

SALT LAKE CITY ORDINANCE  
No. \_\_\_\_\_ of 202\_  
(Amending various sections of the *Salt Lake City Code*  
Pertaining to Public Engagement and Public Noticing Procedures)

An ordinance amending various sections of the *Salt Lake City Code* pertaining to public engagement and public noticing procedures, pursuant to petition number PLNPCM2016-00300.

WHEREAS, the Salt Lake City Planning Commission held a public hearing on January 23, 2019, to consider a request made by the Salt Lake City Council (Petition No. PLNPCM2016-00300) to amend the text of Title 21A, Chapter 2.60, and Title 20 of the *Salt Lake City Code*; and

WHEREAS, at its January 23, 2019 hearing, the planning commission voted in favor of forwarding a positive recommendation to the Salt Lake City Council; and

WHEREAS, after a public hearing on this matter, the city council has determined that adopting this ordinance is in the city's best interests,

NOW, THEREFORE, be it ordained by the City Council of Salt Lake City, Utah:

SECTION 1. Amending the Text of *Salt Lake City Code* Chapter 21A.10. That Chapter 21A.10 of the *Salt Lake City Code* (Zoning: General Application and Public Hearing Procedures), shall be and hereby is amended to read as follows:

Chapter 21A.10 GENERAL APPLICATION, PUBLIC ENGAGEMENT, AND PUBLIC  
HEARING-NOTICING PROCEDURES

21A.10.010: GENERAL APPLICATION PROCEDURES:

21A.10.015: PUBLIC ENGAGEMENT:

21A.10.020: PUBLIC ~~HEARING~~ NOTICE REQUIREMENTS:

21A.10.030: PUBLIC HEARING PROCEDURES:

21A.10.010: GENERAL APPLICATION PROCEDURES:

All applications required by the provisions of this title shall be processed in accordance with the following procedures:

- A. Determination Of Completeness Of Application: After receipt of an application, the zoning administrator shall determine whether the application is complete. If the zoning administrator determines that the application is not complete, the zoning administrator shall notify the applicant in writing, specifying the deficiencies of the application, including any additional information which must be supplied and advising the applicant that no further action will be taken by the city on the application until the deficiencies are corrected.
- ~~B. Notification Of Community Organizations: Notification to recognized community organizations shall be provided, where applicable, as set forth in section 2.60.050 of this code.~~
- € B. Remedy Of Deficiencies: If the applicant fails to correct the specified deficiencies within thirty (30) days of the notification of deficiency, the application for development approval shall be deemed withdrawn and will be returned to the applicant. Application fees shall not be refunded.
- Đ C. Extensions Of Time: The zoning administrator, upon written request, may, for good cause shown and without any notice or hearing, grant extensions of any time limit imposed on an applicant or permittee by this title. An extension of time may also be granted by any body acting pursuant to this title unless this title expressly provides otherwise. The total period of time granted by such extension or extensions shall not exceed twice the length of the original period.
- £ D. Fees: The application shall be accompanied by the applicable fees shown on the Salt Lake City consolidated fee schedule. The applicant shall also be responsible for payment of all fees established for providing the public notice required by section 21A.10.020 of this chapter, in accordance with the consolidated fee schedule, including costs of mailing, preparation of mailing labels and all other costs relating to notification.

#### 21A.10.015: PUBLIC ENGAGEMENT:

The purpose of the public engagement process is to inform the public of certain land use projects early in the process, provide a reasonable timeframe for feedback on a proposal, and establish a process to hear from the public prior to making a decision on a particular land use project.

A. Land Use Projects Subject to Public Engagement: The following are considered land use projects for purposes of this chapter and are subject to the public engagement process and requirements herein:

1. Request for an alley/street closure or vacation;
2. Amendments to Title 21A;
3. Conditional use applications;
4. Design review applications, subject to review by the planning commission as provided in Chapter 21A.59;

5. Applications to demolish one or more landmark sites or contributing structures located within a local historic district;
6. Master plans, including amendments, to be adopted by the city council;
7. Requests for certificates of appropriateness required for new construction of principal structures, except for single family and two family dwellings;
8. Planned development applications;
9. Zoning map amendment.

B. Early Notification: The city shall provide notice of a land use project to the stakeholders identified in this subsection. The city shall provide at least forty-five (45) days, from the date the notice is sent, for the recipients of the notice to provide comment on the land use project before a final decision by the land use authority is made or, in the case of legislative matters, a recommendation is forwarded to the city council. No public hearing shall be held sooner than fourteen (14) days after the notice has been sent.

1. Stakeholders. The city will provide written notice of a land use project to the following:
  - a. Property owners and identifiable tenants within three hundred feet (300') of the subject property utilizing available information from Salt Lake City geographic information system records. City-wide zoning map or text amendments are exempt from this requirement.
  - b. Chair of the recognized community organization(s) in which the subject property is located and the chair of any other recognized community organization whose boundary is located within three hundred feet (300') of the subject property. In the case of city-wide zoning map or text amendments, the chairs of all recognized community organizations will receive a notice.
  - c. At the city's discretion, additional stakeholders may be noticed.

2. Content of Notice: The notice will generally describe:

- a. The subject matter of the land use project,
- b. The location of the land use project, if not city-wide,
- c. How or where to obtain further information,
- d. How or where to submit comments about the land use project, and
- e. Identify the earliest date in which a final decision by the land use authority may be made or, in the case of legislative matters, a recommendation may be forwarded to the City Council and encourage any desired comments prior to that date.

3. Posting of Subject Property: If the land use project pertains to specific individual property, the applicant or petitioner of the land use project shall post a sign giving notice that the city is considering such land use project and direct the public to the city website where more information about the project can be obtained. The applicant or petitioner of the land use project shall post the sign on the subject property within seven (7) calendar days of receiving notice from the zoning administrator that the notices required under subsection 21A.10.015.B have been sent. The zoning administrator shall establish an approved template for the sign, review the proposed sign, and shall ensure that the city website is accurate. Once the sign approved by the zoning administrator is posted at the subject property by the applicant, the applicant or petitioner shall submit to the zoning administrator a time stamped photo or a notarized affidavit, meeting the requirements of Utah Code 78B-18-106, that verifies the sign was posted on the subject property in accordance with this section. An application is not deemed complete until the requisite photo or affidavit has been received by the zoning administrator in addition to all other requirements. The sign shall be posted at the subject property until the date identified in Subsection 21A.10.015.B.2.e. If the sign is removed for any reason prior to the date identified in Subsection 21A.10.015.B.2.e., the applicant or petitioner shall post a new sign as soon as practicable. The sign shall be removed upon final action by the land use authority or, in the case of legislative matters, once the City Council has voted on the land use project.

a. Location: One (1) sign shall be posted for each five hundred feet (500') of frontage, or portion thereof, along a public street. At least one (1) sign shall be posted along each public street. The sign(s) shall be located on the property subject to the application or petition and shall be set back no more than 10 feet 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 subject property.

4. Exemption from Early Notification Process: The following land use projects are exempt from the requirements set forth in Sections 21A.10.015.B.1-3 and 21A.10.015.C:

a Amendments to Title 21A necessary to comply with state or federal 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 provisions.

- c. Amendments to Title 21A proposed to respond to a natural disaster or other emergency situation potentially affecting the safety or well-being of individuals.
  - d. Amendments to Title 21A to mitigate the city's exposure to liability where prompt action is reasonably necessary, as determined by the City Attorney.
  - e. Upon request by a land use applicant made pursuant to Utah Code Section 10-9a-509.5 or its successor provisions.
  - f. Any land use project where an existing federal or state law or regulation sets a deadline which requires a decision or action which would place the requirements of this chapter in direct conflict with the federal or state law.
- C. Early Public Engagement Activity. After the city has provided notice as required under Subsection 21A.10.015.B, the city shall schedule and hold an early public engagement activity in accordance with this subsection. Recognized community organization meetings and outreach events are considered early public engagement activities.
  - 1. Recognized Community Organization Meeting
    - a. If a land use project is located within the boundaries of a particular recognized community organization, the recognized community organization has fourteen (14) days from receiving notice of the land use project to notify the city's planning division as to whether the recognized organization will hold a meeting and provide comments.
    - b. If the chair of the recognized community organization does not respond to the notice from the city or does not schedule the item for a recognized community meeting within fourteen (14) days of when the notice of the land use project was sent, the city shall schedule the item for an outreach event.
  - 2. Outreach Event:
    - a. The city may schedule an outreach event to educate, engage, and receive feedback on a land use project from the public. An outreach event will be held for a land use project when:
      - (1) A recognized community organization chair does not respond within fourteen (14) days of when the notice of the land use project was sent as to whether it wants to review the matter;
      - (2) The recognized community organization has informed the City that they will not hold a meeting prior to the date identified in 21A.10.015.B.2.e;
      - (3) The land use project is within six hundred feet (600') of the boundary of another recognized community organization;
      - (4) The land use project is within an area that has an overlapping boundary with another recognized community organization;

- (5) The subject property is located west of 2200 West;
- (6) The land use project is a master plan or master plan amendment that impacts multiple recognized organizations; or
- (7) The land use project is a text amendment to Title 21A.

- b. If the city schedules an outreach event under subsection 21A.10.0150.C, the city will provide general public notice by posting notice on a city website. Additionally, the city will send notice of the outreach event specifically to the stakeholders identified in subsection 21A.10.015.B.1. Notices will be sent utilizing available information from Salt Lake City geographic information system records. The notice shall include information detailing the type of outreach event, how to participate, and the time and date of the outreach event.

#### 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: Where a public hearing is required by this Title, the following notice shall be required: Projects requiring a public hearing as required by this title shall be held after the following public notification:~~
  - ~~1. Mailing For Public Hearing: At least 12 calendar days before a public hearing, notice~~  
~~Notice by first class mail shall be provided: sent:~~
    - ~~a. A minimum of twelve (12) calendar days in advance of the public hearing; To all property owners and identifiable tenants located within three hundred feet (300') from the subject property line, or~~
    - ~~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; To all property owners and identifiable tenants located within one thousand feet (1000') of the property subject to a land use application for a sexually-oriented business.~~
    - ~~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; and~~
    - ~~d. Notice by first class mail for zoning text amendments shall only be required if a notice requesting the mailing is received by the Planning Director.~~

2. Notification To Recognized Organizations: At least twelve (12) days before a public hearing, the city shall give send an e-mail notification; or other form of written notification chosen by the Planning Director, a minimum of twelve (12) calendar days in advance of the public hearing to any recognized community organization entitled to notice under 21A.10.015.B.1. 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 ~~N~~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 or petition 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 or petition.
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. At least 10 days before a public hearing, the land use applicant or petitioner shall post a sign approved by the zoning administrator at the subject property giving notice of the public hearing. The sign shall provide the date of the hearing and contact information for where any interested party may get more information. Once the sign is posted at the subject property, the applicant or petitioner shall submit to the zoning administrator a time stamped photo or a notarized affidavit, meeting the requirements of Utah Code 78B-18-106, that verifies the property was posted in accordance with this section.~~
  - a. Location: One (1) notice~~sign~~ shall be posted for each five hundred feet (500') of frontage, or portion thereof, along a public street. At least one (1) 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 ten feet (10') ~~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~~ subject land.
  - b. Removal: If the sign is removed through no fault of the applicant or petitioner, property owner, or, the city before the hearing, such removal shall not be deemed a failure to comply with the ~~standards, posting requirements~~ or be grounds to challenge the validity of any decision made on the petition or application.
  - c. Exemption: ~~The~~s posting requirements of subsection 21A.10.020.A.4 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.~~

B. Special Noticing Requirements For Certain Administrative Approvals:

- ~~1. Design Review: The Planning Commission shall consider requests for design review (Chapter 21A.59) 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 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.~~

1. Notice Of Application for Design Review:

- a. Notification: At least twelve (12) days before a land use decision is made for an administrative design review application as authorized in Chapter 21A.59 of this title, the planning director shall provide written notice to the following:
  - (1) All owners and identifiable tenants of the subject property, land abutting the subject property, and land located directly across the street from the subject property. In identifying the owners and tenants of the land the city shall use the Salt Lake City geographic information system records.
  - (2) Recognized community organization(s) in which the subject property is located.
- b. Contents of the Notice of Application: The notice shall generally describe the subject matter of the application, where the public may review the application, the expected date when the planning director will authorize a final land use decision, and the procedures to appeal the land use decision.
- c. End of Notification Period: If the planning director receives comments identifying concerns related to the design review application not complying with the requirements of Chapter 21A.59, the planning director may refer the matter to the planning commission for their review and decision on the application.



2. ~~Determination Of~~ Notice of Demolition of a Noncontributing Status Structure Within An H Historic Preservation Overlay District: At least twelve (12) days before ~~Prior to a land use decision is made on an application for the approval of an administrative decision for a certificate of appropriateness for demolition of a noncontributing structure, the Ccity shall provide written notice by first class mail a minimum of twelve (12) calendar days of the request to demolish the structure and to identify that a determination of has been made that the building has been identified as a noncontributing building. status of the property~~ This notice will be sent 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 ~~P~~planning ~~D~~irector shall either issue a certificate of appropriateness for demolition or refer the application to the ~~H~~historic ~~L~~andmark ~~C~~ommission.
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 properties and those properties located across the street from the subject property, and to all 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.~~
4. Notice Of Application For TSA Development Reviews: Prior to the approval of a development review score as authorized in ~~s~~Section 21A.26.078 of this title, the ~~P~~planning ~~D~~irector shall provide written notice by first class mail a minimum of twelve (12) days in advance of the requested action to all abutting properties and those properties located across the street from the subject property, and to all 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 ~~P~~planning ~~D~~irector will authorize a final administrative decision, and include the procedures to appeal an administrative decision set forth in ~~e~~Chapter 21A.16 of this title.

SECTION 2. Amending the Text of *Salt Lake City Code* Subsection 21A.12.040.A.

That Subsection 21A.12.040.A of the *Salt Lake City Code* (Zoning: Administrative

Interpretations: Procedures: Application), shall be and hereby is amended to read as follows:

- A. Application: An application for an interpretation of this title shall be filed on a form provided by the zoning administrator and shall contain at least the following information:
1. Provisions: The specific provision or provisions of this title for which an interpretation is sought;
  2. Facts: The facts of the specific situation giving rise to the request for an interpretation;
  3. Interpretation: The precise interpretation claimed by the applicant to be correct;
  4. Statement: When a use interpretation is sought, a statement of what use permitted under the current zoning classification of the property that the applicant claims either includes the proposed use, or is most similar to the proposed use; and
  5. Evidence: When a use interpretation is sought, documents, statements, and other evidence demonstrating that the proposed use will comply with all use limitations established for the district in which it is proposed to be located.
  6. Fees: Nonrefundable fees shown on the Salt Lake City consolidated fee schedule shall accompany the application.
  7. ~~Notification To Recognized Organizations: The city shall give notification, by e-mail or other form chosen by the planning director to any organization which is entitled to receive notice pursuant to of this code, that a use interpretation has been determined.~~

SECTION 3. Amending the Text of *Salt Lake City Code* Subsection 21A.16.030.G.2.b.

That Subsection 21A.16.030.G.2.b of the *Salt Lake City Code* (Zoning: Appeals of

Administrative Decisions: Procedure), shall be and hereby is amended to read as follows:

- b. The city shall ~~give send~~ notice of the meeting through e-mail ~~notification~~, or other ~~form~~ method of notification chosen by the appeals hearing officer, a minimum of twelve (12) calendar days in advance of the public hearing meeting to any recognized community organization, in which the subject property is located. ~~entitled to receive notice pursuant to title 2, chapter 2.60 of this code.~~

SECTION 4. Amending the Text of *Salt Lake City Code* Subsection 21A.38.025.A.5.

That Subsection 21A.38.025.A.5 of the *Salt Lake City Code* (Zoning: Nonconforming Uses and Noncomplying Structures: Procedures), shall be and hereby is amended to read as follows:

5. Notification To Recognized Organizations: The City shall ~~give~~ send notice ~~notification~~, by e-mail or other form chosen by the Planning Director to any recognized community organization in which the subject property is located notifying the recognized community organization is entitled to receive notice pursuant to in title 2, chapter 2.60 of this code, that an administrative interpretation or determination of nonconforming use has been made.

SECTION 5. Amending the Text of *Salt Lake City Code* Chapter 21A.60.020. That Section 21A.60.020 of the Salt Lake City Code is amended to add the term “Outreach Event”, which term shall be inserted into the list of defined terms in alphabetical order and shall read as follows:

Outreach Event

SECTION 6. Amending the Text of *Salt Lake City Code* Chapter 21A.62.040. That Section 21A.62.040 of the Salt Lake City Code is amended to add a new definition of “Outreach Event”, which definition shall be inserted in alphabetical order and shall read as follows:

OUTREACH EVENT: One or more opportunities for members of the public to learn about and provide comments on land use projects. An outreach event includes, but is not limited to, open houses, online forums, presentations at community events, social media postings and dialogue, or other events determined appropriate by the planning director. These events are used to expand involvement opportunities for community members by providing a chance to ask questions and provide comments on an issue or be involved in the decision-making process.

SECTION 7. Amending the Text of Salt Lake City Code Subsection 2.60.040.B. That Subsection 2.60.040.B of the *Salt Lake City Code* (Administration and Personnel: Recognized Community Organizations: Registration), shall be and hereby is amended to read as follows:

- B. It shall be the responsibility of the community organization to provide updated information and any changes to the items in subsection A of this section to the Recorder's Office in a timely manner. If the recognized community organization adopts changes to its bylaws, the recognized community organization shall file, by e-mail or mail, 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.

SECTION 8. Amending the Text of Salt Lake City Code Section 2.60.050. That Section 2.60.050 of the *Salt Lake City Code* (Administration and Personnel: Recognized Community Organizations: Responsibilities of City), shall be and hereby is amended to read as follows:

2.60.050: RESPONSIBILITIES OF CITY:

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

~~B-A.~~ Public Engagement: Each ~~C~~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.

~~CB.~~ Recognized Community Organization Early Notification And Response: In addition to the notice required for land use projects as identified in 21A.10.015, the city will send a notice also provide early written notification by email, mail, or social media to the applicable recognized community organization Chair(s) for the following types of projects, which will be subject to the requirements of this section: ~~Alley vacation~~

City code amendments that change ordinances related to obtaining a permit or license issued by the City

~~Conditional use~~

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

Major changes to street capacity or travel modes, including but not limited to,

changes to the transportation mater plan

Major upgrades to public facilities' and structures' function, access, and purpose

Master Plan amendment or adoption not otherwise noticed under Title 21A 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

~~Planned development~~

~~Zoning map amendment~~

~~The recognized community organization chair(s) shall have forty five (45) days to provide comments, from the date the notice was sent. A public hearing will not be held, nor will a final decision be made about the project within the forty five (45) day period. Where a project is within six hundred feet (600') of the boundaries of another recognized community organization's district, when more than one recognized organization has requested a presentation of the matter, when the subject property is located west of 2200 West, or when the project is a text amendment to the city code, the city will schedule the item for an open house 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 open house. The city shall provide at least forty-five (45) days, from the date the notice is sent, for the recipients of the notice to provide comments on the project before a decision is made by the city council. No city council meeting on the matter shall be held sooner than fourteen (14) days after the notice has been sent.~~

~~DC.~~ Exemptions to the Early Notification Requirement: The projects listed under Subsection 2.60.050.B are exempt from the requirements for early notification to the recognized community organizations and action may be taken by the city council prior to the time limitations therein when changes are needed to:

1. Comply with state or federal legislation if the project is:

- a. Subject to an adoption deadline or action date set forth in the legislation;
- b. Related to funding city-related projects; or
- c. Necessary for essential city functions.

2. Respond to a natural disaster or other emergency situation potentially impacting the safety or well-being of individuals.

3. Mitigate the city's exposure to liability where prompt action is reasonably necessary, as determined by the City Attorney.

4. Respond to an existing federal or state law or regulation that sets a deadline which requires a decision or action which would place the requirements of this chapter in direct conflict with the federal or state law.

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

~~F. List Of Organizations: In an effort to notify the public about the existence of 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 community based organizations and their contact information to all residents, property owners, business owners, schools and nonprofit agencies in Salt Lake City.~~

SECTION 9. Amending the Text of *Salt Lake City Code* Section 2.60.060. That Section 2.60.060 of the *Salt Lake City Code* (Administration and Personnel: Recognized Community Organizations: Responsibilities of Community Organizations), shall be and hereby is amended to read as follows:

2.60.060: RESPONSIBILITIES OF COMMUNITY ORGANIZATIONS:

Each recognized community organization shall:

- A. Renew registration with the City 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.

SECTION 10. Amending the Text of *Salt Lake City Code* Section 2.60.070. That Section 2.60.070 of the *Salt Lake City Code* (Administration and Personnel: Recognized Community Organizations: Volunteer Status and Partial Indemnification), shall be struck from the code:

~~2.60.070: VOLUNTEER STATUS AND PARTIAL INDEMNIFICATION:~~

~~Recognized community organization members shall be considered volunteers and not employees, officials or officers of Salt Lake City. Recognized community organizations and their officers, trustees and directors shall be indemnified by the City pursuant to the Utah Governmental Immunities Act in any civil action which may arise from determinations and recommendations made within the scope of performance of their duties under this chapter. This defense and indemnification obligation on behalf of the City shall be limited to only those determinations and recommendations and shall not extend to any physical activities of the community organization or its members. These provisions shall not be deemed a waiver of any claim for immunity from suit on behalf of the volunteer.~~

SECTION 11. Amending the Text of *Salt Lake City Code* Chapter 20.04. That Chapter 20.04 of the *Salt Lake City Code* is amended to add a new section 20.04.130, which shall be inserted in numerical order and shall read as follows:

20.04.130 AMENDMENTS TO THIS TITLE:

The process to amend this title shall follow the process outlined in Chapter 21A.50 and include early notification requirements found in Chapter 21A.10.

SECTION 12. Amending the Text of *Salt Lake City Code* Section 20.36.010. That Section 20.36.010 of the *Salt Lake City Code* (Subdivisions and Condominiums: Noticing Requirements: Required Noticing for Planning Director Decision on Preliminary Plat Applications), shall be and hereby is amended to read as follows:

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

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

A. Subdivisions:

1. Mailing: Written notice of the city's receipt of a subdivision application shall be provided by first class mail a minimum of twelve (12) calendar days in advance of ~~the pending any decision on the application~~ to all owners and identifiable tenants of the land subject to the application, and all owners of property abutting the land subject to the application ~~property owners~~, as shown on the Salt Lake City geographic information system records.
2. Posting: ~~Notice by sign, in~~ In accordance with ~~s~~Section 20.36.030 of this chapter, a sign providing notice shall also be posted by the applicant on the property at least ten (10) days prior to the scheduled administrative decision. Once the sign is posted at the subject property, the applicant shall submit to the zoning administrator a time stamped photo or a notarized affidavit, meeting the requirements of Utah Code 78B-18-106, that verifies the property was posted in accordance with this section.
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 the city's receipt of a subdivision application shall be provided by first class mail a minimum of twelve (12) calendar days in advance of ~~the pending decision any decision on the application~~ to all property owners or identifiable tenants, ~~as shown on the city's computerized geographic information system~~, of land contained in the ~~entire original or previously amended~~ land proposed to be subdivided or resubdivided 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 ~~s~~Section 20.36.030 of this chapter, shall also be posted by the applicant on the property at least ten (10) days prior to the scheduled administrative decision. Once the sign is posted at the subject property, the applicant shall submit to the zoning administrator a time stamped photo or a notarized affidavit, meeting the requirements of Utah Code 78B-18-106, that verifies the property was posted in accordance with this section.
3. ~~Notification To Recognized Organizations: The city shall give notification in accordance with section 20.36.040 of this chapter~~



SECTION 13. Amending the Text of Salt Lake City Code Section 20.36.020. That Section 20.36.020 of the *Salt Lake City Code* (Subdivisions and Condominiums: Noticing Requirements: Notice Required for Public Hearing), shall be and hereby is amended to read as follows:

20.36.020: REQUIRED NOTICING FOR PUBLIC HEARING:

When the plat 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:
  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 applicant 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. Once the sign is posted at the subject property, the applicant or petitioner shall submit to the zoning administrator a time stamped photo or a notarized affidavit, meeting the requirements of Utah Code 78B-18-106, that verifies the property was posted in accordance with this section.
  - ~~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 sSection 63F-1-701 of the Utah eCode.
2. Posting: The land subject to an application shall be posted by the ~~city~~ applicant with a sign, in accordance with sSection 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. Once the sign is posted at the subject property, the applicant or petitioner shall submit to the zoning administrator a time stamped photo or a notarized affidavit, meeting the requirements of Utah Code 78B-18-106, that verifies the property was posted in accordance with this section.
  3. Notification ~~To Recognized Organizations Of Public Engagement~~: The city shall give notification in accordance with sSection ~~21A.10.01520.36.040~~ of this chapter .

SECTION 14. Amending the Text of Salt Lake City Code Section 20.36.040. That Section 20.36.040 of the *Salt Lake City Code* (Subdivisions and Condominiums: Noticing Requirements: Notification to Recognized Organizations), shall be struck from the code:

~~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.~~

SECTION 15. Effective Date. This ordinance shall become effective on the date of its first publication.

Passed by the City Council of Salt Lake City, Utah, this \_\_\_\_\_ day of \_\_\_\_\_, 202\_.

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CHAIRPERSON

ATTEST AND COUNTERSIGN:

\_\_\_\_\_  
CITY RECORDER

Transmitted to Mayor on \_\_\_\_\_.

Mayor's Action: \_\_\_\_\_ Approved. \_\_\_\_\_ Vetoed.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY RECORDER  
(SEAL)

Bill No. \_\_\_\_\_ of 202\_.  
Published: \_\_\_\_\_.

**APPROVED AS TO FORM**  
Salt Lake City Attorney's Office

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Allison Parks, *Senior City Attorney*