
SALT LAKE CITY COUNCIL MEMO

DATE: March 15, 2005
SUBJECT: Planning Division Briefing
STAFF REPORT BY: Sylvia Jones

The Planning Division is housed within the Community Development Department. The division is responsible for providing the following services:

1. Develops general plans for the City to guide the development, redevelopment, maintenance and preservation of the urban environment.
2. Administers zoning and subdivision ordinances.
3. Provides staff support to the Planning Commission, Board of Adjustment and Historic Landmarks Commission.
4. Processes applications for zoning amendments, conditional uses, special exceptions, and Board of Adjustment variances.
5. Develops and maintains land use database for Salt Lake City.
6. Administers zoning and residential housing code enforcement operations.
7. Performs inspections on apartment buildings with three or more dwelling units.

Following the division's presentation, the Council may wish to ask the following questions:

1. Have any Boards or Commissions outlived their usefulness?
2. Can any Board or Commission be combined?
3. What is the average timeframe for reviewing and processing conditional uses, subdivisions, zoning text amendments and property rezones?

Council staff has provided a four-year budget history for the Planning Division below.

Planning Division Budget Comparison		
Fiscal Year	Budget	Percent Change
2001-02	\$2,729,794	
2002-03	\$2,798,039	2.5%
2003-04	\$2,808,388	0.4%
2004-05	\$2,815,640	0.3%

The Administration has been asked to provide the following paperwork: (See attached.)

- A. A list of functions / services performed by the Division and an organizational chart, including the number of FTE's.
- B. Information on any service level measurements available (for example, x number of permits were issued last year, a 2 percent increase / decrease over the previous year).
- C. Responses to the following questions:
 - 1. What successes has your Division achieved in the recent past, and what successes do you see in the near future?
 - 2. What are the most significant challenges the Division will face in the near future?
 - 3. Have the services provided by the Division increased / decreased or remained the same over the past 2 or 3 years, and do you anticipate that service levels will increase, decrease, or remain the same in the near future?
 - 4. Are there service level improvements that could be made in your Division with a minimal investment of funding, or are there functions where additional resources may be needed in order to maintain current service levels?

A. LOUIS ZUNGUZE
PLANNING DIRECTOR

BRENT B. WILDE
DEPUTY PLANNING DIRECTOR

DOUGLAS L. WHEELWRIGHT, AICP
DEPUTY PLANNING DIRECTOR

SALT LAKE CITY CORPORATION

COMMUNITY DEVELOPMENT
PLANNING AND ZONING DIVISION

ROSS C. ANDERSON
MAYOR

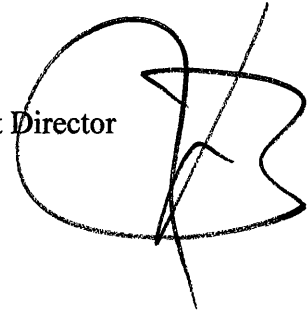
MEMORANDUM

TO: Salt Lake City Council Members

FROM: Louis Zunguze, Salt Lake City Community Development Director

DATE: March 15, 2005

RE: Division Functions Presentations



Members of the City Council:

Attached please find the Community Development Department's Division PowerPoint Presentations for the City Council briefing scheduled for March 17, 2005. Please note that the summary of the Arts Council function is attached for your information.

Thank you.

Cc: Rocky Fluhart, Management Services Director
Cindy Gust-Jensen, Executive Director of the City Council
Brent Wilde, Deputy Community Development Director
File

Planning & Zoning Division

Budget Presentation to City Council
2005-2006

Functions

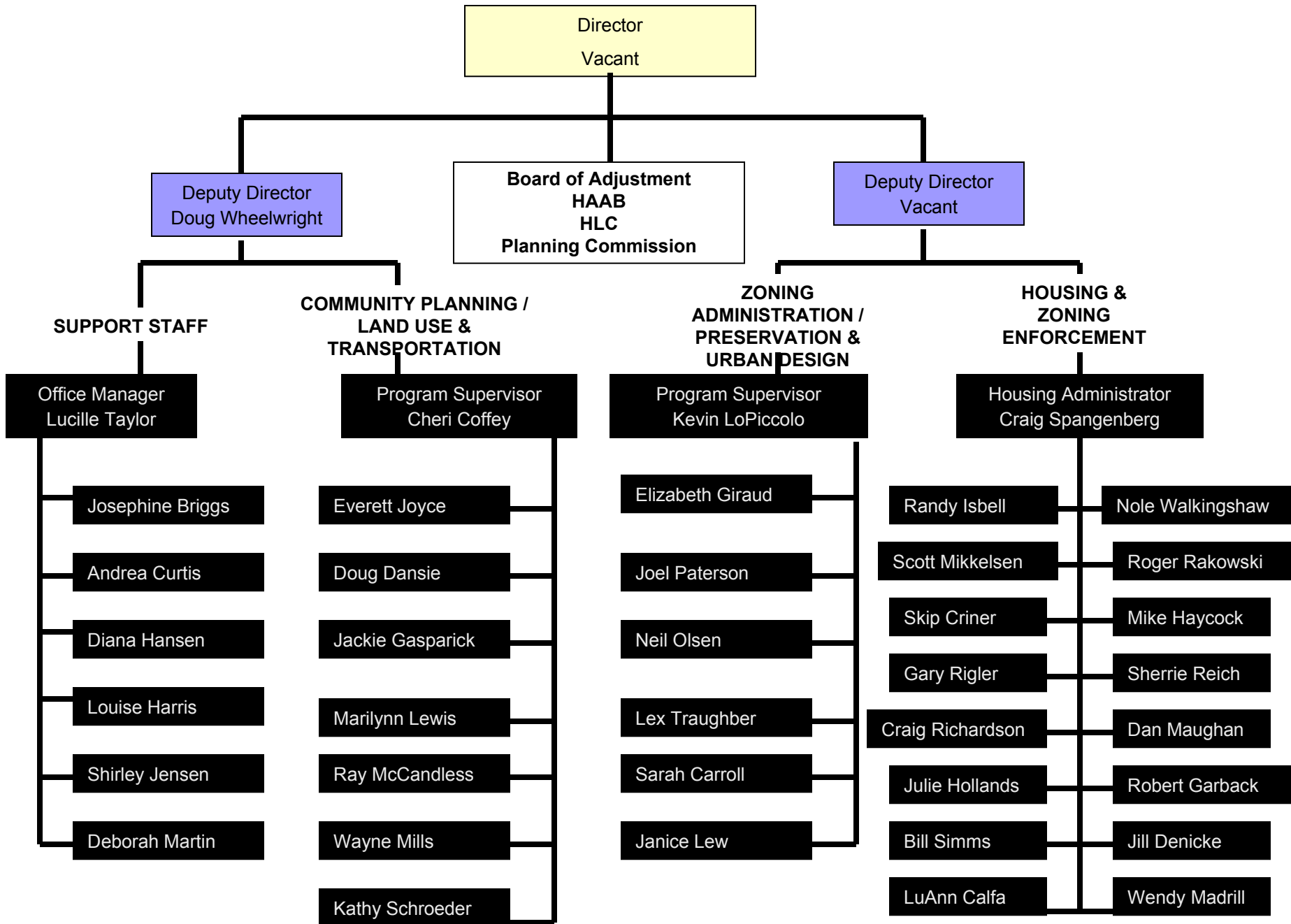
A. Areas of Coverage

- Current Planning (specific project review)
- Long Range Planning (master plans, new zoning regulations)
- Historic Preservation (project reviews, surveys, public education)
- Federal Environmental Regulation Compliance Review
- Housing and Zoning Enforcement
- Zoning Administration (use interpretations, rebuild letters)
- Coordination of land use policies for City projects as well as with other agencies and jurisdictions.
- Administrative Hearings

B. Staffing of Decision Making Bodies:

- Board of Adjustment, Housing Advisory & Appeals Board, Historic Landmark Commission and Planning Commission

Planning & Zoning 42 FTEs



Service Levels- Boards / Commissions (Comparison between 2003-2004)

Board	2003	2004	% Change
BOA	39 Cases	41Cases	+5%
HAAB	26 Cases	69 Cases	+62%
HLC	25 Cases	29 Cases	+14%
PC	134 Cases	171 Cases	+22%

2003-2004

Service Level Change

Program Area	2003	2004	% Change
Zoning Administration	371	397	+ 7%
Housing & Zoning Enforcement	4,055	4,514	+ 10%
Historic Preservation	269	259	- 4%
Development Review and Land Use	196	225	+ 13%

Recent Successes

- Reorganization of Planner Workloads
 - Increasing familiarity with all aspects of Planning
 - Increasing familiarity with all geographic areas of the City
 - More equitable workload amongst planners
 - Planner of Day / Manager of the Day
 - Planners are better able to plan their workday without many unexpected interruptions.
 - Higher productivity levels.
 - Better customer service through availability and responsiveness.

Recent Successes

- Adoption of the Walkables Community Ordinance.
- Successful rewrite of Downtown Zoning Districts.
- Legislative Action Report on Historic Preservation.
- Protection of the Jordan River Parkway
- Decreased Number of Appeals to the LUAB
- Continued Retention of Technically Skilled Professional Staff

Anticipated “Near Future” Successes

- Changes to the Residential Housing Code.
- Adoption of modifications to the Non-Conforming Use and Non-Complying Structures regulations.
- Adoption of the Transit Oriented Development Zoning Districts.
- Adoption of the petitions to implement the Sugar House Master Plan Policies as they relate to the Business District.
- Development of a standardized format for Community Master Plans

Challenges- Citizen Input Process

- **Current System is not Efficient or Effective:**
 - **Non Representative**
 - **Unpredictable**
 - **Does not provide meaningful input**
 - **Overlapping boundaries**
 - **Time Consuming / Delays**

Challenges-

City Initiated Petitions

- Allow Dialogue and Collaboration between Planning Staff and Council prior to initiating petition.
- City Initiated Petitions compete with other priorities.
- Retaliatory Complaints

Challenges

- Motivation of Employees
 - A. Inefficient /ineffective processes and volume of work.
 - B. Apparent failure to recognize uniqueness of job requirements with regard to extra hours worked.
 - C. Insufficient number of staff and financial resources:

Other Challenges

- No Master Plan for Northwest Quadrant
- Requests for more local Historic Districts

Internal Challenges

- Implementation of conditions of HLC, BOA and PC by the Building Services and Licensing Inspectors.

Challenges- Boards and Commissions

- **Training-**
 - **Clarity of Duties (Focusing on what they are charged with.)**
 - **Consistency of decision making.**
 - **Consistency of attendance at meetings.**

Service Levels 2002-2004

Program Area	2002	2003	2004	% Change
Zoning Administration	277	371	397	30%
Housing & Zoning Enforcement	NA	4055	4514	10%*
Historic Preservation	210	269	259	19%
Development Review and Land Use	115	186	225	49%
* Violation Numbers are not available for 2002. Therefore, the % reflects 2003-2004.				

Anticipated Service Levels in Near Future

- Anticipate an increase in demand
- Anticipate more complex projects

Service Levels- Improvements with Minimal Investment

- Changes to the Ordinance
- Changes to the Processes

Service Level Improvements- Additional Resources Needed

- Need additional staff and resources to address Long Range Planning and enforcement issues

