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Chapter 2.60 RECOGNIZED COMMUNITY ORGANIZATIONS

2.60.010: PURPOSE:

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2.60.050: RESPONSIBILITIES OF CITY:

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2.60.010: PURPOSE:

It is the policy of Salt Lake City to create a framework by which the people of the city may effectively organize into community organizations representing a geographic area or field of interest, and use this as one way to participate in civic affairs and improve the livability and character of the city and its neighborhoods. Salt Lake City values the benefits these organizations bring to the community and holds each in equal regard.

This chapter sets out the basis for city recognition of such community organizations and the associated responsibilities and benefits. (Ord. 58-13, 2013)

2.60.020: DEFINITION:

COMMUNITY ORGANIZATION: A voluntary group of individuals organized around a particular community interest for the purpose of collectively addressing issues and interests common to that group. A community organization is not a subsidiary of Salt Lake City government. (Ord. 58-13, 2013)

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2.60.030: MINIMUM REQUIREMENTS:

A. All community organizations seeking recognition pursuant to this chapter must comply with the following:

- 1. Properly register as a nonprofit corporation in good standing with the state of Utah;
- 2. Adopt bylaws which include the following provisions:
 - a. A clear definition of membership;
 - b. A policy of open participation of all persons who are members of the organization;
 - c. A policy against discrimination;
 - d. Attendance to meetings is open to the general public;
 - e. Meetings will provide an opportunity for public input;
- 3. Revision of Bylaws. If the recognized community organization adopts changes to its bylaws, the recognized community organization has thirty (30) days to shall file a copy of the amended bylaws with the Salt Lake City Recorder's Office within thirty (30) days of such changes. The changes can be filed with the recorder's office by any member of the executive board of the recognized community organization.
- 4. Organizations must hold at least one meeting of their membership each year.

2.60.050: RESPONSIBILITIES OF CITY:

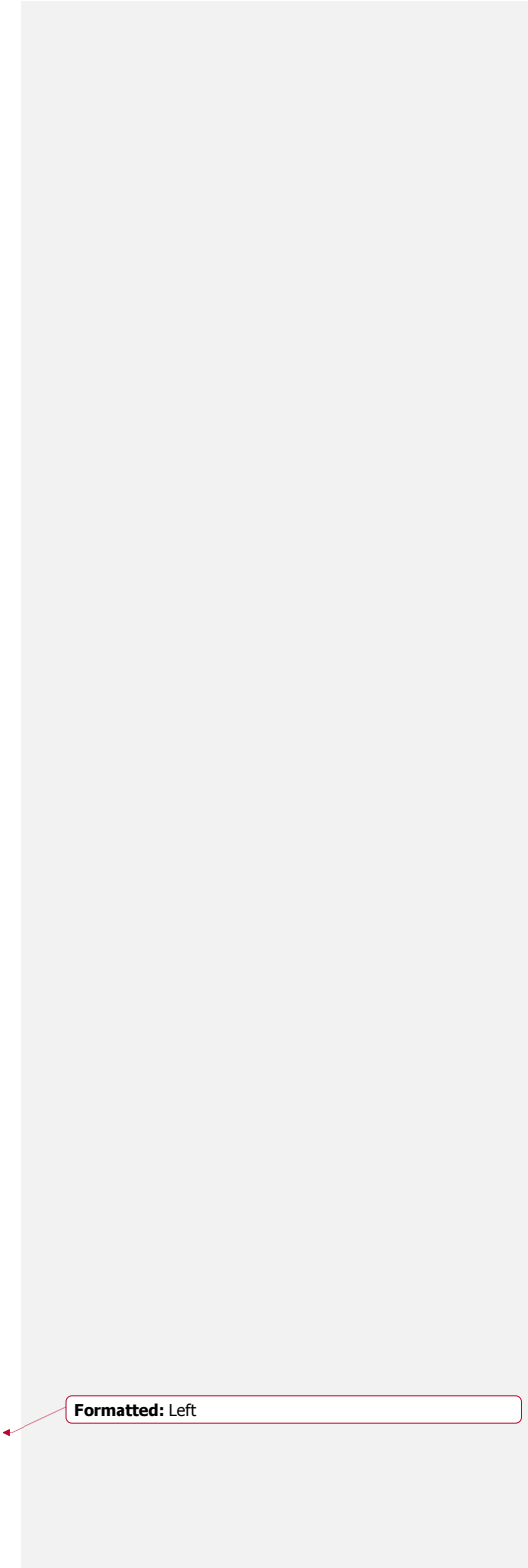
A. Education: The city shall adequately educate the public on city policy, procedures, and actions.

B. Public Engagement: Each city department shall strive to utilize best public engagement practices to educate, engage, and receive input from the public at a level that is consistent with the scope of impact of a proposal or project.

C. Early Notification to Recognized Community Organizations ~~Notification~~ And Response: The city ~~will shall~~ send a notice to the applicable recognized community organization chair(s) for the following types of projects listed below:

Alley vacations

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City code amendments

Conditional uses except administrative conditional uses as identified in Section 21A.54.155B

Demolition of contributing structures located within a local historic district or landmark sites

Major changes to street capacity or travel modes

Major upgrades to public facilities and structures

Master plan amendment or policy amendments to be adopted by the city council

Master plan or policies to be adopted by the city council

New construction of major public facilities and structures

New construction of principal structures within local historic districts or on landmark sites, except for single family and two family dwellings.

Planned development

Zoning map amendment

D. Public Engagement Process following Early Notification

Following city notification of a project listed in subsection C of this section to applicable recognized community organizations, the city shall conduct a public engagement process as set forth in subsection D.1 or D.2 of this section, whichever may be applicable, in addition to other processes required by law. Some city code amendments are exempt from an early public engagement process as set forth in subsection D.3 of this section.

1. Process Where Project Affects One Recognized Community Organization. The recognized community organization chair(s) shall notify the applicable city department / division within fourteen (14) calendar days of receiving the original notice from the city to let the city know whether they want to review the project. If the organization decides to review the project, it shall have a maximum of forty five (45) days to provide comments to the applicable city department / division, from the date the original notice informing them of the project was sent. A public hearing will not be held, nor will a final decision will not be made about the project within the forty five (45) day ~~comment~~ period. If the recognized community organization does not respond within fourteen (14) days as to whether it wants to review the matter, decides not to hear the matter, or completes its review ~~before prior the end of~~ to the forty five (45) day time period, the public hearing can be scheduled. ~~matter can be scheduled for a decision before the end of the forty five (45) day period, or time limit.~~
2. Process for Projects Affecting Multiple Recognized Community Organizations. Where a project is within six hundred feet (600') of the boundaries of another recognized community organization's district, when more than one recognized community

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organization has requested a presentation of the matter, when the subject property is located west of 2200 West, when the recognized community organization will not meet within forty five (45) days of receiving the notice from the city, when the project is a master plan or when the project is a text amendment to the city code, the city will schedule the item for ~~an open house~~ a public engagement activity and notify the public, including those recognized community organizations who may be affected by the project or who have specifically requested notification of the public engagement activity. ~~open house~~. ~~The Open House public engagement activity process will be followed instead of, not in addition to, the process outlined in subsection D.1. A final decision will not be made about the project until after the public open house engagement activity has occurred.~~

2-3. Exception from Early Notification Process

The city values early public engagement in policy decisions. Some city code amendments require expedited review and adoption. The following city code amendments are exempt from the processes set forth in subsections D.1 and D.2 of this section:

- a. City code amendments related to recently-enacted legislation if the code amendments:
 - (1) Are subject to an adoption deadline or action date set forth in the legislation;
 - (2) Are related to funding city-related projects; or
 - (3) Are necessary for essential city functions.
- b. A temporary land use regulation meeting the requirements of Utah Code Section 10-9a-504 or its successor.
- c. City code amendments proposed to respond to a natural disaster or other emergency situation potentially affecting the safety or well-being of individuals.
- d. City code amendments to mitigate the city's exposure to liability where prompt action is reasonably necessary.

The city may still opt to notify recognized community organizations of proposed city code amendments that are exempt from the early notification public engagement process as set forth in this section, but not providing notice of an exempt city code amendment shall not negate any action taken.

- e. The timeframe for the early notification process identified in section 2.60.050 D 1 and 2 may be modified where a land use applicant requests in writing that a decision be made as per section 10-9a.509.5 of the Utah State Code.

E. The purpose of the early notification process is to inform the public of the project and the decision making process and how to obtain more information or provide comments on the project.

~~D~~ EF. Notice Procedures: The city departments shall develop policies and procedures to show how they will provide notice and early participation opportunities for pending major city actions. These include, but are not limited to, public meetings, development projects, planning activities, and grant and funding opportunities, which may have a significant impact on the membership of a registered community organization. Notice shall be given to affected recognized community based organizations in a timely manner, including information on the time frame for a response.

~~E~~ FG. Reregistration Notification: The recorder's office shall notify each registered community organization of pending requirement for reregistration by December 31 of each year.

~~F~~ G-H List Of Organizations: In an effort to notify the public about the existence of recognized community based organizations and encourage participation in these organizations, at least once a year the city shall make a reasonable attempt to provide a list of all recognized community based organizations and their contact information to all residents, property owners, business owners, schools and nonprofit agencies in Salt Lake City. (Ord. 58-13, 2013)

2.60.060: RESPONSIBILITIES OF RECOGNIZED COMMUNITY ORGANIZATIONS:

Each recognized community organization shall:

- A. Renew registration with the recorder's office on an annual basis.
- B. Establish orderly and democratic means for forming representative public input through civil and respectful dialogue.
- C. Establish and follow a clear method for reporting to the city actions ~~which~~ that accurately reflect their position. Include the means by which a recommendation or decision was reached, how many members were involved and what the outcome was.
- D. By interaction with its members, residents, and the city, foster open and respectful communication between the recognized community organization and representatives of city departments on plans, proposals and activities affecting the interests of the recognized community organization.

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Subdivision Chapter

Chapter 20.36

NOTICING REQUIREMENTS

20.36.010: REQUIRED NOTICING FOR PLANNING DIRECTOR DECISION ON PRELIMINARY PLAT APPLICATIONS:

20.36.020: REQUIRED NOTICING FOR PUBLIC HEARING:

20.36.030: SIGNPOSTING; LOCATION AND REMOVAL:

20.36.040: NOTIFICATION TO RECOGNIZED COMMUNITY ORGANIZATIONS:

20.36.010: REQUIRED NOTICING FOR PLANNING DIRECTOR DECISION ON PRELIMINARY PLAT APPLICATIONS:

When the review process involves a preliminary decision by the planning director the application shall be noticed as follows:

A. Subdivisions:

1. Mailing: Written notice of subdivision application shall be provided by first class mail a minimum of twelve (12) calendar days in advance of the pending decision to all owners and tenants of the land subject to the application, and all abutting property owners, as shown on the Salt Lake City geographic information system records.
2. Posting: Notice by sign, in accordance with section 20.36.030 of this chapter, shall also be posted on the property at least ten (10) days prior to the scheduled administrative decision.
3. ~~Notification To Recognized Organizations: The city shall give notification in accordance with section 20.36.040 of this chapter.~~

B. Subdivision amendments not involving vacating or altering a public street, right of way, or easement:

1. Mailing: Written notice of subdivision application shall be provided by first class mail a minimum of twelve (12) calendar days in advance of the pending decision to all property owners or tenants, as shown on the city's computerized geographic information system, of land contained in the entire original or previously amended subdivision plat and all property owners whose property abuts the land being amended and is located outside of the subject subdivision.
2. Posting: Notice by sign, in accordance with section 20.36.030 of this chapter, shall also be posted on the property at least ten (10) days prior to the scheduled administrative decision.
3. ~~Notification To Recognized Organizations: The city shall give notification in accordance with section 20.36.040 of this chapter (Ord 7-14, 2014)~~

20.36.020: REQUIRED NOTICING FOR PUBLIC HEARING:

When the review process involves a public hearing, the application and hearing shall be noticed as follows:

- #### A. Subdivisions: Excluding subdivision amendments involving a public street, right of way, or easement, which have different noticing requirements as specified in subsection B of this section, whenever a public hearing with the planning commission is required for preliminary plat decision, the following public noticing is required:

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1. Mailing: Notice by first class mail shall be provided a minimum of twelve (12) calendar days in advance of the public hearing, to all abutting property owners of the subject land, as shown on the Salt Lake City geographic information system records.
2. Posting: The land subject to an application shall be posted by the city with a sign, in accordance with section 20.36.030 of this chapter, giving notice of the public hearing a minimum of ten (10) calendar days in advance of the public hearing.
3. ~~Notification To Recognized Organizations: The city shall give notification in accordance with section 20.36.040 of this chapter.~~

B. Subdivision amendments involving vacating or altering a public street, right of way, or easement:

1. Mailing And Publishing: Notice of the public hearing shall be provided in the following manner at least twelve (12) days before the hearing:
 - a. Mailed to the record owner of each parcel that is accessed by the subject portion of public street, right of way, or easement;
 - b. Mailed to each affected entity;
 - c. Published in a newspaper of general circulation in the municipality in which the land subject to the petition is located; and
 - d. Published on the Utah public notice website created in section 63F-1-701 of the Utah code.
2. Posting: The land subject to an application shall be posted by the city with a sign, in accordance with section 20.36.030 of this chapter, giving notice of the public hearing a minimum of ten (10) calendar days in advance of the public hearing.
3. ~~Notification To Recognized Organizations: The city shall give notification in accordance with section 20.36.040 of this chapter (Ord. 7-14, 2014)~~

20.36.030: SIGNPOSTING; LOCATION AND REMOVAL:

A. Location: One notice sign shall be posted for each five hundred feet (500') of frontage, or portion thereof, along a public street. At least one sign shall be posted on each public street. The sign(s) shall be located on the property subject to the request or petition and shall be set back no more than twenty five feet (25') from the front property line and shall be visible from the street. Where the land does not have frontage on a public street, signs shall be erected on the nearest street right of way with an attached notation indicating generally the direction and distance to the land subject to the application.

B. Removal: If the sign is removed through no fault of the applicant before the hearing, such removal shall not be deemed a failure to comply with the standards, or be grounds to challenge the validity of any decision made on the application. (Ord. 7-14, 2014)

~~20.36.040 NOTIFICATION TO RECOGNIZED ORGANIZATIONS: When it is required, notification to recognized organizations shall be given by e-mail notification, or other form of notification chosen by the planning director, a minimum of twelve (12) calendar days in advance of a planning director decision and / or a public hearing to any organization which is entitled to receive notice pursuant to title 2, chapter 2.60 of this code (Ord. 7-14, 2014)~~

Zoning Ordinance-

Chapter 21A.10

GENERAL APPLICATION AND PUBLIC HEARING NOTICING PROCEDURES

21A.10.010: GENERAL APPLICATION PROCEDURES:

21A.10.020: PUBLIC HEARING NOTICE REQUIREMENTS:

21A.10.030: PUBLIC HEARING PROCEDURES:

21A.10.010: GENERAL APPLICATION PROCEDURES:

21A.10.020: PUBLIC HEARING NOTICE REQUIREMENTS:

Providing all of the information necessary for notice of all public hearings required under this title shall be the responsibility of the applicant and shall be in the form established by the zoning administrator and subject to the approval of the zoning administrator pursuant to the standards of this section.

- A. Public Hearing Required: Projects requiring a public hearing as required by this title shall be held after the following public notification:
 1. Mailing For Public Hearing: Notice by first class mail shall be provided:
 - a. A minimum of twelve (12) calendar days in advance of the public hearing;
 - b. To all owners and tenants of the land as shown on the Salt Lake City geographic information system records. Mailing labels shall be generated by the city at the time of application submittal and created using the Salt Lake City geographic information system records unless as stated otherwise in this title; and
 - c. Within three hundred feet (300') from the periphery of land subject to the application, inclusive of streets and rights of way, or one thousand feet (1,000') of the periphery of the land subject to application for sexually oriented businesses requiring conditional site plan review pursuant to chapter 21A.36 of this title.
 2. Notification To recognized community organizations: The city shall give e-mail notification, or other form of notification chosen by the planning director, a minimum of twelve (12) calendar days in advance of the public hearing to any organization which is entitled to receive notice pursuant to [title 2, chapter 2.60](#) of this code.
 3. Contents Of Mailing Notice For Public Hearing: The first class mailing notice for any public hearing required pursuant to this title shall generally describe the subject matter of the application and the date, time and place of the public hearing, and the place where such application may be inspected by the public. The notice shall also advise that interested parties may appear at the public hearing and be heard with respect to the application.

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4. Posting For Public Hearing: The land subject to an application for a public hearing shall be posted by the city with a sign giving notice of the public hearing, providing the date of the hearing including contact information for more information, at least ten (10) calendar days in advance of the public hearing.
 - a. Location: One notice shall be posted for each five hundred feet (500') of frontage, or portion thereof, along a public street. At least one sign shall be posted on each public street. The sign(s) shall be located on the property subject to the request or petition and shall be set back no more than twenty five feet (25') from the front property line and shall be visible from the street. Where the land does not have frontage on a public street, signs shall be erected on the nearest street right of way with an attached notation indicating generally the direction and distance to the land subject to the application.
 - b. Removal: If the sign is removed through no fault of the applicant before the hearing, such removal shall not be deemed a failure to comply with the standards, or be grounds to challenge the validity of any decision made on the application.
 - c. Exemption: This posting requirement shall not apply to applications for amendments involving an H historic preservation overlay district, applications for an administrative certificate of appropriateness or applications for comprehensive rezonings of areas involving multiple parcels of land, including boundaries of a historic district, or for text amendments to this title.
5. Publication: As required by state law, at least twelve (12) calendar days in advance of the first public hearing for an application for an amendment to the text of this title or other processes as required by state law, the city shall publish a notice of such public hearing in a newspaper of general circulation in Salt Lake City.

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B. Special Noticing Requirements For Administrative Approvals:

1. Conditional Building And Site Design Review: The planning commission shall consider requests for conditional building and site design review at a public hearing if there is an expression of interest after providing notice as follows:
 - a. Notification: The city shall provide written notice by first class mail a minimum of twelve (12) calendar days in advance of the requested action to all owners of the land and tenants subject to the application, as shown on the Salt Lake City geographic information system records, adjacent to and contiguous with the land subject to the application. Recognized community organizations are also entitled to receive notice pursuant to [title 2, chapter 2.60](#) of this code by e-mail or other form chosen by the planning director.

At the end of the twelve (12) calendar day notice period, if there are requests for a public hearing, the planning commission will schedule a public hearing and consider the issue; if there are no requests for a public hearing, the planning director may decide the issue administratively.
2. Determination Of Noncontributing Status Within An H Historic Preservation Overlay District: Prior to the approval of an administrative decision for a certificate of appropriateness for demolition of a noncontributing structure, the city shall provide

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written notice by first class mail a minimum of twelve (12) calendar days of the determination of noncontributing status of the property to all owners of the land and tenants, within eighty five feet (85') of the land subject to the application as shown on the Salt Lake City geographic information system records. At the end of the twelve (12) day notice period, the planning director shall either issue a certificate of appropriateness for demolition or refer the application to the historic landmark commission.

3. Notice Of Application For Special Exceptions: Prior to the approval of an administrative decision for special exceptions as authorized in chapter 21A.52 of this title, the planning director shall provide written notice by first class mail a minimum of twelve (12) days in advance of the requested action to all abutting property owners and tenants of the land subject to the application, as shown on the Salt Lake City geographic information system records.

- a. Contents Of The Mailing Notice Of Application: The notice for mailing shall generally describe the subject matter of the application, the place where such application may be inspected by the public, the date when the planning director will authorize a final administrative decision, and include the procedures to appeal an administrative decision set forth in chapter 21A.16 of this title. (Ord. 58-13, 2013)

4. Notification of application for projects requiring early notification: The Planning Director will send a notice of application to owners and tenants that require early notification as identified in Section 2.60.050 C of the Salt Lake City Code. The notice will be sent within five (5) calendar days of receiving a complete application and sent to owners and tenants of property within 300 feet of the proposed project. Mailing labels shall be generated by the City at the time of application submittal and created using the Salt Lake City geographic information system records unless as stated otherwise in this title. The notice shall generally describe the subject matter of the application, the decision making process and how to obtain more information, or provide comments on the project.

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