

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

**Tuesday, May 19, 2015  
6:30 p.m.  
Holladay Municipal Center  
4580 South 2300 East**

**ATTENDANCE:**

**Planning Commission Members:**

Les Chatelain, Chair  
Matt Snow, Vice Chair  
Spence Bowthorpe  
Chris Jensen  
John Garver  
Jan Bradshaw

**City Staff:**

Paul Allred, Community Development Director  
Jonathan Teerlink, City Planner

**FIELD TRIP**

The Planning Commission took a short field trip to the proposed Cellular Tower site at the St. Vincent Catholic School at 1385 Spring Lane. The Commission Members observed the proposed location for the cell tower and asked staff a few questions before returning to City Hall. In attendance on the field trip were Community Development Director-Paul Allred, City Planner-Jonathan Teerlink and Commissioners Chatelain, Bradshaw, Jensen, Snow, and Garver.

**PRE-MEETING/WORK SESSION**

**1. All Agenda Items May Be Discussed. No Decisions Will be Made.**

(18:33:22) Chair Les Chatelain called the work session to order at 6:33 p.m. He stated that the Planning Commission had just completed a field trip where they visited the proposed location of the cell tower at the St. Vincent DePaul Church. Public comment would be taken on two of the action items along with several discussion only items.

Chair Chatelain introduced Jan Bradshaw as the newest Planning Commission Member.

The Thompson Day Care Conditional Use Permit was first discussed. The applicant wishes to increase the number of children that attend her place of business. Community Development Director, Paul Allred, stated that the request is for a conditional use which is allowed by the Code, however, potential negative impacts on surrounding properties should be identified. Conditional use permit requirements were discussed.

City Planner, Jonathan Teerlink, stated that the cell tower conditional use item is required to be a stealth pole because it is not directly attached to a structure. A monopole design was proposed and will resemble an artificial Christmas tree. It was noted that monopoles are not regulated as a public utility.

***(18:57:30) Commissioner Jensen moved to close the Work Meeting and move to the Council Chambers for the Regular Meeting. Commissioner Bowthorpe seconded the motion. The motion passed with the unanimous consent of the Commission.***

## **CONVENE REGULAR MEETING**

Chair Les Chatelain called the Regular Meeting to order at 7:03 p.m.

### **2. Welcome & Chair Opening Statement.**

Chair Chatelain welcomed new Planning Commission Member Jan Bradshaw.

## **ACTION ITEMS**

### **3. Thompson Day Care- 2550 East Venus Circle – CUP Amendment – R-1-8 Zone – Staff Planner: Pat Hanson.**

(19:04:17) City Planner, Pat Hanson, presented the staff report and stated that Jean Thompson has requested a conditional use permit for a daycare/preschool that can accommodate up to 12 children. She has a second care giver and the request has been approved by the Unified Fire Authority (UFA). Staff recommended approval.

The applicant, Jean Thompson, gave her address as 2550 East Venus Circle and stated that she is prepared to move forward with her business.

(19:07:14) Chair Chatelain opened the public hearing. There were no public comments. The public hearing was closed.

Commissioner Bowthorpe stated that it appears that parking and traffic are not an issue and this is an appropriate location for her business. Ms. Thompson confirmed that drop-off and pick-up times will be staggered. There were no traffic concerns.

(19:10:25) *Commissioner Bowthorpe moved to approve the Conditional Use request for a home occupation with customers at 2550 East Venus Circle in the R-1-8 Zone subject to the following:*

#### **Findings:**

- 1. The use is allowed by the zone in which the property is located.*
- 2. The use is compatible with the character of the neighborhood and provides a much needed service to the wider community.*
- 3. Vehicular access to the site will not materially degrade the existing level of service of the abutting streets and the required off-street parking is provided by the use.*
- 4. Hours of operation of the proposed conditional use are in keeping with the hours of activity or operation of other nearby uses and will not unreasonably impair the use and enjoyment of the abutting and adjacent properties.*

#### **Conditions:**

- 1. The daycare shall not be open for business on weekends.*
- 2. Ms. Thompson shall maintain an active Holladay City Business License and all State licensing required for this use.*

- 3. The structure shall meet all applicable building and fire safety regulations verified by documentation held in Community Development files.*

*Commissioner Snow seconded the motion. Vote on motion: Chris Jensen-Aye, John Garver-Aye, Spence Bowthorpe-Aye, Matt Snow-Aye, Jan Bradshaw-Aye, Chair Les Chatelain-Aye. The motion passed unanimously.*

**4. Cellular Communication Tower – St. Vincent de Paul Church Site – 1385 East Spring Lane – CUP – ‘P’ Zone – Staff Planner: Jonathan Teerlink.**

(19:12:25) City Planner, Jonathan Teerlink, presented the staff report and stated that the request is for a Conditional Use Permit for a monopole facility. The applicant, Verizon Wireless, has secured a lease from the property owners to construct a 52-foot stealth type cellular communications tower. Staff determined that it meets the needs of a stealth facility in the Public Zone, is under the maximum height allowed, and has added additional recommendations for consideration. Staff recommended approval based on the requirements in Section 13.83 of the Wireless Communications Facility Ordinance.

Jared White was present representing Verizon Wireless and gave his address as 1894 West 1690 South. He stated that the proposal included a mono pine design, which was chosen mainly because manufactured trees tend to flare and impose on surrounding trees. They have had success with the mono pine in other cities. Along with a small cement pad enclosure portion, there will be a weed barrier and gravel installed to maintain the area. Fencing will consist of chain link with slats. Different models were discussed.

(19:22:12) Chair Chatelain opened the public hearing. There were no public comments. The public hearing was closed.

(19:25:02) *Commissioner Jensen moved to approve the Conditional Use for the Verizon Cell Bunker for the St. Vincent de Paul Church communications tower located at 1385 East Spring Lane in the ‘P’ Zone based on the following:*

**Findings:**

- 1) The applicant has secured lease agreements with the property owner, for a land use, which meets the Wireless Telecommunications standards for a Stealth monopole facility in the Public Zone.*
- 2) The use is an allowed accessory use in the Public Zone.*
- 3) The 52-foot height of the monopole is less than the maximum allowable height of 80 feet.*
- 4) The proposed method of disguising the monopole as a faux pine tree in order to blend in with existing stand of pine trees on the site is considered an acceptable way of hiding the height of a monopole.*
- 5) The facility is proposed to be a secure facility on private property and located a considerable distance from any residential zone boundaries.*

- 6) *The use is beneficial to Holladay residents and the public in general as a semi-public communications facility.*

**Conditions**

- 1) *The fencing is to be dark in color and presented to staff for approval, in addition to the color of slats for final review.*
- 2) *The trees are protected during construction as well as maintained on the site. If any damage to the trees occurs during the construction of the tower, they should be provided as a warranty with the work for at least a minimum of one year.*

*Commissioner Garver seconded the motion. Vote on motion: Chris Jensen-Aye, John Garver-Aye, Spence Bowthorpe-Aye, Matt Snow-Aye, Jan Bradshaw-Aye, Chair Les Chatelain-Aye. The motion passed unanimously.*

**5. Approval of Planning Commission Minutes; April 7, April 21, and May 5, 2015.**

(19:28:50) The minutes from April 7, April 21 and May 5, 2015 were reviewed and discussed.

(19:33:22) *Commissioner Jensen moved to approve the minutes of April 7, April 21 and May 5, 2015, with the corrections noted. Commissioner Garver seconded the motion. Vote on motion: Chris Jensen-Aye, John Garver-Aye, Spence Bowthorpe-Aye, Matt Snow-Aye, Jan Bradshaw-Aye, Chair Les Chatelain-Aye. The motion passed unanimously.*

**6. Text Amendment – Revised Driveway Exception (2) – Staff Planner: Jon Teerlink.**

(19:34:27) Mr. Teerlink presented the text amendment and reviewed the proposed language. He confirmed that the matter will be brought before the Planning Commission for a formal hearing and also put into a formalized document. He explained that if they were reviewing a Preliminary Plat for a proposed subdivision, they would require curb, gutter, and sidewalk on the Preliminary Plat. If it were a tear down and rebuild of a house that does not have curb, gutter, or sidewalk, they would write an appeal to staff to remove that requirement. The proposed language was discussed.

**7. Architectural Design Standards – Staff Planner: Paul Allred.**

(19:42:50) Mr. Allred reviewed the architectural design standards, for all attached residential development, issue recently raised by the Commission. Commissioner Jensen suggested reviewing areas in the Code that refer to the Design Review Board (DRB) and design standards and address areas that need to be revised. The formation of a committee was discussed.

Commissioner Bowthorpe recommended Commissioner Carter be appointed to serve on the sub-committee because of his resources and ability to provide comparative information. Mr. Allred explained that the premise is fairly simple. He believed that taking the multiple family areas and raising the bar in terms of their appearance will never be a regret.

Chair Chatelain reiterated that a recommendation was made that the Planning Commission put together a small sub-committee to provide guidance on this item.

**OTHER BUSINESS**

**8. Updates or follow-up on items currently in the development review process.**

(19:55:48) Mr. Allred stated that the Grand Holladay Condominiums' original team is now out and David Weekley Homes is now in first position and will likely be proposing new development on the site..

It was reported that staff received several proposals for residential facilities that are underway.

He indicated that several subdivision plats are in the review process.

Mr. Allred stated that the General Plan initial review will be taking place in the near future. June 10 was identified as the date of the next Advisory Committee Meeting.

The bid opening for the bike routes update with UDOT took place recently but results were not yet available. Staff submitted five new grant applications with Salt Lake County to complete the main spines of the revised bike plan.

Commissioner Snow asked the Commission to discuss and consider the treatment of the City's major roadways as they pertain to fencing and aesthetics such as the tunnel effect that solid walls and fencing have on the community. After much discussion, it was determined that another committee would be formed to discuss the matter in addition to the architectural standards. It was suggested that a mixture of Commissioners and City Council Members be included on each committee.

**9. Discussion about the Definition/Application of Land Use/Density in the RM Zone/PUD.**

**10. Report from Staff on Upcoming Applications.**

**11. Discussion of Possible Future Amendments to Code.**

**ADJOURN**

*(20:27:26) Commissioner Jensen moved to adjourn. Commissioner Snow seconded the motion. The motion passed with the unanimous consent of the Commission.*

The Planning Commission Meeting adjourned at 8:27 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, May 19, 2015.*



Teri Forbes, Minutes Secretary  
T Forbes Group

Minutes approved: June 30, 2015