



# MEMORANDUM

PLANNING DIVISION  
DEPARTMENT *of* COMMUNITY *and* NEIGHBORHOODS

To: Historic Landmark Commission

From: Nick Norris, Planning Director  
Michaela Oktay, Deputy Planning Director

Date: May 5, 2022

Re: Update to Historic Landmark Commission Policies and Procedures

---

During the 2022 Utah Legislature, a bill was passed that required public bodies holding electronic meetings to establish policies and procedures for determining a quorum and voting when members are attending electronically. The bill became effective on May 4, 2022. In order to comply with the new regulations and to keep the option of holding electronic meetings, the Planning Division is proposing that the Commission consider the following changes to the policies and procedures:

- **Quorum:** changes identify what constitutes a quorum for electronic meeting. This includes adding a statement that if a commission has to recuse themselves, that the recused commissioner still counts toward the quorum
- **Voting:** The Planning Division and the City Attorney's Office are recommending that the prohibition on the chair voting be removed. The person conducting the meeting however will vote last because the chair has influence on the discussion on a particular item. The changes also address how voting should be conducted for both in person and electronic meetings.

The Planning Division is also proposing to modify the due date of the annual report from February to March. Other minor changes, such as numbering of paragraphs, fixing grammatical errors, and general formatting changes are also likely.

A draft version of the entire policies and procedures with the proposed changes are attached for your reference. Adopting the changes requires a vote of the commission.