

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

**Tuesday, December 10, 2013
7:00 p.m.
Holladay Municipal Center
4580 South 2300 East**

ATTENDANCE

Planning Commission Members:

Lori Khodadad, Chair
Les Chatelain
Spence Bowthorpe
Chris Jensen
Matt Snow

City Staff:

Paul Allred, Community Development Director
Rick Whiting, City Planner
Jonathan Teerlink, City Planner

PRE-MEETING/WORK SESSION

Chair Khodadad called the work session to order at 6:34 p.m. The Pledge of Allegiance was led by Scout Troop 551.

The agenda items were reviewed and discussed. Community Development Director, Paul Allred, detailed the remaining issues regarding the Tobermory Ridge Subdivision. Address signage was discussed as well as minor corrections to the plat. Remaining items included the pattern on the access roads, bonding, the pre-construction meeting, and the title report.

Mr. Allred reported that the stream setback exception text amendment, as well as the PUD, will be returning in January.

The minutes of the November 6 and 19, 2013, meetings were discussed.

The Commission discussed the possibility of reinstating regular Planning Commission field trips. Mr. Allred detailed the benefits of visiting proposed sites and taking a more hands-on approach to properties in question.

(19:01:37) Commissioner Jensen moved to close the Work Meeting and convene the Regular Meeting. Commissioner Wright seconded the motion. The motion passed with the unanimous consent of the Commission.

CONVENE REGULAR MEETING

Chair Khodadad called the Regular Meeting to order at 7:02 p.m.

ACTION ITEMS

1. Tobermory Ridge Subdivision– 5105 S 1300 East - Final Plat – Planner Rick Whiting.
(19:02:45) City Planner, Rick Whiting, presented the Tobermory Ridge Subdivision as detailed in the staff report and described the 24-unit multi-family project, which is on 1.9 acres. With a few minor items that remain to be finalized, staff recommended approval of the final plat.

The applicant, Michael Brodsky, gave his address as 308 East 4500 South and stated that the current rendering details the architecture of the project, as requested. Landscaping was discussed. With regard to fencing, and as part of the CCR's document, a fencing plan was identified with specifications.

Commissioner Snow joined the meeting at 7:05 p.m.

(19:14:35) *Commissioner Jensen moved to approve the final plat for the Tobermory Ridge 24-lot subdivision located at 5105 South 1300 East in the RM zone subject to the following:*

Findings:

- 1. The proposed project has been previously approved by the Planning Commission for Conceptual Plan and Preliminary Plat;*
- 2. The proposed project has been reviewed by the TRC and it meets City requirements for Final Plat approval;*
- 3. The health, safety and well-being of the community will not be impacted by this development.*
- 4. This project incorporates appropriate use for this land. It will fit well with surrounding land uses and make a positive addition to the city; and*

Requirements:

- 1. Prior to recordation of the Final Plat at Salt Lake County – any remaining minor unresolved items as per the TRC must be completed;*
- 2. Bonding requirements, if any, will be determined by the City Engineer; and*
- 3. A pre-construction meeting will be required with the developer, their civil engineer and general contractor in attendance along with appropriate Staff and TRC members representing the City.*
- 4. The addresses are shown on the lots or on a schedule on the plat.*
- 5. The hatch patterns defining the right-of-way easements shall be corrected or verified to show the correct area with the legend.*

Commissioner Chatelain seconded the motion. Vote on motion: Matt Snow–Aye, Spence Bowthorpe–Aye, Chris Jensen–Aye, Les Chatelain–Aye, Chair Lori Khodadad–Aye. The motion passed unanimously.

2. Approve Minutes of the November 6 & 19, 2013 Meetings.

(19:17:07) Chair Khodadad suggested deferring approval of the minutes until the following meeting to allow additional time for review.

Commissioner Chatelain moved to defer approval of the minutes of the November 6 and 19, 2013, meetings until the first meeting in January. Commissioner Jensen seconded the motion. Vote on motion: Matt Snow–Aye, Spence Bowthorpe–Aye, Chris Jensen–Aye, Les Chatelain–Aye, Chair Lori Khodadad–Aye. The motion passed unanimously.

(19:17:23) Mr. Whiting was excused from the remainder of the meeting.

3. Election of Planning Commission Officers for 2014.

Commissioner Chatelain moved to nominate Commissioner Jensen to serve as Chair for the year 2014. Commissioner Bowthorpe seconded the motion. Vote on motion: Matt Snow–Aye, Spence Bowthorpe–Aye, Chris Jensen–Aye, Les Chatelain–Aye, Chair Lori Khodadad–Aye. The motion passed unanimously.

Commissioner Jensen moved to nominate Commissioner Bowthorpe to serve as Vice Chair for the year 2014. Chair Khodadad seconded the motion. Vote on motion: Matt Snow–Aye, Spence Bowthorpe–Aye, Chris Jensen–Aye, Les Chatelain–Aye, Chair Lori Khodadad–Aye. The motion passed unanimously.

4. Consider Reinstating Regular Planning Commission Field Trips.

(19:20:34) Mr. Allred confirmed that Councilman Palmer raised the issue of Planning Commission field trips during a recent work session with the staff and the City Council. He inquired as to why field trips are not being held. Mr. Allred explained that field trips are primarily meant to gather information and provide an overview of proposed projects. Appropriate meeting times were discussed. Commissioner Chatelain stressed the importance of consistency and fairness with respect to projects they choose to visit. City Attorney, Craig Hall, planned to present additional information concerning etiquette, rules, procedures, caution, and training regarding proper field trip procedures.

DISCUSSION ITEMS

5. Discussion of 2014 Development Outlook.

(19:44:00) Mr. Allred presented the outlook for 2014 and stated that several subdivisions are in the works and will be continuing throughout the upcoming year. Details regarding existing projects were discussed.

Food trucks were next discussed. Mr. Allred reported that the Food Truck Ordinance has been approved. Food trucks are permitted in commercial zones as they are a permitted use. Food courts are a conditional use.

Mr. Allred reported that the Village Center spaces are filling up. Several restaurants will soon be coming in and information on future tenants was detailed.

Mr. Allred reported that the City Council asked staff to begin work on the General Plan. He asked City Planner, Pat Hanson, to review previous notes and begin organizing information.

6. Planning Commission 2014 Training and Goal Setting.

(20:09:46) Chair Khodadad suggested Mr. Hall provide more frequent training to the Commission regarding legalities and procedure. Utah League and Citizen Planner trainings were also discussed.

Mr. Allred reported that the four main functions of the Planning Department are to plan, license, permit, and enforce. Suggestions or recommendations from the Planning Commission were welcomed.

OTHER BUSINESS

- 6. Updates for follow-up on items currently in the development review process.**
- 7. Report from Staff on Upcoming Applications.**
- 8. Discussion of Possible Future Amendments to Code.**

ADJOURN

(22:43:00) 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, December 10, 2013.



Teri Forbes
T Forbes Group
Minutes Secretary

Minutes approved: January 7, 2014