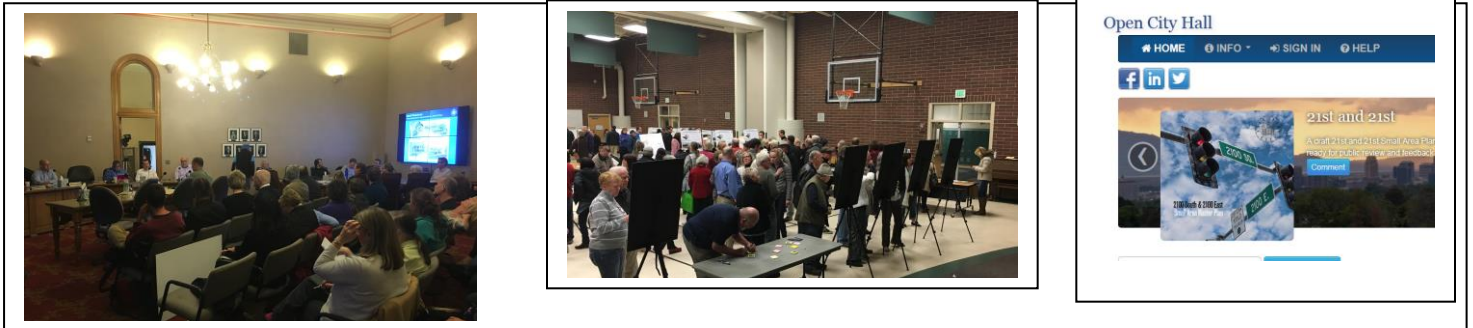


Early Notification Requirements

(Recognized Organization Ordinance Amendments)



What is the Project?

Salt Lake City strives to utilize best public engagement practices to educate, engage and receive input from the public at a level that is consistent with the scope of impact of a proposal or project. The City adopted rules to provide early notification to Recognized Community Organizations (including community councils) about specific types of projects within the City. In 2012, the City Council passed an ordinance that clarified the responsibilities of Recognized Organizations and various City Departments relating to that process.

In the recent past, it has become clear that the way the rules are written may be confusing. In addition in clarifying the rules, additional rules may be appropriate to ensure the intent of the early engagement process is being met. The Mayor and City Council have requested that City staff review and identify proposed changes to clarify the language in the rules relating to the early notification process and find ways to increase participation by the public, including but not limited to the Recognized Organizations, while balancing the needs of applicants to have a timely review process.

Why Make the Change?

The City has an obligation to have a balanced approach to the review of applications. Allowing for early notification and public input on projects that may impact an area is important. The information received through public engagement is used to help analyze whether the project meets the applicable criteria in City Code. On the other hand, it is important that the applicant has a predictable and timely review process. The proposed changes are an attempt to balance the public interest with the private property / applicant interests.

With the current ordinance and practice, property owners and residents within 300 feet of a project are not necessarily notified when a community council reviews the project. With an open house, the Planning Division sends a mailed notice to those owners of property or residents within 300 feet of the project, informing them of the open house and inviting them to participate. Notice of the open house is also sent to interested parties on the Planning Division Listserve, including all Recognized Organization Chairs, as well as to those individuals in the particular industry in which the proposed regulations may affect.

What Changes are Proposed?

How Early Notification Currently Happens	How Early Notification is Proposed to Happen
<p>Projects currently requiring early notification</p> <ul style="list-style-type: none"> • Alley Vacations • Changes to City Regulations • Conditional Uses • Demolition of contributing structures in local historic districts • Demolition of Landmark Sites • Master Plans and Master Plan Amendments • Planned Developments • Rezonings 	<p>Projects that would require early notification</p> <ul style="list-style-type: none"> • Alley Vacations • Changes to City Regulations relating to land use and development • Conditional Uses • Demolition of contributing structures in local historic districts • Demolition of Landmark Sites • Master Plans and Master Plan Amendments • Planned Developments • Rezonings • New Construction of multi-family and non-residential uses in local historic districts • Some Conditional Building and Site Design Review process projects Removing • Administrative Conditional Uses (like cell towers and utility boxes)
<p>45 day notice sent to recognized organizations</p>	<p>45 day notice sent to recognized organizations</p>
<p>An open house is required when:</p> <ul style="list-style-type: none"> • Proposal is an amendment to the text of the ordinance • Proposal is located within 600 feet of a boundary of two recognized organizations • Multiple recognized organizations request a presentation • The project is located west of 2200 West • The recognized organization will not meet within 45 days of receiving the notice 	<p>An Open house will be held instead of a presentation to a recognized organization if:</p> <ul style="list-style-type: none"> • Proposal is an amendment to the text of the ordinance • Proposal is located within 600 feet of a boundary of two recognized organizations • Multiple recognized organizations request a presentation • The project is located west of 2200 West • The recognized organization will not meet within 45 days of receiving the notice
<p>No notice is mailed to nearby property owners if the proposal is reviewed at a community council.</p>	<p>Notice of Application will be mailed to property owners and tenants within 300 feet of the project when an application requiring Early Notification is received by the Planning Division.</p>
<p>Open house notices sent to all property owners and tenants within 300 feet of the project. Notice is also sent to all chairs of recognized organizations via email.</p>	<p>Open house notices sent to all property owners and tenants within 300 feet of the project. Notice is also sent to all chairs of recognized organizations via email.</p>
<p>No public hearing can be held within 45 days of a notice being sent to recognized organizations.</p>	<p>Recognized organizations can choose to waive the 45 day notice.</p>
<p>No public hearing can be held within 45 days of sending notice of an open house</p>	<p>A public hearing can be held at any time after an open house is held.</p>
<p>Recognized organizations are not required to notify the city if a presentation is scheduled or if a presentation is wanted.</p>	<p>Recognized organizations would be required to let the City know within 14 days of sending the notice that they want a presentation</p>
<p>Recognized Organizations are required to notify the City of updates to their bylaws each year. If changes are made to their bylaws throughout the year, the City may not be aware of the changes until the beginning of each year.</p>	<p>The Recognized Organization would have 30 days to file a copy of changes to their bylaws with the City Recorder's Office. The changes could be filed with the Recorder's Office by any member of the Executive Board of the Recognized Organization.</p>

Get Involved

The City wants to hear from you. The City will provide various ways for you to voice your comments/ concerns with the proposed changes. Your comments will help City staff identify how to make the ordinance work for applicants, the public and decision makers.

If you would like to participate in smaller focus groups, surveys or other ways, please email Cheri Coffey at cheri.coffey@slcgov.com

The City invites you to a **Public Open House on Thursday January 19 from 5:00-7:00 pm** at the Sorenson Unity Center located at 1383 South 900 West. Staff will be available to provide information and listen to your feedback.

You can also provide input electronically through Open City Hall's *Recognized Community Organization Ordinance Proposed Amendments* topic at

http://www.slcgov.com/opencityhall#peak_democracy

Connect

To comment on the project, or to obtain more information, contact Cheri Coffey, Assistant Planning Director, at:

- Address: Salt Lake City Planning Division, 451 S State Street, Room 406, PO Box 145480, Salt Lake City, Utah, 84114-5480
- Phone: (801) 535-6188
- Email: cheri.coffey@slcgov.com.