



Memorandum

Community & Economic Development
Office of the Director

To: Salt Lake City Planning Commission

From: Nole Walkingshaw, Ray Milliner, and Julia Reynolds

Date: October 14, 2009

Re: Preliminary Briefing on Neighborhood Small Business Project.
Petition# PLNPCM2009-00615

At the request of the Mayor, the Planning Division is taking a comprehensive look at small businesses in neighborhoods of the City. It is well known that these businesses are an essential component to the sustainability and vibrancy of our neighborhoods, providing much needed services to the community. Many of them have been in their current location for more than 50 years and have become local institutions.

Over the last decade, the City has analyzed various ways to allow and encourage commercial land uses which provide important community gathering spaces, necessary services, employment and an enhanced tax base for the City. Various studies have been conducted to try and address how to encourage appropriate business and commercial activities while ensuring compatibility and mitigation of negative impacts. These studies included identifying the former B-3 zoned properties (early 1990s), creating a draft small neighborhood business zone (2000) and performance zoning (2002). The City has successfully been able to adopt changes to the non-conforming use regulations (2006) and changes to the parking requirements (2008) to address some of the issues. However, with the goal of sustainable neighborhoods and fostering the development of business to serve the communities, the Planning Division would like to undertake a planning process to address these issues in a more comprehensive manner. This issue has also been discussed by many interested parties including members of the City Council, Mayor's Staff and the Business Advisory Board.

As part of the process, the Planning Staff will contact all of the affected property owners and business owners about the proposal. The Planning Division will follow the City adoption process for zoning map amendments which includes citizen input and public hearings with the Planning Commission and City Council.

This petition may affect non-conforming business uses as well as businesses that are currently zoned for lower intensive commercial uses. Therefore, the process may also include modifications to the existing RB, CN, CB and other similar zones as well as potentially creating a new Small Neighborhood Business zone to address the issues. Policies in the Futures Commission Report (1998)

and the Central Community Master Plan support this idea. In addition, it is consistent with the goals of walkable communities and sustainability.

Staff has made some initial progress on the project which has been included in the attachments and is seeking review and direction from the Planning Commission.

Outline of Expectations

Planning Staff has developed an Outline of Expectations for this project. The purpose of this is to clearly identify the goals, objectives, parameters and expected products. This outline of expectations is to be reviewed and discussed by the Planning Commission, Administration, and City Council early in the process. The purpose of the discussion is to identify these items so that the project not only meets the expectations but also does not move in a direction which is outside of the scope or inconsistent with the decision makers direction. (See Attachment A)

Process and Packaging for Review

This is a very extensive project, with the possibility of amending the zoning classifications of over 100 parcels. Staff is looking for direction from the Planning Commission on how to present or prepare the information for the Planning Commission to enable it to fully consider the issues and make a recommendation to the City Council.

Options:

A) Complete the inventory and recommended worksheets city wide and process the entire package in a single process. This would include all of the text amendments and map amendments at the same time. This would allow review of the city-wide policies at one time to ensure their fair implementation throughout the City. However, the process may get bogged down by specific zoning map amendment issues on any one property or area of the City.

B) Complete the inventory and recommended worksheets for processing all of the applicable sites in single planning community as a package along with associated text amendments; i.e. new zoning classification and other design, use, setback recommendations.

C) Process all of the text amendments as a package and all of the zoning map amendments as another package.

D) -Other

Attachments

- A) Outline of Expectations**
- B) Inventory Worksheet for Greater Avenues Planning District**
- C) Sample Property Worksheets**
- D) Timeline Project Management Guide**
- E) Outline Of “Small Business Toolbox”**

**Attachment A – Outline of
Expectations**

Small Neighborhood Business Analysis and Survey Project

Outline of Expectations

Goals

The goal of the Small Business Analysis and Survey Project is to complete a comprehensive study of the small businesses located in the residential neighborhoods of the City, to identify nonconforming uses, and apply appropriate zoning to commercial uses in primarily residential areas. It is expected that the Planning Staff will work with business owners, property owners, community leaders, citizens, and interested parties to achieve the goals of the project. It is expected that multiple opportunities will be provided to the public to comment and review the proposed amendments and documents through open houses, task force reviews, public hearings and surveys.

Objectives

- Create an inventory of all small commercial uses in residential zones (generally the “R” zones, RMU, RB, CN, CB and RO zones etc). Inventory will be divided into Planning Communities.
- Research other communities and publications regarding these issues, in order to develop some “Best Practice” policies and recommendations.
- Develop a new zoning classification currently titled “Small Neighborhood Commercial”. The district is intended for small sites in or near residential neighborhoods, sites may include midblock small commercial uses. Generally applicable to existing commercial uses meeting these criteria.
- Develop and publish the “Salt Lake City Neighborhood and Small Business Tool Box” This document will include:
 - An introduction and philosophical statements regarding Small Businesses.
 - There will be a section on developing a sense of place and design related issues, with the intent of empowering the community to create these places.
 - Business licensing processes
 - Small business advice and resources
 - General development rules, such as obtaining permits and basic planning processes.
- Develop a Survey which may be used in conjunction with the surveys which were conducted in part with the Conditional Use Amendment (2008).
- Consult with the public and local business groups through open houses, presentations and meetings.
- Prepare documents for public input and notification of the project.
- Develop formal documentation and recommendations for Zoning Text Amendment, Master Plan Amendments and Zoning Map Amendments adoption.

Parameters

- Initially the Planning Division will complete an inventory of the subject uses within the Avenues Planning Community. From this the intensity model and general summary will be developed and debated.
- Following an agreement to the Avenues summary, a city wide inventory will commence. The purpose of this is to identify locations for review for potential amendments, noticing and survey questions.
- The survey will be conducted by an outsourced professional, who will also prepare statistics and a summary of the information collected.
- The “Salt Lake City Neighborhood and Small Business Tool Box” will be developed in house as a multi-departmental collaboration. Information and resources for information will be required from Planning, Economic Development, Business Licensing and Transportation. This document will also require development input from local business organizations.
- It is important to have at least a draft form of the “Salt Lake City Neighborhood and Small Business Tool Box” available to the public prior to the formal adoption of the proposed amendments.

Expected Products

- Recommendations for a new zoning ordinance or ordinance amendments where warranted.
- Stronger GIS data regarding neighborhood businesses.
- Identification of nonconforming uses.
- Opinion survey regarding impacts of commercial uses on neighborhoods.
- “Salt Lake City Neighborhood and Small Business Tool Box”

**Attachment B – Inventory
Worksheet for the Greater
Avenues Planning District**

NBC data analysis									Mixed Use = M Single Use(only commercial) = S	Corner lot = C Mid-lot = M District lot = D	Arterial = A Collector = C Local = L		Small = 0-5,000sqft Medium = 5,000-16,500sqft Large = 16,500 and up			Multi-family = M Commercial = C	Single Family = S Institutional = I		
Address	Property Owner	Zone	Parcel Number	Business Name	Type of Business	Buisness license issued to	Number of Businesses	Conforming	Mixed Use	Location on block	Street Type	Parking	Scale	Height/ Stories	Condition	Surrounding Area	Additional Comments	Recommendations	Photo
Avenues																			
166/170 1st Ave	Kentro C Lawson 239 E South Temple St. Salt Lake City, Utah 84111-1205	RMF-75	09-31-380-037-0000	ABC Market/ office space	General Market	Elevation Design: Mark Luther and Mary Brown 170 E 1st Ave Salt Lake City Utah	2.00	No	no	M	L	Parking Structure located behind	.86 acre, multi story, lower level parking structure	1	Fair	Grass area to east and office buildings, Multi Family to the west	possible rezoning for KMU / Large lot, possible shared parking with surrounding residential		I:\Neighborhood Business Regulations\Photos\P1010976.JPG
140 B St	140 N B Street Salt Lake City, Utah 84102-2403	RMF-35	09-31-451-001-0000	Ellerbeck Bed and Breakfast	Bed and Breakfast	140 N B Street Salt Lake City, Utah 84103-2403	1.00	Yes	no	C	L		Two story residential	2	good condition	residential single and multifamily	existing residential, maintains residential qualities, no change required.		I:\Neighborhood Business Regulations\Photos\P1010979.JPG
376 8th Ave	461 E Thirteenth Ave. Salt Lake City, Utah 84102-3385	SR-1A	09-31-259-006-0000	8th Ave Market	vacant, new owner potential new use	Vacant	1.00	No	no	M	L	Large off street praking area	mid sized commercial	1	vacant, possible permits	residential single and multifamily medical offices	example for possible CB zoning/ nonconforming CN based upon lot size		I:\Neighborhood Business Regulations\Photos\P1010980.JPG
89 D St	Motiawala 89 N "D" Street Salt Lake City, Utah 720 S Douglas Street Salt Lake City, Utah 84102-3718	RMF-35	09-31-455-011-0000	Indian Market and Grill and Sunrise Travel and Tours	Indian Restaurant and travel agency	89 N "D" Street Salt Lake City, Utah 26 N 'E' Street Salt Lake City, Utah 84103	2.00	No	no	C	L	on street only	small corner business, outside dining	1	very good	Single Family, and school			I:\Neighborhood Business Regulations\Photos\P1010981.JPG
26 E St	909 E 4500 So Salt Lake City, Utah 84117-4137	CN	09-31-485-002-0000	Pagoda Restaurant	Restaurant	401 East 1st Ave Salt Lake City, Utah 84103	1.00	Yes	no	M	L	Off street surface lot	Medium	1	good condition	commercial residential			I:\Neighborhood Business Regulations\Photos\P1010983.JPG
401 E 1st ave	82 N E St. Salt Lake City, Utah 84103-2644	RMF-35	09-31-480-011-0000	Java Joes	Coffee drive up	82 N 'E' Street Salt Lake City, Utah 84103	1.00	No	no	C	L	3 surface lot	small	1	good condition	residential			I:\Neighborhood Business Regulations\Photos\P1010984.JPG
82 N 'E' St	132 N E St Salt Lake City, Utah 84103-2646	RMF-35	09-31-480-002-0000	Jack Mormon Coffee	Coffee shop Art Gallery	132 N 'E' St Salt Lake City, Utah 84103	1.00	No	yes	M	L	rear surface parking	mixed use residential	1	very good	Residential, school other small businesses			I:\Neighborhood Business Regulations\Photos\P1010985.JPG
132 N 'E' St	410 E Third Ave. Salt Lake City, Utah 84103-2668	RMF-35	09-31-476-002-0000	Wexler Company	Gallery interior design	c/o Veronica Nelson 410 Third Ave Salt Lake City, Utah	1.00	No	no	M	L	surface parking rear	small commercial single level	1	good condition	school, residential other small businesses			I:\Neighborhood Business Regulations\Photos\P1010986.JPG
410 3rd	948 Northunion Ave Midvale, Utah 84047-1763	RMF-35	09-31-476-001-0000	Avenues Preschool	private preschool	Chocolates 390 E 4th Ave Salt Lake City, Utah	1.00	No	No	C	L	transit stop and parking	small	1	good condition	school, residential other small businesses			I:\Neighborhood Business Regulations\Photos\P1010987.JPG
187 N 'E' St	Centers Inc. PO Box 35547 Tulsa, Ok	CN	09-31-413-009-0000	Hatch Chocolates, shambala, blitz	multiple use	PO Box 1512 Draper, Utah	3.00	Yes	yes	C	L	Off Street	large	1	excellent	Residential single and multifamily			I:\Neighborhood Business Regulations\Photos\P1010989.JPG
402 E 6th	Inc. 70 N 'F' St. Salt Lake City, Utah 84103-2941	CB	09-31-430-015-0000	Smiths Shopping Center	multiple use	PO Box 11645 Salt Lake City, Utah 84147	7.00	Yes	no	D	L	Multi level	Very Large	2	excellent	Residential			I:\Neighborhood Business Regulations\Photos\P1010991.JPG
70 N 'F' St	3270 S 1100 W West Valley, Utah 84119-3306	RMF-35	09-31-481-007-0000	The Washboard	Laundry Mat	6042 N Fox Creek Cir Park City, Utah 84098	1.00	No	no	M	L	on street only	Small	1	Fair	Residential single and multifamily			I:\Neighborhood Business Regulations\Photos\P1010992.JPG
502 3rd	1865 E 3780 S Salt Lake City, Utah 84106-3864	CN	09-31-478-001-0000	Two Creeks Coffee	Coffee shop	547 East 3665 South Salt Lake City, Utah 84106	1.00	Yes	no	C	L	off street	Small	1	very good	Residential single and Multi Family			I:\Neighborhood Business Regulations\Photos\P1010993.JPG
480 6th Ave	1121 E 200 S Salt Lake City, Utah 84102-2504	SR-1A	09-31-431-014-0000	Imaj	Salon	564 East 300 So #100 Salt Lake City, Utah 84102-4032	1.00	No	no	M	L	off street	small	1	good condition	Residential single and multifamily	Small business grouping w/bakery and barber		I:\Neighborhood Business Regulations\Photos\P1010995.JPG
564 3rd	566 E Third Ave Salt Lake City, Utah 84103-2974	SR-1A	09-31-477-017-0000	Good Day Bakery	bakery	585 E 3rd Ave Salt Lake City, Utah 84103	1.00	No	no	M	L	none	small	1	good condition	Residential single and multifamily	Small business grouping w/salon and barber		I:\Neighborhood Business Regulations\Photos\P1010996.JPG
568 3rd Ave	Yee 1918 S Wasatch Dr. Salt Lake City, Utah 1713 E Susan Dr. Sandy, Utah 84092-5144	SR-1A	09-31-479-003-0000	Wayne's Barber shop, Balbinas Salon	barber and salon art gallery, restraunt second level residential units	c/o Shauna Berg 39 N 'I' St Salt Lake City, Utah 569 E 2nd Ave Salt Lake City, Utah 84103-2928	2.00	No	no	m	L	none	Medium	1	good condition	Residential single and multifamily	Small business grouping w/bakery and barber		I:\Neighborhood Business Regulations\Photos\P1010997.JPG
39 N I St	68 N 'K' Street Salt Lake City, Utah 84103-3433	RMF-35	09-32-359-002-0000	Gustos take away, Art Gallery	residential units	68 N 'K' St salt Lake City, Utah 84103-3433	2.00	No	yes	C	L	12 off street parking	Small	2	good condition	Residential	outdoor dining area		I:\Neighborhood Business Regulations\Photos\P1010998.JPG
569 2nd Ave	824 N Juniperpoint Dr. Salt Lake City, Utah 84103-3357	SR-1A	09-31-479-009-0000	Cabelo Salon	Hair salon	1380 Braveheart Ct West Valley, Utah 84119	1.00	No	no	M	L	yes	small	1	very good	Residential single			I:\Neighborhood Business Regulations\Photos\P1010999.JPG
68 K st	PO Box 711 Dallas, Tx 75221	RMF-35	09-32-358-004-0000	Avenues Yoga Studio	Yoga Studio/ residential 2nd floor	115 N 'G' St Salt Lake City, Utah 84103	1.00	No	yes	M	L	none	small	2	very good	Residential, church across street			I:\Neighborhood Business Regulations\Photos\P1020001.JPG
702 E 3rd Ave.	706 E Ninth Ave. Salt Lake City, Utah 84103-3611	CN	09-32-354-001-0000	Wild Rose	Bike Ski Shop	702 E 3rd Ave Salt Lake City, Utah 84103	1.00	Yes	yes	C	L	yes, 5 off street	Medium	2	very good	residential multifamily, 7/11			I:\Neighborhood Business Regulations\Photos\P1020004.JPG
705 3rd	Properties 600 N Eastcapitol St Salt Lake City, Utah Investments LLC 2082 E 9060 So. Sandy, Utah	CN	09-32-317-021-0000	7 11	convenience store	Attn: Jesse Brown 1989 So 1000 E Salt Lake City, Utah 860 3rd Ave Salt Lake City, Utah 84103	1.00	Yes	no	C	L	yes, 10 off street	Medium	1	very good	residential, multifamily			I:\Neighborhood Business Regulations\Photos\P1020005.JPG
704 9th	706 E Ninth Ave. Salt Lake City, Utah 84103-3611	CN	09-32-158-001-0000	Ninth Ave Chic	Consignment store	115 N 'G' St Salt Lake City, Utah 84103	2.00	Yes	no	C	L	none	Medium	1	very good	residential, multifamily	Enforcement for Outdoor Display		I:\Neighborhood Business Regulations\Photos\P1020002.JPG
706 9th	Properties 600 N Eastcapitol St Salt Lake City, Utah Investments LLC 2082 E 9060 So. Sandy, Utah	CN	09-32-158-001-0000	Ninth Ave Salon	Salon	706 E 9th Ave Salt Lake City, Utah 84103	2.00	Yes	no	C	L	none	Medium	1	very good	residential, multifamily			I:\Neighborhood Business Regulations\Photos\P1020003.JPG
752 6th	King, Douglas A & Bonnie 943 E South Temple St Salt Lake City UT 84102	SR-1A	09-32-328-001-0000	The Frame shop on 6th and L	Frame Shop	Attn: Jesse Brown 1989 So 1000 E Salt Lake City, Utah 860 3rd Ave Salt Lake City, Utah 84103	1.00	No	no	C	L	yes	Medium	1	very good	residential, multifamily			I:\Neighborhood Business Regulations\Photos\P1020006.JPG
860 3rd ave	Ellerbeck 186 N 'N' Street Salt Lake City, Utah	CN	09-32-379-001-0000	Phillips 66	Gas Station and Repair shop	88 n 'Q' St Salt Lake City, Utah 84103	1.00	No	no	C	L	yes	Medium	1	very good	residential multifamily			I:\Neighborhood Business Regulations\Photos\P1020008.JPG
14 N N ST	Michael S Freed 88 N 'Q' Street Salt Lake City, Utah 84103-2668	SR-1A	09-32-386-023-0000	Haxton Manor	Bed and Breakfast	410 E Third Ave. Salt Lake City, Utah 84103-2668													
186 N 'N' St	Properties 600 N Eastcapitol St Salt Lake City, Utah	CN	09-32-335-001-0000	Salt Lake Monument	Gravestone sales and service	Murphy 1930 East 2700 South Salt Lake City, Utah 1026 E Second Ave Salt Lake City, Utah 84103	1.00	Yes	no	C	L	yes, off street	Medium	1	very good	residential multifamily	Outdoor Display		I:\Neighborhood Business Regulations\Photos\P1020009.JPG
88 N 'Q' Street	Properties 600 N Eastcapitol St Salt Lake City, Utah	CN	09-32-456-001-0000	Q Street Gallery	Art Gallery, Art studio	1136 E 3rd Ave Salt Lake City, Utah 84103-4118	1.00	Yes	yes	C	L	none	Medium	1	very good	residential multifamily			I:\Neighborhood Business Regulations\Photos\P1020011.JPG
91 N 'R' Street	Properties 600 N Eastcapitol St Salt Lake City, Utah	CN	09-32-456-011-0000	The Second Avenue Preschool	Day Care Center	1026 E Second Ave Salt Lake City, Utah 84103	1.00	Yes	no	C	L	yes, off street	Medium	1	very good	residential multifamily			I:\Neighborhood Business Regulations\Photos\P1020012.JPG
1026 E 2nd Ave	Properties 600 N Eastcapitol St Salt Lake City, Utah	CN	09-32-456-010-0000	Second Ave Laundry	Laundry Mat	1026 E Second Ave Salt Lake City, Utah 84103	1.00	Yes	no	M	L	none	Medium	1	very good	residential multifamily			I:\Neighborhood Business Regulations\Photos\P1020013.JPG
1016 E 2nd Ave	Properties 600 N Eastcapitol St Salt Lake City, Utah 1980 S Ridge Hollow Dr. Bountiful, Utah 84010	CN	09-32-456-009-0000	Cucina	deli bakery	1136 E 3rd Ave Salt Lake City, Utah 84103-4118	1.00	Yes	no	M	L	yes, few spaces	Medium	1	very good	residential mutifamily	outdoor dining area		I:\Neighborhood Business Regulations\Photos\P1020014.JPG
1136 E 3rd Ave		SR-1A	09-32-477-009-0000	The Kura Door	Spa		1.00	no	no	C	L	yes, five off street	Medium	1	very good	residential multifamily			I:\Neighborhood Business Regulations\Photos\P1020016.JPG

**Attachment C – Sample Property
Worksheets**



Neighborhood Small Business Project

Property Worksheet

68 K Street

Yoga Studio

Planning District = Avenues

Master Plan Designation = Low Density Residential

Zone = RMF-35

Adjacent Zoning = RMF-35, SR-1A,

Adjacent Land Use = Residential Multi-family and Single Family

Nonconforming? = Yes

Property Owner = Richard M Wistisen

On site Parking? = No

Parcel Size = .08 acre



Comments:

Nonconforming use in the RMF-35 Zone. Located mid block between two single family homes. No parking on site, currently being used as a yoga studio.

If the use is abandoned, zoning will only allow residential development.

Recommendations:

Because of the residential character of the immediate area, the lack of on site parking and the potential for greater impacts on the neighborhood if a more intense use is allowed on site, it is recommended that the property remain nonconforming. This will allow the current use or a similar use to continue unless it is abandoned. If abandoned the property will then be residential.



Neighborhood Small Business Project

Property Worksheet

376 8th Avenue

Neighborhood Market Commercial Use (Currently Vacant)

Planning District = Avenues

Master Plan Designation = Low Density Residential

Zone = SR-1A

Adjacent Zoning = SR-1A, UI, I

Adjacent Land Use = Residential Multi-family and Single Family, Institutional (LDS Hospital)

Nonconforming? = Yes

Property Owner = Eighth Avenue L.L.C

On site Parking? = Yes

Parcel Size = .61 acre 26,500 sq. ft.



Comments:

Nonconforming use in the SR-1A Zone. Located adjacent to LDS hospital, has been a market for many years. Recently Closed and being marketed for new commercial use.

If the use is abandoned, zoning will only allow residential development.

Recommendations:

Because of traditional use as a market, and location near LDS hospital, recommend that property be rezoned to commercial.

The parcel size is too large for a single lot in the CN zone, therefore if rezoned to CN, will require subdivision. Perhaps rezone as Small Neighborhood Business.



Neighborhood Small Business Project

Property Worksheet

860 3rd Avenue

Phillips 66 gas station and repair shop.

Planning District = Avenues

Master Plan Designation = Low Density Residential

Zone = CN Neighborhood Commercial

Adjacent Zoning = SR-1A

Adjacent Land Use = Residential Multi-family and Single Family

Nonconforming? = Yes

Property Owner = Rose Family Investments LLC

On site Parking? = Yes

Parcel Size = .19 acre



Comments:

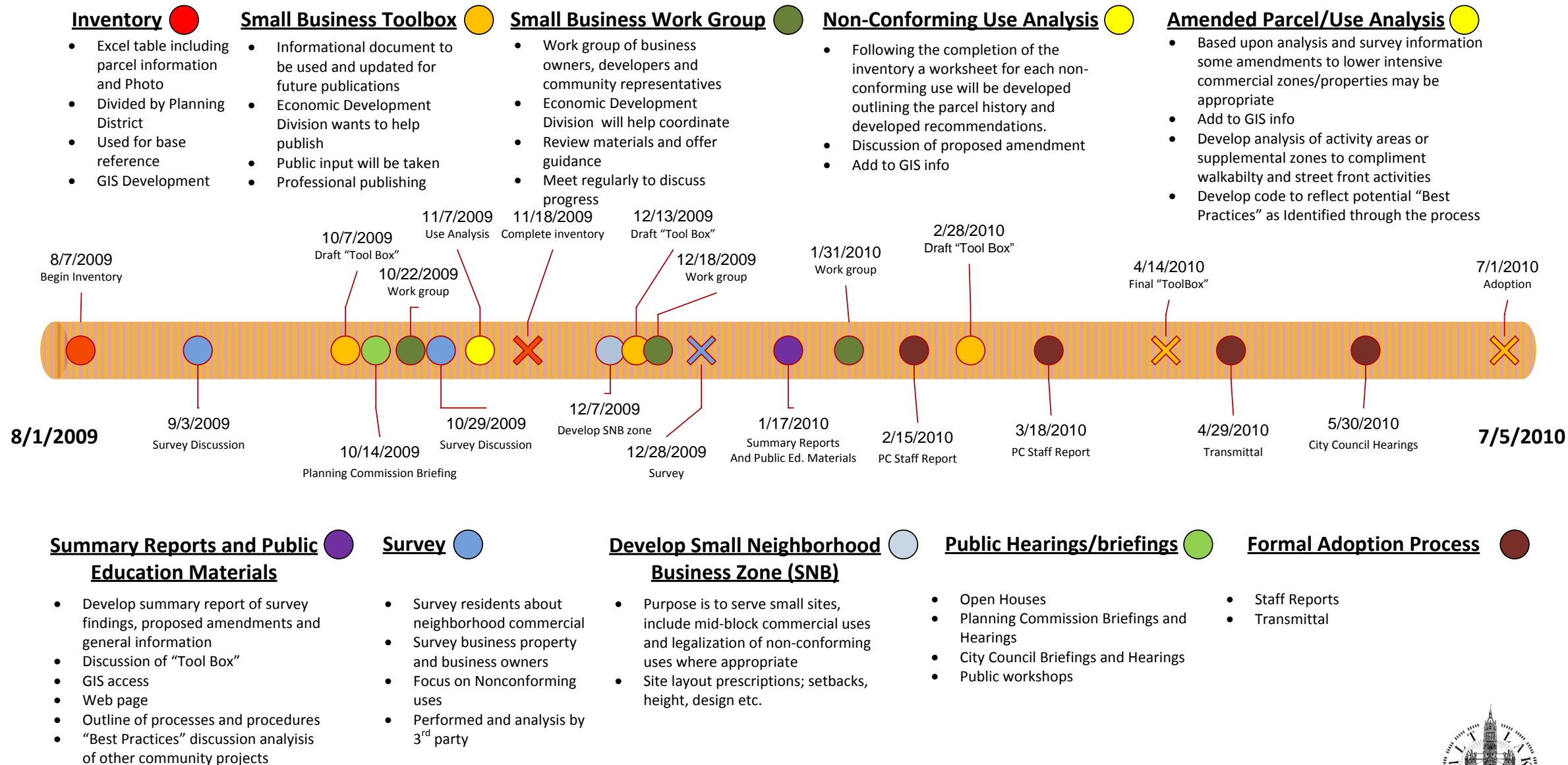
Nonconforming use in the CN Zone. Located adjacent to multi-family and single family homes.

If the use is eliminated on site, there will still be viable commercial options on the property.

Recommendations:

Because the zoning is commercial, no changes to the current zone are recommended.

Small Neighborhood Business Project Management Guide



*Please note the dates are subject to change, and have been illustrated for the purpose of outlining a complex project.



Planning Division

**Attachment E – Outline of “Small
Business Toolbox”**

SALT LAKE CITY

SMALL BUSINESS TOOLBOX

As part of its ongoing efforts to support the small business community, Salt Lake City's Economic Development Division is in the process of developing the Small Business Toolbox. The purpose of the toolbox is to assist those who are starting a new business or wish to expand their current business. As will be explained in greater detail below, the creation and implementation of the toolbox is a combined effort among different departments in the city as well as other civic, governmental, and business organizations.

Background

Business owners are facing challenging times. Some of the significant challenges for small business owners include access to capital, regulation, cost and availability of health insurance, and economic uncertainty. The Economic Development Division, acutely aware of these challenges, has created the Salt Lake City Small Business Initiative. The initiative states the following:

The Salt Lake City Small Business Initiative is a new and comprehensive resource, information, and policy initiative to expand and capitalize on small business resources provided by Salt Lake City and create better small business linkages to other business, civic, and governmental organizations.

The tools in place and those that are being developed to put this initiative into action include:

- Revolving Loan Fund
- Neighborhood Business Districts
- Energy Loan Program
- Business Advisory Board
- Small Business Alliance
- Small Business Neighborhood Zone
- Zoning Purpose Statements
- Small Business Toolbox

There are a number of resources available to small business owners, but a clear, concise way of getting into business or expanding an existing business does not exist. Information is readily available, but not organized and sometimes not easily accessed.

Purpose

The purpose of the Small Business Toolbox is not to reinvent what already exists, but instead, to effectively use and consolidate the efforts of current resources. The toolbox will be a simple, intuitive

means by which a business owner may access a wealth of knowledge including city regulations and procedures, financing, business counseling, training seminars, and expansion opportunities.

Small Business Alliance

The Small Business Alliance consists of a number of business advocacy organizations, counseling groups, and resource centers. Those participating include the Salt Lake Chamber, the Salt Lake Chamber Women's Business Center, Vest Pocket Business Coalition, Local First, Pete Suazo Business Center, Downtown Alliance, SCORE, and the various Business Resource Centers.

These organizations serve the business communities through a variety of effective methods. Many will participate in the formation of the toolbox by contributing information and available services that can be easily accessed by business owners.

Small Business Toolbox

The Small Business Toolbox will be a step-by-step guide for those who desire to start their own business or expand their current business. The problem with many toolboxes available is that there is too much information that a person must wade through and disseminate what might apply to them. The Salt Lake City Small Business Toolbox will contain the information that a person needs to know to accomplish what they desire, and will lead the individual through it in an intuitive and simple way. The toolbox will be available both online and in a hard copy.

The toolbox will include, but is not limited to, the following:

Getting into Business

The toolbox will guide a person through the process legally forming the business. It will detail what is needed to register with the State, what resources are available to form the business, and how to navigate the State's One Step business registration program. It will then list the items that need to be done at the city and where those are available in the toolbox.

Zoning

One of the most important factors a business must understand is the zoning of their proposed or current location. Certain restrictions may apply to what a business can and can't do in that area. This section of the toolbox will take them through the various business zones with overviews of what is allowed in each area. Information regarding the city's proposed Small Neighborhood Commercial zone will be included as well. Direct links to the city's zoning ordinance will be given where the business owner can find additional information. Zoning will include not only the business designation of the location, but other items such as signage, bike racks, street furniture, outdoor dining, lighting, etc. All of these are important items to consider as a business owner.

Business Licensing

Potential business owners need to understand what it takes to get a business license from Salt Lake City. This will outline the process and direct the person to the Licensing Department's website. It will clearly detail what information is needed and the process that the applicant will go through. It will also include the city's new Business Licensing Self-Inspection Worksheet and a link to all online forms.

Permits

When a business owner decides to renovate, remodel, or construct a business location, there are a number of steps that they must go through to obtain the necessary permits. This section of the toolbox will direct them through the process and to the appropriate department within the city. The information in this section will be concise and clear as to prevent delays or extra costs.

Financing

There are a number of options available to businesses for financing. This section of the toolbox will include the city's Revolving Loan Fund as well as other resources such as SBA funding programs.

Business Counseling

This area of the toolbox will list available business counseling resources, such as the Salt Lake Chamber's Women Business Center, the Pete Suazo Business Center, SCORE, and the Miller Business Resource Center.

Local Advocacy and Marketing Organizations

There are number of local advocacy and marketing organizations that are available to support small businesses. These include the Vest Pocket Business Coalition and Local First. An overview of these groups, contact information, and links to their websites will be found in this section.

Chambers of Commerce

There are a number of Chambers of Commerce available to different business owners. The Salt Lake Chamber, Hispanic Chamber, Latin American Chamber, Asian Chamber, Black Chamber, and GLBT Chamber are just some of those available. In this area of the toolbox, business owners can learn about the different groups and which would be the best fit for their business.

Neighborhood Business Districts

As part of the Small Business Initiative, the Economic Development Division is working with local businesses in the formalizing neighborhood business districts throughout the city. These places are unique, vibrant and create a sense of place in our communities. When done correctly, these areas can organize and become important players in the future of Salt Lake's business community. The toolbox will highlight these areas as well as instruct how a community can create their own district.

Resource Guide

Already available is the Economic Development's thorough Small Business Resource Guide. This handbook found online or at city offices, lists a number of resources such as the State Tax Department, County Health Services, Small Business Administration, Utah Department of Workforce Services and many others. Links to the resources in this handbook will be available in this section of the toolbox.

Conclusion

The Salt Lake City Small Business Toolbox is invaluable as a means to support the small business community. The toolbox will be simple in design, easy to navigate, yet complete with the information small businesses are seeking in an effort to succeed. It will serve as an example to others throughout the state as an effective means of meeting the needs of the vital small business community in Salt Lake City. But most importantly, it will strengthen Salt Lake's small business community and help them navigate through these challenging times.