

PLANNING COMMISSION STAFF REPORT

“Residential Condominium Conversions” Zoning Text Amendment Petition PLNPCM2008-00409 – City-wide January 28, 2009



Planning and Zoning Division
Department of Community and
Economic Development

Applicant: Salt Lake City
Council

Staff:
Nole Walkingshaw 535-7128
nole.walkingshaw@slcgov.com

Master Plan Designation:
City-wide

Council District: City-wide

**Applicable Land Use
Regulations:**

Review Standards:
• 21A.50.050 Standards for
General Amendments

Affected Text:
• 21A.56.060.B Planning
Official Duties and
Responsibilities
• 21A.62.040 Definitions
• 18.32.050 UBC Appendix
Chapter 3 Division V Added
Nonconforming Building
Conversion: Sections 346, 347,
351, and 352
• 18.32.020 Salt Lake City
Existing Residential Housing
Code: Purpose and scope

Public Notice:
• Notice Mailed January 15,
2009
• Posted to Planning Dept and
Utah State Public Meeting
websites January 15, 2009.

REQUEST

The Salt Lake City Planning Commission requested the Planning Division review the appropriateness of amending the Salt Lake City Code as it applies to residential condominium conversions.

- Clearly define “condominium”
- Determine what issues are currently being viewed as problematic
- Determine what mitigating trends might be occurring
- Opine as to whether or not the City has a pending problem
 - If there is a problem, identify it/them and recommend a course of action
 - If there is not a problem, explicitly identify upon what your determination is based

STAFF RECOMMENDATION:

Based on the comments, analysis and findings of fact listed in the staff report, Planning Staff recommends the Planning Commission transmit a favorable recommendation to the City Council to adopt the proposed text amendment for residential condominium conversions as shown in Exhibit A - Proposed Text Amendments.

Attachments:

- A. Proposed Text Amendments
- B. Public Comments
- C. Department Comments
- D. Residential Condominium Conversion Process

Background/ Project Description

Recently, the City began experiencing a substantial boom in residential condominium approval requests. Requests include new construction projects, conversions of existing non-residential buildings and conversions of existing apartment buildings. The demand for condominium conversion or new approvals is cyclical as market demand and financing availability vary. The market for residential condominium conversions typically arises when the price of single family homes increases beyond the reach of first time home buyers.

Condominium ownership of real property is authorized under Utah State Law, Title 57-8. Condominium ownership is a hybrid ownership form where the real property and the physical building structure and site improvements are owned in common in an un-divided interest by all owners within the condominium project. Individual ownership is restricted to the air space within the building, as shown on the required Condominium Plat or Map. Salt Lake City has also adopted a zoning ordinance which defines applicability and processes to approve or amend condominium projects within the City limits. Condominium approvals are also considered as subdivisions. Condominiums can be residential, commercial, office, or industrial in land use, and can be considered for both conversions of existing buildings or new construction.

The following table documents condominium approvals in Salt Lake City over the past three years.

Preliminary Approvals	# of Projects	# of Units Converted
2006	5	37
2007	18	338
2008	7	78
Total	30	453

The following is a list of items which have been reviewed and discussed by City Staff: *Please refer to Attachment A for a review of the proposed text amendments.*

Issues

- Clearly define “condominium”
- Is conversion used to avoid:
 - city regulations that deal with apartment licensing and inspections
 - minimal life safety and fire code
 - physical improvements
- Are condominiums sublet, negating community benefit of ownership?
- Is the existing apartment building suitable for condominium ownership conversion?
- City is unable to enforce minor and substandard housing conditions in rental units
- Potential for lower quality rental market
- Public safety issues with existing condo “loophole” on inspection requirements

- “Nuisance issues” Apartments v. Condominiums

Zoning

- Oversight for exterior building and site improvements:
 - Landscaping
 - Exterior repairs
 - Improvements to common areas
- Analysis of parking:
 - Surfacing
 - Control curbs
 - Number of existing parking stalls
 - Standard for number of parking stalls
 - Additional parking stalls
 - Alternative parking solutions
- Conversion not a “Change of Use”
- Land use types

Building

- Compliance with the Salt Lake City Existing Residential Housing Code
- Structural integrity
- Exterior building standards/condition
- Interior building standards
- Space and occupancy standards
- Light and ventilation standards
- Heating standards
- Sanitation standards
- Protection from the elements
- Safe and sanitary maintenance
- Fire safety-egress standards
- Installation of smoke detector system
- Common halls equipped with general automatic detection system with capability to send signal to remote stations
- Fire sprinkler systems in buildings with more than 3 units
- Compliance with chapter 18.96.050 (Fit Premises) Property Owner to Maintain the Premises and Each Dwelling Unit
- Exit Door(s) with panic hardware with occupant load of 50 or more
- Seismic upgrading

Staff has not identifies any issues with condominium approvals for new construction or for conversions from a non-residential use to a residential use in existing buildings, as these situations require compliance with and are reviewed in accordance with current zoning and buildings codes.

Condominium approval has traditionally been considered in City policy as a basic property ownership right and is not a separate land use by itself. The City has approved every requested condominium project. However, there is new concern among city regulatory staff that some of the old longstanding apartment buildings are being converted to condominium ownership as a way to avoid certain City regulations that deal

with apartment licensing and inspections and/or to avoid minimal life safety and fire code requirements and physical improvements to existing apartment buildings.

Under condominium ownership, the units may continue to be rented and not sold to individuals, or the units are sold to speculators or investors in blocks of units, who then continue to rent the properties often without coordinated management. When this occurs, not only are the City licensing, inspection, and life/safety regulations skirted, the City and neighborhoods fail to realize one of the potential benefits of condominium ownership, having owner occupants that are more likely to get involved in community affairs or neighborhood interests, and owners that will take better care of the physical appearance of the properties. Therefore, perhaps not all existing apartment building are suitable for condominium ownership conversion and it may no longer be in the City's best interest to facilitate all condominium conversions.

“Change of Use”: some community members have argued that the condominium conversion process qualifies the building to be subject to the current provisions of building and zoning codes as required by a “change of use”.

The Salt Lake City Zoning Ordinance defines a “Change of Use” as;

The replacement of an existing use by a new use, or a change in the nature of an existing use which does not increase the size, occupancy, or site requirements. A change of ownership, tenancy, name or management, or a change in product or service within the same use classification where the previous nature of the use, line of business, or other function is substantially unchanged is not a change of use. (See also definition of Land Use Type (Similar Land Use Type).

The adopted building code requires an existing building to meet current standards base on changes of occupancy which is defined in the International Building Code (IBC) as:

Change of Occupancy: no change shall be made in the use or occupancy of any building that would place the building in a different division of the same group of occupancy or in a different group of occupancies, unless such building is made to comply with the requirements of this code for such division or group of occupancy. Subject to the approval of the building official, the use or occupancy of existing buildings shall be permitted to be changed and the building is allowed to be occupied for purposes in other groups without conforming to all the requirements of this code for those groups, provided the new or proposed use is less hazardous, based on life and fire risk, than the existing use.

It has been determined by the City that the condominium conversion process is not a “change of use” or a “change of occupancy.” The conversion process simply reflects a change in ownership and as such is not subject to the requirements of a “change of use” or a “change of occupancy”. The City may require additional repairs, compliance and improvements as part of the Condominium Conversion process. These additional requirements are reflected in the current ordinance and identified concerns are addressed in the proposed changes.

State Code Amendments

Three areas in addition to the noted issues have been recommended for further study and possible adoption; these include requiring seismic upgrading, ADA compliance, and the installation of a fire suppression system. Each of these topics would require an amendment to the Sate Building Code, and are not a part of this proposed text amendment. This process requires an application, Request for Code Amendment, with the

State of Utah to be filed with the Department of Professional Licensing (DOPL). Staff may pursue State Code Amendments on a separate track and incorporate in to City Code should the State adopt the request.

Comments

Public Comments

An Open House was held on October 16, 2008. The Attendance Roll has been attached as part of the Public Comments Exhibit B. Written comments were specific to the “change of use” issue and a request that modifications to structures including the addition of mechanical equipment meet current building code.

Staff presented the proposal to the Salt Lake City Housing Advisory and Appeals Board on November 12, 2008. The HAAB was supportive of the proposal.

Other public comments received were in respect to the potential for requiring automatic fire sprinkler systems in conversions with three or more units. This requirement would require a state code amendment and will not be considered as a part of this proposal.

City Department Comments:

Engineering: doesn't have any comments directly affecting the proposed amendment. Please keep in mind though, that condominiums are defined in the City Code (20.08.300) as subdivisions and as such, they are subject to a Subdivision Improvement Construction Agreement if the required infrastructure warrants it. The infrastructure can include utilities, streets, street lighting, sidewalk, driveways on private property that serve a local neighborhood or community need, etc. Scott

Public Utilities: If the property is required to install a fire sprinkler system, then a fire line petition and connection fee must be completed and paid. In addition, if the property has never paid sewer connection fees then the property owner must also pay the fee of \$545 per unit.

Analysis and Findings

21A.50.050 Standards for general amendments.

A decision to amend the text of this title or the zoning map by general amendment is a matter committed to the legislative discretion of the City Council and is not controlled by any one standard. However, in making its decision concerning a proposed amendment, the city council should consider the following factors:

A. Whether the proposed amendment is consistent with the purposes, goals, objectives, and policies of the adopted general plan of Salt Lake City;

Analysis: The community master plan residential policies generally establish goals which aim to preserve existing residential opportunities, encourage providing a variety of housing types, sizes and prices in the community as a whole, encourage compliance with existing housing codes. The Salt Lake City Community Housing Plan encourages homeowner options allowing for equity-building alternatives such as condominiums, co-ops, co-housing, mutual housing and other models. The Housing Plan stresses the need for affordable housing stock and the maintenance, restoration and preservation of our existing housing stock.

Finding: The proposed text amendments provide additional refinement of the zoning regulations of the City's policies by providing greater detailed zoning regulations. Strengthen the role of the administrative review in order to identify site specific needs and is consistent with the goals and policies of the Salt Lake City Community Housing Plan. Additionally the changes made to incorporate the requirements of the Salt Lake City Existing Residential Housing Code meets the policy goals of meeting housing quality and safety, and permitting inspections of tenant occupied units by City apartment inspectors.

B. Whether the proposed amendment is harmonious with the overall character of existing development in the immediate vicinity of the subject property;

Analysis: The proposed amendment regulates the change of ownership of these dwelling units. Any additions, modifications or improvements are required to be reviewed and approved for consistency and compliance with current regulations including overlay districts.

Finding: The proposed amendment strengthens the need for a reinvestment in the dwellings, any additions, modifications or improvements are required to be reviewed and approved for consistency and compliance with current regulations including overlay districts.

C. The extent to which the proposed amendment will adversely affect adjacent properties;

Analysis: The purpose of the amendment is to strengthen and establish standards in the City Code as it relates to residential condominium conversions, such that the quality of the building is consistent with requirements of the Code and in compliance with the Salt Lake City Residential Housing Code. Additionally the clarified duties of the Planning Director should give better direction and control over the development and common areas.

Finding: The proposed text changes will provide a higher quality conversion which in turn should be a positive affect on adjacent properties. Additionally the clarified duties of the Planning Director should give better direction, and control over the developments amenities and common areas, allowing for the possibility of mitigating any known adverse affects on adjacent properties.

D. Whether the proposed amendment is consistent with the provisions of any applicable overlay zoning districts which may impose additional standards; and

Analysis: The development or modifications of any structures would be subject to the provisions of any applicable overlay zoning district. The occupation of and/or tenant finishing of existing building would also be subject to the provisions of any overlay zoning district. The proposed text amendment would not affect any existing overlay district standards.

Finding: The proposed text amendment is consistent with the provisions of any applicable overlay zoning districts which may impose additional standards.

E. The adequacy of public facilities and services intended to serve the subject property, including but not limited to roadways, parks and recreational facilities, police and fire protection, schools, storm water drainage systems, water supplies, and wastewater and refuse collection.

Analysis: The proposed ordinance should not place any additional burdens on public facilities and/or services. The City departments that provide public facilities and services have reviewed the proposed text changes and offered comments based upon their area of expertise. In some instances there may be additional requirement or fees due in order for the proposed conversion to comply with City regulations.

Finding: All pertinent City departments will have review authority on the any proposed conversions to ensure that any determined development impacts which may be associated with the new developments will be mitigated.

Exhibit A
Proposed Zoning and Building Ordinance Text
Residential Condominium Conversions

Proposed Text Amendment

Zoning Ordinance

21A.56.060 Condominium Conversion Process:

B. Planning Official Duties And Responsibility:

3. **Previous Conditions:** The planning official shall review applicable conditions on the use or building imposed by ordinances, variances, and conditional uses.

4. **Site Improvements:** The planning official shall review the proposed building and site plans and shall have the authority to require additional improvements to be made to the existing site including but not limited to landscaping, exterior repairs, and improvements to common areas. This review shall include an analysis of the parking, including internal circulation issues, such as surfacing and control curbs. The analysis shall also include the number of existing parking stalls, noting any deviation from current standards. Based upon this information, the planning official may require construction of additional parking stalls on the site, or may require reasonable alternative parking solutions as outlined in section 21A.44.030, "Alternative Parking Requirements", of this title. The total number of parking stalls

21A.62.040 Definitions:

For the purposes of this title, the following terms shall have the following meanings:

"Change of use" means the replacement of an existing use by a new use, or a change in the nature of an existing use which does not increase the size, occupancy, or site requirements. A change of ownership, tenancy, name or management, or a change in product or service within the same use classification where the previous nature of the use, line of business, or other function is substantially unchanged is not a change of use. The conversion of existing residential units to condominiums is not a change of use. (See also definition of Land Use Type (Similar Land Use Type).)

Building Ordinance

(Amendment to Section 18.32.050)

SECTION 346. That subsection (5) is, amended to read as follows:

(5) The existing conditions meet the standards of the Salt Lake City Existing Residential Housing Code sections 18.50.140 Exterior Standards; 18.50.150, Interior Standards; 18.50.180, Space and Occupancy Standards; 18.50.190, Light and Ventilation; 18.50.200 Fire Safety-Egress. The building report, as required in City Code Section 21A.56.060, shall note all deficiencies; appeals of noted deficiencies may be addressed to the Housing Advisory and Appeals Board.

SECTION 347. That subsection (7) is, amended to read as follows:

(7) Installation of a smoke detector conforming to manufacturer's recommendations shall be installed in each dwelling unit as a local detection unit. If the building has a common exit hall or corridor then a general automatic detection system shall be install with the capability of sending a signal to a remote station.

SECTION 351. That subsection is a new subsection to read as follows:

All condominiums shall meet the requirements as listed in 18.96.050 (Fit Premises) of the City Ordinance.

Salt Lake City Existing Residential Housing Code

18.50.020 Purpose And Scope:

B. Scope:

1. Application To Existing Buildings: This chapter encompasses fire safety and structural integrity of existing residential buildings. Within the structures, the scope includes equipment and facilities for light, ventilation, heating, sanitation, protection from the elements, space requirements, and for safe and sanitary maintenance.
2. Owner-Occupied Versus Rental Properties: Except as specified in subsection B3 of this section, the standards of this chapter apply to the interior and exterior of all buildings, dwelling units and premises which are occupied on a rental basis. For buildings or dwelling units which are occupied solely by the owner and the owner's family, all the requirements defined as imminent danger or hazardous condition situations, and those affecting the exterior of the building and premises shall apply. Other interior standards do not apply to owner-occupied dwelling units.
3. ~~Condominiums: Residential condominium units shall be subject to only the requirements defined as imminent danger or hazardous condition. Other interior standards shall not apply to residential condominium units, nor to the interior common areas.~~

Exhibit B
Public Comments

Wayne,

Thank you for the input; I will include your concerns with the public comments. The change of use issue is a very difficult issue to work around, simply stating it as a change of use in the zoning ordinance does not address the more controlling factors within the Building Codes and State Code, our thought is that the inclusion of conformance with the Existing Residential Housing Code and strengthening the role and authority of the planning director in these matters we will be able to better accomplish the over all objective.

Respectfully,
Nole Walkingshaw

From: Wayne Green [mailto:wayne.green@cores.utah.edu]
Sent: Thursday, October 16, 2008 2:36 PM
To: Walkingshaw, Nole
Subject: RE: Residential Condominium Conversions Ordinance Review Petition# PLNPCM2008-00409

Nole:

Being unable to attend today's Tier 3 Open House, I wanted to forward the opinions of the Greater Avenues Community Council (GACC) for consideration. As you are well aware the GACC has had, and still has, serious reservations about condo conversions; especially the conversions of older, non-conforming apartments. The central issue deals with whether or not the conversion is a "change of use" which would require meeting current zoning standards as part of the conversion. Many of these older, non-conforming buildings are being converted to condos, exempted from current standards, which leaves many structural, maintenance, design and parking problems the ultimate responsibility of unsuspecting buyers. This process does nothing to improve the quality of our housing stock or our neighborhoods. Specifically, our issues are as follows:

1. City's use of the definition. Change of Use is defined in three areas of the city code dealing with Planning, Building Services and Public Utilities. Two of these areas, Building Services and Public Utilities, consider a condo conversion a change of use and furthermore, Public Utilities imposes a \$545 per unit charge for that change of use. For Planning to hide within the confines of section 21 and say that a condo conversion is not a change of use is to ignore the majority position of other areas of city government and possibly put the city at financial risk. A builder, who was charged by Public Utilities for a Change of Use, when realizing that Planning does not consider the conversion a Change of Use, might well challenge the charge levied by Public Utilities seeking a refund. If this discrepancy became common knowledge within the building community, widespread appeals could lead to a serious financial loss to the city.
2. Interpretation of the definition. We feel that Planning is taking an extremely basic interpretation of the formal definition by basically saying 'it was multi-family residential before and it is multi-family residential after conversion'. The only thing simpler would be to say that 'it was a building before and it is a building afterwards'. This position ignores a crucial portion of the definition which states **"...or a change in the nature of an existing use which does not increase the size, occupancy, or site requirements."** As pointed out by Planning's sister division (Building Services) in the original Board of Adjustment Staff Report on the GACC appeal of a condo conversion (Case #420-08-187), there is a significant change in the nature of use through a condo conversion. The facility changes from a licensed, single owner business, which is inspected under

unique standards and subject to city enforcement, to a mixed ownership status exempt from most of the previous standards. The condo is mixed ownership in that portions of the facility are individually owned while other "common" areas are jointly owned. So although there may still be 'multiple families' living in the building, they are most certainly living there under different circumstances. These references are provided in the attached document.

The GACC strongly urges a reconsideration of the Change of Use interpretation to define a condo conversion as a Change of Use. We have no objection to condo conversions per se, but we do object to older non-conforming facilities being allowed to slip through the process without bringing them up to current zoning standards. Under this situation builders are allowed to make only minimal cosmetic improvements before selling off the condos (at an increased price) to unsuspecting buyers. These new owners are then left with matter of ultimately making and funding necessary modifications through their owners association. Furthermore, adopting this interpretation would put Planning in agreement with the other city departments in managing condo conversions.

Sincerely,

Wayne F. Green
2008 GACC Chair

From: Walkingshaw, Nole [mailto:Nole.Walkingshaw@slcgov.com]

Sent: Wednesday, October 15, 2008 10:43 AM

To: drleslie99@aol.com; r.jarrett@comcast.net; angie.vorher@gmail.com; vickyorme@gmail.com; Harman@xmission.com; jaylil@sisna.com; polly@sisna.com; Wayne Green; christian.harrison@gmail.com; christian.harrison@gmail.com; gbrovers@aol.com; ccnc@rock.com; joelkb@mindspring.com; Margaret.brady@utah.edu; libertywells@msn.com; dmigib@xmission.com; gregg.morrow@schoolimprovement.com; hjbdcb@comcast.net; ellen@impactfactoryutah.com; Michael@newportutah.com; gkevinjones@hotmail.com; Isellre111@aol.com

Cc: Hunter, Esther; Comarell, Pat; Sommerkorn, Wilford; De La Mare-Schaefer, Mary

Subject: Residential Condominium Conversions Ordinance Review Petition# PLNPCM2008-00409

Dear Community Council Chairs,

For some time now Salt Lake City Planning and Building Services have been reviewing the issue of converting existing apartment buildings to condominiums. We are holding an open house on this issue October 16, 2008 from 5:30 to 7:00 in room 126 of the City and County Building. Hopefully the previous notice was received, just as an additional FYI I have attached the open house memo outlining the issues and proposed amendments, and we welcome your comments through the open house process or simply responding to this email.

Please feel free to forward this information on to anyone you feel may be interested in this important issue.

If you have any questions or concerns I can be reached at 535-7128 or by email at nole.walkingshaw@slcgov.com.

Thank you,

Nole Walkingshaw

Nole Walkingshaw

Salt Lake City Planning and Zoning
Senior Planner
801-535-7128

Scott,

Thank you for the input I will be sure to include it in the public comments and research our installation guidelines.

Nole

-----Original Message-----

From: Scott Kisling [mailto:scott.kisling@comcast.net]

Sent: Friday, October 10, 2008 2:48 PM

To: Walkingshaw, Nole

Subject: Residential Condo Conversion - Comment for PC

Nole,

Please consider requirements of water pipe freeze protection if this can be applied to the amendments under review.

Condo conversions often always include modification from central water heaters to individual water heaters. In many condo conversions a section of a balcony or patio are closed in to contain the new water heater. Without heat to that "water heater closet" pipes can freeze well before those in other parts of the building; the heat from the water heater itself is insufficient to prevent pipes around it from freezing, in part because the area must be vented for gas combustion. Many years ago Denver had a period of conversions, followed the next year by law suits due to water damage from freezing.

Thanks,

Scott Kisling

2409 Lynwood Drive

Salt Lake City, UT 84109

PLANNING DIVISION OPEN HOUSE

October 16, 2008

- Item 1. Halfway Homes
- Item 2. Zoning Ordinance Fine Tuning
- Item 3. Residential Condo Conversion

ATTENDANCE ROLL

PRINT NAME <u>Shawn McMillen</u> ADDRESS <u>1855 So. 2600 E.</u> ZIP CODE <u>84108</u>	PRINT NAME <u>Jerry O'Driscoll</u> ADDRESS <u>201 S Main #800</u> ZIP CODE <u>84011</u>
PRINT NAME <u>David W. Thompson</u> ADDRESS <u>14777 14777 Minuteman Dr. Draper, Utah</u> ZIP CODE <u>84020</u>	PRINT NAME <u>Michael Hughes</u> ADDRESS <u>704 5th Avenue</u> ZIP CODE <u>84103</u>
PRINT NAME <u>BRENT BUTCHER</u> ADDRESS <u>14777 MINUTEMAN DR</u> ZIP CODE <u>DRAPER UT 84020</u>	PRINT NAME _____ ADDRESS _____ ZIP CODE _____
PRINT NAME <u>CRISTINA CORUNADO</u> ADDRESS <u>201 S. MAIN ST #800</u> ZIP CODE <u>84011</u>	PRINT NAME <u>Nole Walkingshaw</u> ADDRESS <u>451 So State ST Room 406</u> <u>PO Box 145480</u> ZIP CODE <u>SLC UT 84114</u>
PRINT NAME <u>TIM ANKER</u> ADDRESS <u>175 E. 400 S. #700</u> ZIP CODE <u>SLC UT 84111</u>	PRINT NAME _____ ADDRESS _____ ZIP CODE _____
PRINT NAME <u>Dave Capaldi</u> ADDRESS <u>605600E</u> ZIP CODE <u>SLC UT 84102</u>	PRINT NAME _____ ADDRESS _____ ZIP CODE _____

LESLIE REYNOLDS-BENNS, PHD
WESTPOINTE CHAIR
1402 MIAMI ROAD
SALT LAKE CITY UT 84116

RON JARRETT
ROSE PARK CHAIR
1441 WEST SUNSET DR
SALT LAKE CITY UT 84116

ANGIE VORHER
JORDAN MEADOWS CHAIR
1988 SIR JAMES DRIVE
SALT LAKE CITY UT 84116

VICKY ORME
FAIRPARK CHAIR
159 NORTH 1320 WEST
SALT LAKE CITY UT 84116

MIKE HARMAN
POPLAR GROVE CHAIR
1044 WEST 300 SOUTH
SALT LAKE CITY UT 84104

RANDY SORENSON
GLENDALE CHAIR
1184 SOUTH REDWOOD DR
SALT LAKE CITY UT 84104

POLLY HART
CAPITOL HILL CHAIR
355 NORTH QUINCE STREET
SALT LAKE CITY UT 84103

WAYNE F GREEN
GREATER AVENUES CHAIR
371 E 7TH AVENUE
SALT LAKE CITY UT 84103

D. CHRISTIAN HARRISON
DOWNTOWN CHAIR
336 WEST BROADWAY, #308
SALT LAKE CITY UT 84101

BILL DAVIS
PEOPLE'S FREEWAY CHAIR
332 WEST 1700 SOUTH
SALT LAKE CITY UT 84115

THOMAS MUTTER
CENTRAL CITY CHAIR
EMAIL ONLY/ON LIST SERVE

JOEL BRISCOE
EAST CENTRAL CHAIR
PO BOX 58902
SALT LAKE CITY UT 84158

JIM FISHER
LIBERTY WELLS CHAIR
PO BOX 522318
SALT LAKE CITY, UT 84152

LISETTE GIBSON
YALECREST CHAIR
1764 HUBBARD AVENUE
SALT LAKE CITY UT 84108

GREG MORROW
WASATCH HOLLOW CHAIR
EMAIL ONLY/ON LIST SERVE

DIANE BARLOW
SUNNYSIDE EAST CHAIR
859 SOUTH 2300 EAST
SALT LAKE CITY UT 84108

ELLEN REDDICK
BONNEVILLE HILLS CHAIR
2177 ROOSEVELT AVE
SALT LAKE CITY UT 84108

MICHAEL AKERLOW
FOOTHILL/SUNNYSIDE CHAIR
1940 HUBBARD AVE
SALT LAKE CITY UT 84108

MARIELLA SIRAA/MARGARET
BRADY
EAST LIBERTY PARK CO-CHAIRS
EMAIL ONLY SEE City Council site

ARCADIA HEIGHTS/BENCHMARK
CHAIR
Vacant

MAGGIE SHAW
SUGAR HOUSE CHAIR
1150 WILSON AVE
SALT LAKE CITY UT 84105

OAK HILLS CHAIR
Vacant

KEVIN JONES
EAST BENCH CHAIR
2500 SKYLINE DR
SALT LAKE CITY, UT 84108

SUNSET OAKS CHAIR
Vacant

INDIAN HILLS CHAIR
Vacant

ST. MARY'S CHAIR
Vacant

Department Comments

Public Utilities comments submitted by Jason Brown

If the property is required to install a fire sprinkler system, then a fire line petition and connection fee must be completed and paid. In addition, if the property has never paid sewer connection fees then they must also pay the fee of \$545 per unit.

Engineering comments submitted by Scott Weiler

Engineering doesn't have any comments directly affecting the proposed amendment. Please keep in mind though, that condominiums are defined in the City Code (20.08.300) as subdivisions and as such, they are subject to a Subdivision Improvement Construction Agreement if the required infrastructure warrants it. The infrastructure can include utilities, streets, street lighting, sidewalk, driveways on private property that serve a local neighborhood or community need, etc.

Exhibit D
Residential Condominium Conversion Process

Residential Condominium Conversion Process Summary

The purpose of the following discussion is to outline the existing residential condominium conversion process. The process begins with a detailed application, Preliminary Condominium and following the processing of that application a Final Plat Application is required. The Preliminary Condominium Application requires specific details including; a building report identifying the cited requirements as per the ordinance, plat maps showing the properties common areas, units, parking, and other amenities, HOA documents and current title reports. Once the application has been submitted there is a routing of the information to various city departments for review and inspections. The Building Official and the Planners involved with the application will make site visits and note violations and necessary repairs or improvements to the property. These issues are noted in the Building Officials report and Planning staff report.

The Planning Staff report includes the comments and recommendations from the department review and prepares a list of required actions needing to be taken prior to the final plat recording. A public hearing before an Administrative Hearing Officer is required in order to finalize the preliminary application, this public hearing maybe appealed to the Planning Commission by an affected party, or the Applicant. The Administrative Hearing Officer, may forward the request to the Planning Commission, approve the application, or deny the application; a Findings and Order of the Administrative Hearing Officer shall be prepared.

The Final Plat Application, at this stage all required work, improvements or other requirements should be completed. This includes inspections on active permits and noted corrections on the plat. The application and a copy of the final plat are routed to the various city department for their review and confirmation that the noted corrections have been made, once all issues have been satisfied and work on the property completed the Applicant is asked to prepare a final mylar copy for routing signatures from division heads, the Mayor and final recordation is done with Salt Lake County Recorder.

This description of the process is a broad overview for more detailed information I am including links to the appropriate applications so that you may view the specifics if desired. These applications will be modified following the adoption of this proposal, should it be adopted.

Preliminary Condominium Application:

<http://www.slcgov.com/ced/planning/documents/applications/SUB/PreliminaryCondo.pdf>

Final Plat Application:

<http://www.slcgov.com/ced/planning/documents/applications/SUB/FinalPlatApplication.pdf>