



# MEMORANDUM

PLANNING DIVISION  
DEPARTMENT *of* COMMUNITY *and* NEIGHBORHOODS

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To: Salt Lake City Planning Commission  
From: Nick Norris, Planning Director  
Date: February 12, 2020  
Re: Planning Commission Policies and Procedures Amendment: Consent Agendas

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**ACTION REQUIRED:** Consider changes to the Planning Commission's policies and procedures to enable the use of consent agendas for the purpose of meeting length management.

**RECOMMENDATION:** Adopt changes to the Planning Commission's policies and procedures to enable the use of consent agendas.

**BACKGROUND/DISCUSSION:**

Planning Commission meeting agendas are prepared based on adopted planning policy and are a reflection of application activity. Due to higher than usual volume of applications, planning staff recommends the use of consent agendas to better manage meeting length. Use of consent agendas are specifically recommended when items have no public opposition.

Planning staff recommends the addition of the follow language to the Planning Commission's Policies and Procedures to enable the use of consent agendas:

The Planning Commission supports the use of consent agendas to help manage the length of commission meetings. Any item may be placed on the consent agenda provided the Planning Director determines:

- A public hearing as already been held before the Planning Commission and no substantial changes have been made to the application;
- No comments have been received by the public in opposition to a land use application up to the date the agenda is posted;
- The planning division has determined that the proposal complies with all applicable regulations, that there are no known impacts from the proposal, and no information has been provided that demonstrates otherwise; or
- The matter is necessary in order to comply with state or federal law and the applicable laws do not provide discretion.

Procedures for hearing consent agenda items:

1. The chair will announce each item, including the title of the application, the file number, the address if it is a site specific issue, and any other information necessary to relay to the audience that the commission is discussing the consent agenda.

- a. The Planning Director or designee may provide the commissioners with updated information about public input received on an item on the consent agenda. After this information has been provided, the Commission may decide to move an item(s) to the regular agenda.
2. The chair will open a public hearing for the consent agenda and ask the audience if there is anyone in attendance who would like to speak to an item on the consent agenda.
  - a. If no one speaks up, the chair can close the public hearing for the consent agenda.
  - b. If people are in attendance to provide input or hear about an item on the consent agenda, the Planning Commission may take any of the following actions:
    - i. They can move the specific item that the audience member(s) indicate that they would like to speak on to the regular agenda and proceed with deciding the other items on the consent agenda.
    - ii. After the comment(s) are presented the commission can decide by motion and vote to move an item to the regular agenda.
3. The Chair will ask the commission if there are any items on the consent agenda that should be moved to the regular agenda for discussion.
4. If an item is moved from the consent agenda, the order it will be heard is at the discretion of the chair of the commission.
5. After the above steps are taken, the chair may call for a vote for a decision on the items on the consent agenda.”

**ATTACHMENTS:** [Policies and Procedures](#)