

SALT LAKE CITY COUNCIL STAFF REPORT
BUDGET ANALYSIS – FISCAL YEAR 2009-10

DATE: May 12, 2009

BUDGET FOR: **DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT**

STAFF REPORT BY: Sylvia Richards

cc: David Everitt, Frank Gray, Mary De La Mare-Schaefer, Bob Farrington, Wilf Sommerkorn, Pat Comarell, Gina Chamness, LuAnn Clark, Orion Goff, Tim Harpst, Nancy Boskoff, Teresa Beckstrand, Mike Akerlow and Brent Beck

The proposed budget for the Department of Community Development (CED) for fiscal year 2009-10 is \$12,995,010, representing a decrease in expenditures of \$1,015,927 or 7.3% as compared to fiscal year 2008-09.

DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (CED)				
PROPOSED BUDGETS				
	Adopted 2008-09	Proposed 2009-10	Difference	Percent Change
Office of the Director (Land Use Appeals Board)	\$669,747	\$818,702	\$148,955	22.2%
Arts Council (Public Programs/Events, Public Art, City Arts Grants, Facility Management, Salt Lake City Arts Board, Salt Lake Art Design Board)	\$347,171	\$339,499	(\$7,652)	(2.2%)
Economic Development (Small Business Development, Economic Development)	\$261,934	\$271,168	\$9,234	3.5%
Transportation (Planning & Design, Traffic Investigations and Operations, Permit Parking, Street Lighting, Bicycle/Pedestrian Safety, Trails Coordination, Transportation Master Planning, Transportation Advisory Board)	\$2,198,591	\$1,863,671	(\$334,920)	(15.2%)
Building Services (One Stop Shop/Accela, BUZZ Center, Permits, Ground Transportation Administration, Housing and Zoning Enforcement, Construction Inspections, Development Review, Housing Advisory & Appeals Board)	\$5,815,373	\$5,177,651	(\$637,722)	(11.0%)
Planning (Strategic Planning, Urban Design, Master Planning, Community Planning, Subdivisions, Planning Commission, Historic Landmark Commission, Board of Adjustment, and Planning Commission)	\$2,523,535	\$2,466,833	(\$56,702)	(2.2%)
Housing & Neighborhood Development (Federal Grant Administration, CIP Administration, Housing Rehabilitation, Housing Trust Fund, Homeownership Program, Sister Cities Program, Sorenson Multi-Cultural Center, Sorenson Unity Center)	\$2,194,586	\$2,057,486	(\$137,100)	(6.2%)
Total	\$14,010,937	\$12,995,010	(\$1,015,927)	(7.3%)

POTENTIAL MATTERS AT ISSUE AND MAJOR BUDGET CHANGES

*CED Administration will come prepared May 12th to provide information on Council Member inquiries including:

Role of Preservation Planner position (a memo has been included in your packets)
Planning Division priorities and workload
Accela Implementation status

Summary of proposed staffing changes:

Reinstate Bicycle Pedestrian Planner \$67,875

During the mid-year budget adjustments, funding for this position was cut for Fiscal Year 2010. The Mayor's budget recommends reinstating this position at a reduced level. Initially, the request specified that an engineer was necessary for the position; however, the Administration has since eliminated that requirement. **The Council may wish to ask whether the intended functions for the position can be achieved by an individual who does not have an engineering background.**

Reinstate Historic Preservation Planner \$89,000

This position was also cut during the mid-year budget adjustments, and it is proposed to be reinstated. The Council may wish to note that funding this position may create the public expectation that:

- Pending Historic District Surveys can be conducted
- Additional Historic District Surveys can be conducted
- Additional Historic Districts can be created
- The Preservation Plan can be implemented
- Any additional Historic Districts can be managed (applications processed, etc.)

A memo was included in Council packets which addresses the role of the preservation planner. **The Council may wish to request specific clarification on what should/could be expected with the addition of this position.**

Individual Council Members have expressed an interest in the creation of additional historic districts. If the Council wishes to add historic districts, a discussion of further funding options would be helpful.

Eliminate Transportation Engineer IV (vacant - \$99,500)

The Administration recommends the elimination of this position; it is currently vacant. The duties of this position include roadway design and design review for development projects. According to CED, three individuals are sharing the workload of this position, in addition to their current responsibilities.

Eliminate Building Inspector II (incentive - \$54,672)

The employee currently filling this position has chosen to participate in the

Administration's incentive program; thus, the position will be eliminated at the beginning of Fiscal Year 2010. CED Administration indicates that the demands of the spring and summer construction seasons increase the number of inspections and follow-up calls. With the absence of this position, there is the potential for an increase in the current back log. CED Administration is currently considering alternatives to address back log issues.

Eliminate Sr. Secretary / Building Services & Licensing (incentive – \$59,256)

This position will also be eliminated as a result of the employee's participation in the incentive program. The responsibilities of this position include directing homeowner and contractor questions to the appropriate inspectors and responding to citizen complaints and zoning enforcement calls. As indicated by CED, responses to calls are backlogged due to volume, and as mentioned above, alternatives are being pursued.

Decrease of Unity Center Drop-In Daycare Personnel

The Mayor's budget indicates a change which has been made with regards to the Unity Center Daycare program. This equates to a decrease of 1.5 FTEs and allows the City to contract with the County for this function. The County has assumed the FTE's and the Unity Center is covering the cost of the contract with the County. As a reminder, the Unity Center budget was transferred to the Housing and Neighborhood Division during last year's annual budget process.

Transfer of Business Licensing to the Finance Division (\$431,038 and 6.0 FTE)

The Administration proposes to expand the Finance Division to include Business Licensing functions, operations and personnel. According to the Administration, the business licensing billing and collection is more closely related to financial functions as opposed to community development functions.

The Administration indicates that this transfer will assist Business Licensing in focusing additional efforts towards licensing billing, collections and tracking, and will also allow for additional internal control. As indicated in the Mayor's proposed budget, the enforcement duties associated with the business licensing functions will remain with the Building Services Division. The following positions will be transferred to the Finance Division's budget:

Business License Positions	Salary and Benefits
Business License Administrator (1.0 FTE)	\$ 74,852
Business License Enforcement Officer (2.0 FTEs)	\$ 63,892 each
Business License Processor (1.0 FTE)	\$ 41,944
Business License Processor (1.0 FTE)	\$ 59,636
Development Review Combination Processor (1.0 FTE)	\$ 50,204
Total personnel costs	\$354,420

Business Licensing operations costs will also be transferred to the Finance Division, including stationery, forms, postage, telephone lease, office equipment, printing, advertising, fleet maintenance and fuel, etc.

Fee Increases

Proposed fee increases relating to the Department of Community and Economic Development’s budget are itemized below. These same fee increases have been itemized in the budget Overview staff report appendix.

Ordinance Fee Increases	Proposed Increase
Impact Fee	(please refer to ordinance)
Residential Parking Permit Fee	\$24.00
Ground Transportation Driver Fee (2 or more applications)	\$66.00
Ground Transportation Certificate Replacement (lost or stolen)	\$66.00
Barricade Permit Fee (to be implemented in Transportation Division - same amount currently charged by Public Services Engineering)	\$27.50

Educating the public regarding fee increases – **The Council may wish to ask whether the Administration has prepared notification materials indicating the new fee structures and the effective date, and if this will be distributed to all current mailing lists including contractors, business license holders, etc., posted on public spaces and identified on the City’s websites, as well as sent to community and business organizations.**

The Council may also wish to ask whether the Administration has met with the Business Advisory Board, Chamber of Commerce and other interest groups to review the proposed fee changes.

Given the change in the Ground Transportation Driver Fee the Council may wish to discuss with the Administration whether they have adequate capacity to enforce unlicensed vehicles picking up passengers in the City, failure to require advance arrangements where it is required by ordinance and other issues about which the City receives regular complaints. Due to budget limitations, one-time funds for some types of enforcement were eliminated mid-year in the 2009 budget.

Proposed budget changes for the Office of the Director

CED Administration was asked to respond to whether employees taking the proposed four extra personal days would equate to a service level reduction in the divisions. CED’s response indicated that there are 21 planners, equating to a total of 84 days in

which Planning work could be reduced. Building Services has 13 inspectors, equating to 52 days where there could be fewer building inspections, and 16 plan reviewers, equating to potentially 64 days of reduced staff availability for plan review.p

The budget for the Office of the Director shows an increase of 22.2% or \$148,955 as compared to last year. Most of the increase can be attributed to the funding for the Downtown Transportation Development Coordinator position which was moved to the Office of the Director from the Transportation division.

As a reminder, the Ombudsman contract (City's share is \$40,000 annually) will continue this year. The Administration anticipates contracting with the consultant for another five years or until the North Temple Grand Boulevard project is complete. (CED Administration will provide information on Tuesday to differentiate between the responsibilities of the Ombudsman and the Downtown Transportation Development Coordinator positions.)

The Mayor's proposed budget does not include funding for the operating costs necessary to use the Barnes Bank property for the relocation of Community Development and the One Stop Shop. The Administration anticipates that the operating costs will be approximately \$200,000 annually, and will include janitorial services, supplies, utilities, etc.

The cost of improvements to the Barnes Bank building will be funded by bond proceeds. The Administration does not anticipate occupying the property before May or June of 2010, which is why operating costs were not included in the proposed budget. The Department is anticipating the results of the seismic report from the engineer.

Proposed budget changes for the Arts Council

The Arts Council budget indicates a decrease of \$7,652 or 2.2% as compared to last year. A majority of this change can be attributed to a decrease in the operating expenses such as computer supplies (\$1,400), materials and supplies (\$1,400), technical services/city art maintenance (\$2,500), and meals and entertainment (\$400), for a total of \$5,700. Additional reductions are detailed in the Non-Departmental budget which will be presented to the Council later this month.

Proposed budget changes for Economic Development

The budget for Economic Development has increased by 3.5% or \$9,234 as compared to FY 2009. Last year, both the Economic Development Director and the Small Business Manager's positions were vacant. During the FY 2009 budget process, the Council recognized one month of salary and benefit savings for all vacant positions. For FY 2010, this means that Economic Development's budget must be adjusted to reflect a full year of operating costs.

Proposed budget changes for the Division of Transportation

The Transportation Division's budget reflects a decrease of \$334,920 or 15.2%. A portion of the decrease is attributed to the elimination of the vacant Transportation Engineer IV position in the amount of \$99,500, and a reduction of \$25,000 resulting from the recommendation to fund the Bicycle Pedestrian Coordinator at a lower level. Additionally, the Transportation Development Coordinator position was transferred

to the Office of the Director in the amount of \$105,000. The remaining decrease is a result of the proposed 1.5% reductions in salary and benefits.

As a reminder, Public Utilities will continue to fund a portion of the Trails Coordinator position, as per the action taken by the Council during budget amendment #1. The amount funded for FY 2010 is \$37,500.

Proposed budget changes for the Building Services Division

The budget for the Building Services Division is decreasing by 11.0% or \$637,722. As mentioned on page two of this report, two employees chose to participate in the Administration's incentive program and their positions will be eliminated resulting in a \$113,928 decrease. Another major decrease can be attributed to the transfer of the Business Licensing functions to the Finance Division, including 6.0 FTEs and the operating budget for a total of \$431,038.

The Building Services Division will also be reducing their funding for professional development by \$50,000. This includes the cost of maintaining state licenses, continuing education, and cross-training. **The Council may wish to note that the cross-training relates specifically to a Council legislative intent item asking that inspectors be trained in various areas for combination inspections to streamline the process and reduce the number of trips.** The Administration indicates that cross-training will be provided in-house and that the long-term goal is to realize fewer inspector trips by sending out inspectors with multiple certifications and licenses.

According to the Administration, 11 out of 14 inspectors currently have multiple certifications. The goal is to have most if not all inspectors trained and certified as Combination Inspectors, (one of the highest levels), which requires certification in building, electrical, mechanical and plumbing for residential and commercial property. Two inspectors are fully cross-trained in each of the areas and two additional inspectors are training for this same level.

Building Permit Revenue – The Administration will provide additional information regarding building permit revenue on Tuesday, May 12, 2009.

Proposed budget changes for the Planning Division

The Planning Division projects a budget decrease of 2.2% or \$56,702. Most of the change is a result of the 1.5% decrease in salary and benefits.

Proposed changes for the Division of Housing and Neighborhood Development

The budget for the Housing and Neighborhood Development Division is decreasing by 6.2% or \$137,100. A portion of the decrease can be attributed to \$10,000 of approved HOPWA funding which can be used to pay for salaries and lower the general fund portion. Most of the decrease is a result of the proposed 1.5% reductions in salary and benefits.

Additional Information

LEGISLATIVE INTENT STATEMENTS

1. Parking Meter Upgrade to Accept Credit Cards – It is the intent of the Council that the Administration move towards replacing coin parking meters with units that accept credit card payments as soon as possible.

Response from the Administration

This is an issue that affects the Treasurer, Police, City Courts, Public Services Parking Enforcement and Maintenance, Transportation, Downtown Alliance Token Program and other organizations. A committee of city staff and representatives of the Downtown Alliance has been created. The committee has developed a list of issues that need to be addressed. It has also developed an RFP for a consultant to assist the committee in evaluating the features of such equipment with respect to the issues and preparing a recommendation for implementation. The RFP is out to bid. Consultant interviews and selection will be done in May.

2. Public Art Maintenance – It is the intent of the City Council to have the Administration develop a financial plan to handle the ongoing repair and maintenance of the City's Public Art Collection

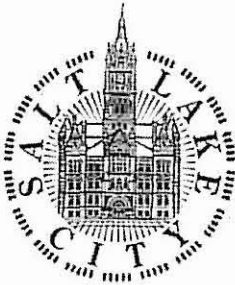
Response from the Administration

The Arts Council has engaged an arts professional to inspect and prepare condition reports for over forty artworks in the City's public art collection. Based on the inspections and condition reports, the public art program has set up a priority list for public art maintenance and repairs, determined by both need and budget. Additional small repairs have been made. At the same time, the public art program is going through a similar process for artwork funded through the Redevelopment Agency.

During the briefing on the proposed budget, the Council may wish to identify legislative intents relating to the Community and Economic Development Department.

During the briefing, the Council may wish to identify potential programs or functions to be added to the Council's list for future audits.

RECEIVED MAY 08 2009



Community & Economic Development
Office of the Director

Communication to the City Council



Date Received:

David Everitt, Chief of Staff

Frank Gray
Acting Mayor

Date Sent to City Council: 5/8/2009

TO: Salt Lake City Council
Carlton Christensen, Chair

FROM: Frank Gray, Community & Economic
Development Department Director

DATE: May 8, 2009

CC: Mary DeLaMare-Schaefer, Community & Economic Development Deputy Director
Wilf Sommerkorn, Planning Director
Pat Comarell, Assistant Planning Director

RE: HISTORIC PRESERVATION PLAN

Preservation Plan

The Historic Preservation Plan has been recommended for approval by the Salt Lake City Historic Landmark Commission and is now before the Planning Commission for their review (May 13, 2009) and action (May 27, 2009). It will be delivered to the City Council in June.

The Preservation Plan will be quickly followed by revisions to the zoning ordinance related to preservation which will implement plan recommendations, revise the approach to determining economic hardship, and fine tune of the ordinance. Along with these documents, the Planning Division has been working diligently in reviewing all systems to ensure efficiencies in implementing policy direction and regulations, e.g., guides for the Buzz Center staff regarding over the counter issuance of Certificates of Appropriateness.

Preservation Planner

There have been many suggestions as to what the responsibilities of a new Preservation Planner would be:

- Focus on implementing major preservation plan elements

- Research for historic surveys
- Create new historic districts and subsequent application reviews of Certificates of Appropriateness for changes to those historic resources.

The Preservation Plan implementation is the umbrella over all other aspects of the preservation program and is a key tool to make this program as efficient and effective as possible.

Preservation Plan

The Historic Preservation Plan makes recommendations relating to fostering community commitment to preservation, developing comprehensive preservation toolbox, administering a convenient and consistent historic preservation program, supporting a sustainable city, providing education and outreach to the community and owners of historic resources, and implementation of the plan itself. Some of the key plan recommendations include:

- **Refining existing design guidelines** addressing new construction in order to offer a greater degree of guidance and clarity for how to achieve compatibility while retaining a degree of flexibility for the property owners
- **Reviewing the City-owned property listing** to identify historic resources, formally designate them as historic sites, and prepare plans for long term management of the sites.
- **Improving education and outreach** by preparing educational materials, e.g., to alert property owners in historic districts of their historic status and potential assistance benefits, annual newsletter, create property maintenance information handouts, role of historic preservation plays in promoting a sustainable city.
- **Developing new regulatory tools** to help encourage (and require) the preservation of historic properties, e.g., conservation overlay districts, TDR programs.
- **Developing guidelines for historic landscapes, e.g., Liberty Park.**
- **Developing criteria related to historic surveys** that may be applied on an ongoing basis to determine where new survey work is necessary. Their examples include:
 - Concentration of potential resources
 - New types of resources not yet protected
 - Possible endangerment of the resource/area
 - Need of survey to precede and inform potential planning or development
 - Presence of public support (for survey of unlisted resources)
- **Protect exemplary groups of historic properties as local historic districts and refine local district boundaries**

Other very important aspects of the program which are impossible to outline effectively here.

Meeting Expectations

If done well, preservation plans, surveys, designating historic districts, and programs can generate much excitement in a community. This excitement steamrolls and creates a momentum of its own.

That is, consensus is established among all the stakeholders as to what needs to be accomplished, everyone feels ownership, and they work together to implement preservation policies and programs.

Once started, if projects are delayed or set aside because others issues take priority, or if planners are pulled off to do a new project in response to a controversy, the momentum may be lost and the effectiveness of the program is lessened.

When the momentum is stalled, the planners are unable to meet expectations set by elected officials, advisory bodies, or community. This leads to distrust of the process and a great deal of assigning of unfair motives to the staff.

It is vital that the budget reflect the resources necessary to meet the high expectations which have been raised for this program and for the Planning Division.

An example: If a preservation planner is added, is that one person enough to do an historic survey, facilitate the public process to create an historic district and then provide staff reports or administrative certificate of appropriateness reviews?

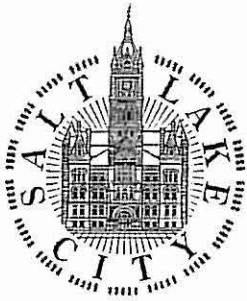
When this position was proposed last year, it was known at the time, that the new planner would be doing only surveys (because the monies set aside by the Council specifically identified surveys as its purpose). As doing historic research is a specialty amongst preservation planners, the job description would need to be very specific to that expertise, limiting their involvement in addressing other types of requests from City decision makers and advisory groups.

As the Citygate Associates Reports regarding the planning processes pointed out, if more historic districts are created, new staff would be necessary. Once a new position (if approved) is added, the expectations will be high that the planners can accomplish all aspects of the preservation plan, conduct surveys, go through the process of designating new historic districts, and review the Certificates of Appropriateness.

These "high expectations" need to be defined. Otherwise, the Planning Division may not be able to meet them, or to meet them, we will need to pull additional planners into the preservation programs and away from long-range planning projects, e.g., North Temple, West Salt Lake City.

Recommendation

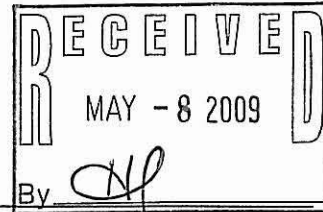
The Planning Division is provided the flexibility to use the new preservation planner to implement the Preservation Plan rather than designate that position only toward specific elements of that plan.



RECEIVED MAY 08 2009

Communication to the City Council

Community & Economic Development
Office of the Director



Date Received: _____

David Everitt, Chief of Staff

Date Sent to City Council: _____

Kim Hulse Acting Mayor

TO: Salt Lake City Council
Carlton Christensen, Chair

FROM: Frank Gray, Community & Economic
Development Department Director

Wilf Sommerkorn, Planning
Division Director

DATE: May 7, 2009

CC: Mary DeLaMare-Schaefer, Community & Economic Development Deputy
Director
Pat Comarell, Assistant Planning Director

RE: Report on Planning Division Status and Project Priorities

With the addition of new staff to institute the one-stop center and the appointments of a new management team in the City's Planning Division in September 2008, a number of actions were undertaken to reorganize (see attached organization chart) and revitalize the staff and the planning processes and projects for which the Division is responsible. Now, seven months into those efforts, this memo is intended to provide a status report of the actions undertaken and outlook for the remainder of the year.

Implementation of Citygate Report Recommendations

Most of the Citygate recommendation relating to the internal workings of the Planning Division, the one-stop center, and relationships with the elected officials and our decision-making bodies have been implemented. These efforts include:

- A more effective team approach between the Mayor, City Council, the Community Development Director, and Planning Director, on all planning matters.
- There is a more supportive teamwork environment within the Planning Division and with other departments and elected officials.
- The Planning Director's position is to provide overall vision for the Division and to reach out to elected officials and the community, as well as problem-solving. The addition of an Assistant Planning Director position has allowed internal focus on planning processes and daily guidance and problem-solving to remove impediments which arise as the planners perform their responsibilities. The two planning managers have responsibilities for the daily assignments, report review, and directions to staff on specific projects. They have added effectiveness and strength at the mid-management level.
- Clear expectations for staff in every aspect of the planning staff work have been developed which include an "Outline of Expectations" for each of the planning processes (e.g., project management, open houses, transmittals), and checklists for project review (e.g., conditional use permits, planned developments, subdivisions). An effective "Project Management Approach" for project review has been established.
- The "Planner of the Day" has been eliminated, and all customer questions and applications are taken at the Buzz Center. The planners at the Buzz Center do not accept applications until all the information required by the zoning ordinance is received, and then they deem the application complete.
- The City is fortunate to have planners working for it who are committed to excellence, who are constantly seeking professional development, and who bring a skill level and knowledge unmatched in the State of Utah. Although they have weathered several difficult years, their courage and commitment are unquestioned.
- The Planning Support Staff are no less committed to providing excellent public service. The turnaround time on minutes for all planning decision-making bodies is faster, they have broadened their skills with training, and they are diligently scanning files and master plans to ensure ready accessibility of these records electronically.
- "Citizen Guides" have been prepared outlining what applicants or citizens can expect as they proceed through the planning processes and attend Planning Commission, Board of Adjustment, and Land Use Appeals Board meetings. (HLC guides are being prepared.)
- All applications have been reviewed for consistency and to ensure they are up to date with current practices.

- A new format for open houses provides a dynamic experience where the public may ask questions in an informal setting and receive information sheets. Several are held on the same night to allow citizens to attend as many as they choose.
- Scanning planning files, all master plans, and previous zoning ordinances is a high priority to the Division to ensure all are readily accessible to the staff and to the public. The support staff is scanning files of the last several years to build our databases on Accela. This effort has been thwarted by the lack of up-to-date equipment, but that problem is being remedied.
- Long Range Planning program has been re-prioritized. Presently, the planning staff administers 38 master plans. They incorporate the policies of these plans in their staff reports as appropriate. At the current staffing level, we have been able only to pick up on plans that were already in the works but never completed, e.g., Euclid. The North Temple Plan also is a high priority. Until the staffing level increases (by two as recommended by the Citygate study), we will not be able to develop a realistic schedule for the update of community plans and provide resources to ensure development of those plans by the delivery dates.
- The focus has mostly been on the internal workings and relationships with the bodies we serve, and to coordinate our efforts with other departments involved in the planning reviews.
- We have started an e-newsletter to update stakeholders involved in the planning processes as to our progress on various projects. Our hope is to provide more educational materials within the next year for citizens on the basics of planning, such as land use planning processes, land use law principles, and the restraints under which the City must work.

Historic Preservation

The Planning Division has facilitated the following plan and ordinances related to historic preservation:

- Preservation Plan
- Ordinance revisions regarding economic hardship
- Ordinance revisions regarding landscaping in historic districts and parks
- Fine tuning of the Historic Preservation section of the zoning ordinance
- Development of guidelines for historic resources in commercial districts (now in draft form)

Project Priorities

In mid-2008, as the Planning Division was going through its stand-down phase and a new management team was being recruited, a number of projects were 'shelved,' so to speak, and not moved forward toward completion. This included several community plans that were near completion, such as the Euclid Small Area Plan, the Northwest Quadrant Plan, the Westminster Small Area Plan, and the Downtown Plan.

Projects to amend the text of the city's land use regulations were also tabled or slowed down, such as the more extensive review of conditional uses and associated regulations.

The Planning Division management team, over the past several months, has worked diligently to identify all plan projects and text amendment requests that had at some point been assigned or requested of the Division, and go through a process of determining their status. In addition, we have added to the list those projects that have been assigned since the new management team has been in place.

The result is a Project Priorities List which identifies all such projects, with assigned staff, status, and expected completion dates. **The List is attached as Attachment A.**

The Planners, as a team, have made a strong commitment to address these issues and revise the zoning ordinance. The planners meet to share ideas on how the issues should be addressed and to review the revisions prepared by each of the planners assigned.

The Planning Division has also instituted a focus group process to provide input to the **Zoning Amendments Project, called the ZAP Task Force**. This group was put together from the focus group list that was used by the City Council during their review of the Conditional Use provisions last year. Invitations to participate in the ZAP Task Force were also extended to all the community council chairs and to business groups, a number of whom have accepted and are involved. The Task Force has a good balance of viewpoints and interests, and is working well to give good input to staff as the various ZAP topics are discussed.

One of the items not specifically included in the list of priorities is the **Sustainability Code Implementation** project, a program identified by the Mayor and City Council as important for the city's future. The effort is to identify and incorporate sustainability provisions into the City's zoning and subdivision ordinances, which will contribute to making Salt Lake City one of the most sustainable cities in the nation.

The approach the Planning Division is employing is to identify and incorporate as many of the sustainability provisions into the work ongoing with the list of project priorities discussed above. With the help of the Mayor's Sustainability Office and Clarion Associates, a consulting firm retained to assist in this effort, we have put together a matrix of sustainability goals and where they would fit into the code revision work currently underway. **The Sustainability Matrix is attached as Attachment B.**

Implementation of Accela

Planning Division staff are actively and consistently using the Accela system to manage their work on all land use applications. With this system now in place, Planning Division management are able to call up projects on their desktops to see the status of these applications, manage workload among the staff, and eventually use the system to monitor how planning processes are working, e.g., turnaround times on projects. The expectation is that in the near future the management team will be able to determine where there may be problems in the processing of land use applications and determine ways to improve the process.

Boards and Commissions

The Planning Division works on a regular basis with several Boards and Commissions – the Planning Commission, the Historic Landmarks Commission, and the Board of Adjustment. To improve the working relationship between the staff and these bodies, and to improve the processes which each is tasked with, the management team requested work sessions with each body to address concerns they may have (which were identified through interviews with individual commissioners and board members), review their policies and procedures to ensure they reflect what the decision-making body is conducting in their business, and to review the latest policy efforts (e.g., the priorities list).

We have prepared for each board and commission a notebook which includes the basics of their responsibilities, background on the planning division, land use law, zoning ordinance, etc.

Presentation

The Planning Division management team would be pleased to present a briefing to the City Council and answer any questions they may have with regard to the Division's status and priorities.

Attachment A:
Project Priorities List

PROJECT PRIORITIES
Planning Division

Type	Project	Team / Planner	Tentative Timelines/ Status
PLAN	North Temple Corridor Plan Develop zone Map zone along corridor	Pat Comarell	Working with applicable departments. Developing vision for North Temple Preparing Existing Conditions Report Developing Public Participation Process
ORD	2009 Zoning Amendments Project The 2009 "ZAP" <ul style="list-style-type: none"> • Noticing and Appeals • Zoning Text Amendment Standards • Purpose Statements • Special Exceptions 	Cheri Coffey Bill Peperone Bill Peperone Nick Norris Nole Walkingshaw	"Mini" rewrite of the City Zoning Ordinance. Amend various aspects of the Zoning Ordinance and Zoning Maps to clarify regulations and improve processes. Planners have been assigned various tasks of the project as noted below: March 25, 2009, Planning Commission passed favorable recommendation. Transmittal Packet being prepared. March 25, 2009, Planning Commission passed favorable recommendation. Transmittal Packet being prepared. Currently working with Task Force and public (through Open House and Website information) to develop revisions. Targeting May Planning Commission briefing and June public hearing. Currently working with Task Force on proposed amendments relating to noticing and approval authority. Targeting May to brief Board of Adjustment and Planning Commission and June Planning Commission for public hearing on portions. "Use" type issues will be addressed as part of amendments to the Use tables. Portions relating to compatible infill process will be dealt with in that project.

Type	Project	Team / Planner	Tentative Timelines/ Status
	<ul style="list-style-type: none"> • Non-Conforming / Non-Complying Regulations) including unit legalizations) • Conditional Building & Site Design Review • Mapping • Parking • Conditional Use Standards • Use Tables and Definitions 	<p>Kevin LoPiccolo</p> <p>Lex Traughber</p> <p>Everett Joyce</p> <p>Mike Maloy</p> <p>Ray Milliner</p> <p>Cheri Coffey/ Katia Pace</p>	<p>Revamping the chapter to improve clarity, including definitions and proposing amendments relating to minor policy changes. Targeting May to obtain public input through Public Task Force and Open House / Website processes.</p> <p>Revamping the standards, process and format to improve ease of use.</p> <p>Staff has begun to analyze mapping issues. Includes areas potential for mixed use zoning, analysis of RB zoning district and analysis of lower intensive commercial zoning districts.</p> <p>Staff has begun to analyze issues and working with Transportation Division. Sustainability issues will also be addressed.</p> <p>Will process with revisions to Table of Permitted and Conditional Uses. Project includes review of existing standards.</p> <p>Once draft Purpose Statements and use related Special Exceptions have been identified, staff will begin to work with the Task Force on reviewing proposed changes to the use tables. This project includes</p> <ul style="list-style-type: none"> • Ensure list of terms is consistent in all tables. • Ensure all terms have definitions • Ensure consistency with State and Federal Laws (generally relates to residential types of uses) • Reformatting Tables into one chapter for ease of use. • Includes addressing live/ work uses (originally part of separate petition) • Addressing sustainability issues.
ORD	Alcohol Regulation Changes	Lex Traughber	Targeting mid-May to complete draft ordinance and begin public process.

Type	Project	Team / Planner	Tentative Timelines/ Status
PLAN	Preservation Plan	Robin Zeigler	April 1, 2009 Historic Landmark Commission public hearing. May 13, 2009 Planning Commission Public Hearing
PLAN	Euclid Small Area Plan	Nick Britton Ana Valdemoros	Public Review process begun. Met with Advisory Committee and property owners. Will meet with applicable community councils in May to obtain input. Have scheduled meetings with various City advisory boards in May and June. Community Councils are scheduled to review in May. Planning Commission tentatively scheduled for June / July.
PLAN	Northwest Quadrant Plan	Everett Joyce	Currently obtaining public input on final draft. Staff is presenting information to various advisory committees / boards in April / May to obtain input.
PLAN	Streetcar Analysis in South Downtown	Nick Norris, Doug Dansie, Nick Britton	Prepared an initial report. Continue to meet with applicable divisions on a biweekly basis to discuss issues.
ORD	Homeless Facilities	Nick Norris	Petition by Rescue Mission to allow homeless shelters as a conditional use in the M-1 zoning district. Planning Commission is scheduled to hold public hearing on April 22, 2009
* ORD	Legalizing small neighborhood businesses	ZAP & Summer Interns	Staff has gathered some background information on this issue. Staff will work with interns in the summer to help gather information and determine whether existing mixed use and lower intensive commercial zoning districts are adequate to address small neighborhood commercial uses in residential area or whether a new smaller scale and less intensive commercial zoning district in neighborhoods is appropriate. This project will also include looking at current non-conforming small neighborhood commercial types of uses.
ORD	Economic Hardship	Robin Zeigler	Historic Landmark Commission subcommittee currently reviewing draft ordinance.

Type	Project	Team / Planner	Tentative Timelines/ Status
ORD	Revisions to Utility Box Transformers regulations.	Ray Milliner	Project planner has prepared a first draft of the proposed amendments. It is currently being reviewed by Planning Division Staff.
* ORD	Code Maintenance	Everett Joyce	Various groupings of minor text amendments processed regularly to address issues with zoning ordinance. Several packets have been transmitted to the City Council.
ORD	Boundary Adjustment for Historic Districts	Robin Zeigler	Historic Landmark Commission recommended approval in March. Planning Commission scheduled to review proposal in May, 2009.
ORD	Non Profit Institutional Land Use- Text Changes (Eleemosynary uses)	Ana Valdemoros	Targeting PC hearing in June 2009.
ORD	Condominium Conversions Amendments	Nole Walkingshaw	The Planning Commission has passed a positive recommendation. The CED is preparing the Transmittal packet to send to the City Council.
PLAN	Westminster Neighborhood Plan	Mike Maloy	Currently updating the 2002 draft plan.
* ORD	Amendments to Subdivision ordinance to comply with state law and clarify process and regulations.	Bill Peperone	Requested Mayor to Initiate Petition. Project will include compliance with State Law, improvements to processes and incorporate sustainability practices.
ORD	Boundary line between Extractive Industries and Open Space (In Capitol Hill Community)	Wayne Mills	Working with property owners on a proposal for a land swap and zoning map amendments relating to gravel pit operators.
ORD	Sustainability Project	Cheri Coffey / Consultants	Working with Clarion and Associates to identify how to address identified projects for sustainability that are not easily addressed in current zoning amendment projects the Division is working on.
PLAN	State Street Livability	Nick Norris	Working with WFRC on issues.

* - denotes items that may be postponed due to reduction in staff hours with proposed 2010 city budget

“On Deck” Projects

Type	Project	Team / Planner	Tentative Timelines/ Status
PLAN	Downtown Plan Update	Doug Dansie, Nick Norris, Nick Britton	Priority lowered in order to focus on North Temple and TOD issues.
ORD	Capitol Hill Community Master Plan Implementation	Ray Milliner	Working on phased approach. Currently working with property owners on proposed zoning map amendment in the Mixed Use area between 550 West to 400 West between North Temple to 600 North.
ORD	Fine Tune Mapping II	Ray Milliner	Waiting for one of the code maintenance amendments to be adopted. That amendment will help clear up several mapping errors. Staff will then focus on the remaining mapping amendments to process.
PLAN	West Salt Lake Community Plan Update	WS/CC Team;	Will work on once Euclid Plan is adopted.
ORD	Gateway Zoning	Nick Norris, Doug Dansie	On hold until priority 1 issues are addressed.
ORD	Central Community Master Plan Implementation	WS/CC team	On hold until priority 1 issues are addressed.
ORD	Revisions to Preservation Code as recommended by Preservation Plan	Robin Zeigler	No timeframe set
ORD	Open Space Definitions		No timeframe set
ORD	Airport regulations: Signage General Regulations	WS/CC team	No timeframe set
ORD	Bus Bench Advertising	Doug Dansie	No timeframe set
ORD	Country Club Rezone (New zoning district between 12,000 and 7,000 square feet)	Sugar House / East Bench Team	No timeframe set
ORD	North Redwood Road rezoning	WS/ CC Team	No timeframe. The priority for this project will be heightened when the Regional Soccer Facility is formally proposed.

Type	Project	Team / Planner	Tentative Timelines/ Status
PLAN	U Edge Plan	Wilf Sommerkorn	Working with community and University.
ORD	Impacts of Manufacturing & Commercial Adjacent to residential zones		Legislative intent from City Council associated with passage of Recycling Zone ordinance amendment
PLAN	Landfill Consolidation	Bill Peperone	Working with other City Departments to identify issues.
PLAN	East Bench Community Plan including findings from the Foothill Corridor Land Use Plan	EB/ SH Team	No timeframe set
PLAN	Avenues Community Plan Update	CH/AVE/ NWQ Team	No timeframe set
PLAN	Northwest Community Plan Update	WS/CC Team	No timeframe set. However, North Temple Grand Boulevard planning process will lead to proposed amendments to this plan.
PLAN	Library site selection for proposed Glendale and West Capitol Hill branches.	Westside and Capitol Hill Teams	Planning Director working with Library Director to set up time to brainstorm locations.

Attachment B:
Sustainability Matrix

Sustainability Project Implementation

Suggested Amendment	Responsible Party	Initial Comments	Timeframe
<i>Climate Change and Air Quality</i>			
Create additional by-right mixed-use zone districts to be used in targeted areas that include a <u>mandatory mix</u> of uses and <u>minimum densities</u> .	Planning Division	<p>This is a policy question. It may be difficult to implement mandatory mix and minimum densities. Many discussions relating to this occurred when creating the 400 South TOD and Sugar House zoning districts.</p> <p>It may be possible to include these types of requirements in the Gateway Area and TOD areas. Since the Planning Division is currently looking at zoning along North Temple, we can determine whether this type of regulation has support through that process.</p>	2009
Consider increased height and density in addition to transitional neighborhood compatibility standards.	Planning	<p>Planning Staff is working on a two phased approach to amend provisions of the Planned Development regulations. It may be possible to include these provisions in Phase II of this project.</p> <p>We may be able to address through the Planned Development process by allowing a development to meet the maximum density range of the master plan for the land use type where design guidelines are met.</p>	2009 /2010
Revise existing accessory use provisions to allow accessory dwelling units in selected residential areas and new	Clarion		

Suggested Amendment	Responsible Party	Initial Comments	Timeframe
developments. Strengthen compatibility standards for accessory units (e.g., limit to larger lots, special control in historic districts, etc.)			
Reevaluate and change the current non-conforming use regulations (e.g., 50% value trigger) that discourage “green” renovation of non-conforming buildings and uses.	Planning Division.	As part of the ZAP process, staff is revising the non-conforming / non-complying regulations. This will be addressed through that process.	2009
Adopt comprehensive lighting standards that reduce lighting to levels only necessary to maintain safety in private and public places and to conserve energy (e.g., require motion detector security, less lighting after business hours.)		The Transportation Division should take the lead on this. There is a lighting expert on staff and the Division has the responsible for the street lighting program in the City.	
<i>Water Quality and Conservation</i>			
Expand existing water-conserving landscaping regulations (including limits on irrigation) and restrict the use of turf grass, especially in commercial and residential development.		Include in a general “Sustainability Implementation Project.” The zoning ordinance encourages this now but does not mandate it. We must balance water conservation goals with Urban Design Issues. It may be appropriate to allow water-wise turf grasses rather than prohibiting them altogether.	
Remove barriers to “green” infrastructure approaches like pervious pavement, rain gardens and rain barrels that can both improve water quality and conserve water, in keeping with state law.		This is a policy issue and may be difficult to accomplish based on western water laws. Public Utilities will need to be part of the discussion on this.	

Suggested Amendment	Responsible Party	Initial Comments	Timeframe
Require residential subdivisions to include plumbing in structures and infrastructure for recycled water.		This is a building code issue. Business Licensing Services should be involved in it.	
Expand the scope of the existing steep slope regulations from the Foothills to apply city wide.	Clarion	The consultants worked on this type of ordinance for the City Council. They should take the lead with assistance from the Planning Division.	
<i>Alternative Energy Production and Energy Conservation</i>			
Revamp existing accessory use / structure regulations to make clear that alternative energy facilities such as solar panels are allowed in most zone districts by right.		Include in a general "Sustainability Implementation Project."	
Require new subdivisions to be laid out to take advantage of solar and adopt regulations to preserve solar access when solar panels are installed.		This is a policy issue. It may be appropriate in the Northwest Quadrant if a new sustainable community is allowed in that area. Most of the infill development in the City should be compatible with the historic layout of the area in which it is developed.	
Revise existing historic preservation design guidelines / policies to carefully accommodate solar panels in more locations on a building / site in historic districts.	Planning Division	The Preservation Planners and Historic Landmark Commission are currently working on this issue.	
Allow solar panels and wind turbines as a primary uses on non-residential lots subject to development standards.	Planning Division	This may be included in the ZAP project in the task of amending the Table of Conditional and Permitted Uses.	
<i>Mobility and Transportation</i>			

Suggested Amendment	Responsible Party	Initial Comments	Timeframe
Expand the use and location of transit-oriented development zone districts (that allow/ require a mix of uses, increased density, etc.).	Planning Division	The Planning Division is currently working on the North Temple Corridor planning project which will include zoning implementation of a TOD zone. This project will also address outstanding TOD zoning relating to 400 South.	
Adopt a wider range of and more flexible street standards in the site development ordinance to accommodate alternative modes. Codify "Complete Streets" standards and apply in new subdivisions. Offer density and other bonuses (or require) for the provision of additional pedestrian and bicycle amenities beyond current requirements.		<p>Include in a general Sustainability Amendment project.</p> <p>The Anderson Administration put for an Executive Order for "Complete Streets" that should be reviewed as part of this discussion. The Transportation & / or Engineering Divisions should be part of the discussion.</p> <p>The Zoning Ordinance allows for "skinny" street but the regulations have been problematic for infill development.</p> <p>The new parking regulations (adopted in 2008) have greatly reduced the off-street parking requirements for many types of neighborhood commercial types of uses.</p>	
Adopt street / pedestrian connectivity standards for developments, including trails, where appropriate.	Planning Sustainability Division	<p>The Planning Division may be able to include this into the revisions to the Subdivision ordinances.</p> <p>The Sustainability Division is in the process of developing an Open Space Trails plan which may be able to include policy to incorporate these types of policies.</p>	
Revamp existing parking regulations to allow automatic reductions in TOD and	Planning Division	As part of the ZAP project, the Planning Division is looking at modifications to the parking	2009/2010

Suggested Amendment	Responsible Party	Initial Comments	Timeframe
mixed-use developments and expand allowable alternative parking options (such as bus passes, car/ bike share programs, etc.)		regulations. This issue will be incorporated into that project.	
Adopt transportation demand management (TDM) requirements for larger projects. Balance incentives with regulatory approaches.	Planning Division	As part of the ZAP project, the Planning Division is looking at modifications to the parking regulations. This issue will be incorporated into that project.	2009/2010
Create incentives or requirements for transit feeder systems within new subdivisions or where possible to implement in existing neighborhoods.		This may be feasible if the City Council adopts a policy for a sustainable development in the Northwest Quadrant.	
<i>Urban Forestry</i>			
Clarify the role of the city forester and other staff / bodies in tree protection and landscape plan reviews. Involve the city forester early in the development / site plan review process.		This is not a regulation. It is a procedural issue about how to include the Urban Forestry in review of development proposals and site plans. Lead should be with the Building Services Division.	
Give storm water management and landscaping credit for protecting existing trees on a site.		Include a general Sustainability Implementation Project. Needs input from Pubic Utilities.	
Adopt clear and comprehensive tree and vegetation protection regulations with tailored provisions for urban infill sites. (e.g., allow tree removal and off-site mitigation where replanting on small site			

Suggested Amendment	Responsible Party	Initial Comments	Timeframe
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not feasible). See new Riparian Corridor protection provisions as potential model.			
<i>Housing Accessibility and Diversity</i>			
Revise existing accessory use provisions to allow accessory dwelling units in selected residential areas (after staff consultation in neighborhoods) and new developments.	Clarion		
Increase allowable densities in selected multi-family districts with neighborhood compatibility standards and allow smaller single-family lot sizes (<5,000 square feet).	Planning Division	Planning staff has already drafted a small lot residential zoning district (SR-2) that we could look at processing and adopting We may also be able to address through the Planned Development Process by allowing a development to meet the maximum density range of the master plan for the land use type where design guidelines are met.	2009/2010
Offer density bonuses in developments and subdivisions for affordable housing units.	Planning Division	This is being addressed through the proposed amendments to the Planned Development regulations.	2009
Require housing diversity in larger developments / multi-family buildings (e.g., mix of housing types, units and affordability ranges.)		Include in a general Sustainability Implementation project. One thing that should occur is to make amendments to the Zoning Ordinance to allow the same number of units in the multi-family zoning districts, regardless of the housing type. Currently this is not the case.	

Suggested Amendment	Responsible Party	Initial Comments	Timeframe
<i>Community Health and Safety</i>			
Adopt wildfire protection regulations.		Include in a general Sustainability Implementation Project	
Revise restriction on community gardens to encourage exercise and community interaction.	Planning Division	This will be addressed through the ZAP project where we will propose amendments to the table of permitted and conditional uses.	2009
Plan for and designate safe school routes in all developments.	Planning	Will include in Subdivision Ordinance revisions.	2009
Maintain existing public access to public open space.		Need clarification of how to accomplish this. Is this an enforcement issue?	
<i>Food Production and Nutrition</i>			
Remove unnecessary restrictions on community gardens and appurtenant structures (e.g., allow in more zone districts, allow for-profit sales, etc.)	Planning Division	This will be addressed through the ZAP project where we will propose amendments to the table of permitted and conditional uses. The policy issue needs to be addressed of whether it is appropriate to allow for-profit sales of garden goods in residential districts.	
Allow incidental off-site and on-site sales of produce raised by the owner on a residential property.		The policy issue needs to be addressed of whether it is appropriate to allow for-profit sales of garden goods in residential districts.	
Allow community gardens as a permitted use on public lands, opens space lands,		This is a policy issue. The Public Services Department must be part of the discussion of this	

Suggested Amendment	Responsible Party	Initial Comments	Timeframe
and in public parks.		<p>idea.</p> <p>If it is deemed desirable, regulations could be included in the Zoning Ordinance to allow this. Include in a general Sustainability Implementation Project.</p>	
Add cross reference in zoning regulations to other city code provisions that allow raising of chicken and other fowl.	Planning Division	Staff will incorporate this in the ZAP process relating to amendments to the Table of Permitted and Conditional Uses.	2009
<i>Recycling and Waste Reduction</i>			
Allow composting sites and neighborhood recycling stations as permitted / conditional uses in more zone districts to provide convenient access.		<p>Include in a general Sustainability Implementation project.</p> <p>Public Services should be consulted to determine the issues they have encountered with glass recycling stations they currently have.</p>	
Require recycling stations/ facilities in multifamily, commercial and new, larger residential subdivisions.		<p>Include in general Sustainability Implementation project.</p> <p>Consult with Public Services to determine issues with contracted services to these types of developments and what issues a mandate would raise.</p>	
Require developments to adopt construction waste management plans.		This is a permit/ demolition issue that is under the jurisdiction of the Building Services Division.	
<i>Open Space, Parks, and Trails</i>			

Suggested Amendment	Responsible Party	Initial Comments	Timeframe
Establish clearer standards for provision of open space by new developments that specifically address amount, type, and location.		Include in a general Sustainability Implementation project.	
Adopt alternative open space requirements for all appropriate zone districts when mixed use, multi-family, infill development, etc. in urban areas occurs, such as improved courtyards and plazas, off-site dedication, etc.		<p>Include in a general Sustainability Implementation project.</p> <p>The Zoning Ordinance already has provisions to allow this but they are not clear or well defined.</p>	
Allow community gardens and green roofs to count towards open space requirements. Give additional open space credit for tree preservation.		Include in a general Sustainability Implementation project.	

