

SALT LAKE CITY PLANNING COMMISSION RETREAT
Room 126 of the City & County Building
451 South State Street, Salt Lake City, Utah
Wednesday, March 25, 2015

A roll is being kept of all who attended the Planning Commission Meeting. The meeting was called to order at [4:08:05 PM](#). Audio recordings of the Planning Commission meetings are retained for an indefinite period of time.

Present for the Planning Commission meeting were: Chairperson Clark Ruttinger; Commissioners Angela Dean, Michael Fife, Michael Gallegos, James Guilkey, Carolynn Hoskins and Marie Taylor. Commissioner Emily Drown was excused.

Planning Staff members present at the meeting were: Nora Shepard, Planning Director; Cheri Coffey, Assistant Planning Director; Nick Norris, Planning Manager; Michaela Oktay, Planning Manager, Joel Paterson, Zoning Administrator; Michael Maloy, Senior Planner; David Gellner, Principal Planner; Michelle Moeller, Administrative Secretary and Paul Nielson, Senior City Attorney.

The Planning Commissioners and Staff discussed and reviewed the following items:

1. Intro/Ice Breaker Exercise/What Do You Do? (Nora Shepard)

- a. Introductions
- b. Rules for the meeting

2. Big Picture (Cheri Coffey)

a. Makeup and Numbers in the City are changing:

- SLC population is growing and changing
 - Approx 190,000 today population
 - Estimate 230,000 by 2030, 40,000 more people in 15 years, 40,000 people are similar to the size of Draper City today
- Demographic Changes/Changing Interests and Changing Attitudes
 - Increase in ethnic minorities (34% of City) over 60% in Districts 1 and 2), refuge city (fear of government), University city/Teaching hospital/research/development, recreation minded, language, cultural changes (generations in homes, more single person households)
 - Millennials and Empty Nesters - Different Generations/Similar needs; Different life style than “traditional” (no to private vehicles, don’t want a yard, like to attend activities, groups, not the house, 2 cars and kids, accepting of diversity, etc)

- Meaning of Family (traditional, no kids, no partners, family, extended support groups, etc)
- 35% of City residents in 2010 lived alone
- Only 17% were married with School age kids
- 2011, there were 81,401 housing units - Different cultural norms for different groups (three or more generations living together)
- Changing Definition of Community
- Cyclists
- Urban Farmers
- Parent groups- soccer, Jr. jazz, scouting, etc
- School focused groups - School Community
- Environmental/Recreationalists
- Geographic

b. Values:

- Need to Accommodate Growth
- Want to Accommodate Choice
 - Housing
 - Mobility - by choice, no other options (income, disabilities, etc)
- Protect Air
- Protect Water
- Protect/Provide Access to Open Space/Nature/Recreation
- Access to Services/Programs (Cultural (arts, festivals, concerts, etc)
- Protect Quality of Life/Neighborhoods
- Embrace Diversity and differences
 - Social Justice - Not just listening to those who engage but also those who don't or don't know how or have time to engage
 - Public Interest
- Promote/Support Strong Economy
 - Local Business
 - Recruitment
 - Easy to understand regulations and processes
 - Loans/Incentives

c. Guiding Principals

- Adopted Policies and Plans like Plan Salt Lake
- Mayor's Livability Agenda (2012-2016)
- Council's Philosophy Statements (2012)

d. City of Neighborhoods

- Areas of Stability
 - Zoning

- Conflicts in Land Use
- Urban Forestry
- Historic Preservation
- Provide Services, (housing rehab, park/trail improvements, safe mobility, etc)
- Areas of Change
 - Growth along Arterials and transit routes
 - Mixed Use neighborhoods in the Depot, Granary, West Temple Gateway, Sugar House Business District
- Access to neighborhood centers
- e. How we address the Visions and Goals in Master Plans - examples**
 - Cutting Edge/Best Practices - get the Mayor to initiate a lot of petitions for us to work on progressive planning topics
 - Planning Division Strategic Plan
 - Public Interest - (Code of Ethics as Planners). Think of those who are voiceless, next generations, people who are new to the community, elderly, disengaged (some are fleeing countries because of government; they fear government so they won't engage). Still need to think of them when planning
- f. Housing Options - How address this value/goal**
 - Density along LRT route, near services, where capacity can handle it (arterials, corners, etc)
 - ADUs- increase density but retain character
 - Modify zoning districts, RMU-35 and 45 (neighborhood nodes, commercial properties on arterials/collectors, etc)
- g. Mobility Options**
 - Safer pedestrian and cycling systems (don't have to rely on private auto)
 - Better transit options and schedules
 - Incentives/facilities to provide choice for mobility options (lockers, showers, bike parking, becomes a realistic option to get around other than in car)
 - Make using car a little more difficult (congestion, parking, etc) may lead to choosing other mobility options sometimes
- h. Revitalizing Neighborhood Nodes - Generally these are older/original commercial nodes**
 - Walkable/bike able equals clean air
 - Increase housing units in the areas equals more rooftops equals more services
 - Walkable equals gathering centers/neighborliness

- Regulations to make it easier to reoccupy the space, making parking requirement similar for the types of uses - small restaurant, retail and services same parking requirements

i. Growing Pains

- How hard do we push?
- Balancing interests- Creative ways to get to the intent/goal
- Residents tend to want regulation and a process
- Business tends to want incentives and want to know what to expect and the rules, rather than a process
- 9th and 9th meeting in Council Office
- Parking (maximum is new- 2012, Idea adopted in 1995.) Tightening up 1995 - hurts a little more.
- Council adopted this policy - study more and maybe go back a tweak to make sure the intent is met
- Council adopted the amendments that decreased parking requirement in neighborhood commercial (works well when reoccupying space)
- Weighed issues of burden on residential with supporting small, local services in the neighborhoods. Regulations focused on how to ensure commercial services in these older neighborhood nodes - rather than too restrictive that leads to vacant storefronts

j. Sustainability- Incentive vs. Regulation

- Developers build buildings and don't usually occupy the space. Require bike showers vs. bus passes.
- Water restrictions (audits) vs. incentives (lower water costs for using less water)
- How much regulation
- Competition with Cities in other states or with suburban cities in Utah
- Try to structure ordinances, in some instances to make process easier (quicker review) for those following the ordinance (mixed use, good design, etc) vs. those that need adjustments (cookie cutter approach, more parking than required)

3. SLC Zoning 101 (Nick Norris)

a. Why We have Zoning

- Implement Master Plans
- Establishes property Rights
- Expectations
- Directs Growth
- Preserve Building Stock/Housing Supply

b. Title 21A

- Introductory Provisions
- Administrative and Enforcement
- District Regulations
- General Regulations
- Amendments and Special Approvals
- Definitions

c. Introductory Provisions

- Purpose of Zoning Ordinance
- Decision Makers
 - Noticing for Public Hearings:
 - Direct mailing to owners/occupants within 300 feet
 - Property posted with a sign (except wide scale map amendments)
 - Listserv email (all recognized organizations get every agenda)
 - Newspaper notice for Master Plan and Zoning Text Amendments
 - Applicability
 - Administrative Decisions
 - Variances
 - Enforcement process
- District Regulations
 - Residential
 - 19 Residential Districts (R-1, SR, R2, RMF and Mixed Use Zones)
 - Commercial
 - 9 Commercial Districts (SNB, CN,CB,CS,CC,CSHBD,CG,TC-75 and TSA)
 - Form Based
 - 2 Adopted Districts (FB-UN1 and FB-UN2)
 - 2 in Progress (Along Sugar House Streetcar)
 - Manufacturing
 - 2 Manufacturing Districts (M-1 and M-2)
 - Downtown & Gateway Districts
 - 4 Downtown Districts (D-1, D-2, D-3 and D-4)
 - 1 Gateway District (GMU)
 - Special Purpose
 - 17 Special Purpose Districts (Agriculture, Open Space & Foothill Protection, Public Lands, Airport, Institutional,

Mixed Use, Extractive Industries, Research & Business Parks)

- Overlay
 - 12 Overlay Districts (Historic Preservation, Airport Flight Plath, Riparian, Design/Bulk/Use Overlays)
 - State Street
 - Main Street
 - Capitol Hill
 - Yalecrest
- General Provisions
 - Standards that apply to all districts
 - Accessory Units
 - Signs
 - Landscaping
 - Nonconforming uses
- Processes
 - Zoning Amendments
 - Special Exceptions
 - Conditional Uses
 - Planned Developments
 - Site Plan Review
 - Conditional Building and Site Design Review

4. Roles and Responsibilities: (Cheri Coffey)

a. How PC fits into the City Government Structure → Implementation Adopted Policies

- Obvious role of PC
- Development Reviews
 - Standard - generally complies with master plans (private petitions) - Administrative
 - A lot of adopted policies - balance the conflicts
 - Always think of the big picture and the public interest. Hard when there are few people from public who took time to come to the meeting and are watching. Have to remember those who aren't there
 - Agree with project - don't come
 - Fear government - don't come
 - Busy with life - don't come
 - Doesn't mean they don't care.

- Recommendations on the policies and regulations for Council to consider (city-initiated petitions) - Legislative

b. Planning Staff- Lots of Bosses

- Mayor - Part of administration
 - Mayor Initiates Petitions (often times this is Planning Staff requesting Mayor initiates petition for us to work on)
 - Sustainable City Code Initiative - Recycling, Urban Farming, Renewable Energy, etc
- Council
 - Decision Maker on much of what the Planning Department does
 - Initiates Legislative Intent Items (Projects relating to new regulations, studies, etc.)
 - Example Council - Studies to review zoning and master plan policies to preserve neighborhood character without use of local historic designation
 - CED
 - Assigns us various projects
 - Planning is seen as a leader and on cutting edge in how we do things. We often are tapped to help other departments/entities through leadership, facilitation, innovative thinking, etc
 - Community Outreach/Engagement
- Yearly Performance Measures to implement Mayor's Livability Agenda and Council's Philosophy Statements
 - Master Plans- 2 major master plan efforts per year
 - Historic Preservation
 - 2 new designations
 - 3 unique ways to educate and inform property owners and the public about the value of historic preservation

c. How Planning works to implement Master Plan Policies

- Development Review (At permits counter or through process)
- Collaboration with Other Divisions/Departments/Agencies
 - RDA
 - Review their strategic plans for consistency with adopted master plans
 - Monthly Meetings relating to their projects
 - Rezone RDA project areas to help them implement master plan goals and market the areas (zoned consistent with

master plan, helps decrease the issues developers have in doing what the City wants done

- Review of proposed development plans, RFPs, etc
- CIP & CDBG Application Review for master plan compliance
 - Grant Applications- Help write applications so that it is clear how the proposed grant will help implement City policies
- Department Collaboration
 - Manage Projects As Team (Transit Master Plan)
 - Mini Charettes with HAND on development projects on City property
 - Collaborative work meetings to identify how to coordinate projects and programs in geographic areas (Engineering, Transportation, Parks, Housing, RDA, Library, Arts Council, etc)
 - Review City Projects (Like new Fire Station) to ensure no impact on historic structures/districts
 - Working with Parks on hiring a consultant to write histories on parks and develop historic design guidelines
 - Review of large City projects to ensure Urban Design best practices are adhered to
 - Coordinate Public Engagement- Open Houses, Festivals, etc
 - Working with other departments

5. Meetings/Decision Making (Michaela Oktay)

- Policy and Procedures
- Conduct and rules of engagement
- Making good decisions
- Making motions
- Tabling issues
- Conflicts of interest
- Ex parte communication
- The role of the public

6. Parting Thoughts

- a. The Commission suggested the following:
 - Include information regarding how proposals/projects fit into the big picture for the city.
 - More information/context regarding the area plans, location and pre-meeting discussion should be included in the Staff Report.
 - If information on the notice should state public vote did not apply to the Commission's final decision.
 - Have Staff list/summarize issues brought up during the Public Hearing for the Commission to discuss before making a motion.

- Opportunities to teach the public how to properly address the Commission.

The meeting adjourned at [7:48:16 PM](#)