

**SALT LAKE CITY PLANNING COMMISSION MEETING**  
**City & County Building**  
**451 South State Street, Room 326**  
**Salt Lake City, Utah 84111**  
**Wednesday, March 13, 2024**

A roll is being kept of all who attended the Planning Commission Meeting. The meeting was called to order at approximately 5:30 p.m. Audio recordings of the Planning Commission meetings are retained for a period of time. These minutes are a summary of the meeting and not a verbatim transcript. A video recording of the meeting is available at <https://www.youtube.com/c/SLCLiveMeetings>.

Present for the Planning Commission meeting were: Chair Mike Christensen, Vice-Chair Carlos Santos-Rivera, Commissioners Anaya Gayle, Landon Kraczek, Brian Scott, Aimee Burrows, Amy Barry, and Rich Tuttle. Commissioner Bree Scheer was absent from the meeting.

Staff members present at the meeting were: Planning Director Nick Norris, Deputy Planning Director Michaela Oktay, Senior City Attorney Katherine Pasker, Principal Planner Olivia Cvetko, and Administrative Assistant David Schupick.

Chair Mike Christensen shared the opening statement.

**REPORT OF THE CHAIR AND VICE CHAIR**

The Chair had nothing to report.  
The Vice Chair had nothing to report.

**REPORT OF THE DIRECTOR**

Director Nick Norris had updates on policies that were passed by the City Council.

**OPEN FORUM**

The Commission had nothing to discuss.

**REGULAR AGENDA**

- 1. Planning and Historic Landmark Commission Membership & Appeals Hearing Officer Term Limit Text Amendment** - Mayor Erin Mendenhall has initiated a petition to amend sections of the Salt Lake City Zoning Ordinance relating to the required number of Planning and Historic Landmark Commissioners. Also included in this amendment is the removal of the Appeals Hearing Officer term limits. This amendment will affect chapter 21A.06 Decision Making Bodies and Officials. The proposed regulation changes will affect sections 21A.06.030 Planning Commission; 21A.06.040 Appeals Hearing Officer; and 21A.06.050 Historic Landmark Commission of the zoning ordinance. Related provisions of Title 21A-Zoning may also be amended as part of this petition. (Staff Contact: Olivia Cvetko at 801-535-7285 or [Olivia.Cvetko@slcgov.com](mailto:Olivia.Cvetko@slcgov.com)). **Case Number: PLNPCM2023-00986**

Olivia Cvetko reviewed the petition as outlined in the staff report.

Commissioner Gayle asked for a reason on why only minimums of commissioner members was being considered and not maximums. Michaela Oktay stated that the minimum requirement has been the roadblock in that if the commission falls under, the commission and staff is not able to conduct City business.

## **PUBLIC HEARING**

Chair Mike Christensen opened the public hearing.

Cidney Cromer stated their concern for a low minimum of membership in a Commission due to lack of professional expertise.

Seeing no one wished to speak, Chair Mike Christensen closed the public hearing.

## **EXECUTIVE SESSION**

The Commission discussed their concerns for low minimums of Commissioner membership.

## **MOTION**

**Commissioner Burrows stated, “Based on the information presented and discussion, I move that the Planning Commission forward a recommendation to adopt this text amendment to the City Council including the removal of the appeals hearing officer term limit and setting a new minimum number of commissioners for both the Planning Commission and Historic Landmark Commission be set at five.”**

**Commissioner Tuttle seconded the motion. Commissioners Kraczek, Burrows, Barry, Tuttle, Scott, and Christensen voted “yes”. Commissioners Santos-Rivera and Gayle voted “no”. The motion passed 6 yes votes and 2 no vote.**

## **PLANNING RETREAT (not a public hearing)**

1. **Annual Report** - The Planning Commission will receive an update on the 2023 annual report. The annual report summarizes the work of the commission in 2023. The annual report may also identify potential discussion topics for the commission to discuss in future meetings.

Planning Director Nick Norris and Deputy Planning Director Michaela Oktay reviewed the Annual Report for 2023.

2. **Planning Division 2024 Goals** - The Planning Commission will be briefed on the 2024 goals for the Planning Division.

Planning Director Nick Norris and Deputy Planning Director Michaela Oktay reviewed the Planning Division goals for 2024.

Santos-Rivera asked about implementation of new technology to assist user experience. Nick Norris stated that Staff has been looking at AI in internal operations but have not seen promising returns.

3. **Commission Identified Topics** - The Planning Commission will discuss various topics related to the roles and responsibility of the commission, public meetings and hearings, and potential changes to ensure the commission can fulfill their responsibilities.

Planning Director Nick Norris and Deputy Planning Director Michaela Oktay reviewed roles and responsibilities of the Planning Commission.

Commissioner Barry stated the value of having Work Sessions on agenda items.

Commissioner Gayle recommended a way of proceeding with a meeting to help improve the area of Commissioner discussion.

Commissioner Kraczek asked clarifying questions on the process of denying or tabling a project.

Nick Norris asked what the Commission would like to bring forward. This included the following topics:

- 1) To consider changes to the conditional use process.
- 2) Planned developments having a community benefit requirement.
- 3) Changing what can be modified through the design review process.
- 4) Information on what methodology is used to run a meeting more effectively.
- 5) Addressing ways to bring out primary information located within Staff Reports to be more accessible.
- 6) Additional formatting on Motion Sheets.

The meeting adjourned at approximately 8:12 PM.

*For Planning Commission agendas, staff reports, and minutes, visit the Planning Division's website at [slc.gov/planning/public-meetings](http://slc.gov/planning/public-meetings). Staff Reports will be posted the Friday prior to the meeting and minutes will be posted two days after they are ratified, which usually occurs at the next regularly scheduled meeting of the Planning Commission.*