



SALT LAKE CITY PLANNING DIVISION

2012 ANNUAL REPORT

The Salt Lake City Planning Division is a division within the Community and Economic Development Department of the City. The Division, which includes 25 professional planners and three support staff, is lead by Wilf Sommerkorn, Planning Director. The Division provides general land use planning, historic preservation and urban design services to the City and also is staff to the Appeals Hearing Officer, Historic Landmark Commission and the Planning Commission. This annual report identifies the major accomplishments of the Division in 2012 as well as goals for the Division in 2013.

2012 SUMMARY

MAJOR HIGHLIGHTS OF 2012

1. Adopted 4th South Livable Communities Project
2. Adopted Small Neighborhood Business Ordinance
3. Adopted amendments to regulations relating to Alcohol establishments
4. Adopted Accessory Dwelling Unit Regulations
5. Planning Commission passed recommendation regarding revisions to Community Based Organizations Recognition Ordinance
6. Awarded "Best of E-Government" by City Weekly (for public engagement efforts).
7. Received National Digital Cities Award (for public engagement efforts)
8. Adopted various Historic Preservation Tools
 - a) Community Preservation Plan
 - b) Designation Criteria and Process
 - c) Character Conservation District ordinance
 - d) Historic Preservation Ordinance Fine Tuning
 - e) Guidelines: residential, commercial and signs

WORKLOAD COMPARISON TO 2011

- In 2012, the Planning Division received approximately 794 new planning applications. This number was slightly up from 743 total new planning applications the Division received in 2011 which is an increase of approximately 51 applications or a 7% increase.
- The Planning Counter in the One-stop Shop (Permits) assisted approximately 2,782 walk-in customers in 2012 which is an increase from 2,600 in 2011 of 7%.

BOARDS AND COMMISSIONS

In 2012, the Planning Division was staff to the Board of Adjustment, Appeals Hearing Officer, Historic Landmark Commission and Planning Commission. In 2012, the Board of Adjustment was replaced by the Appeals Hearing Officer in May of 2012. The Board of Adjustment met twice in 2012 and dedicated approximately 9 hours of their time. The Appeals Hearing Officer held 6 meetings and dedicated approximately 9 hours of his time. The Historic Landmark Commission held 12 public

meetings and volunteered over 353 hours of their time at the meetings. The Planning Commission met 22 times and volunteered over 584 hours at the meetings.

ACCOMPLISHMENTS BY PLANNING CATEGORY

LONG RANGE PROJECTS

MASTER PLANS & ZONING IMPLEMENTATION



1. Adopted Community Preservation Plan
2. Adopted 4th South Livable Communities Project
3. Planning Commission reviewing the West Salt Lake Master Plan
4. Completed preliminary visioning with the community for the East Bench Community Master Plan.
5. Completed preliminary visioning with community for Plan Salt Lake.
6. Selected consultant for the 9 Line Corridor Plan.
7. Completed visioning and outreach for the Sugar House Master Plan and Zoning Amendments relating to the streetcar.
8. Transmitted provisions to implement the Capitol Hill Community Master Plan in the RDA West Capitol Hill District through master plan and zoning amendments.
9. Planning Commission passed a favorable recommendation to implement the Central Community Master Plan and RDA development strategies in the West Temple Gateway RDA Project area through master plan and zoning amendments.

ZONING AMENDMENTS

1. Adopted the Unit Legalization Ordinance
2. Adopted Small Neighborhood Business regulation ordinance
3. Adopted modifications to the D-1 zoning district to prohibit the demolition of structures for surface parking lots.
4. Adopted amendments relating to Alcohol establishments
5. Adopted Mobile business regulation amendments
6. Transmitted Electronic sign regulation amendments
7. Transmitted revisions to the Use Tables and definitions of land uses.
8. Improve/ Clarify / Streamline Regulations / Processes
 - a) Adopted Ordinance to transfer the Authority for granting Special Exceptions to the Planning Commission and Historic Landmark Commission.
 - b) Adopted amendments to appoint a Hearing Officer to hear variances, appeals of administrative decisions and appeals of the Planning Commission or Historic Landmark Commission decisions -Adopted.
 - c) Adopted Conditional Use regulation amendments
 - d) Adopted amendments to clarify Grade Change measurement provisions.
 - e) Adopted revisions to the Home Occupation regulations
 - f) Adopted clarification of various aspects of the makeup of the Planning Commission including the number of members, the number of years in a term and what constitutes a quorum, etc.
 - g) Transmitted revisions to the Conditional Building and Site Design Review criteria and processes.

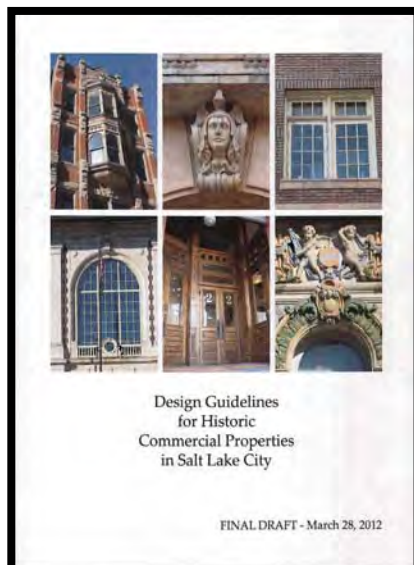


9. Sustainable City Code Initiative Petitions
 - a) Adopted Accessory Dwelling Units regulations
10. Drafted the City's first form based zoning district for the West Temple Gateway RDA project area. Planning Commission recommended approval of the district in January 2013.
11. Drafted a model form based code that can be applied to various types of neighborhoods based on the types of transit that serves the area. Will serve as a model for the Depot and Granary RDA areas and for the Sugarhouse Streetcar corridor.
12. Adopted pedestrian oriented zoning regulations along the 400 South LRT corridor.
13. Made modifications to the TSA zoning regulations to better address compatibility with adjacent, lower intensity neighborhoods.



HISTORIC PRESERVATION

1. Adopted Community Preservation Plan
2. Adopted Amendments to the local historic designation criteria and process
3. Adopted provisions to create Character Conservation Districts
4. Adopted Fine Tuning provisions of the Historic Preservation Overlay regulations
5. Adopted Sign Design Guidelines for Historic Districts and Landmark Sites
6. Adopted revisions to the Residential Design Guidelines for Historic Districts and Landmark Sites
7. Adopted Commercial Design Guidelines for Historic Districts and Landmark Sites- Adopted
8. Resurveyed the City-owned Landmark Site, the 29th Ward House in the Fairpark Neighborhood, to ensure it still meets Landmark Site criteria.
9. Designated the Wells National Register district boundary expansion on January 27, 2012.
10. Designated the Booth Parsons House, 1884 South 600 East in the National Register on May 8, 2012
11. Designated the Belvedere Apartments, 29 South State Street, in the National Register on May 8, 2012.



1950s era photo of the 29th Ward Meeting House in the Fairpark

CURRENT PLANNING

- Received approximately 763 current planning applications including rebuild letters, variances, special exceptions, appeals of administrative decisions, subdivisions, condominiums, alley and street closures, conditional uses, Certificates of Appropriateness and conditional building and site design reviews. This number was slightly up (approximately 7%) from 716 in 2011.
- The Planning Counter in the One-stop Shop (Permits) assisted approximately 2,782 walk-in customers in 2012.

CUSTOMER SERVICE

1. Completed the staff's "over the counter guidelines" for Historic Preservation approvals to decrease review and approval time for minor alterations.
2. Started to allow electronic submittals of minor alteration applications for locally designated sites and districts.
3. Placed direct staff contact info on the Planning Division website.
4. Updated all applications to be more user friendly.

PUBLIC OUTREACH

1. Planning Commission recommended approval of the revised Community Based Organizations Recognition Ordinance.
2. Continued work with new technologies such as QR Codes, SpeakUp Salt Lake, topical videos, expansion of the use of Open City Hall and a redesigned webpage to engage the public in planning matters. Awarded "Best of E-Government" by City Weekly for this work.
3. Created project specific websites using Wordpress for major projects and master plan projects. This enables us to keep content more relevant, demonstrate the chronology of the project and enables better social media sharing.
4. Used focus groups for input on various master plan projects.
5. Participated in testing run of a text based survey tool "Textizen" developed by Code for America fellows. Utilized survey for multiple projects and Envision Utah's Annual Benefit Luncheon.
6. Set up a public engagement and education store front in the Salty Lake City Main Library's "Share Space".
7. Organized a local Code For America Brigade, OpenSLC .



8. Held multiple open houses in libraries and other locations near the specific projects.
9. Utilized crowd sourcing techniques for public comment gathering; including chalkboard installations, and informal comment gathering at public events.
10. Set up an education and engagement booth for most major events in Salt Lake City including Downtown Farmers Market, Twilight Concert Series and local community fairs.



PROFESSIONAL DEVELOPMENT

1. Michaela Oktay became a Certified Planner with the American Institute of Certified Planners,
2. The Division's 11 Certified planners earned approximately 196 Certification Maintenance Credits.
3. Participated in training on historic preservation, GIS, public engagement, urban design, form based codes, land use law, ethics, government innovation, placemaking, and sustainability.
4. Took several on-line webinars relating to various planning topics.
5. Hired city's first Urban Designer, Molly Robinson in May, 2012.
6. Hired new Senior Secretary, Courtney Benson, with focus on Historic Preservation and Computer Graphics.



PROFESSIONAL OUTREACH AND RECOGNITION

1. Administered Planning Intern program- Hosted six interns in 2012 who volunteered 2,680 hours to the City working on various projects that not only helped the Division with its various projects but provided real life experience for the interns.
2. Several of our planners made approximately 15 presentations at local, statewide and national planning, business, preservation and other related conferences on topics including; sustainability, historic preservation urban agriculture, renewable energy, urban design, form based codes, transit oriented development, public engagement, walkable neighborhoods and other similar topics.
3. Taught University of Utah classes on "Politics of Planning" and "City in Literature" as well as served as guest speakers and project judges at various University classes.
4. Worked with University of Utah Students on various projects relating to the West Salt Lake Community, Urban Design and Architecture.
5. Served on the Utah Heritage Foundation Historic Properties Committee, City and County Building Conservancy Committee, Neighbor Works Salt Lake Housing Development Committee, State Historic Preservation Office Section 106 Consulting Parties committee, AIA Urban Design Committee, Local APA Executive Committee, Masters of City and Metropolitan Planning Admissions Committee at University of Utah and the Local Host Committee of the National Congress for New Urbanism Conference to be held in Salt Lake City in May 2013.
6. Worked with Public Services / Parks and Transportation Divisions on organizational process improvements and collaboration efforts.



MAJOR PROJECTS FOR 2013

LONG RANGE

MASTER PLAN

1. Finalize and institute a uniform process for development and format of Master Plans.
2. Adopt West Salt Lake Community Master Plan
3. Transmit the East Bench Community Master Plan Update and Foothill/Parley's Corridor Plan to the City Council.
4. Transmit "Plan Salt Lake" to the City Council.
5. Transmit the 9 line corridor plan to the City Council.
6. Continue work on the Downtown Master Plan including merging the area of the Gateway Specific Plan into the Downtown geographic area for a new Community Master Plan.
7. Continue to work on implementation of the Gateway Plan through zoning changes in the RDA Granary District.
8. Implement Gateway Plan through zoning changes in the Gateway RDA Project Area.
9. Adopt West Temple Gateway amendments in the RDA Project Area.
10. Adopt West Capitol Hill amendments in the RDA Project Area.
11. Transmit amendments to the Sugar House Master Plan and zoning map based on public process associated with the Sugar House Streetcar Line.
12. Work with the Transportation Division to transmit a Bicycle and Pedestrian master plan.
13. Analyze each Community Master Plan to determine the scope, time and priority of updating.
14. Adopt design guidelines for midblock walkways.



ZONING AMENDMENTS

1. Sustainable City Code Initiative
 - a) Adopt Recycling and Construction Waste Regulations.
 - b) Adopt Water Efficient Landscaping and Tree Protection Regulations.
 - c) Adopt Transportation Demand Management and Maximum Parking regulations.
 - d) Transmit Outdoor Lighting regulations.
2. Adopt revisions to the Subdivision Ordinance (including sustainability initiative of connectivity and solar orientation. Includes amendments to, and codification of the Site Development Ordinance)
3. Adopt new zoning for various parcels throughout the City for small neighborhood businesses as the second phase of the Small Neighborhood Business Zoning Project.
4. Adopt Electronic Sign regulation amendments.
5. Adopt revisions to the nonconforming chapter of the zoning ordinance.
6. Adopt revisions to the zoning text and maps to classify different types of open spaces.
7. Adopt regulations to allow city-owned property to be used for community gardens
8. Adopt zoning changes to portions of the East Liberty Park neighborhood to conform to existing single-family uses.
9. Adopt appropriate regulations to promote the creation of midblock walkways
10. Transmit amendments relating to modification to the residential infill regulations.



11. Transmit zoning modifications to accommodate a convention center hotel in Downtown, if necessary.

HISTORIC PRESERVATION

1. Adopt revisions to regulations relating to Economic Hardship and Demolition in Historic Overlay Zone.
2. Adopt design guidelines for locally designated multi-family structures.
3. Adopt design guidelines for locally designated open spaces.
4. Adopt design guidelines for Westmoreland local historic district.
5. Analyze the appropriateness of amending the boundaries of the Central City Historic District to remove those blocks that no longer retain their historic character.
6. Update the national register nomination for the Avenues Historic District.
7. Update the national register nomination for the South Temple Historic District.



CUSTOMER SERVICE

1. Prepare “how to” videos and brochures for various types of rehabilitation projects in historic districts.
2. Streamline the process for receiving all types of applications.

PUBLIC OUTREACH

1. Adopt revisions to the Community Based Organizations Recognition Ordinance.
2. Continue to develop alternative ways to engage the public in the planning process.
3. Explore methods to increase input from a more diverse population.
4. Launch and market SpeakoutSLC platform
5. Work with University of Utah students on various projects relating to the West Salt Lake Community and Granary District.



PROFESSIONAL DEVELOPMENT

1. Continue to encourage planners to obtain and maintain professional certifications.
2. Actively participate in the 2013 Congress of New Urbanism's national conference in Salt Lake City.
3. Find creative ways to allow more staff and appointed officials to participate in applicable training each year.
4. Continue to visit other local communities to learn about current practices and how to improve the planning and preservation functions in Salt Lake City.
5. Collaborate in teams with other related Divisions and Departments of the City on major projects, master plan development and Urban Design projects.