth and most development is infill or redevelopment of existing uses. This trend did not change during 2008.

2008 was a year of increasing economic stress for the entire region and Holladay followed that trend. The anticipated plans for the Cottonwood Mall redevelopment were put on hold, except for the stream relocation and its associated grading and the demolition. As expected, housing starts dropped dramatically from past year's totals. 2009 is expected to remain flat.

During 2008, the City finalized the plans for the redevelopment of the Village infrastructure. This project is set to begin construction in 2009 as well as a major sidewalk project along 3900 South. Talks with the developer of the old Video Vern's Corner began in 2008 and are expected to move forward to construction in 2009. The City also installed three of seven projected gateway monuments. These new monuments are located at strategic locations on the periphery of the City and help to identify the City's gateway areas.

Plans for the redevelopment of the City Center park and surrounding sport fields were finalized in 2008 and the first of several public hearings and open houses are scheduled for early in 2009. Part of the redesign of the property includes moving the existing fire station to a different location. Construction of the park and fire station will depend on funding and neither are expected to happen in the near future.

Since the Planning Commission's activity level is staying light, 2009 should be a good year to work on problem areas of the Zoning and Subdivision ordinances as well as beginning the required update of the City's General Plan.

2009 will also mean the loss of veteran Planning Commission members, Cy McKell, Lynda Shields and Brad Scott. The Commission will need new qualified members from Districts One and Two to fill those slots.



**Appendix A**

Planning Commission Rules and Procedures . . . . . 16  
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**BYLAWS OF THE HOLLADAY CITY PLANNING COMMISSION**  
**POLICIES AND PROCEDURES**  
(As adopted 3/27/08)

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 Members and one alternate Member. Members shall be appointed by the City Manager with the advice and consent of the City Council. To the extent possible, each Commission Member shall be selected to represent the City Council district in which he/she resides. Two Members shall be selected to serve at large. The alternate shall attend all meetings of Commission and shall take part and vote in the absence of a Member. The City Manager reserves the right to appoint the most qualified or capable candidates regardless of residence. Appointments shall be made to avoid over representation of any district.

**B. OFFICERS AND DUTIES**

The Commission shall elect a chair and a vice chair. The election shall take place annually at the first regular meeting of the calendar year. Commission officers may serve more than one term. The terms may be consecutive.

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.

**C. MEETINGS**

1. Utah Open and Public Meetings Act, UCA 52-4-101, et seq., shall provide the guidance for:
  - A. the conduct of general 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 general meeting with a specific starting time for each hearing shown on the agenda.
3. A quorum of the Commission shall consist of four or more Members.
4. Regular meetings shall be held on the first and third Tuesday of each month at 7:00 pm and shall end no later than 11:00 pm. A work session and/or field trip shall be held at 5:00 pm prior to each meeting. Meetings may be held at other times to accommodate holidays or other events with appropriate public notice.

**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 shall not participate in matters in which he/she has a conflict of interest. A Member declaring a conflict of interest in an issue before the Commission shall recuse him/herself, leave the table and not participate in the discussion or vote on the issue.



4. 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 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 to 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.

**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**

On some land use matters the Commission is a recommending body to the City Council. Joint meetings with the Council shall be scheduled for discussion of items of concern relating to the State Land Use Development and Management Act, the Holladay General Plan, and the Holladay Zoning Ordinance and Map. Suggestions and guidance for either the Commission or Council may be given with regard to appropriate amendments or administration of said planning documents.



## **RULES OF ETHICAL CONDUCT**

### **A. CONFLICT OF INTEREST.**

A member (a "Member") of the City of Holladay (the "City") Planning Commission (the "Commission") to whom some private benefit may come as the result of a Planning Commission action, should not be a participant in the action.

1. The private 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 unless a reasonable person would conclude that such membership in itself would prevent an objective consideration of the matter.
2. 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. The Member should not discuss the matter privately with any other Commission Member. A Commission Member experiencing a conflict of interest who fails to disqualify himself or herself shall be disqualified, and if a vote has been taken the vote shall be disallowed, upon motion and the affirmative vote of a majority of the balance of the Commission.
3. A conflict of interest may exist under these rules although a Commission 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 during a meeting with the other Commission Members and the City Attorney in order that a determination may be made as to whether a conflict of interest exists.
4. No Commission Member should engage in any transaction in which he or she has a financial interest, direct or indirect, with the City unless the transaction is disclosed publicly and determined to be lawful.
5. The Commission recommends that the City Council, in making appointments to the Commission, not attempt to exclude whole categories or associations of business, professional, or other persons in anticipation of conflict of interest problems. The service of competent people of good character need not be sacrificed. Their withdrawal from participation in matters before the Commission is necessary only in those specific cases in which a conflict of interest arises.

### **B. GIFTS AND FAVORS.**

1. Gifts, favors, or advantages must not be accepted if they are offered because the receiver holds a position of public responsibility.
2. The value of a gift or advantage and the relation of the giver to public business should be considered in determining acceptability. Small gifts that come in the form of business lunches, calendars, or office bric-a-brac are often, but not always acceptable. In cases of doubt, refuse. In cases of marginal doubt, refuse.

### **C. TREATMENT OF INFORMATION.**

1. It is important to discriminate between information that belongs to the public and information that does not.
2. Reports and official records of a public planning agency must be open on an equal basis to all inquiries. Official advice should not be furnished to some unless it is available to all.
3. 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.

4. Information contained in studies that are in progress in an agency should not be divulged except in accordance with established agency policies on the release of its studies. A public agency is not required to do its thinking out loud in public.
5. Private meetings between a Commission Member and applicants, their agents, or other interested parties are prohibited. It is inappropriate behavior to receive information outside Commission meetings. Partisan information on any application received by Commission 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.

**D. POLITICAL ACTIVITY.**

1. Membership in a political party and contributions to its finances or activities are matter of individual decision that should neither be required of, nor prohibited to, Commission Members.
2. The extent of participation in political activities should be governed by professional judgement as well as limited by an applicable civil service law or regulation.
3. The powers of the Commission 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 Commission Member should not be used to obtain contribution or support for a political party and should not be used to obtain partisan favors.
4. 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.