



SALT LAKE CITY COUNCIL

AGENDA

WORK SESSION

January 5, 2016

Tuesday 2:00 PM

Council Work Room
451 South State Street Room 326
Salt Lake City, UT 84111
SLCCouncil.com

[Council Meeting Rules , Parliamentary Order and Procedure](#)

In accordance with State Statute, City Ordinance and Council Policy, one or more Council Members may be connected via speakerphone. After 5:00 p.m., please enter the City & County Building through the main east entrance.

The Work Session is a discussion among Council Members and select presenters. The public is welcome to listen. Items scheduled on the Work Session or Formal Meeting may be moved and / or discussed during a different portion of the Meeting based on circumstance or availability of speakers.

A. The Council will receive information and/or hold discussions on:

1. Update on the 21st and 21st Small Area Master Plan **Written Briefing**

Legislative Sponsor: *Not Required - Informational Only*

The drafting of the 21st and 21st Small Area Plan project, which will address the characteristics of the future development of the neighborhood that stretches along 2100 South from approximately 2000 East to 2300 East. The project team has completed the first phase of the project and is moving to the next phase of the project which includes creating potential development scenarios for the area.

FYI – Project Timeline: (subject to change per Chair direction or Council discussion)
Briefing - Tuesday, January 5, 2016

2. Nomination of Council Chair and Vice Chair for Calendar Year 2016 **~2:00 PM
15 min.**

Legislative Sponsor: Not Required - Council Initiated

A straw poll to nominate the Council Chair and Vice Chair for calendar year 2016.

FYI - Project Timeline: (subject to change per Chair direction or Council discussion)
Briefing - Tuesday, January 5, 2016

TENTATIVE Council Action - Tuesday January 5, 2016

3. National Legislative Briefing **~2:15 PM
30 min.**

Legislative Sponsor: *Not Required - Informational Only*

The City's National Legislative Priorities from Salt Lake City Advisor Len Simon.

FYI – Project Timeline: (subject to change per Chair direction or Council discussion)
Briefing - Tuesday, January 5, 2016

4. Legislative Issues: 2016 State Legislative Session **~2:45 PM
30 min.**

Legislative Sponsor: *Not Required - Informational Only*

Regarding issues for the 2016 State Legislative Session.

FYI – Project Timeline: (subject to change per Chair direction or Council discussion)
Briefing - Tuesday, January 5, 2016

5. Introductory Review: Council Priorities and Active Projects **~3:15 PM
50 min.**

Legislative Sponsor: *Not Required - Council Priority*

A status update and end of year report on the Council's six Priority Projects and 10 Active Projects. As a reminder, the following Council 2015 priorities are: Economic Development; Urban Forestry; recreation bond; Impact Fees; Capital Improvement Program; and Westside Master Plan & implementation model. The 10 Active Projects included: Sexual Assault audit of Justice System; Prison; Police use of lethal force – training, funding, update, status; Dog-Off Leash; Housing; Homelessness; Disposition of property; Campaign Finance; Parking and Parking Enforcement; and Accessory Dwelling Units (ADUs).

FYI – Project Timeline: (subject to change per Chair direction or Council discussion)
Briefing - Tuesday, January 5, 2016

6. Tentative Break

**~4:05 PM
15 min.**

7. Airport Terminal Redevelopment Program Update

**~4:20 PM
40 min.**

Legislative Sponsor: *Not Required - Informational Only*

On the Salt Lake City Department of Airport's \$1.8 billion capital improvement program - the Terminal Redevelopment Program (TRP). The TRP includes a new consolidated terminal, concourses, parking garage, rental car facilities, improved access roadways, a new central utility plant, and other related infrastructure. Airport staff will provide an update on the progress of the planning and implementation of the TRP.

FYI – Project Timeline: (subject to change per Chair direction or Council discussion)
Briefing - Tuesday, January 5, 2016

8. Utah Open Meetings Law Training

**~5:00 PM
40 min.**

Legislative Sponsor: *Not Required - Informational Only*

On the Utah Open Meetings Law from the City Attorney's Office.

FYI – Project Timeline: (subject to change per Chair direction or Council discussion)
Briefing - Tuesday, January 5, 2016

9. Government Records Access and Management Act (GRAMA) Training

**~5:40 PM
40 min.**

Legislative Sponsor: *Not Required - Informational Only*

On Government Records Access and Management Act (GRAMA) from The Recorder's Office.

FYI – Project Timeline: (subject to change per Chair direction or Council discussion)
Briefing - Tuesday, January 5, 2016

10. Dinner Break

**~6:30 PM
30 min.**

11. Report and Announcements from the Executive Director

Report of the Executive Director, including a review of Council information items and announcements. The Council may give feedback or staff direction on any item related to City Council business, including but not limited to; Financial Disclosure Announcement, Central Business Improvement Assessment Area Board of Equalization, 2016 Annual Calendar, Opening for Council Member on the Salt Lake County Council of Governments, Local Building Authority - agendas and meeting format and Scheduling Items.

12. Report of the Chair and Vice Chair

Report of the Chair and Vice Chair

13. Tentative Closed Session

The Council will consider a motion to enter into Closed Session. A closed meeting described under Section 52-4-205 may be held for specific purposes including, but not limited to:

- a. discussion of the character, professional competence, or physical or mental health of an individual;
- b. strategy sessions to discuss collective bargaining;
- c. strategy sessions to discuss pending or reasonably imminent litigation;
- d. strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, if public discussion of the transaction would:
 - (i) disclose the appraisal or estimated value of the property under consideration; or
 - (ii) prevent the public body from completing the transaction on the best possible terms;
- e. strategy sessions to discuss the sale of real property, including any form of a water right or water shares, if:
 - (i) public discussion of the transaction would:
 - (A) disclose the appraisal or estimated value of the property under consideration; or
 - (B) prevent the public body from completing the transaction on the best possible terms;
 - (ii) the public body previously gave public notice that the property would be offered for sale; and
 - (iii) the terms of the sale are publicly disclosed before the public body approves the sale;
- f. discussion regarding deployment of security personnel, devices, or systems; and
- g. investigative proceedings regarding allegations of criminal misconduct.

A closed meeting may also be held for attorney-client matters that are privileged pursuant to Utah Code § 78B-1-137, and for other lawful purposes that satisfy the pertinent requirements of the Utah Open and Public Meetings Act.

CERTIFICATE OF POSTING

On or before 5:00 p.m. on _____, the undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was (1) posted on the Utah Public Notice Website created under Utah Code Section 63F-1-701, and (2) a copy of the foregoing provided to The Salt Lake Tribune and/or the Deseret News and to a local media correspondent and any others who have indicated interest.

CINDI L. MANSELL, MMC/CRM
SALT LAKE CITY RECORDER

Final action may be taken in relation to any topic listed on the agenda, including but not limited to adoption, rejection, amendment, addition of conditions and variations of options discussed.

The City & County Building is an accessible facility. People with disabilities may make requests for reasonable accommodation, which may include alternate formats, interpreters, and other auxiliary aids and services. Please make requests at least two business days in advance. To make a request, please contact the City Council Office at council.comments@slcgov.com, 801-535-7600, or relay service 711.



COUNCIL STAFF REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council

FROM: Nick Tarbet, Public Policy Analyst

DATE: December 16, 2015 12:38 PM

RE: **Update on the 21st and 21st Small Area Master Plan**

Legislative Sponsor: **Not Required - Informational Only**

PROJECT TIMELINE:
Briefing: Tuesday, January 5, 2016
Public Hearing:
Potential Action:

The Council will receive a written briefing on the 21st and 21st Small Area Master Plan. The project area stretches along 2100 South from approximately 2000 East to 2300 East. The Council is not being asked to consider any action at this time. Once the draft plan is completed and has gone through the public process, including the Planning Commission public hearing, it will be sent to the Council for consideration.

Currently, the Salt Lake City Planning Division, in conjunction with the local consulting firm CRSA, is working on the 21st and 21st Small Area Master Plan to address the characteristics of the future development of this neighborhood.

The Administration's Transmittal includes the following sections:

A. Project Timeline:

1. Phase 1: Data Gathering
 - Key Findings
2. Phase 2: Scenario Development (**current phase**)
3. Phase 3: Drafting the Plan

B. Visuals Presented at the Open House

CITY COUNCIL OF SALT LAKE CITY
 451 SOUTH STATE STREET, ROOM 304
 P.O. BOX 145476, SALT LAKE CITY, UTAH 84114-5476

www.slccouncil.com/agenda
 TEL 801-535-7600 FAX 801-535-7651
 Updated: 12/16/2015 12:38 PM

C. Community Response

ADDITIONAL INFORMATION

The first phase of the plan, data gathering, is now complete. This phase began by conducting site visits in and around the neighborhood, mapping the area, studying traffic counts, existing infrastructure, and identifying existing conditions of the neighborhood. The Planning Division hosted a community open house in June and met with residents, business owners, community leaders and stakeholders to discuss the future of the neighborhood.

The Planning Team has been analyzing public comments received to date and have moved to the next phase of the project which is Scenario Development. (**Key findings are listed on page 2 of the Administration's Transmittal Letter**) In this phase, potential development scenarios are generated and proposed guidelines created for public comment. This feedback will help the team determine whether or not the scenarios accurately capture the desires of the community. The goal is to identify a preferred scenario that can be used to create a focused draft plan for the area. (*Planning staff has indicated the second open house that was scheduled for fall 2015 has been postponed until early 2016.*)

The final phase is drafting the plan. The planning team will summarize all findings from outreach efforts and return to the Planning Commission to discuss proposed scenarios. Once the draft is ready, it will be sent out to the community for further review and then presented to the Planning Commission for a recommendation. The plan will then come to the City Council for final consideration.

ATTACHMENTS:

- Administrative Transmittal- Update on the 21st and 21st Small Area Master Plan (PDF)
- Admin - Transmittal Update on the 21st and 21st Small Area Master Plan (PDF)
- Admin - Attachment A Visuals Presented at Open House (PDF)
- Admin - Attachment B Community Response (PDF)
- Admin - Attachment C Other Comments Received (PDF)



SALT LAKE CITY CORPORATION
Community and Economic Development

CITY COUNCIL TRANSMITTAL

David Everitt, Chief of Staff

10/19/2015

Date Received: 10/15/2015
Date Sent to Council: 10/19/2015

TO: City Council
Luke Garrott - Chair

FROM: Jill Love
Director

SUBJECT: Update on the 21st and 21st Small Area Master Plan

STAFF CONTACT:

COUNCIL SPONSOR: Not Required - Informational Only

DOCUMENT TYPE: Information Item

RECOMMENDATION: No action necessary.

BUDGET IMPACT: NA

BACKGROUND/DISCUSSION: The purpose of this memo is to provide a written update to the City Council with regard to the 21st and 21st Small Area Plan. The Salt Lake City Planning Division is working in conjunction with local consulting firm CRSA on this small area plan.

Introduction

The project area stretches along 2100 South from approximately 2000 East to 2300 East. The small area master plan will address the characteristics of the future development of this neighborhood. The goal of this plan is to create an improved and beautified business district that is a unique destination but still remains compatible in scale with nearby

Attachment: Administrative Transmittal- Update on the 21st and 21st Small Area Master Plan (1391 : Update on the 21st and 21st Small Area

existing, well established neighborhoods.

This plan will identify not only the types of uses that are appropriate but will also establish guidelines for building and site design as well as improvements to public spaces. Improvements for pedestrian safety will be recommended.

Phase I Data Gathering

The first phase is now complete. The planning team began gathering data by conducting site visits in and around the neighborhood, mapping the area, studying information provided by other city divisions such as traffic counts and existing infrastructure and identifying existing conditions of the neighborhood. The next step was to meet with residents, local business owners and community leaders and stakeholders. A community open house was held on June 17, 2015 at Dilworth Elementary School. Over 3,200 flyers were mailed to community members in the surrounding neighborhoods. Several hundred attended the open house and participated throughout the evening.

During the event, the planning team asked participants to help share their vision of the future by identifying community assets and discussing the neighborhood's identity and values. Later we asked attendees to explain their vision for improvements to public areas such as the street, park strips and sidewalk, and finally to describe what future development in the neighborhood's commercial areas should look like. This would include bulk, scale, design features, how development should interact with public areas, etc.

Key Findings

Listed below are some of the key findings from the open house and previously held stakeholder meetings. Attachment A to this memorandum provides more specific information about each activity that occurred during the open house and Attachment B provides a description of community response. The comments received from the community that were general in nature and not directed to a specific activity are also attached to this report and can be found in Attachment C.

- There is a strong community preference for 1 to 2 story development in the business district.
- There is also a strong preference and support for restaurants, retail stores and locally owned businesses.
- The commercial areas of the neighborhood are important and should be improved but the overall community identity is as a single-family residential neighborhood and that use should be protected.
- Future development should not include multi-story buildings or multi-family housing.
- Strong preference for upgraded streetscape amenities such as lighting, art, seating, signage and improved sidewalks.
- Safety is a high priority and a concern especially regarding the travel of children to and from Dilworth Elementary School.

- Improvement to the walkability of the neighborhood is a high priority.
- Attendees expressed a preference for additional bike lanes.

Phase 2 Scenario Development

The planning team has completed the initial phase and we are moving forward with the next phase of the project which is Scenario Development. In this phase we will generate potential development scenarios and create proposed guidelines for review. These will be created based on the community feedback received thus far as well as reviewing existing city policy documents such as Plan Salt Lake and the city's housing plan, etc. It should be noted that there are already some conflicts between the community input received and existing citywide land use related policies. For example, an adopted policy of the City is to provide affordable housing in all parts of the City. The public input received so far indicates a preference for limiting buildings to 2 stories and prohibiting multi-family housing. Both of these preferences will make it difficult to provide affordable housing in this area.

The scenarios will be presented to the community for their review at an open house that will be held in Fall 2015. At this event, we will be seeking feedback from the community to help the planning team determine whether or not the scenarios accurately capture the desires for the future of the community. The planning team will also be utilizing online resources to allow interested parties to participate in reviewing the scenarios at their convenience.

The goal for this phase is to identify a preferred scenario concept that can be used to create a succinct and focused draft plan for the area.

Phase 3 Drafting the Plan

Following the second open house, the planning team will begin to summarize all findings from outreach processes and we will return to the Planning Commission to discuss the reaction to the proposed scenarios. The preferred scenario will also undergo a technical review from applicable City Departments and Divisions. The planning team will begin writing a draft plan which will be presented to the community for further review and comment through Open City Hall. Once a draft plan has been finalized it will be presented to the Planning Commission for their recommendation. After receiving a recommendation, the draft plan will be transmitted to the City Council for their review.

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- Admin - Attachment A Visuals Presented at Open House (PDF)
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CITY COUNCIL TRANSMITTAL

David Everitt, Chief of Staff
Date Received: _____
Date sent to Council: _____

TO: Salt Lake City Council
Luke Garrott
DATE:

FROM: _____
Jill Love, Community and Economic Development Director

SUBJECT: Update on the 21st and 21st Small Area Master Plan

STAFF CONTACT: John Anderson, Senior Planner (801) 535-7214 or
john.anderson@slcgov.com

COUNCIL SPONSOR: Exempt

DOCUMENT TYPE: Briefing

RECOMMENDATION: No action necessary.

BUDGET IMPACT: NA

BACKGROUND/DISCUSSION: The purpose of this memo is to provide a written update to the City Council with regard to the 21st and 21st Small Area Plan. The Salt Lake City Planning Division is working in conjunction with local consulting firm CRSA on this small area plan.

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ATTACHMENT A: VISUALS PRESENTED AT OPEN HOUSE



21st & 21st SMALL AREA PLAN OVERVIEW

WHAT IS THE PURPOSE OF THIS SMALL AREA PLAN?

The Salt Lake City Planning Division, working in conjunction with local consulting firm CRSA, have commenced work on the creation of a small area master plan for the 21st and 21st neighborhood. The project will study an area stretching along 2100 South from approximately 2000 East to 2300 East. The plan will address the characteristics of the future development of this neighborhood.

The goal of this plan is to create an improved and beautified business district that is a unique destination but still remains compatible in scale with nearby existing, well-established neighborhoods.

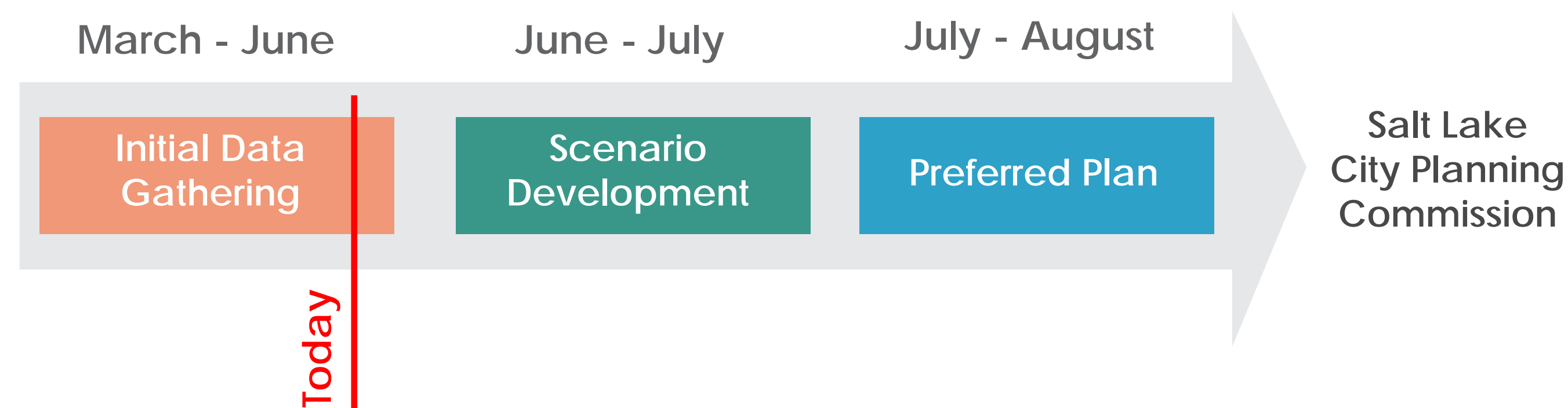
In order to achieve this goal, the 21st and 21st Small Area Plan will develop strategies that address the following topics:

- Safety
- Private Development Standards
- Aesthetic Improvements
- Pedestrian Experience
- Public Space Guidelines
- Building & Site Design Requirements

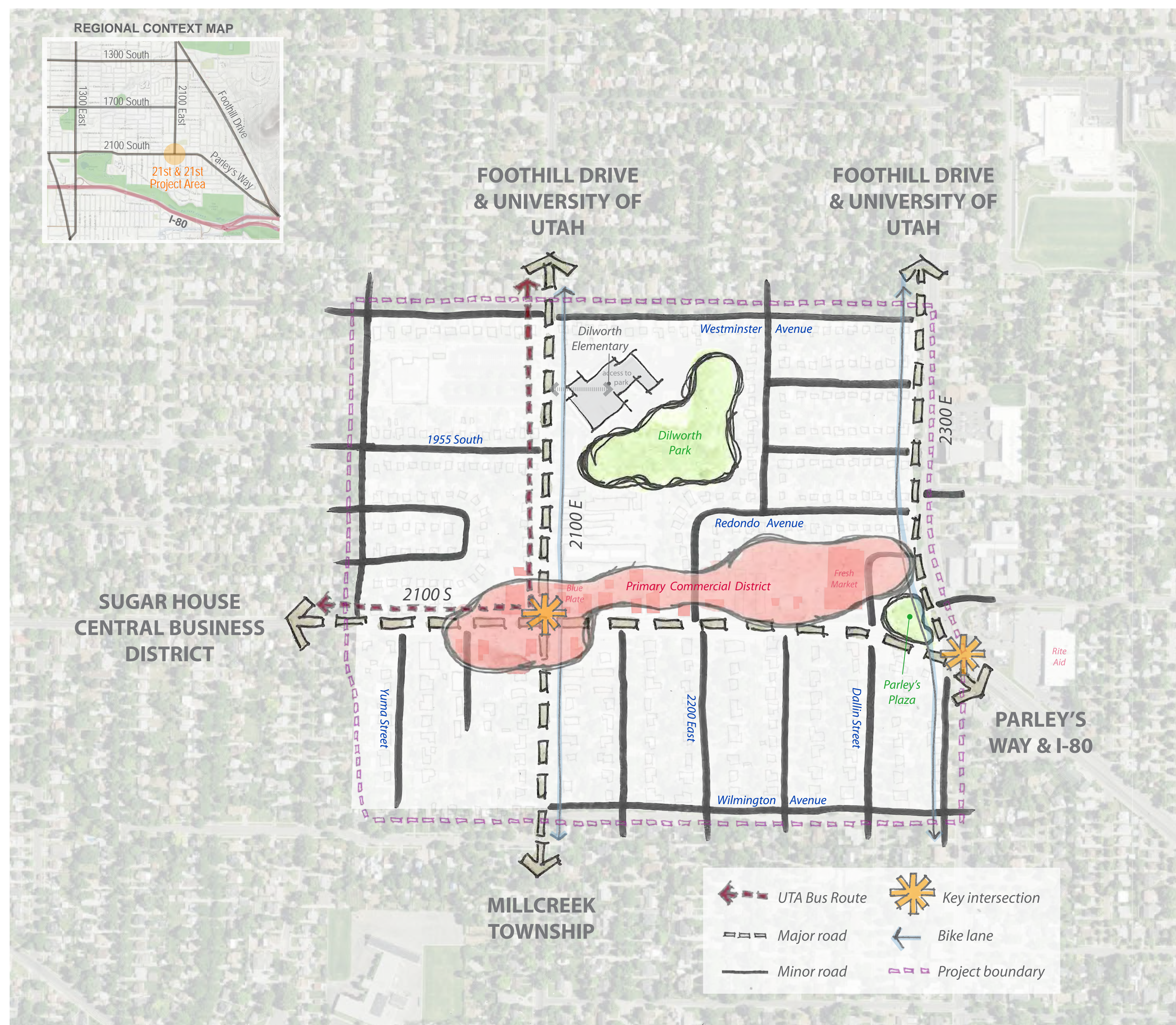
PROJECT TIMELINE

The tentative schedule for completing the aforementioned goals of the 21st & 21st Small Area Plan are intended to be accomplished in approximately 5-6 months. Beginning in March, the plan will be completed in three phases of roughly similar duration, with the goal of consideration by the Planning Commission in August 2015.

We are currently in the data gathering phase of the planning process. During this process we will study existing conditions and identify existing barriers or significant site issues. Tonight is the first open house for the project to gather public feedback regarding the future of the 21st and 21st neighborhood.



PLAN AREA ANALYSIS



21st & 21st SMALL AREA PLAN COMMUNITY IDENTITY & ASSETS



TELL US ABOUT YOUR COMMUNITY'S IDENTITY

Thank you for attending this open house! We want to hear from you about your community's identifying characteristics.

Please place your dot in the box on the image which depicts the community asset in 21st and 21st neighborhood which you value most.

If you don't see an option you would like to include, please write your thoughts in the box below.

Comment



Community Heritage



Place your dots here

Comment

Single-Family Neighborhoods



Place your dots here

Comment

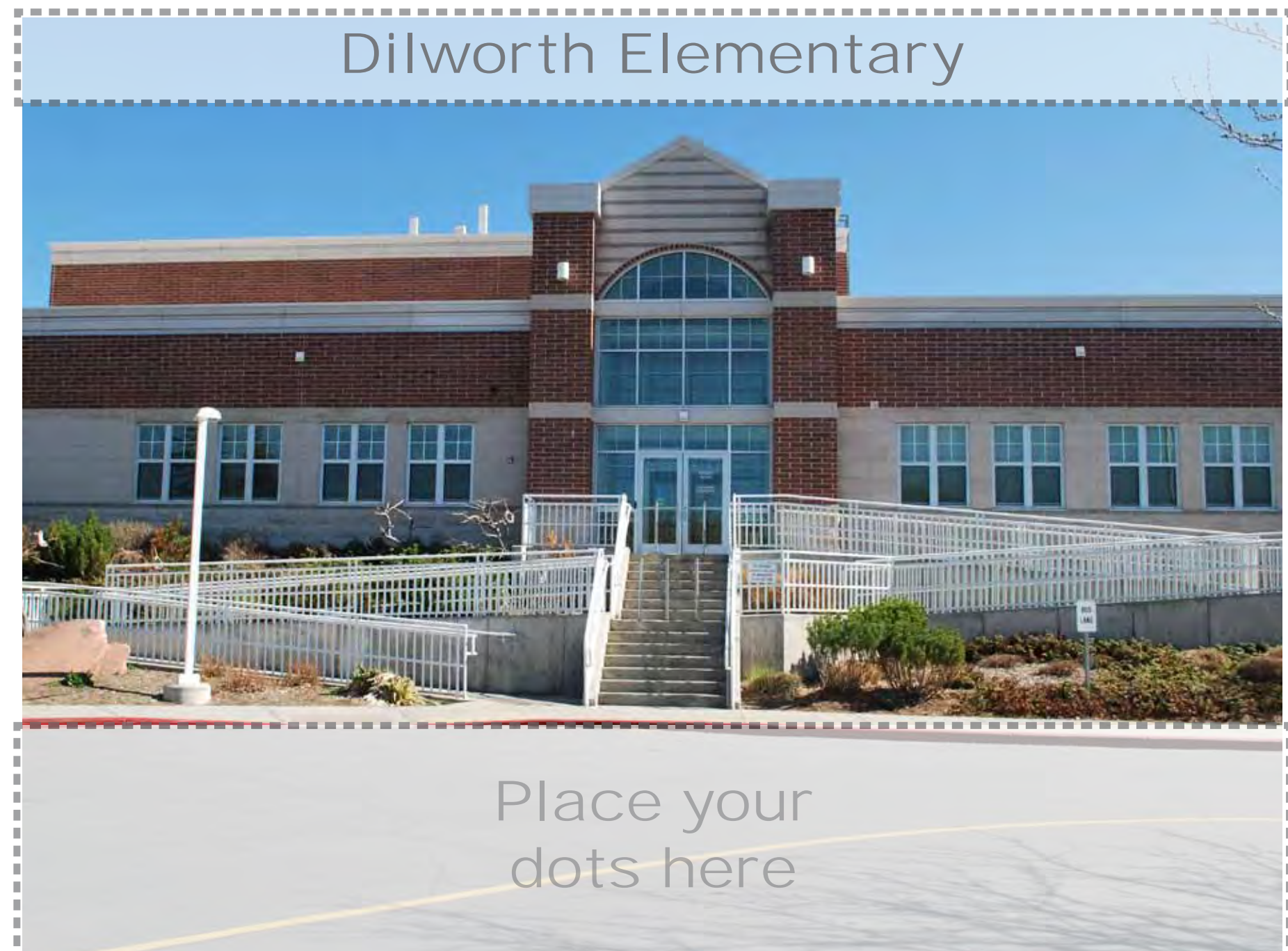
21st & 21st Neighborhood Branding



Place your dots here

Comment

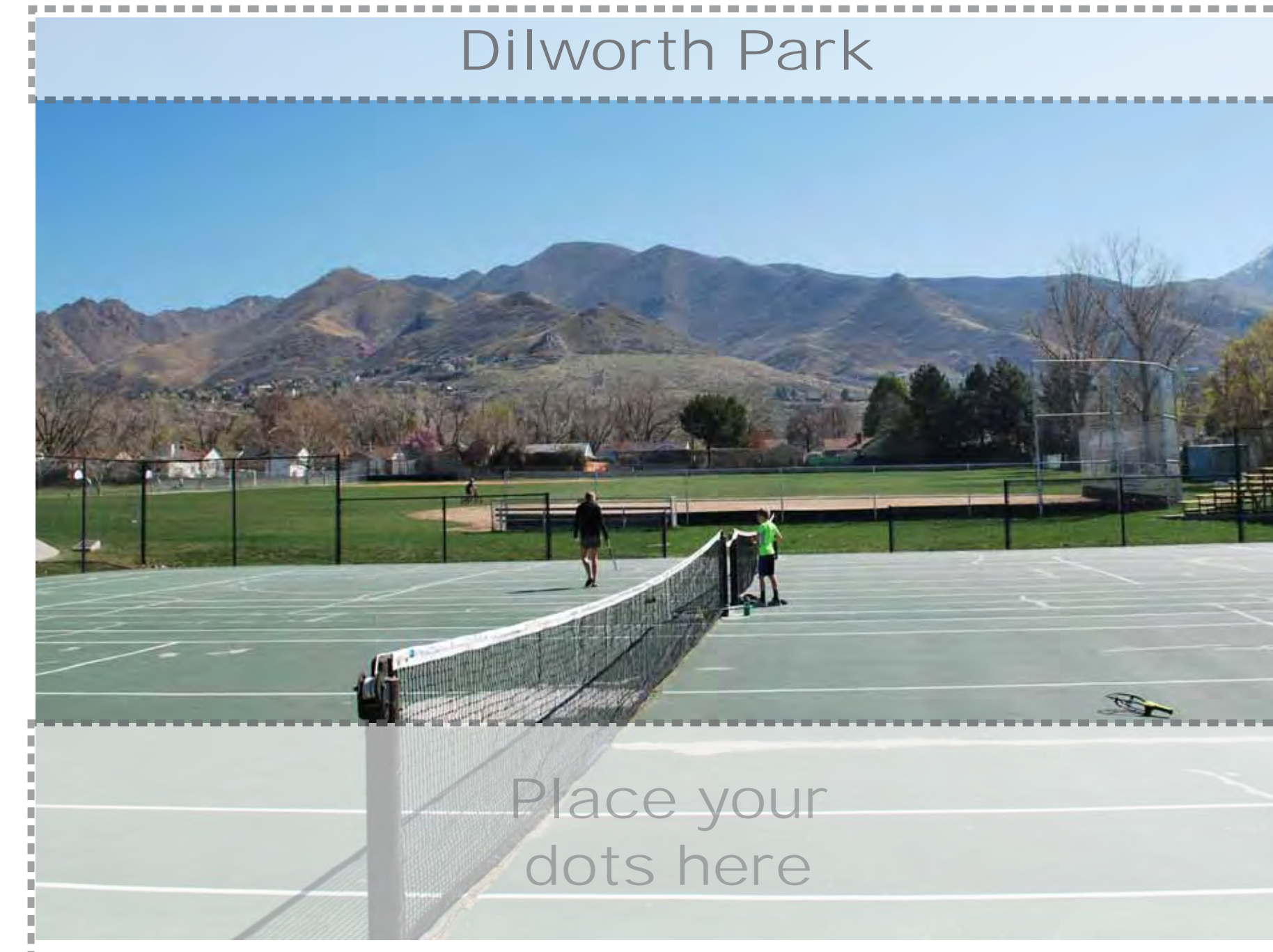
Dilworth Elementary



Place your dots here

Comment

Dilworth Park



Place your dots here

Comment



21st & 21st SMALL AREA PLAN Public Open House # 1

21st & 21st SMALL AREA PLAN COMMUNITY IDENTITY & ASSETS

TELL US ABOUT YOUR COMMUNITY'S IDENTITY

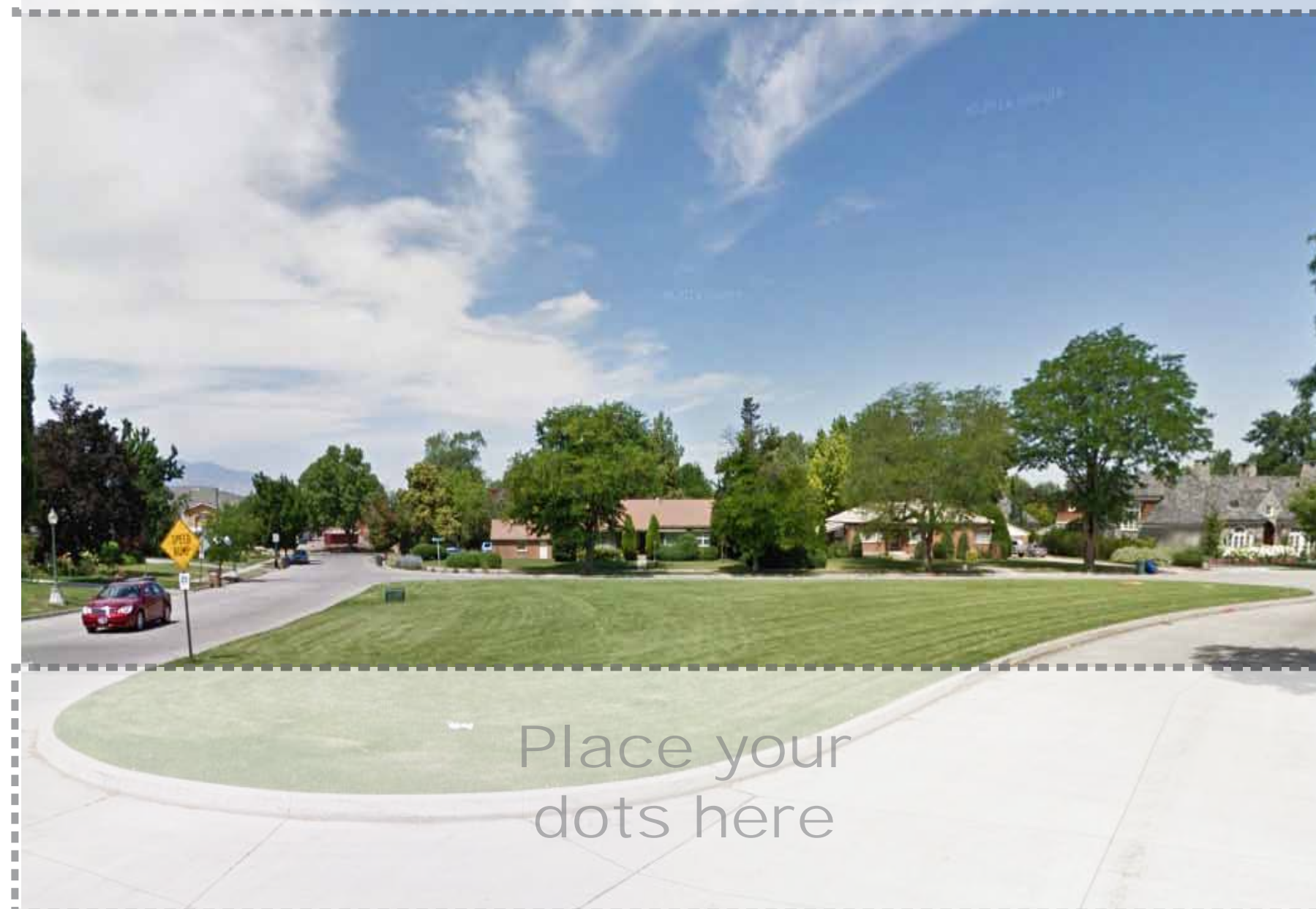
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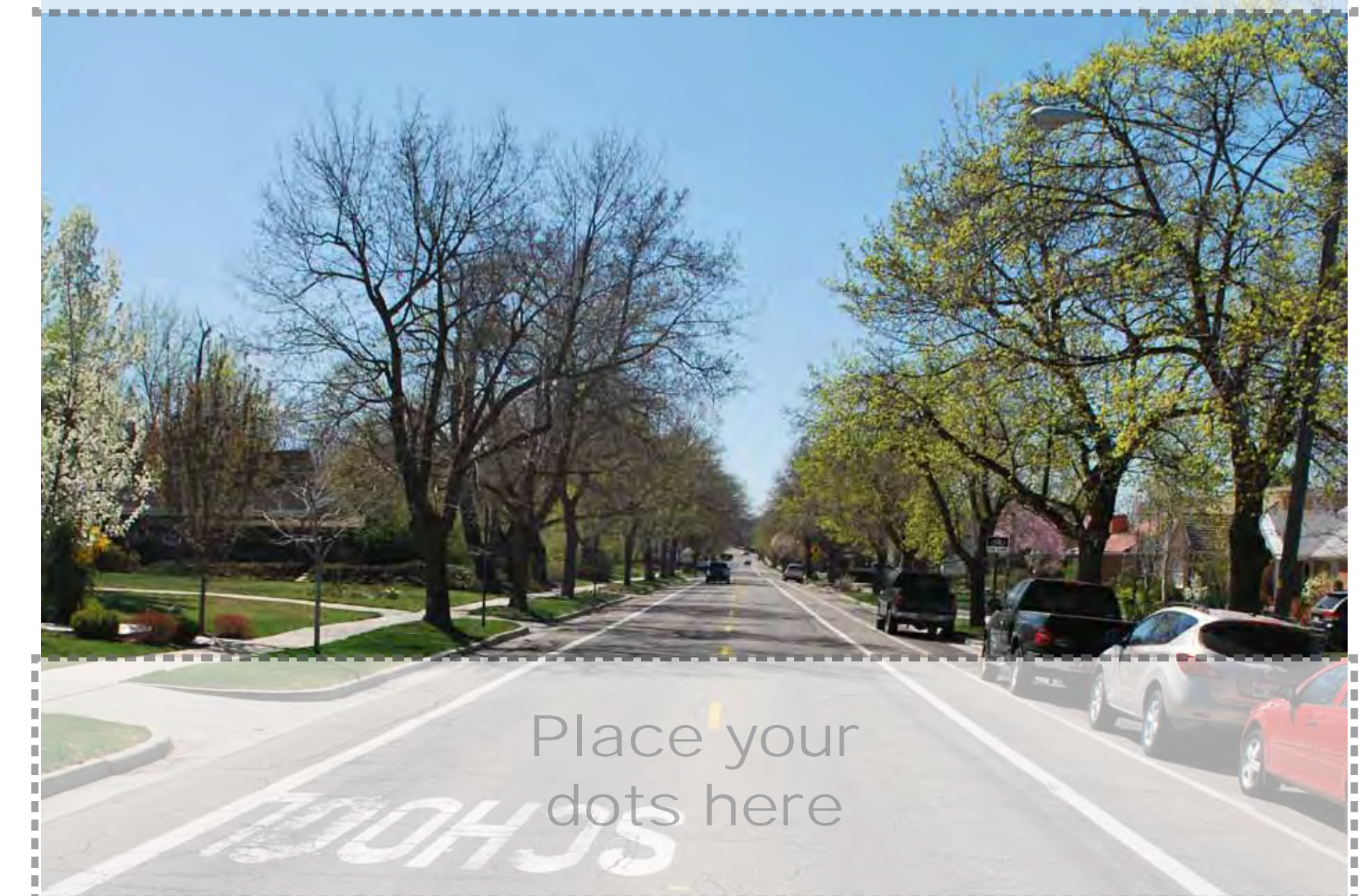
Comment

Open Park Space



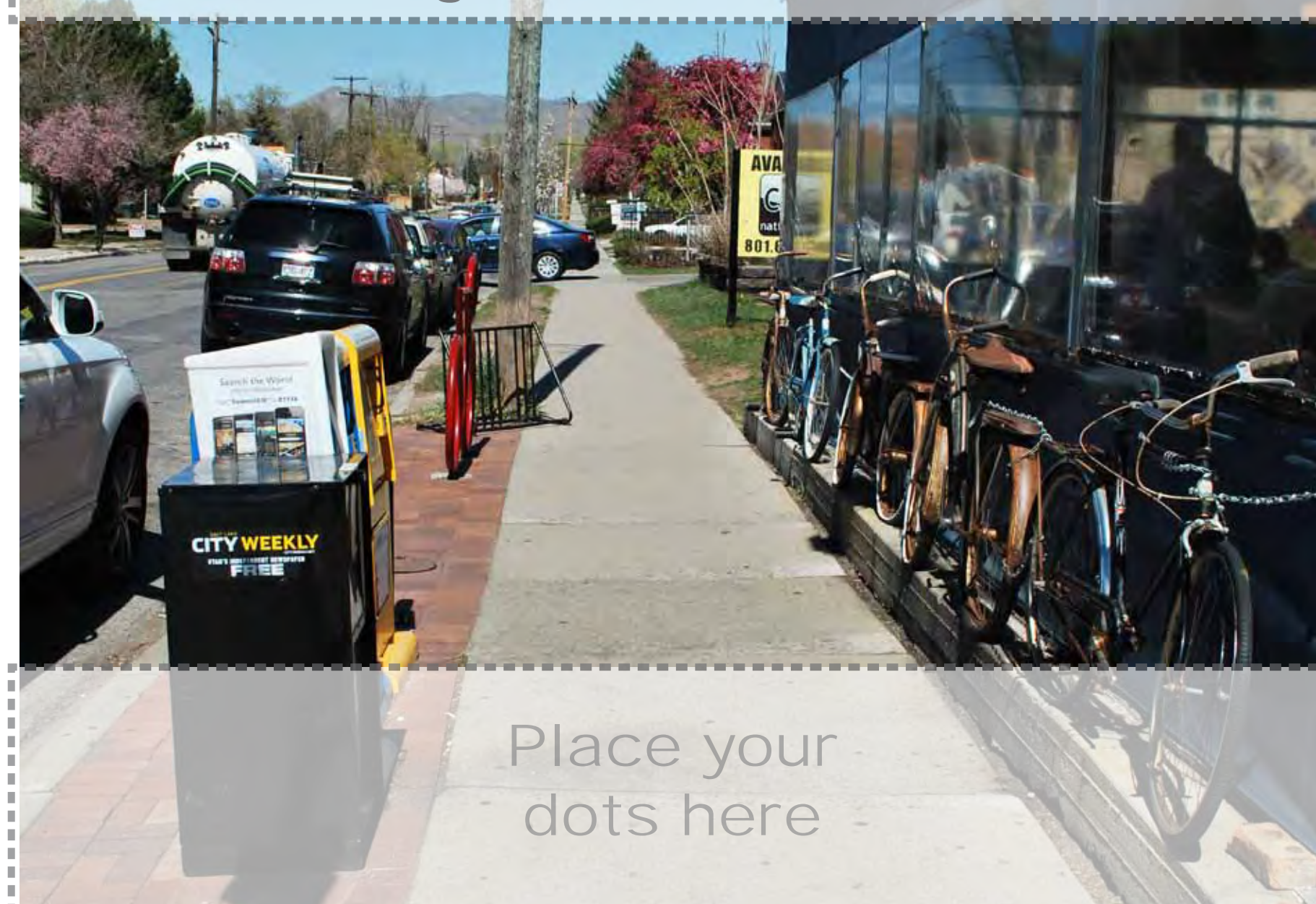
Comment

Bike Lanes



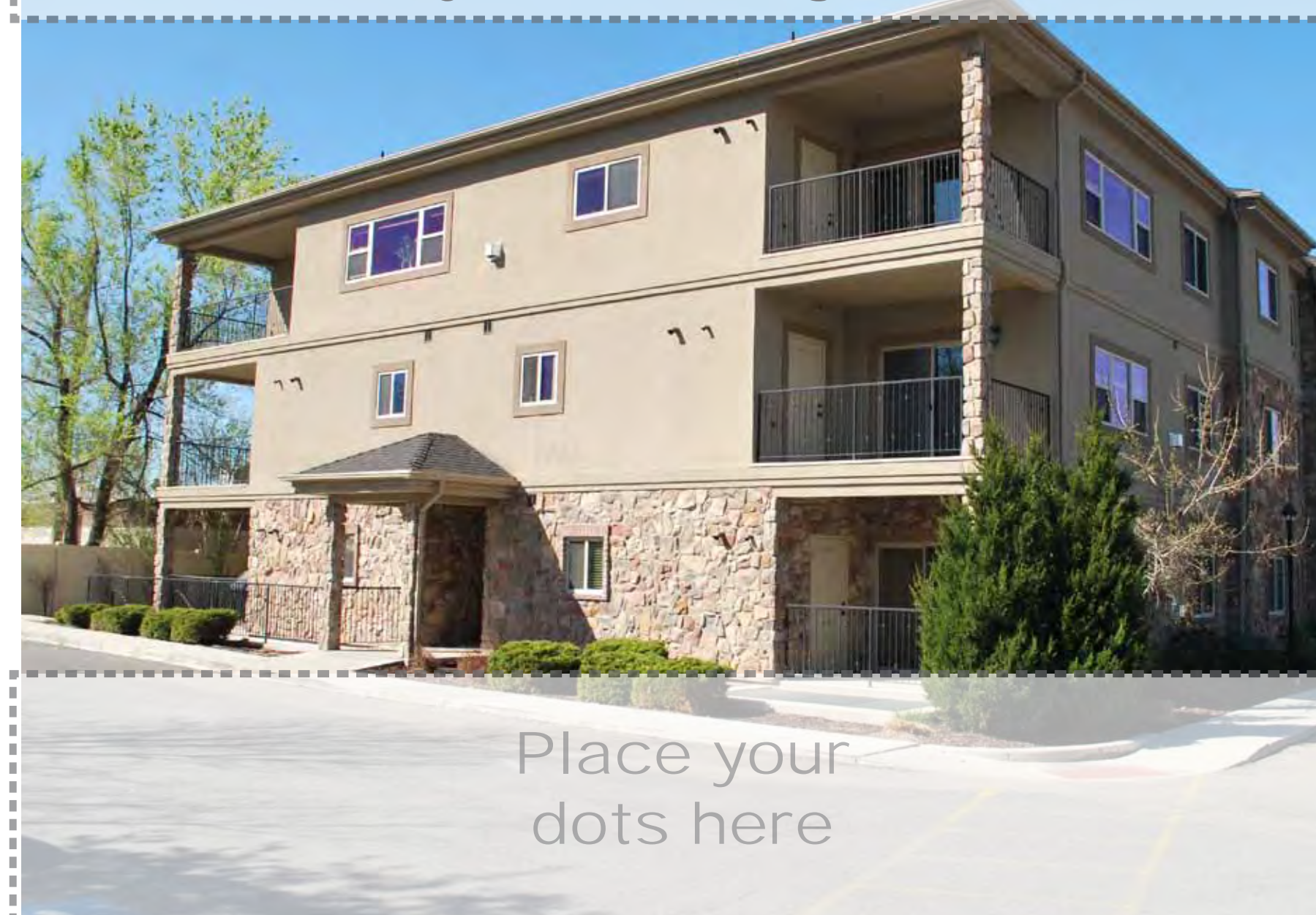
Comment

Neighborhood Streets



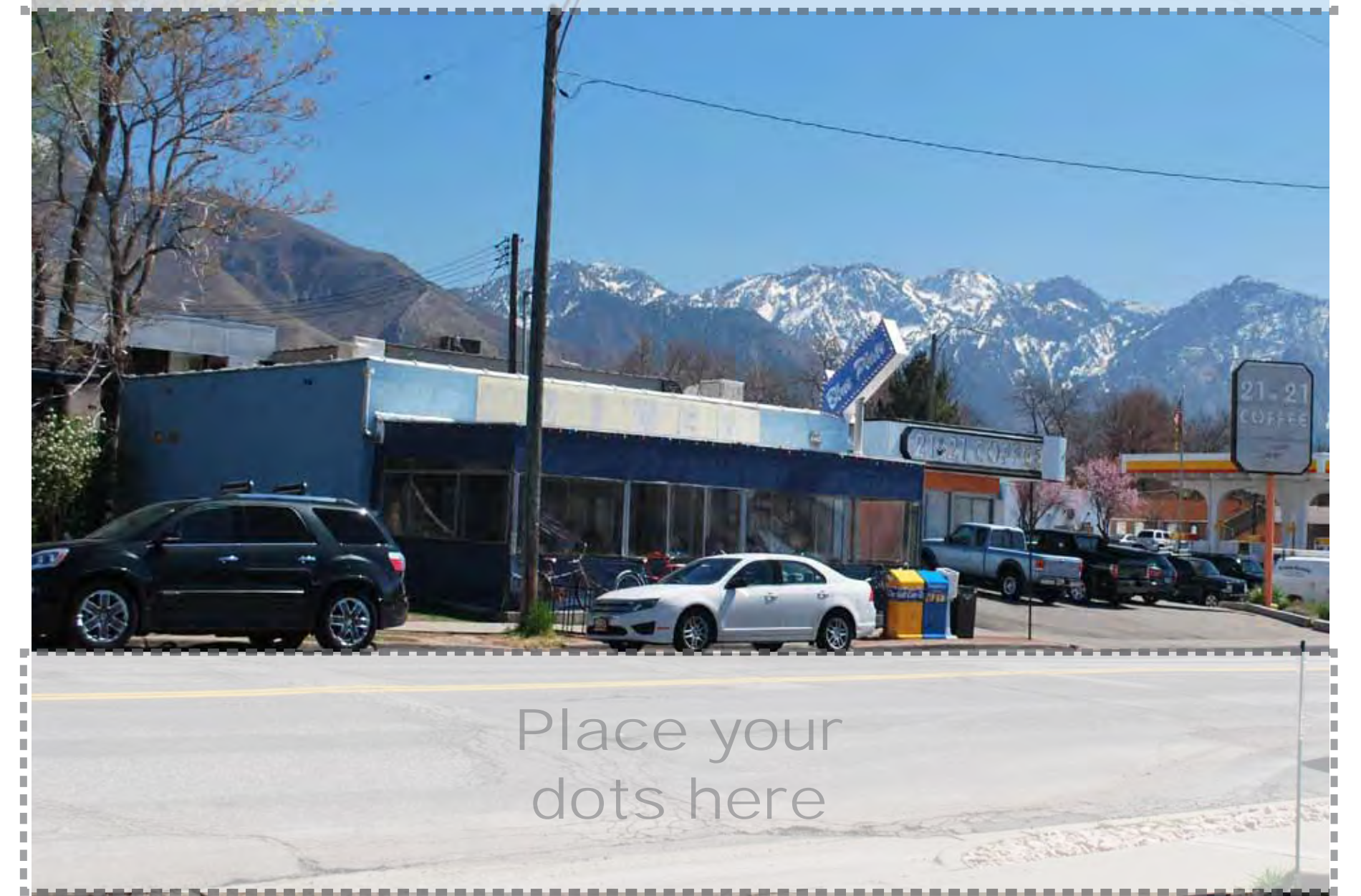
Comment

Variety of Housing Choices

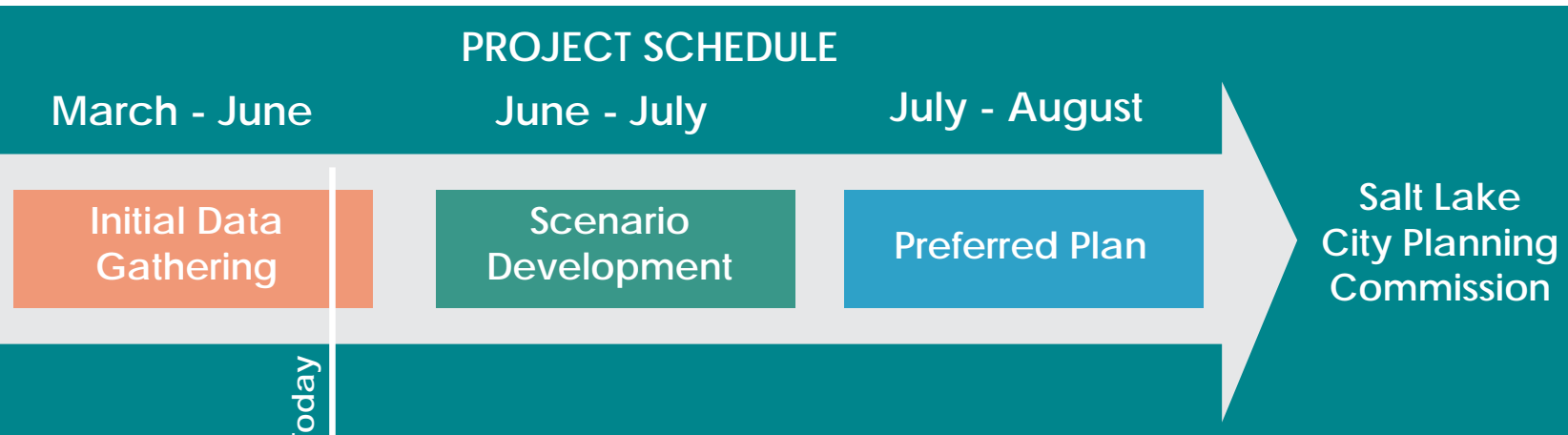


Comment

Neighborhood Businesses



Comment



21st & 21st SMALL AREA PLAN Public Open House # 1



21st & 21st SMALL AREA PLAN COMMUNITY IDENTITY

TELL US ABOUT YOUR COMMUNITY'S IDENTITY

Thank you for attending this open house! We want to hear from you about your community's identifying characteristics.

Please place your dot adjacent to the word or idea which you feel best describes the identity of the 21st and 21st neighborhood.

If you don't see a word that you feel should be included, please feel free to write it in one of the blanks provided.

Fill in your word here

Fill in your word here

active

neighborhood schools

eclectic

Fill in your word here

organic

DIVERSE

safe

NEIGHBORHOOD

walkable

Fill in your word here

historic

CONNECTED

Fill in your word here

center of activity

INVITING

RESIDENTIAL

commercial

Fill in your word here

quiet

friendly

UNIQUE

beautiful

equitable

Fill in your word here

Fill in your word here



21st & 21st SMALL AREA PLAN Public Open House # 1


21st & 21st SMALL AREA PLAN



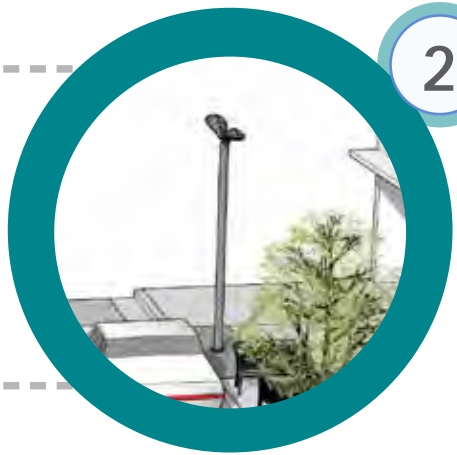
WHAT IS THE FUTURE OF THIS BUSINESS NODE?

HOW SHOULD THE STREET LOOK IN THE FUTURE?


Please place your dot in the box adjacent to the image or illustration which best describes the sidewalk amenity you desire most for 21st and 21st in the future.

- 


1 Street trees & landscaping

Place your dots here
- 

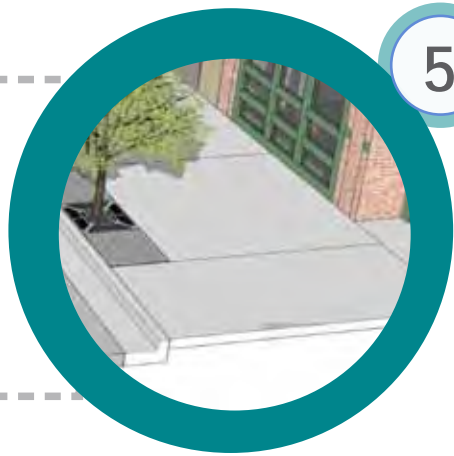
2 Street lighting

Place your dots here
- 

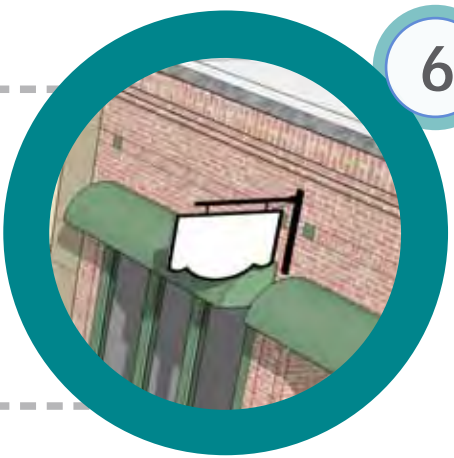
3 Sidewalk dining

Place your dots here
- 

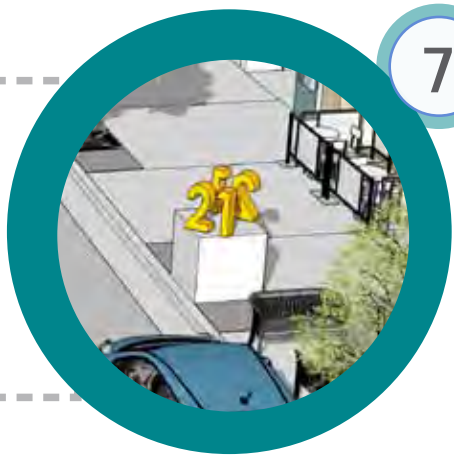
4 Benches

Place your dots here
- 

5 Wide sidewalks

Place your dots here
- 

6 Signage for branding and wayfinding

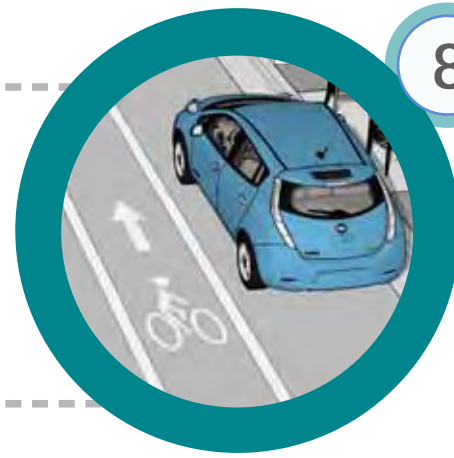
Place your dots here
- 

7 Art


Place your dots here



This is a conceptual street environment - please review this to help determine what you would like to see happen to the sidewalks and streets in the commercial area at 21st and 21st

- 

8 On Street Parking

Place your dots here
- 

9 Bike Lanes

Place your dots here



21st & 21st SMALL AREA PLAN Public Open House # 1

21st & 21st SMALL AREA PLAN



WHAT IS THE FUTURE OF THIS BUSINESS NODE?

WHAT SHOULD DEVELOPMENT LOOK LIKE HERE IN THE FUTURE?

Please place your dot in the box adjacent to the image or illustration which best describes the type of building or use you would like to see at 21st and 21st in the future.

If you don't see the kind of development you would like to see here, please share your thoughts in the box below.

Comment

↓


Live-Work Multi-story



Place your dots here

Comment


Brick Clad, Multi-Story



Place your dots here

Comment

Brick Clad, Single-Story



Place your dots here

Comment

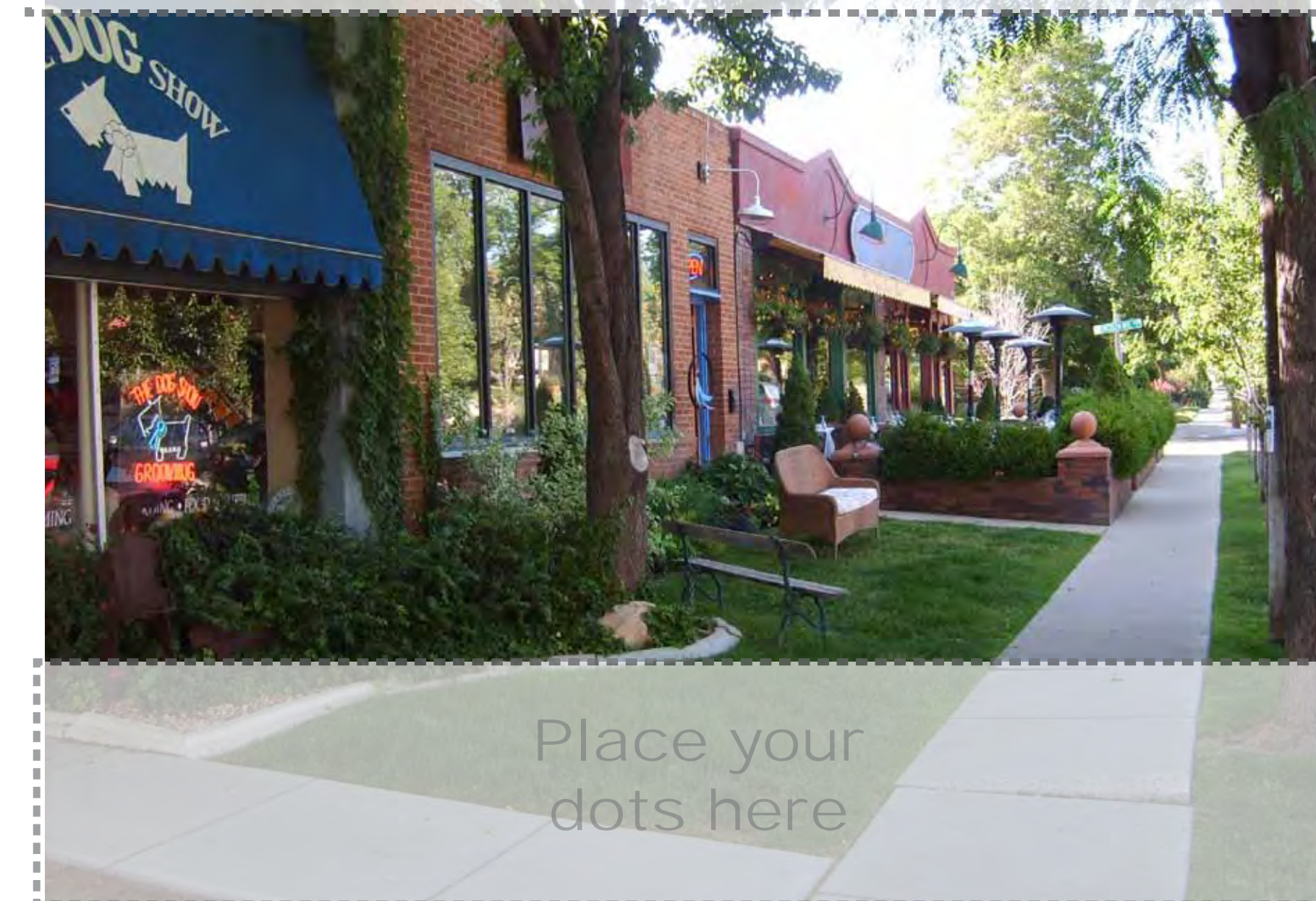
Brick & Siding Clad, two-Story



Place your dots here

Comment

Multi-Clad, Single-Story



Place your dots here

Comment

Attachment - Admin - Attachment A Visuals Presented at Open House (1391 - Update on the 21st and 21st Small Area Master Plan)



21st & 21st SMALL AREA PLAN Public Open House # 1

21st & 21st SMALL AREA PLAN



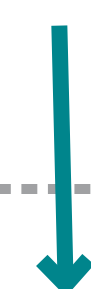
WHAT IS THE FUTURE OF THIS BUSINESS NODE?

WHAT SHOULD DEVELOPMENT LOOK LIKE HERE IN THE FUTURE?

Please place your dot in the box adjacent to the image or illustration which best describes the type of building or use you would like to see at 21st and 21st in the future.

If you don't see the kind of development you would like to see here, please share your thoughts in the box below.

Comment



Restaurant, Single-Story



Place your dots here

Comment

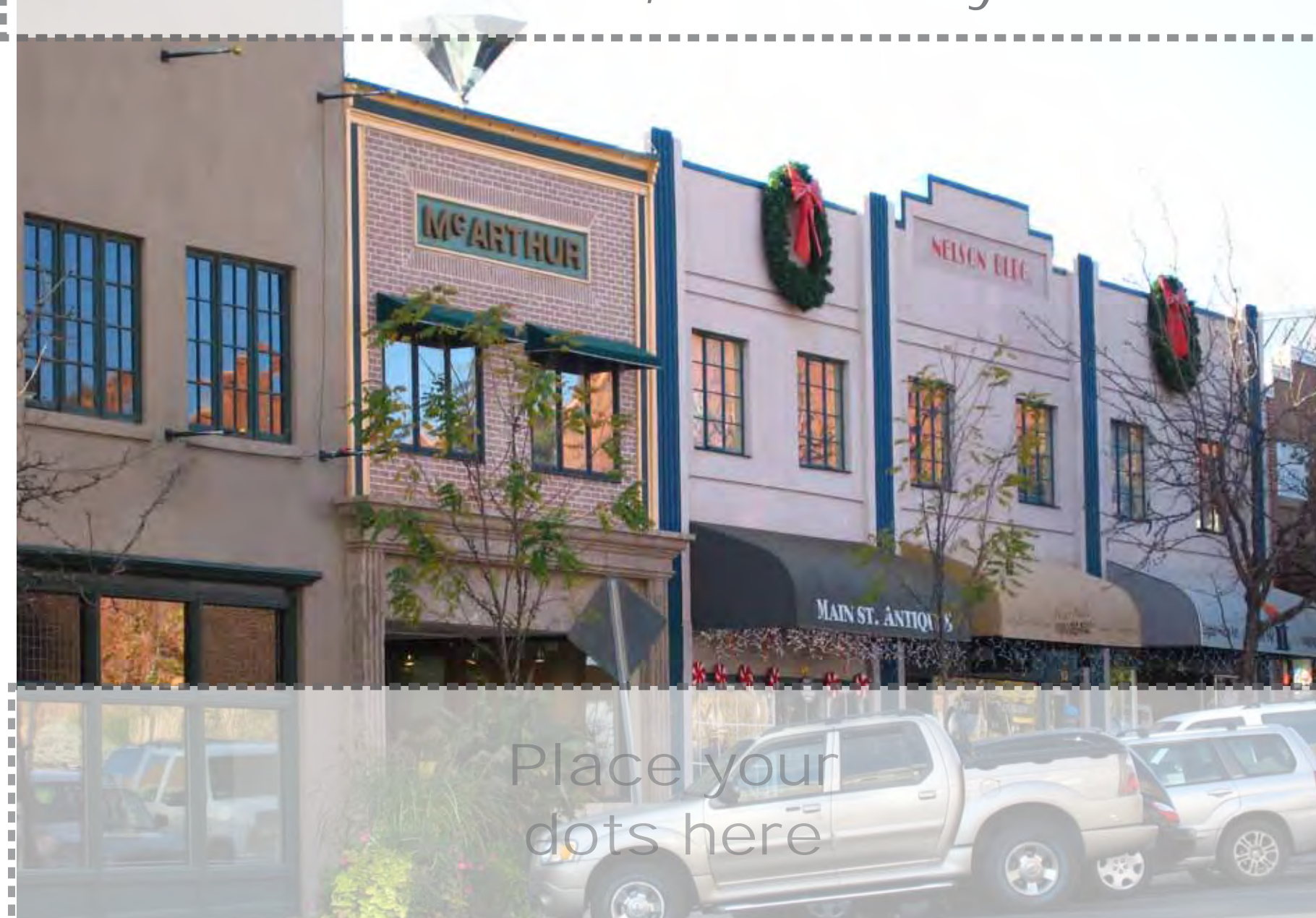
Mixed Use, Multi-Story



Place your dots here

Comment

Multi-Clad, Two-Story



Place your dots here

Comment

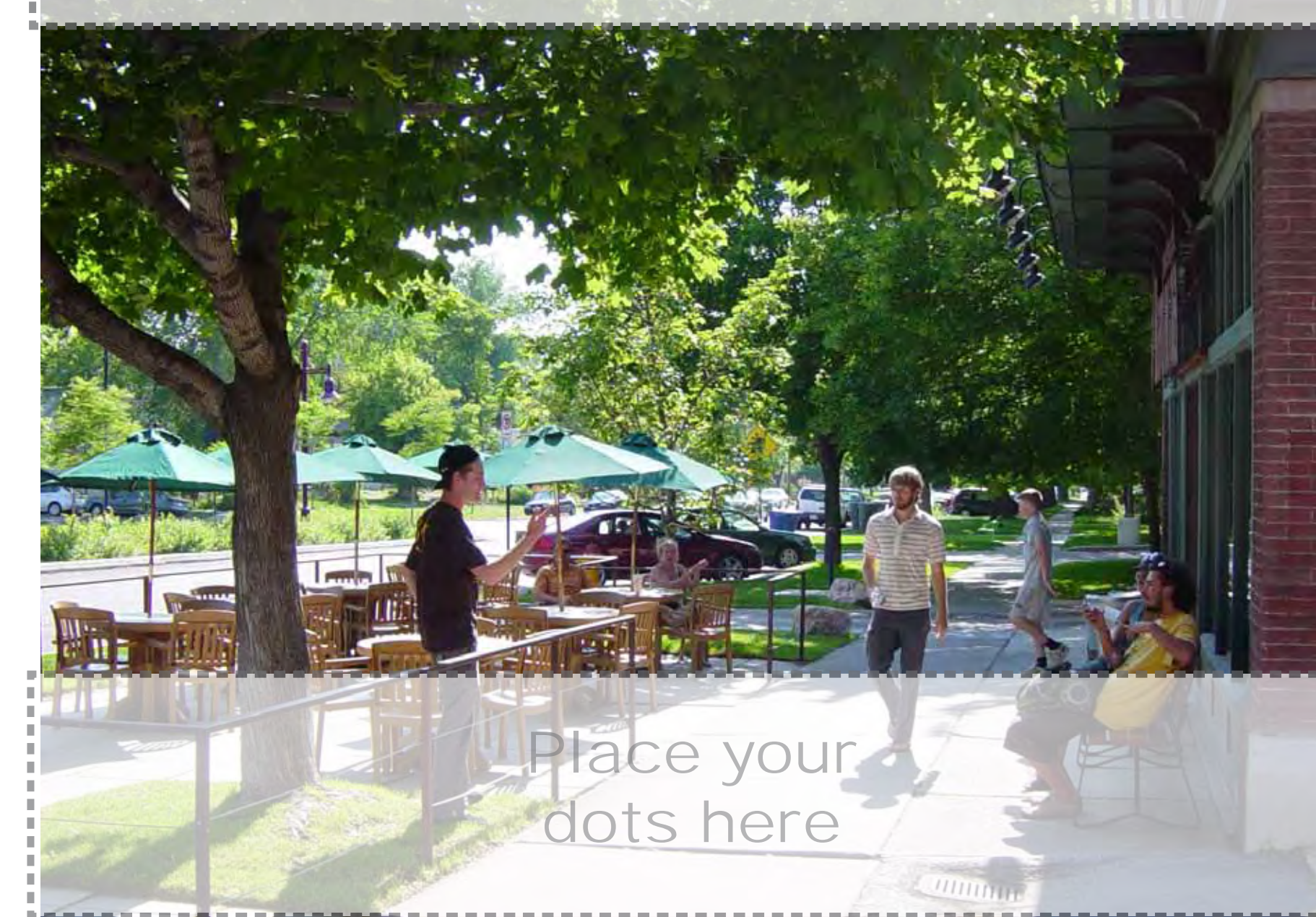
Courtyard Residences, Multi-Story



Place your dots here

Comment

Restaurant, Single-Story



Place your dots here

Comment



21st & 21st SMALL AREA PLAN Public Open House # 1

ATTACHMENT B: COMMUNITY RESPONSE

Attachment: Admin - Attachment B Community Response (1391 : Update on the 21st and 21st Small Area Master Plan)

21ST & 21ST SMALL AREA PLAN – PUBLIC OPEN HOUSE COMMENT REVIEW

Key Findings

- Strong preference for 1-2 story development
- Strong preference for restaurants and shops
- Strong preference for locally owned businesses
- Strong community identity as single-family residential neighborhood
- Strong preference against multi-story, multi-family housing
- Strong preference for upgraded streetscape amenities including lighting, art, seating, signage, and wider sidewalk
- Safety is high priority
- Walkability of neighborhood a high priority
- Strong preference for bike lanes

Community Identity & Assets 1

Neighborhood Branding Image	
For (green dot)	Against (red dots)
29	3

Comments:

“Are these really necessary?”

“Need more creature comforts for pedestrians and bicycles”

“Lots of things are close enough to walk to, but not designed with pedestrians in mind.”

Community Heritage Image	
For (green dot)	Against (red dots)
17	2

Dilworth Elementary Image	
For (green dot)	Against (red dots)
38	0

Single-Family Neighborhoods Image	
For (green dot)	Against (red dots)
128	0

Dilworth Park Image	
For (green dot)	Against (red dots)
65	0

Comments:

“Multi-story adds diversity and interest”

“No multi-level buildings/residence”

Comments:

“Need better maintenance”

“Fix Tennis courts and baseball fields [yes please!]”

“Public space for meetings: Amphitheater”

Community Identity & Assets 2

Open Park Space	
For (green dot)	Against (red dots)
72	0

Neighborhood Streets	
For (green dot)	Against (red dots)
49	4

Comments:

“Add Trees”

“Keep people quiet after 10pm”

“Leave along, no swing sets”

Comments:

“Fix the sidewalks, they are dangerous”

Variety of Housing Choices	
For (green dot)	Against (red dots)
17	130

Comments:

"Good idea, poor execution. We need housing choices for all types of households but this is a really bad example of multi-family housing "

"Combine with business area"

"No buildings over 1-2 stories"

"Mixed use only"

Bike Lanes	
For (green dot)	Against (red dots)
71	16

Comments:

"We need bike lanes on 2100 South"

"More safe bike lanes"

"Enough bike lanes, fix the broken, pitted sidewalks"

Neighborhood Businesses	
For (green dot)	Against (red dots)
96	2

Comments:

"1 story only"

"1 story only please"

"Story maximum"

What is the Future of This Business Node? Streetscape Board

General Comments:

"change places [meaning switch the street parking area and bike lane]"

"to make 21st look like this, you would be demolishing the existing businesses – keep our local businesses"

Street Trees & Landscaping	
For (green dot)	Against (red dots)
78	0

Street Lighting	
For (green dot)	Against (red dots)
37	0

Sidewalk Dining	
For (green dot)	Against (red dots)
53	0

Benches	
For (green dot)	Against (red dots)
16	1

Wide Sidewalks	
For (green dot)	Against (red dots)
37	0

Signage for Branding & Wayfinding	
For (green dot)	Against (red dots)
17	0

Art

For (green dot)	Against (red dots)
30	0

On Street Parking

For (green dot)	Against (red dots)
19	45

Comments:

"Consider adding more angled parking in more places."
 "There is plenty of space for off road parking behind restaurants."

Bike Lanes

For (green dot)	Against (red dots)
40	30

Comments:

"Yes, please! Need better bicycle networks [to 2100 south]."

What is the Future of This Business Node? (Building Finishes Board)

General Comments:

"Force the owner of ugly Chinese to sell, demolish, or restore to make it fit into a cute neighborhood"
 "Fix up existing businesses"
 "Refurbish and remodel existing businesses to fit the updated look – example: Kuong Jou's updated turned into Mexican"
 "Single-story only. No Condos"
 "No light rail or 'trolley car'"
 "Calm the traffic"
 "Keep in mind the traffic - children walk to schools along these streets"
 "No light rail or trolley on trax. Improve bus system!"
 "We need more housing choices for full life cycle"

Brick Clad, Single-Story

For (green dot)	Against (red dots)
109	2

Brick & Siding Clad, Two-Story

For (green dot)	Against (red dots)
5	88

Live-Work, Multi-Story

For (green dot)	Against (red dots)
23	82

Comments:

"nothing taller than 2-story"
 "two story maximum"

Brick Clad, Multi-Story

For (green dot)	Against (red dots)
9	133

Comments:

"multi-story adds diversity and interest!"
 "love the brick"

Multi Clad, Single-Story

For (green dot)	Against (red dots)
90	3

What is the Future of This Business Node? (Building Use Board)

Multi Clad, Two-Story	
For (green dot)	Against (red dots)
45	37

Comments

"Two story is preferred over 3+ story"

Restaurant, Single-Story	
For (green dot)	Against (red dots)
46	1

Courtyard Residences, Multi-Story	
For (green dot)	Against (red dots)
7	119

Mixed Use, Multi-Story	
For (green dot)	Against (red dots)
11	140

Multi Clad, Two-Story	
For (green dot)	Against (red dots)
36	9

Comments

"We could move downtown or into Sugar House if we wanted multi-story – please keep our area residential"

Restaurant, Single-Story	
For (green dot)	Against (red dots)
97	2

Comments

"Yes to sidewalk dining"

Community Identity – words only

Word	For (green dot)	Against (red dots)
Diverse	15	0
Walkable	43	1
Center of Activity	3	0
Inviting	15	0
Beautiful	10	1
Equitable	3	0
Friendly	11	0
Quiet	29	0
Commercial	6	40
Connected	7	0
Residential	45	0
Historic	10	0
Small, Local Businesses	24	0
Neighborhood	45	0
Organic	5	0
High Density Development	3	47
Safe	33	0
Eclectic	8	2
Active	9	1
Neighborhood Schools	29	0
Unique	3	0

Comments:

- "Keep it walkable"
- "Enforce snow-removal on sidewalks"
- "Eliminate any thoughts of high-density housing"
- "Friendly, fun and safe"
- "If we wanted tall buildings and commercial development we would move downtown"
- "No more high-rises, support small local businesses"
- "Most of the businesses have been around for many years and have very loyal clients. If they are an eyesore, just fix them but don't replace them"
- "Businesses must be held to the same standard as residential properties – if I let my house fall into disrepair like a business I would be fined"
- "No commercial"
- "Small local businesses please"
- "Shopping location for eating"
- "More shopping and restaurants"
- "Make it like 15th and 15th"
- "Local, eclectic shops in 2 stories"
- "Need full life-cycle housing choices"
- "This area should be single-family residential"
- "More local business opportunities"
- "Safety of school children is very important – don't make traffic increase"
- "Keep students safe walking to school"
- "There is plenty to walk to, but not with pedestrians in mind"
- "Locally-owned businesses are best"

ATTACHMENT C: OTHER COMMENTS RECEIVED

Attachment: Admin - Attachment C Other Comments Received (1391 : Update on the 21st and 21st Small Area Master Plan)

PARLEY'S WAY CORRIDOR PLAN: OPEN HOUSE COMMENT CARD

Name: _____

Email: _____

Tel: _____

Please write your comments and suggestions
in the space below:

Make it easier
to cross the street on
feet and on bikes

Thank You

For more information contact: Wayne Mills, Salt Lake City
Planning Division: 801.535.7282, wayne.mills@slcgov.com
or Ryan Wallace, Project Consultant, CRSA, 801.355.5915,
ryan@crsa-us.com.

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: TRACY SCOTT
Email: [REDACTED]
Tel: (801) [REDACTED]

Please write your comments and suggestions
in the space below:

No BIG High Rise Developments on the
CORNER OF 21st + 21st

Thank You

For more information contact: John Anderson, Salt Lake City
Planning Division: 801.535.7282, john.anderson@slcgov.com
or Ryan Wallace, Project Consultant, CRSA, 801.355.5915,
ryan@crsa-us.com.

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: Anne Hamill
Email: [REDACTED]
Tel: _____

Please write your comments and suggestions
in the space below:

I live on 2100 south close to 2100 + 2100
It would be disastrous to have condos and anything
bigger than single story development at 21¹/₂ st
There are thousands of kids + people + animals +
bikers and the area can't handle more traffic.

Keep condos west in
Sugarhouse ^{anything above}
a single story destroys mountains.

For more information contact: John Anderson, Salt Lake City
Planning Division: 801.535.7282, john.anderson@slcgov.com
or Ryan Wallace, Project Consultant, CRSA, 801.355.5915,
ryan@crsa-us.com.

Thank You

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: Jess Morrison

Email: [REDACTED]

Tel: _____

Please write your comments and suggestions in the space below:

The City should help remediate the environmental problems so a developer cannot demand/force a zoning adjustment. Avoid large developments from demanding a zoning change

Thank You

For more information contact: John Anderson, Salt Lake City Planning Division: 801.535.7282, john.anderson@slcgov.com or Ryan Wallace, Project Consultant, CRSA, 801.355.5915, ryan@crsa-us.com.

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: Kate Colbath
Email: [REDACTED]
Tel: 801/[REDACTED]

Please write your comments and suggestions
in the space below:

There are more and more empty storefronts
at 21st + 21st. We need something done
soon. This is a wonderful opportunity
to bring in nice restaurants etc. Let's bring
the core of the neighborhood together
Kate

For more information contact: John Anderson, Salt Lake City
Planning Division: 801.535.7282, john.anderson@slcgov.com
or Ryan Wallace, Project Consultant, CRSA, 801.355.5915,
ryan@crsa-us.com.

Thank You

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: Lynda Geddes

Email: [REDACTED]

Tel: 801- [REDACTED]

Please write your comments and suggestions
in the space below:

Side walks: They are broken-up, pitted, uneven
very dangerous. Example is 21st E from abt
Wilmington to Parley's Canyon Blvd on west side
of street. Also side streets 20th E, 19E & Aveston St.
Utility work: Utilities have subcontractor do work &
they leave a mess!

Thank You

For more information contact: John Anderson, Salt Lake City
Planning Division: 801.535.7282, john.anderson@slcgov.com
or Ryan Wallace, Project Consultant, CRSA, 801.355.5915,
ryan@crsa-us.com.

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: _____

Email: _____

Tel: _____

Please write your comments and suggestions
in the space below:

Provide small electric or NG
Busses to circulate on 1700 50
& 2100 50 Between 700 E &
'Parley's Way to Walmart'

For more information contact: John Anderson, Salt Lake City
Planning Division: 801.535.7282, john.anderson@slcgov.com
or Ryan Wallace, Project Consultant, CRSA, 801.355.5915,
ryan@crsa-us.com.

Thank You

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: Kent Anderson
Email: [REDACTED]
Tel: 801- [REDACTED]

Please write your comments and suggestions
in the space below:

I would like to keep this area &
the streets & buildings more in keeping with
the associated residences & housing. I think
it is very important to not turn my area
in to a 2nd Sugar Town with all the
overpowering tall flat fronted businesses
& buildings

Thank You KA

For more information contact: John Anderson, Salt Lake City
Planning Division: 801.535.7282, john.anderson@slcgov.com
or Ryan Wallace, Project Consultant, CRSA, 801.355.5915,
ryan@crsa-us.com.

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: Nick Mingo
Email: [REDACTED]
Tel: _____

Please write your comments and suggestions
in the space below:

- ① Limit vehicular access to 2100 S
no access on 2100 E.
- ② Crosswalks on 2100 S @ every
intersection st.

Thank You

For more information contact: John Anderson, Salt Lake City
Planning Division: 801.535.7282, john.anderson@slcgov.com
or Ryan Wallace, Project Consultant, CRSA, 801.355.5915,
ryan@crsa-us.com.

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: R. Levine

Email: [REDACTED]

Tel: _____

Please write your comments and suggestions
in the space below:

Traffic jam ^{on street} parking (employee) already a problem
at 2200 East 2160 So.

Thank You

For more information contact: John Anderson, Salt Lake City
Planning Division: 801.535.7282, john.anderson@slcgov.com
or Ryan Wallace, Project Consultant, CRSA, 801.355.5915,
ryan@crsa-us.com.

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: _____

Email: _____

Tel: _____

Please write your comments and suggestions
in the space below:

Bus stops farther east.

Safer crosswalks.

Build for the people (pedestrians & bikes) not cars & trucks.
walkable

Audible beep on crossing lights.

Love small businesses.

Thank You

For more information contact: John Anderson, Salt Lake City
Planning Division: 801.535.7282, john.anderson@slcgov.com
or Ryan Wallace, Project Consultant, CRSA, 801.355.5915,
ryan@crsa-us.com.

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: Menica Strong
Email: [REDACTED]
Tel: 801- [REDACTED]

Please write your comments and suggestions
in the space below:

Although I Love outdoor seating and patio dining
at restaurants, I do not think it would be
desirable on 21st & 21st due to traffic smog & noise.
A restaurant such as this probably wouldnt thrive.

Thank You !

For more information contact: John Anderson, Salt Lake City
Planning Division: 801.535.7282, john.anderson@slcgov.com
or Ryan Wallace, Project Consultant, CRSA, 801.355.5915,
ryan@crsa-us.com.

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: _____

Email: _____

Tel: _____

Please write your comments and suggestions
in the space below:

Dont want Trax to come up any higher
than where it is now! afraid of
too many homeless people getting
access to our safe neighborhoods

Thank You

For more information contact: John Anderson, Salt Lake City
Planning Division: 801.535.7282, john.anderson@slcgov.com
or Ryan Wallace, Project Consultant, CRSA, 801.355.5915,
ryan@crsa-us.com.

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: Judi Shurt

Email: [REDACTED]

Tel: _____

Please write your comments and suggestions in the space below:

Keep new commercial concentrated on the nodes 21+21
21+23 and enhance sidewalks so people can walk. Put zones for
small commercial there and don't allow over-development. Need to
keep affordable spaces for local businesses. Parking behind, businesses
up close to the sidewalk. Encourage outdoor dining along the street.

Street furniture & trees to keep concrete
asphalt cooler. Make people want to
linger
Thank You

For more information contact: John Anderson, Salt Lake City
Planning Division: 801.535.7282, john.anderson@slcgov.com
or Ryan Wallace, Project Consultant, CRSA, 801.355.5915,
ryan@crsa-us.com.

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: Alan Wadge
Email: [REDACTED]
Tel: (801) [REDACTED]

Please write your comments and suggestions
in the space below:

I'd like to see 1-2 story buildings, smaller
businesses @ NE corner of 21st & 21st
then a large monolithic high rise w/ shops
underneath.

Thank You

For more information contact: John Anderson, Salt Lake City
Planning Division: 801.535.7282, john.anderson@slcgov.com
or Ryan Wallace, Project Consultant, CRSA, 801.355.5915,
ryan@crsa-us.com.

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: Jana Proust
Email: [REDACTED]
Tel: (801) [REDACTED]

Please write your comments and suggestions in the space below:

Keep wide tree lined residential streets. Please do not stock retail stores strip mall fashion outlet retail stores, keep streets similar in look and maintain safety and family life-styles

For more information contact: John Anderson, Salt Lake City Planning Division: 801.535.7282, john.anderson@slcgov.com or Ryan Wallace, Project Consultant, CRSA, 801.355.5915, ryan@crsa-us.com.

Thank You

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: Glenn Orthmann

Email: glenn [REDACTED]

Tel: 801- [REDACTED]

Please write your comments and suggestions
in the space below:

You cannot have a 15th & 15th or 9th & 9th
style neighborhood until you deal with the
speed and volume of vehicular traffic on 21st.
People are going to have to sacrifice traffic speed /
protected bike lanes, 3 lane traffic 2 in morning 2 at
night HALUK crossings.

For more information contact: John Anderson, Salt Lake City
Planning Division: 801.535.7282, john.anderson@slcgov.com
or Ryan Wallace, Project Consultant, CRSA, 801.355.5915,
ryan@crsa-us.com.

Thank You

Elevated
walkers

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: _____

Email: _____

Tel: _____

Please write your comments and suggestions
in the space below:

*Please no Trax or light rail.
Put rubber tires on the "Trolley" & run in the
traffic lanes*

For more information contact: John Anderson, Salt Lake City
Planning Division: 801.535.7282, john.anderson@slcgov.com
or Ryan Wallace, Project Consultant, CRSA, 801.355.5915,
ryan@crsa-us.com.

Thank You

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: Lyndra

Email: adgla@ [REDACTED].com

Tel: _____

Please write your comments and suggestions in the space below:

At last meeting, the plans as I understood had a good number of 2 bed apartments. I did not like this part of the plan because I can see an influx of additional traffic which causes a difficulty for existing roads which have more than enough ^{traffic} now.

Thank You

For more information contact: John Anderson, Salt Lake City Planning Division: 801.535.7282, john.anderson@slcgov.com or Ryan Wallace, Project Consultant, CRSA, 801.355.5915, ryan@crsa-us.com.

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: Jack Landro
Email: cdglan [REDACTED]
Tel: SO [REDACTED]

Please write your comments and suggestions in the space below:

I suggest that commercial development along 21st South be limited to 2 stories. Ok to have residences above the businesses. The current configuration of apartment, condos, and single family houses should be maintained.

Thank You

For more information contact: John Anderson, Salt Lake City Planning Division: 801.535.7282, john.anderson@slcgov.com or Ryan Wallace, Project Consultant, CRSA, 801.355.5915, ryan@crsa-us.com.

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: Natalie Brush

Email: nat [REDACTED]

Tel: 801- [REDACTED]

Please write your comments and suggestions in the space below:

I like the 9th + 9th + 15th + 15th small
business, walkable neighborhood. I don't mind
1-2 stories, but not large apartments with high traffic.
Parking. Traffic in back of street. Clean streets w/ benches
+ good sidewalks, bike lanes. We want to improve
current situation, not make

Thank You

more problems

For more information contact: John Anderson, Salt Lake City Planning Division: 801.535.7282, john.anderson@slcgov.com or Ryan Wallace, Project Consultant, CRSA, 801.355.5915, ryan@crsa-us.com.

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: TJ Welch
Email: TJ Welch [REDACTED] com
Tel: 801. [REDACTED]

Please write your comments and suggestions
in the space below:

Please Do something with the corner of
21st & 21st the buildings are old
+ junky and it looks terrible in my
neighborhood. Do something fresh + new!

Thank You

For more information contact: John Anderson, Salt Lake City
Planning Division: 801.535.7282, john.anderson@slcgov.com
or Ryan Wallace, Project Consultant, CRSA, 801.355.5915,
ryan@crsa-us.com.

21st & 21st SMALL AREA PLAN: OPEN HOUSE COMMENT CARD

Name: Jeff Lonardo
Email: Jeff@ [REDACTED] - [REDACTED].com
Tel: 801 - [REDACTED] - [REDACTED]

Please write your comments and suggestions in the space below:

I would like to see the 21st & 21st area more similar to 9th and 9th area, with a combination of mixed use low to medium height structures, Brick & stone facades, wide sidewalks, building close to street, low parking count to help with traffic.

For more information contact: John Anderson, Salt Lake City Planning Division: 801.535.7282, john.anderson@slcgov.com or Ryan Wallace, Project Consultant, CRSA, 801.355.5915, ryan@crsa-us.com.

Thank You



COUNCIL STAFF REPORT

CITY COUNCIL *of* SALT LAKE CITY

TO: City Council

FROM: Russell Weeks, Senior Public Policy Analyst

DATE: December 30, 2015 5:43 PM

RE: **National Legislative Briefing**

Legislative Sponsor: **Not Required -
Informational Only**

PROJECT TIMELINE:
**Briefing: Tuesday, January 5,
 2016**
Public Hearing:
Potential Action:

Council analysis was intentionally not included.

CITY COUNCIL OF SALT LAKE CITY
 451 SOUTH STATE STREET, ROOM 304
 P.O. BOX 145476, SALT LAKE CITY, UTAH 84114-5476

www.slccouncil.com/agenda
 TEL 801-535-7600 FAX 801-535-7651
 Updated: 12/30/2015 5:43 PM

LUKE GARROTT | DISTRICT 4 | COUNCIL CHAIR || JAMES ROGERS | DISTRICT 1 | COUNCIL VICE CHAIR ||
 KYLE LAMALFA | DISTRICT 2 || STAN PENFOLD | DISTRICT 3 || ERIN MENDENHALL | DISTRICT 5 ||
 CHARLIE LUKE | DISTRICT 6 || LISA R. ADAMS | DISTRICT 7 ||



COUNCIL STAFF REPORT

CITY COUNCIL *of* SALT LAKE CITY

TO: City Council

FROM: Russell Weeks, Senior Public Policy Analyst

DATE: December 30, 2015 5:42 PM

RE: **Legislative Issues: 2016 State
Legislative Session**

Legislative Sponsor: **Not Required -
Informational Only**

PROJECT TIMELINE:
**Briefing: Tuesday, January 5,
 2016**
Public Hearing:
Potential Action:

Council analysis was intentionally not included.



COUNCIL STAFF REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council

FROM: Nick Tarbet, Public Policy Analyst, Sean Murphy, Public Policy Analyst, Allison Rowland, Public Policy Analyst, Lehua Weaver, Senior Public Policy Analyst, Jan Aramaki, Senior Public Policy Analyst, Ben Luedtke, Public Constituent Liason, Policy Analyst, Amber McClellan, Public Constituent Liason

PROJECT TIMELINE:
Briefing: Tuesday, January 5, 2016
Public Hearing:
Potential Action:

DATE: December 30, 2015 4:29 PM

RE: Introductory Review: Council Priorities and Active Projects

Legislative Sponsor: **Not Required - Council Priority**

ISSUE AT-A-GLANCE

In 2015, the Council selected the following six Priority Projects and ten Active Projects. (Refer to Attachment A for differences between the types of projects.)

Priorities:

1. Urban Forestry
2. Economic Development
3. Recreation Bond
4. Impact Fees
5. Capital Improvement Program
6. Westside Master Plan & implementation model

CITY COUNCIL OF SALT LAKE CITY
 451 SOUTH STATE STREET, ROOM 304
 P.O. BOX 145476, SALT LAKE CITY, UTAH 84114-5476

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 TEL 801-535-7600 FAX 801-535-7651
 Updated: 12/30/2015 4:29 PM A

LUKE GARROTT | DISTRICT 4 | COUNCIL CHAIR || JAMES ROGERS | DISTRICT 1 | COUNCIL VICE CHAIR ||
 KYLE LAMALFA | DISTRICT 2 || STAN PENFOLD | DISTRICT 3 || ERIN MENDENHALL | DISTRICT 5 ||
 CHARLIE LUKE | DISTRICT 6 || LISA R. ADAMS | DISTRICT 7 ||

10 “Active Projects”

1. Sexual Assault audit of Justice System
2. Prison
3. Police use of lethal force – training, \$, update, status
4. Dog-Off Leash
5. Housing
6. Homelessness
7. Disposition of property
8. Campaign Finance
9. Accessory Dwelling Units (ADUs)
10. Parking – big inventory of changes

Attached are work plans for each of these items, along with a status report on the work accomplished during 2015. These may serve as a basis for Council Members to identify projects for 2016.

For the last several years, the Council has met in an annual (and sometimes bi-annual) work retreat to identify goals and Priority projects to direct staff work. The retreat has typically provided the opportunity for each Council Member to propose topics or projects of interest, and then the full Council reviews the list of proposed projects to whittle the list down to projects that staff will work on throughout the year. (The retreat is planned by the Council Chair and Vice Chair, and they may change from this format.) Some previous retreats have focused more on identifying and defining the collective values of the Council, and sometimes have focused more on identifying specific projects that the Council wants to accomplish throughout the year. In 2012, the Council crafted and adopted Philosophy Statements that identified the goals, values, and aspirations of several agreed-upon Priority areas. These were Economic Health of the City, Arts & Culture, Neighborhood Quality of Life, Transportation & Mobility, Parks & Open Space, Sustainability and Education. (Refer to Attachment B for each of those Statements.) Projects were then chosen by the Council that supported or advanced the goals of the Philosophy Statements.

In each subsequent year, the Council’s priorities and interests have generally fit within one of the Philosophy Statements. For example, in 2014, the Council identified an “Urban Trails” project to accelerate the creation of an urban trail network throughout the City through policy goals, funding prioritization, and consideration of specific projects. This project touched on Neighborhood Quality of Life issues, Transportation & Mobility, Sustainability, and Parks & Open Space. This past year, the Council built upon that progress and identified goals in several Priority projects: the Westside Master Plan, consideration of a Recreation Bond, and beginning to explore changes to the Capital Improvement Program.

For 2016, a new year provides many opportunities to either continue building upon previous progress, or to identify new interests and make advancements in new directions.

POLICY QUESTIONS / ITEMS FOR CONSIDERATION

The bulk of the Council’s discussion on 2016 projects will most likely take place during the Council’s annual retreat, currently scheduled for January 19. Following are some questions and information for Council Members’ consideration.

1. Possible new Priority projects for consideration (based on recent Council discussions, carrying on previous projects, etc.; not a comprehensive list.):
 - a. Identify best practices for budgeting for routine vs. deferred maintenance.
 - b. Apply the new master plan implementation model to an upcoming master plan, such as the Downtown Master Plan or the East Bench Master Plan.
 - c. Possibility of reconsidering a recreation bond again in 2016. (This item is quite tentative, because of the support and work needed by the new Mayor and

- Administration. However, if the Council has a strong interest in the item, options could be discussed to move the project along.)
- d. Enhance sharing of public information - civic engagement, transparency, GRAMA and other information requests, and the technology needed for these items.
 - e. Other project ideas will be raised by individual Council Members. (Staff is available to help outline or draft information for any Council Member in preparation for the retreat.)
 - f. Shift any of the “Active Projects” to a Priority in order to ensure completion.
2. Possible continuation of Priority projects that have work pending or that may reasonably return to the Council for further action.
 - a. CIP
 - b. Economic Development
 - c. Impact Fees
 - d. Urban Forestry
 3. How many projects does the Council want to identify as a Priority for 2016?
 - a. In 2014, the Council selected six, with three being clearly Administrative in nature. Those three were managed and completed by the Administration. (Prior to the retreat that year, the Administration agreed that they would accept those projects to complete.)
 - b. In 2015, the Council again selected six Priority projects, however each of the six had more regular involvement by Council staff and were not necessarily handed off to the Administration as was done in 2014. In addition, it was the first year that the Council also identified the “Active Projects.” Defining staff workload into this new category of “active projects” was helpful in formalizing a portion of staff workload, but also resulted in several more large projects that drove staff workload and increased Council expectations for depth and breadth of work involved. (This category of projects could continue to evolve to help balance the amount of work that is expected of staff.)
 4. Does the Council support continuing the practice of identifying Active Projects?
 - a. If so, how many? Council staff’s recommendation is that ten is too many to effectively accomplish along with the priorities, base workload, and follow-up items.
 - b. Council staff’s recommendation is that the active project category be better defined:
 - i. The Council could establish clear expectations about the scope of each active priority, and consider requiring that scope expansions be approved by the body.
 - ii. The Council could clearly identify the relationship between priority projects, active projects, urgent items that come up for the Council, and regular workload. Staff’s understanding is that active projects are completed as time is available.
 - iii. Once priority and active project lists have been identified, the Council may wish to double check their active projects against their priorities to assure that the most important and pressing items are given priority status. Projects that must be completed by a particular date or by the end of the year are best designated as priorities to assure that expectations are clear and that adequate time is available to complete the work.

- iv. Council staff needs direction on how to handle situations where circumstances or strong community / Council Member interest in active projects displace work on Council priorities; should the Council be asked to authorize shifts away from focus on Council priorities in favor of active projects?

ADDITIONAL INFORMATION

Some background information is provided, especially for new Council Members.

Attachment A: Typical workload – Work Types & Definitions

Attachment B: Philosophy Statements

ATTACHMENT A – Work Types & Definitions

Listed in order of how staff time is allocated:

1. **Base Work**
 - constituent requests, routine liaison work
 - agenda preparation
 - staff analysis & preparation for transmittals received
 - items legally requiring Council action
 - outreach & communications
 - information requests (including preliminary research on items of individual Council Member interest)
 - meeting attendance, prep, follow-up
 - GRAMA requests
2. **Briefing Follow-up**
 - significant follow-up directly related to Council briefing discussions
 - items that the Council directs staff to prepare in order for an item to be completed
3. **Priority Projects**
 - 6 agreed upon projects (Urban Forestry, recreation bond, Westside plan & model, CIP, economic development, impact fees)
 - larger in scope, amount of work
 - tighter timeline with milestones throughout the year
 - these projects take precedence over many other projects
4. **Active Projects**
 - 10 projects of Council majority interest (housing, campaign finance, dogs off-leash, parking, prison, ADUs, audit of sexual assault cases in Justice system, homeless issues, disposition of property, use of lethal force)
 - larger than 20-hours of staff time needed, but not as large as a Priority
 - timeline for completion is looser
 - items are sacrificed when base work spikes, or urgent/unexpected project comes up
 - other projects would be on an inactive list
 - need Council direction to choose, scope
5. **Individual Council Member Small Projects** (*needs some definition re: capacity, ranking / hierarchy*)
 - fewer than 20-hours, sporadically arise
 - mostly liaison time, analyst assistance
 - could be preliminary ground work on a larger project
6. **Inactive Projects** – kept on a backlog list
 - still monitored by staff (information passed along, connections made to active projects if applicable, etc.) and kept on a backlog list for potential future work.
 - in general, progress will not be made on inactive projects.
 - considered inactive until a) the Council directs active work, b) the project will fit within 20 hours of staff work, OR c) there is an opportunity to easily combine with a related transmittal or budget request arises.

ATTACHMENTS:

- 1 - Urban Forestry Priority - December (PDF)
- 1a - Urban Forestry DRAFT Ordinance (PDF)
- 1b - Urban Forestry CIP Summary (PDF)
- 2 - Economic Development Priority - December (PDF)
- 3 - Recreation Bond Priority December (PDF)
- 4 - Impact Fee Priority YEAR END (PDF)
- 5 - CIP Priority YEAR END (PDF)
- 6 - Westside Master Plan Priority - EndOfYearReport (PDF)
- 7 - Audit - Justice System Approach to Sexual Assault Cases and Victims Active Proj. December (PDF)
- 8 - Prison Active Proj. (DOCX)
- 9. Use of force Quarterly report YEAR END (PDF)
- 10 - Dog off-leash Active Proj. - December (DOCX)
- 11 - Housing Active Project YEAR END (DOCX)
- 12 - Homelessness Active Project - December (DOCX)
- 13 - Disposition of Real Property Active Proj. - December (DOCX)
- 14 - Campaign Finance Active Proj. - December (DOCX)
- 15 - Accessory Dwelling Units Active Proj. - December (DOCX)
- 15a - ADU Zoning Text Amendment (PDF)
- 16 - Parking Active Proj. - December (DOCX)
- Attachment B - Complete Philosophy Statements Nov2012 (PDF)



COUNCIL QUARTERLY PROJECT REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council Members

FROM: Amber McClellan
Constituent Liaison

DATE: November 25, 2015 at 2:13 PM

RE: Urban Forestry– Priority Project

Council Priority / Active Project Name:

Goal: The Council seeks to identify a sustainable funding source for consistent tree replacement and ongoing tree planting; with a result of an urban forest containing ideal tree choices.

Objective: Explore the possibility of expanding the City's operating budget and/or a fee to fund ongoing maintenance, replacement and expansion of City trees.
Consider ordinances with emphasis on consistent planting of larger trees with a canopy that contribute to City streets and neighborhood quality of life

Work Plan:

Quarter 1:

- **Complete** -Processing of Fiscal Year 2015-16 budget related items
 - The Council approved a total of \$462,500 in funding for Urban Forestry program enhancements and tree replacement.
NOTE: During the Council's CIP budget discussions in November, the Council moved an additional \$250,000 from the CIP budget to the General Fund budget. This funding was included in a budget amendment but was not advanced by the Council.
 - Approved funding for three new Urban Forestry positions contingent on:
 - the staff being assigned to all trees in the urban forest, including park strips as well as City property,
 - increase education on property owner role in health / care for park strip trees,



- reporting on types of trees being planted (the Council encourages broad canopy trees); and
 - possibly exploring a ‘dedicated’ source of funding for future years.
- **Complete** -Public Engagement Plan Part One–
 - Educational information including the economic, environmental and health/social benefits of urban trees added to Council Members’ weekly/monthly email updated to their respective districts.
 - Council webpage created highlighting the City’s urban forest as a 2015 Council priority. Includes SLCTV video covering the role of the City’s Urban Forester and other educational information.

Quarter 2:

- **Complete** - Public Engagement Plan Part Two
Council staff worked with SLCTV to produce a video highlighting the [Urban Forestry priority](#). The video includes information on the City’s urban forest program and an overview of the approved budget related items that will assist in maintenance and preservation of our urban forest. The video resides on the Council’s priorities webpage and has been distributed through the district email updates. The video can be found at: <https://youtu.be/T4Rno2OKufk>.

Quarter 3 / 4:

- **Completed** – Capital Improvement Projects (CIP) Budget
In November, the Council moved an additional \$250,000 from the CIP budget to the General Fund budget. This funding was included in a budget amendment but was not advanced by the Council. The Council provided policy direction that future tree maintenance will come out of the City’s General Fund in future budget cycles. CIP funding will be reserved for the planting of new trees and Urban Forestry expansion.
- **Upcoming** - Consideration of a draft ordinances
 - Ordinance relating to Urban Forestry Rules, Tree Replacement Rules, and Enforcement Authority.
In October, a meeting was held between some Council Members and representatives from Public Services, Urban Forestry and the Attorney’s Office. Discussion focused on the City’s current ordinance that has remained unchanged since 1988. Administrative staff identified deficiencies in the current code and Council Members provided additional feedback. The feedback included crafting comprehensible tree protection guidelines and drafting simplified ordinance language, while referring to Forestry Policies and Procedures for needed details. Administrative staff agreed to develop a draft ordinance for consideration that will reflect the Council’s priorities and Urban Forestry’s field needs based on the discussion. If the Council is supportive, the forthcoming ordinance could be scheduled for consideration.

Council Options:

- [Schedule draft ordinance for Council consideration with questions based on the Administrations feedback. \(Attachment A\)](#)

- Wait for updated transmittal with Administration's proposed ordinance and other items.
- Ordinance relating to surface parking lots and tree planting requirements. A meeting has been scheduled in early December between Council Member Penfold with the Planning Department to discuss drafting an ordinance relating to surface parking lots and tree planting requirements. The intent would be to require more trees to be planted in and around surface parking lots.

Council Options:

- Adopt a legislative intent requesting the Administration begin this review.
- Request Council staff work with legal counsel to initiate a petition to begin process.

Future Options:

- Council may identify other ordinance amendments to build the City's Urban Forest.

Related Projects / Information:

- Update on Urban Forestry Projects from Council approved CIP allocations in FY 2014-15 (Attachment B)
- Fiscal Year 2015-16 Budget appropriations as highlighted in 1st Quarter work plan.

URBAN FOREST PRIORITY - ATTACHMENT A: DRAFT ORDINANCE

SALT LAKE CITY ORDINANCE
No. ___ of 2015

(Transferring urban forestry rules to a new chapter, and adding tree replacement rules and enforcement authority)

AN ORDINANCE ENACTING CHAPTER 14.60 (URBAN FORESTRY), *SALT LAKE CITY CODE*, CONSISTING OF PROVISIONS TRANSFERRED FROM CHAPTER 2.26 (URBAN FORESTRY), *SALT LAKE CITY CODE*, AND NEW TREE REPLACEMENT AND ENFORCEMENT PROVISIONS.

WHEREAS, it is proposed that Chapter 14.60 (Urban Forestry), *Salt Lake City Code*, be enacted, consisting of provisions transferred from Chapter 2.26, *Salt Lake City Code*, and new tree replacement and enforcement provisions; and

WHEREAS, the City Council finds adoption of this ordinance reasonably furthers the health, safety, and general welfare of the citizens of Salt Lake City.

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

SECTION 1. Chapter 2.26, Urban Forestry, *Salt Lake City Code*, is hereby repealed.

SECTION 2. Chapter 14.60, *Salt Lake City Code*, is hereby enacted to read as follows:

Chapter 14.60
URBAN FORESTRY

14.60.010: PURPOSE:

The city council and mayor of the city recognize the importance of the urban forest to the quality of life in the city. The city council and mayor declare it to be a policy of the city that city property be landscaped to enhance the natural beauty of the city; that the responsibilities of city departments be coordinated to encourage quality landscaping; that landscaped city property be effectively managed; that the street environment be made hospitable through landscaping; and that residents of the city be encouraged to participate in beautification efforts through installing and maintaining quality landscaping on private property. To fulfill this policy, this chapter is enacted and intended to establish a Salt Lake City urban forestry ordinance. This chapter may be referred to as the Salt Lake City Urban Forestry Ordinance.

14.60.020: DEFINITIONS:

Attachment: 1a - Urban Forestry DRAFT Ordinance (1445 : Introductory Review: Council Priorities and Active Projects)

URBAN FOREST PRIORITY - ATTACHMENT A: DRAFT ORDINANCE

For the purpose of this chapter the following terms, phrases, words, and their derivations shall have the meanings given in this section:

PARKING/PLANTING STRIP: The area between the curb and sidewalk and the area between sidewalk and private property line that is city owned property; unpaved streetside city property; or an area inside the private property line where an easement is given to the city for the purpose of planting trees.

PRIVATE TREES: Any and all trees growing on private property within the city limits as of or after the effective date of the ordinance from which this section or successor sections derives and which are not defined or designated in this chapter as street trees, park trees or public trees.

PUBLIC RIGHT OF WAY: A portion of property reserved for public use and accepted for such use by the city to provide circulation and travel to abutting properties, including, but not limited to, streets, alleys, sidewalks, provisions for public utilities, cut and fill slopes, and open public spaces.

PUBLIC TREES: All trees located within a public street, city park, or any other public place owned and/or managed by Salt Lake City as of or after the effective date of this chapter or its successor ordinances. A public tree includes a street tree and a park tree.

PUBLIC UTILITY: Any public, private, or cooperatively owned line, facility or system for producing, transmitting, or distributing communications, power, electricity, light, heat, gas, oil products, water, waste, or storm water, which directly or indirectly serves the public or any part thereof within the corporate limits of the city.

TREE TOPPING: Reduction in the size of a tree and/or cutting of branches to a degree that removes the tree's normal canopy and disfigures the tree.

URBAN FORESTER: The city urban forester who is selected by the director of the department of public services to that position in the department of public services.

URBAN FORESTRY PROGRAM: The program which is a part of the department of public services and which is responsible for the care and maintenance of the urban forest resources located on city property.

14.60.030: CREATION OF URBAN FORESTER POSITION:

The city shall employ a person to be known as the "urban forester", whose specified duties, responsibilities and authority are specified in this chapter.

14.60.040: POWERS AND DUTIES OF URBAN FORESTER:

The urban forester shall be the supervisor of the urban forestry program of the

ATTACHMENT A: DRAFT ORDINANCE

department of public services and shall be responsible to the director of the department of public services in carrying out the duties of this position. The urban forester shall initiate an urban forest management plan.

14.60.050: RULES AND REGULATIONS:

The urban forester may recommend, and the mayor may adopt, additional regulations to be known as the urban forestry standards and specifications proper and necessary to effectuate the urban forest management plan within the city providing reasonable guidance for planting and maintaining public trees. Such rules and regulations shall not be in conflict with this chapter or any other law or ordinance.

14.60.060: STREET TREES: PRIVATE PROPERTY OWNER RESPONSIBILITIES:

Any owner of private property, abutting city parking/planting strips upon which street trees are located, shall have the following responsibilities:

A. Periodic watering and fertilization of street trees when necessary to maintain good health and vigor; and

B. Protection of street trees against damage caused by lawn mowers, weed trimmers, snowblowers and similar equipment.

14.60.070: STREET/PUBLIC TREES: PRIVATE PROPERTY OWNER REQUESTS:

A. Where an owner of private real property abutting city property, or tenant thereon, requests city action on street trees or public trees, the requester shall pay the city, at the rate then prevailing under a city contract for such services, for the following:

1. Removal of trees, limbs, or roots preventing house moving or other construction activities;

2. Removal of trees, limbs or roots for the alteration of tree or abutting property appearance where no hazard or nuisance exists;

3. Spraying, fertilizing or treatment other than may be regularly conducted on a citywide basis by the city.

B. Financial responsibility does not eliminate the requirement of obtaining necessary permits required by this chapter.

14.60.075: REPLACEMENT OF PUBLIC TREES:

ATTACHMENT A: DRAFT ORDINANCE

A. Any person who wishes to remove or replace a public tree may do so only with the approval of the urban forester, who shall have discretion to determine whether such approval is in accordance with the requirements of this chapter and in the best interest of the city.

B. Tree replacement approval, when granted, shall conform to the following requirements:

1. Tree placement and species shall be approved by the urban forester in writing on a proposed planting plan prior to tree planting.

2. Replacement street trees shall be planted in the right-of-way where they were removed, if possible. When the urban forester determines that replacement trees cannot be planted on the same street, trees may be planted on another street or in a park in the same vicinity approved by the urban forester.

3. When a particular tree species predominates the location where a tree will be replaced, such as along a street right of way, replacement trees shall be of the same species, in order to retain the look and feel of the area, unless prohibited by an applicable ordinance or unless the public services director or mayor has determined that a particular species should not be planted within the city due to undesirable growth characteristics, propensity for disease, or for similar reasons.

4. Replacement trees shall have a minimum caliper of two and one-half (2 ½) inches at breast height.

5. Replacement trees shall meet American Nurseryman Standards (ANS) for structure, soundness and health of trees.

6. Replacement trees shall be planted according to the city's arboricultural and tree planting standards.

7. Replacement trees shall be planted by a specified date, usually during the next tree-planting season. Under extenuating circumstances, the urban forester may approve an extension of time.

8. Replacement trees shall be guaranteed by the planting party for at least one (1) growing season.

14.60.080: LANDSCAPE PERMIT FOR PUBLIC RIGHT OF WAY:

It is unlawful for any person to plant, prune or remove any public tree, without first obtaining a permit from the department of public services. Permits shall not be required for work performed by city personnel.

ATTACHMENT A: DRAFT ORDINANCE

A. The Salt Lake City urban forestry standards and specifications shall be used as a guideline for planting and pruning public trees.

B. The urban forester shall approve any permit for removal of public trees and as a condition thereof, the permittee may be required to compensate the city for the value of the tree(s) removed either by replacement thereof or by monetary assessment.

C. Commercial companies, public utilities, or individuals employed in the landscaping or arboricultural business shall pay a permit fee per job or a permit fee per year as shown on the Salt Lake City consolidated fee schedule.

14.60.090: CONDITIONAL USE PERMITS:

Where an application for a conditional use is filed with the planning commission and the planning commission deems it appropriate, the urban forester shall review the landscape improvement design of any conditional use application and make recommendations to the commission.

14.60.100: PUBLIC NUISANCE DEFINED AND DESIGNATED:

The following are defined and declared to be public nuisances under this chapter:

A. Any tree or shrub located on private property having a destructive or communicable disease or other pestilence which endangers the growth, health, life, or well being of trees, shrubs, or plants in the city or which is capable of causing an epidemic spread of a communicable disease or insect infestation;

B. The roots of any tree or shrub, located on private property, which cause the surface of the public street, curb, or sidewalk to be upheaved or otherwise disturbed; and

C. Any tree, shrub, or portion thereof located on private property which, by reason of location or condition, constitutes an imminent danger to the health, safety, or well being of the general public on city property.

14.60.110: RESPONSIBILITY FOR PUBLIC NUISANCE FIXED:

Where a nuisance exists upon property, and is the outgrowth of the usual, natural, or necessary use of property, the landlord thereof, or the landlord's agent, the tenant or the tenant's agent, and all other persons having control of the property on which such nuisance exists, shall be deemed to be the authors thereof, and shall be equally liable therefor.

14.60.120: NUISANCE CREATION AND MAINTENANCE:

It is unlawful for any person, either as owner, agent, or occupant, to create, or aid in creating or contributing to, or to maintain a public nuisance.

ATTACHMENT A: DRAFT ORDINANCE**14.60.130: NUISANCE ABATEMENT:**

The city shall ascertain and may cause all nuisances declared to be such by this chapter to be abated.

14.60.140: NOTICE TO ABATE:

Except as provided in Section 14.60.260 of this chapter or its successor, the city may serve a notice in writing upon the owner, occupant, or agent of any lot, building, or premises in or upon which a nuisance may be found, or upon the person who may be the cause of such nuisance, requiring the person to abate the nuisance within a fourteen (14) day period. Failure to give a notice as provided herein shall not relieve the author of any nuisance from the obligation to abate such nuisance, or from the penalty provided for the maintenance thereof. Notice of appeal may be filed with the public services director within fourteen (14) days of service of notice. Appeals from the public services director's decision shall be heard by a hearing officer designated by the mayor within fourteen (14) days.

14.60.150: EXPENSE OF ABATEMENT; RESPONSIBILITY OF OFFENDER:

In case of neglect or refusal of any person to abate any nuisance defined by this chapter, after notice in writing has been served upon them, as provided in this chapter, and within the time specified in the notice, the city may abate or procure the abatement thereof, and the expense of such abatement shall be collected from the person so offending.

14.60.160: ABUSE OR MUTILATION OF PUBLIC TREES:

It is unlawful for any person to damage, transplant, top, remove, or mutilate any tree on public property.

14.60.170: PROTECTION OF PUBLIC TREES NEAR CONSTRUCTION ACTIVITIES:

Any tree located on city property in the immediate vicinity of any excavation, demolition, or construction site of any building, structure, street, or utilities work, which has potential for injury, shall be protected from such injury.

14.60.180: TREE TOPPING:

It is unlawful for any person or firm to top, dehorn, or pollard any public tree. Trees severely damaged by storms or other causes, or trees creating emergency hazardous situations, are exempt from this section. Trees under utility wires or other obstructions where standard pruning practices are impossible may be exempted from this section with the prior written approval of the director of parks and recreation.

ATTACHMENT A: DRAFT ORDINANCE

14.60.190: VIOLATIONS:

1. It is unlawful to violate the provisions of this chapter. Each day a violation occurs shall be a separate offense.

2. Violation of the provisions of this chapter is punishable as a class B misdemeanor or by imposing a civil penalty as provided in Section 21A.20.010, et seq., of this code.

SECTION 3. 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 _____, 2014.

CHAIRPERSON

ATTEST:

CITY RECORDER

Transmitted to Mayor on _____.

Mayor's Action: _____ Approved. _____ Vetoed.

MAYOR

CITY RECORDER

(SEAL)

Bill No. _____ of 2014.

Published: _____

Urban Forestry Ordinance (10-03-14).doc

APPROVED AS TO FORM
Date: _____
By: _____

Attachment: 1a - Urban Forestry DRAFT Ordinance (1445 : Introductory Review: Council Priorities and Active Projects)

URBAN FOREST PRIORITY - ATTACHMENT B: URBAN FORESTRY UPDATE

Update on Urban Forestry Projects from Council approved Capital Improvement Project allocations in Fiscal Year 2014-15

- Inventory:
 - First phase was completed in 2014
 - Second phase will be completed by the end of 2015
 - Includes streets, parks, golf courses and some open spaces. Data will show where vacancies are and impacts certain species have.
 - Will be managed with pruning schedule. Currently rewriting the pruning contract to include a reporting mechanism. When crews are out pruning they can identify trees that have been planted and/or removed without permits.

- New management system software:
 - Urban Forestry has moved monies around in their General Fund Budget to pay for this software subscription (as things stand now this will be a budget neutral allocation that will vastly improve efficiency).
 - “Online access” software (so everything is backed up on a daily basis offsite). Gives users with any smart device and Wi-Fi access the ability to view and manipulate data.
 - One of the many benefits going with this type of system is that the City maintains complete access to (and ownership of our data), but the system does not require any maintenance or work from the City's IMS staff. Furthermore, any software improvements and updates are automatically applied to our online system. So theoretically, we will always have the most updated and usable software, without having to buy it new when our software becomes out of date (which is one of the problems they are dealing with currently).
 - Urban Forestry anticipates being up and running in Accela within about 2 years. They will be able to handle tree permit processing through that system. In the mean time however, Urban Forestry is comfortable with how they currently process permits. Accela, at least as far as Urban Forestry is concerned, will be most beneficial as a productivity tracking tool.

- Approximately 1,000 new trees planted in 2014
- Anticipate 1,000 (or more) new trees will be planted by end of 2015

- Some trees cannot reach their full potential due to design. Urban Forestry is working with Engineering and Planning to work on design. With all of the new development occurring, it is an opportunity to do things better. Appropriate design and planning = sustainability, longevity.
- Urban Forestry Current Projects
 - Urban Forestry Management Plan.
 - Ordinance amendments. It is Urban Forestry's intention to propose comprehensive updates to the City's Urban Forestry Ordinance (pertaining to public trees). Within these updates they intend to update design and construction specifications to encourage much more creative design when planning for new trees in business districts (the goal being to get away from tree grates and move toward more aesthetic and sustainable design in our streetscapes). This is Urban Forestry's priority this year and hopes to process quickly.



COUNCIL QUARTERLY PROJECT REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council Members

FROM: Jennifer Bruno / Lehua Weaver
Deputy Director

DATE: November 25, 2015 at 2:14 PM

RE: Economic Development Strategy – Priority Project

Council Priority / Active Project Name:

Goal: The Council seeks to pursue all avenues to draw businesses to Salt Lake City, foster the businesses already here, create jobs and encourage people to live, work, and play in Salt Lake City.

Objective: The Council identified a number of focus areas to achieve this goal:

- Review and/or augment a guiding policy statement on Economic Development
- Define and address policy goals for all levels of economic development - Large, Medium, and Small scale (starting point could be previously adopted Philosophy Statement)
- Understand existing support & resources, identify gaps
- Understand barriers for existing businesses, particularly in neighborhood business nodes, by engaging residents and businesses
- Augment Enterprise SLC Process with clear policy and visioning from the Council on the goals of Economic Development in SLC.
- Develop policies and programs that enable the City to help foster economic development at all levels.

Narrative: The Council discussed the importance of fostering Economic Development at all levels, to help draw businesses to SLC and create jobs, and combat the trend of the State's economic expansion outpacing the City's economic growth. Specifically, these three areas were highlighted:

- Large Scale Economic Development - Creating Careers
- Medium Scale Economic Development - Stabilizing Districts



- Small Scale Economic Development - Building and Stabilizing Neighborhoods (specialized support for small businesses, including business support, loans, resources, marketing/promotion)

The Council also highlighted the following interest areas:

- With regard to neighborhood nodes, focus on nodes that might be struggling and target resources and tools there.
- Structure impact fees to be an incentive for development rather than a deterrent.
- Consider establishing targeted Economic Development areas and/or opportunities for specific business development in some areas.

Work Plan:

Current - Quarter 4:

- ***In progress*** – review proposed Budget Amendment changes relating to Economic Development. Based on the Administration’s proposal, the Council has taken a straw poll in support of \$50,000 toward some of the grants that were proposed. The other pieces of the proposal (consultant to review ordinances/processes, business incentives, and other grant funds) may be considered in future budget discussions.
- ***In progress*** – A briefing is scheduled in December on the scope of a Building Services Audit (funded in the 2015-16 annual budget).
- ***Future options – TBD based on Council direction***
 - Schedule Council discussion to consider and/or prioritize other recommendations identified in Phase 1 of the EnterpriseSLC process that make sense to implement sooner rather than later.
 - Establish regular reporting procedures from Administration to Council, so that the Council and public can better understand the City’s economic development progress in three key areas – large scale, medium scale, and small/neighborhood scale (could adopt this by ordinance).
 - Link Economic Development concerns when reviewing the upcoming/proposed revised Impact Fee structure.

Background / History

Quarter 1:

- ***Complete*** – Staff attend initial planning meetings for Enterprise SLC process. Provide up-front input and communicate Council areas of interest.

Quarter 2:

- ***Complete*** – Council Members provide up-front input and receive a briefing on the Enterprise SLC process (Council Work Session briefing). Communicate Council areas of interest and provide feedback on intention of Enterprise SLC Process.
- ***Complete*** – Highlight opportunities for business assistance/economic development opportunities in the City’s Annual budget process
- ***Complete*** – Request update on all City Economic Development tools (currently scheduled for August 25th).

Quarter 3:

- ***Complete*** – August 25th - Council Policy discussion on adopted Economic Development Policy.

- The Council discussed different ways to address Economic Development Policy as a City, and ultimately concluded that it would be best to have the Administration leverage the information from the EnterpriseSLC process, along with existing and new tools, to put together an official Economic Development Master Plan for the City, to be processed and eventually adopted by the Council.
- **Complete** - September 2015 – Council adopted a legislative intent statement re: the Administration preparing an Economic Development Master Plan.
- **Complete**– August 25th – Briefing held from Natalie Gochnour on the initial phase of Enterprise SLC process and recommendations for the City that this first phase have revealed.
- **Complete**– August 25th – Briefing held from the Administration on current Economic Development tools - understand existing tools, support & resources available to businesses, and identify where gaps exist – along with a response to recommendations revealed in the EnterpriseSLC process. Anticipate Budget Amendment requests to implement some of these responses.
- **Complete** –Audit scope drafted for Council review of the City’s Business License and Permitting Processes, based on the Council’s discussions as well as the EnterpriseSLC process.
- **Complete** – FY 2016 CIP Allocation Discussion – Council staff will highlight projects that may be included on the FY 2016 log that either enhance business nodes or provide some other facilitation of Economic Development in the City (key infrastructure projects, for example).

Related Projects / Information:

- This priority project relates in some ways to the Council’s other 2015 priority project: Impact Fees.
- This priority project relates in some ways to the Council’s other 2015 priority project: Capital Improvement Program process.



COUNCIL QUARTERLY PROJECT REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council Members

FROM: Lehua Weaver
Budget & Policy Analyst

DATE: November 25, 2015

RE: Recreation Bond / Parks, Open Space & Trails Bond – Priority Project

Priority Project Name: Bond for Parks, Open Space, Trails, & Recreation

Goal: Identify scope and amount of a General Obligation bond for November ballots, and get it on the ballot for public consideration.

Objective: Consider options and opportunities for trails (urban and non, connections, different user types), solutions for golf property – secondary water needs, conversion / re-purposing to park-space, other necessary amenity improvements, varying by Council district. Utilizing an extensive public engagement process in development of bond packaging.

Narrative: The Council and Administration explored options for an open space and recreation focused bond, but did not support adding it to the November ballot. Council Members requested that a bond still be considered in the future, perhaps for the November 2016 elections.

Work Plan:

Most Current - Quarter 4:

- ***In progress- the Council has taken a straw poll in support of additional Parks & Public Lands maintenance: \$300,000***

This would improve turf quality at general-use grass fields (not sport-specific fields), tennis court maintenance, off-leash materials, playground safety, drinking fountain replacements, picnic tables, irrigation, signage, asphalt patching, and provide additional seasonal staff to perform these tasks on a routine basis. This would include some improvements on sport fields, but not overall maintenance of turf, amenities, etc. (For more information on that, the Council may request follow-up. See item 'c.')



Administration has provided a memo with more information about this – refer to Attachment A.)

- **Future options – TBD based on Council direction**

- **Some follow-up steps that the Council may consider:**

- Consider future budget allocations for necessary improvements to the quality of the fields, open spaces and parks. (Some information was included in Budget Amendment No. 2 of 2015-16 – natural lands maintenance, sport field maintenance, and weed abatement on City-owned property. As of this report, the Council has taken a straw poll in support of additional funding for parks & public lands maintenance.)
 - Pursue any interest with the County on managing City golf courses.
 - Identify other options for the purchase of Glendale Golf Course. Options may include a budget appropriation to move ahead with the purchase as soon as possible, or using a sales tax bond to begin planning for some improvements and re-purposing of the space.

Background / History

Quarter 1:

- **Complete**– Identify possible project sources include documents, master plans, identify engagement strategies, etc.

Quarter 2:

- **Complete** – Continue engagement and outreach with the public to determine needs and interests for what to include in the bond.
- **Complete** – Administration identify possible projects based on public outreach, City master plans, and other documents and projects lists available.

Quarter 3:

- **Complete** – Council briefings and consideration of Administrative proposal, explore additional options, and raise alternatives to include in a final ballot package.
- **Complete** – identify education strategies and branding options if the bond is approved by the Council.
- **Complete** – Last day for Council action on whether to add the bond to the November ballot was August 18. **Not approved.**



COUNCIL QUARTERLY PROJECT REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council Members

FROM: Jennifer Bruno, Deputy Director
Sean Murphy, Policy Analyst

DATE: November 25, 2015 at 2:14 PM

RE: **Impact Fee Study and Updates– Priority Project**

**IMPACT FEE COLLECTION MORATORIUM in place until from
Nov 2, 2015 – Nov 2, 2016**

Attachment: 4 - Impact Fee Priority YEAR END (1445 : Introductory Review: Council Priorities and Active Projects)





COUNCIL QUARTERLY PROJECT REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council Members

FROM: Sean Murphy
Budget & Policy Analyst

DATE: November 25, 2015 at 2:15 PM

RE: Capital Improvement Program Changes – Priority Project

Capital Improvement Program (CIP) Process & Funding:

Goal: The Council seeks to revise certain procedural issues related to the Capital Improvement Program. The conclusion of this process should yield increased transparency for both residents and officials and increased efficiencies in delivering completed projects.

Objective: After clarifying the Council's collective interests in revising the CIP process through straw polls, Council staff began working with the Administration to establish a system that emphasizes CIP projects that help fulfill both adopted master plans and priority projects.

Work Plan:

Quarter 1:

- **Complete** – Defined the Council's specific interests in studying the CIP process through a series of straw polls. Determined Council staff time to work on the issue.
- **Complete** – Identified funding for CIP process study/audit.
- **Complete** – Coordinate with Administration about advantages and disadvantages of current CIP processing system.
 - Staff have corresponded with the following Departments and Divisions that are integral to the CIP process and forward the majority of applications that are considered by the Council:
 - CED - Transportation, HAND, Engineering
 - Public Services
 - Finance



Quarter 2:

- **Complete** – Consider unfunded CIP projects (from the 10-Year Plan) in conjunction with the potential open space and recreation bond.
- **Ongoing** – Software Solution
Focus on software capabilities and needs: Recent conversations with the Admin have focused on whether or not a single software solution could be utilized by each department involved in CIP. Such a system would need to reflect the following realities:
 - Recognition of where the City is already heavily invested to make best use of current resources (GIS, Accela, One Solution)
 - No one tool will be ideal for each department, but should aim to be the best solution for the City as a whole
 - A technological solution should present citizens with a user-friendly interface of real-time data about project timeline, changes and locations
 - A technological solution should provide historical information about CIP funding through GIS mapping of Council Districts
 - A truly innovative tool solution would help the City project CIP and maintenance needs/costs many years into the future.
- NOTE: The process of considering and identifying a new software management system will be included in the consultant's Scope of Work

Quarter 3:

- **Complete** – FY 2015-16 CIP Budget
 - Council policy discussion on potentially competing interests re: funding sources and uses
 - Annual CIP budget process - carry out Council directives, incorporate as many new changes as possible
 - Particular focus on master plan projects:
 - Implementation of master plans became a major focus of the 2015-16 CIP process and laid groundwork for future budget cycles
 - Review CIP 10 Year Plan through the lens of Council Priorities and acknowledge overlap with impact fee planning (New 10 Year Plan pending from Admin)
- **Ongoing** – Audit/Study
 - * Identify our "knowns" and "unknowns" about the current procedure to inform the Council's audit/study
 - Develop the Scope of Work for the Council's study and identify an appropriate consultant to conduct the work. Current options being considered for an audit/study include, but are not limited to:
 - Best practices, nationally - particular emphasis on how City's deal with growing technological integration in their CIP projects
 - Integration of multiple funding streams: impact fees, rec bond, general fund
 - Recognizing and quantifying the maintenance realities of CIP projects
 - We fund design and construction, but are we maintaining these projects?
 - Do we have a clearly recognized standard with which to measure maintenance standards?
 - Variability and application of 2-year CIP budget cycle, or any useful adjustments to the current budgeting schedule

It should be noted that staff will continue working towards solutions on as many of these as possible so as to not rely entirely upon a consultant, instead identifying those areas staff can answer and utilizing the consultant to look at areas requiring more independent research.

Quarter 4 & Beyond:

- **Upcoming** – Present Scope of Work for study/audit to the Council and begin working with a consultant. Particular emphasis will be placed on the internal processing of CIP projects and the public’s ability to understand that process: this will include a national best-practices analysis and suggestions for a technological solution, i.e. new data management software specific to CIP needs.
- **Upcoming** – Future changes to process - work with Admin to incorporate changes into future CIP cycles - including but not limited to: criteria for applications, changes to the board review & recommendations, future strategy, cash flow planning, etc. This will include a detailed discussion of a consultant’s findings and a path to integrating change.
- **Upcoming** – Brief Council on audit process with consultant: provide updated information on the status of that study.

Related Information:

- Deferred Maintenance

An additional area of concern raised by Council Members is the question of deferred maintenance. The Council has indicated an interest in defining varying levels of maintenance and clearly stating (possibly through an ordinance) what the expectation for standard maintenance is and how that maintenance should be funded. Creating a standardization of maintenance expectations will be wrapped into the work with Administration and may be included in the Scope of Work for the audit. This will also be a focus of the upcoming CIP process.



COUNCIL QUARTERLY PROJECT REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council Members

FROM: Nick Tarbet & Ben Luedtke
Policy Analysts

DATE: December 1, 2015

**RE: Westside Master Plan
Implementation Strategy**

PROJECT TIMELINE:

1st Quarter Report:

2nd Quarter Report: August 18, 2015

3rd Quarter Report: October 6, 2015

4th Quarter Report: December 1, 2015

Council Priority: Westside Master Plan Implementation Strategy

Goal: Carry out the projects and goals identified in the Westside Master Plan (WSMP)

Objective:

- Activate resources, services, target populations
- Take advantage of opportunities for funding projects identified in WSMP
- Develop an implementation model that can be used for other master plans

Narrative: This is an opportunity to make a positive difference for Westside residents quality of life by improving access to education, shopping, transportation, jobs, etc. There are many opportunities for improvements in the various nodes identified in the WSMP.

Council Staff was diligent during budget and CIP discussions in identifying projects that would help implement the WSMP. Additionally, staff provided a matrix that identified potential funding sources for projects listed in the WSMP (see attached).

During the CIP discussions, the Council appropriated \$2.38 million for projects located within the WSMP (see below for details.)

Additionally, Staff was able to meet with representatives from CED to discuss their work on a master plan implementation template.



Work Plan:

- **Topic 1: Process Westside Rezoning:**
 - *Completed – As of November 17, 2015, these have all been adopted by the Council.*
 - 700 South 900 West Neighborhood Node
 - 400 South 900 West Community Node
 - Indiana Avenue Neighborhood Node
 - 400 South Concord Neighborhood Node

- **Topic 2: Master Plan Implementation Process Template**
 - *Ongoing – Council Staff met with representatives from Community and Economic Development (CED) and Housing and Neighborhood Development (HAND) to discuss their work on creation of a master plan implementation process that can be used for future master plans. The project includes the following aspects:*
 1. Uniform node classification system to be incorporated into master plans moving forward
 2. Council approves new master plan
 3. Planning initiates rezones to begin implementation process
 - a. No longer just creating a future land use map and waiting for private petitions to do rezones
 4. CED, in coordination with other City departments, identifies infrastructure barriers at nodes within MP area
 - a. Nodes can be business, regional, community, neighborhood, or recreational
 5. Funding options from financial toolkit are matched with infrastructure barriers
 6. HAND Master Plan Project Coordinator, after consulting with City Departments, recommends infrastructure and other projects for Council consideration
 7. Council deliberates recommended projects and appropriates funding for select projects to kick start implementation on the ground
 8. General Budget Coordination – Council staff identifies funding opportunities tied to master plans in CIP, 5-Year Consolidated Plan for Federal grants, annual fiscal year budget process and budget amendment openings.

- **Topic 3: Opportunities Section of the Implementation Matrix (page 85 of WSMP)**
 - *Ongoing – Working on setting up meeting / tour of potential westside projects with Administration and Council Staff*

- **Topic 4: CIP Eligible Projects - Provide a list of projects in the implementation matrix which are CIP eligible for Council consideration during the annual CIP process.**
 - *Completed for 2015 – This document was forwarded to Budget Staff for consideration during CIP discussions.*
 - *Ongoing / Institutionalize – This document will be used for annual budgets and budget amendments.*

- *Completed – The Council appropriated \$2,380,000 for the following items during the CIP discussion:*

Indiana Avenue - \$610,000 Sub-total

1. \$150,000 Navajo St (South) Bulbouts & Crosswalks
2. \$160,000 Pueblo St Bulbouts & Crosswalks
3. \$75,000 1400 West Bulbouts & Crosswalks
4. \$50,000 Navajo St (North) Bulbouts & Crosswalks
5. \$175,000 Indiana Ave Pedestrian Scale Lighting

900 West - \$1,405,000 Sub-total

1. \$1,135,000 Lane Reconfiguration and Overlay 400 S to 900 S
2. \$110,000 Lane Reconfiguration 900 S to 1300 S
3. \$160,000 Lane Reconfiguration 1300 S to 2100 S

800 South 900 West - \$365,000 Sub-total

1. \$85,000 Bulbouts and Crosswalks 800 S / 900 W
2. \$90,000 Genessee Ave Bulbouts and Crosswalks
3. \$100,000 Wide Sidewalk between Genessee and 800 S
4. \$90,000 Pedestrian-Scale Lighting 900 W

- **Topic 5: City Council Budget for FY2015 - 2016**

Identify projects outlined in the WSMP implementation plan that can be considered during budget appropriations.

- *Completed - See list below*

- **Topic 6: Long Term, Higher Cost Projects**

- *Completed – Identify potential funding sources for each project identified in the implementation section of the WSMP. (See Attachment A)*

- *Funding Tools could include:*

- General Fund
- Capital Improvement Program (CIP)
- Special Assessment Area (SAA)
- Community Development Area (CDA)
- Voter Bond
- Revenue Bond
- Recreation G.O. Bond

- *Completed - This funding matrix is available for Budget Staff to use during CIP discussions.*
- *Ongoing / Institutionalize – Encourage the Administration to report on whether individual master plan projects are included in other citywide plans where appropriate.*

- **Topic 7: Coordination with Master Plans in Process**

- *Ongoing – Currently the Administration is processing the Bike/Pedestrian and Transit Master Plans. Coordinate to ensure that transit improvements outlined in the WSMP are incorporated into the planning process for these plans.*
- *Ongoing – Coordination with Administration on 5-Year Consolidated Plan to ensure Consolidated Plan helps to implement the goals and projects outlined in the WSMP.*

- *Ongoing / Institutionalize – Encourage Administration to report on whether individual master plan components are including in other citywide plans as appropriate.*

• **Topic 8: Public Outreach**

- *Ongoing – Will be refined as the project deliverables are clearly defined. Council Staff will build upon already existing database of contacts that was compiled during Planning Staff's efforts during the WSMP process.*

Related Projects / Information:

1. CDA Ground Work

- Currently the RDA Board is considering where the next CDAs will be located.
- Council Staff helped schedule meetings with representatives from the Salt Lake City School District Board of Education and the Salt Lake County Council to discuss the potential creation of a CDA within the WSMP area.
 - Staff attended many of these meeting with Council Member LaMalfa.
 - To date, Council Member LaMalfa has met with four Board of Education Members and meetings with County Council Members are planned in December.

2. Budget Items

- HAND Project Coordinator - \$102,919 for FTE position assigned to coordinate master plan implementation across departments
- CIP projects with emphasis on WSMP
- Cost Estimation Budget - \$50,000 set aside to help with scoping / cost estimates

3. CDBG - \$70,000 for master planning the 1300 South Creek Confluence where Red Butte, Emigration and Parley's Creeks all converge with the Jordan River.

- The Planning Commission forwarded a favorable recommendation to the City Council on November 18, 2015 to close the street at this location.

4. Financial Tool Kit - The consultant has provided a draft Comprehensive Financial Resource Guide. This has been transmitted to the Council for review and is available for the Administration's use.

- The Council held a work session discussion on the Financial Toolkit on August 25, 2015.

5. Using pedestrian safety improvement funds for resident outreach and designing street closure where 1100 West and the 9 Line intersect. Construction expected in 2016.

6. Currently the Administration is processing the Transit Master Plan. The DRAFT SLC Transit Master Plan System Fact Book includes the following strategies related to the WSMP:

- Encourage UTA to improve bus service on the westside;
- Consider the role of a streetcar in improving East-West connections between the Westside and downtown;
- Focus efforts to bring BRT on Redwood Road
- Consider possibility of light rail on Redwood Road"



COUNCIL QUARTERLY PROJECT REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council Members

FROM: Ben Luedtke and Allison Rowland
Public Policy Analysts

DATE: December 1, 2015

RE: Active Project: Audit: Justice System Approach to Sexual Assault Cases and Victims

PROJECT TIMELINE:

1st Quarter Report:
2nd Quarter Report: August 18, 2015
3rd Quarter Report: October 6, 2015
4th Quarter Report: December 1, 2015

Goal: Building upon work in 2014, the Council wishes to better understand how the criminal justice system responds to victims of sexual assault and how their cases are handled, as well as to explore additional potential system improvements.

Objective: The Council will receive findings and recommendations from two separate reviews of the criminal justice system: an independent legislative audit and the Police Executive Research Forum (PERF) yearlong study that includes the Salt Lake City Police Department. Staff will build expertise on best practices for responding to sexual assault and handling backlogs of rape kits.

Narrative: In 2014, the Council enacted a DNA Testing ordinance to require all rape kits, new and backlogged, be submitted for testing at a qualified lab. The Council appropriated funds to facilitate this testing, train SLCPD officers, and for a new forensic scientist position for Salt Lake City cases at the State Crime Lab.

Work Plan:

Topic 1: Build staff knowledge and capacity

- *Completed – In May, staff attended a regional conference on trauma-informed responses to sexual assault to learn the state of the field and inform the Council audit scope. The all day conference included lessons learned from other jurisdictions, unique circumstances of reopening cold cases, and recommendations for municipalities expecting DNA results after submitting a backlog of untested Code R kits. Specific goals of the audit were updated based on information learned at the regional conference such as victim notification protocols and differentiating the processing of cold and new cases.*



- *Ongoing – Staff attends and participates in quarterly meetings of the Legislature’s Sexual Assault Kit Processing Work Group. The multidisciplinary group is composed of Salt Lake County and state representatives from law enforcement, prosecutors, victim advocates, policymakers, elected officials, forensic scientists, and nurse examiners.*

Topic 2: Coordinate audit scope with the Utah Sexual Assault Kit Grant Committee

- *Ongoing – Staff reviewed the draft audit scope with community partners and members of the Utah Sexual Assault Kit Grant Committee. Feedback was incorporated into the draft so findings could be mutually beneficial to the Council and the Committee.*
 - *USAK Grant Committee – The Legislature’s Sexual Assault Kit Processing Work Group with the help of the Governor’s Commission on Criminal and Juvenile Justice (CCJJ) was awarded over \$2 million from two grants: one to eliminate the backlog of untested kits in Utah from the District Attorney of New York and second a grant from the Bureau of Justice Assistance for initiatives to change the way Salt Lake County responds to sexual assaults. Pilot programs in Salt Lake County are expected to be promulgated statewide after a couple years.*
 - *Grant Major Initiatives*
 1. *Creation of Grant Committee - Committee of Salt Lake County stakeholders, and multiple sub-committees, will be established to facilitate implementation of grant programs and creation of new policies/procedures to be piloted in Salt Lake County.*
 2. *Statewide Kit Tracking Database - Developing a first in the nation centralized tracking system. Each sexual assault kit will have a unique ID and barcode. Each step in processing a kit (from issuance to evidence in prosecution) will be recorded. Victims will be able to monitor online the status of their kit and criminal case.*
 3. *Four New FTEs:*
 - a. *A Site Coordinator to handle creation and implementation of the tracking system;*
 - b. *A Special Prosecutor and Investigator working on sexual assault cold cases out of the DA’s Office;*
 - c. *A Justice Advocate establishing a hotline and website for victims to report crimes and be connected to community resources*
 4. *Testing Incentive - \$100 to offset case costs will be given to the relevant law enforcement agency for each backlogged kit submitted for testing.*

Topic 3: Confirm Council's specific goals for the audit as stated in the draft scope below.

- *Pending – The audit goals include:*
 1. *Compare SLCPD sexual assault case policies and protocols with best practices, including victim notification protocols based on neurobiological research to minimize the risk of re-traumatization.*
 2. *Document Salt Lake City’s and County’s criminal justice process, from incident reporting through final case outcome, from the point of view of sexual assault victims, on the one hand, and cases, on the other.*
 3. *Identify areas for improvement to support victims and encourage their engagement with the criminal justice system and community resources, as well as to facilitate processing of cold and new cases.*
 4. *Evaluate best practices in sexual assault crime prevention programs and strategies including the Start by Believing Campaign, with reference to particularly vulnerable groups such as juveniles and people with mental illness or experiencing homelessness.*
 5. *Develop historical data for the annual reporting figures outlined in Article V Chapter 2.10, Salt Lake City Code, Ordinance 70 of 2014 DNA Testing.*

6. *Identify potential community partners that run programs to prevent and/or respond to sexual assaults.*
7. *Develop forecasts of community partners' funding needs as more victims report sexual assaults and cold cases are reopened.*

Topic 4: Work with consulting firms on contract to develop an audit.

- *Upcoming– Staff will review proposed budgets and work plans from consulting firms*

Topic 5: Hold work session briefing for Council about the audit findings.

- *Upcoming– Determine what, if any, follow-up steps the Council wishes to take.*

Topic 6: Schedule Council briefing on PERF study findings & recommendations.

- *Upcoming– Work with SLCPD to schedule a work session briefing about PERF's yearlong study and conclusions.*



COUNCIL QUARTERLY PROJECT REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council Members

FROM: Russell Weeks
Senior Policy Analyst

DATE: December 30, 2015 at 5:36 PM

RE: **Prison Relocation – Active Project**

PROJECT TIMELINE:

1st Quarter Report:
2nd Quarter Report: August 18, 2015
3rd Quarter Report: October 6, 2015
4th Quarter Report: December 8, 2015

Active Project Name: Prison Relocation

Goal: **Given the decision to relocate the Utah State Prison to Salt Lake City, work with the Executive Branch and Utah legislators to mitigate future effects, improve utilities for future development, and preserve financial options associated with building a new prison.**

Objective: Throughout the State's deliberations on relocating the Utah State Prison, the City Council opposed the need for the prison to move to a new site and strongly opposed its move to site options within Salt Lake City limits. Ultimately, the Legislature's committee determined to build a new prison in an area near 7200 in the City's Northwest Quadrant. Since then, the City Council has worked to find ways to mitigate potential future adverse effects of locating a new prison at a Salt Lake City site, to make sure that utilities built to serve a new prison also will be large enough to help the Northwest Quadrant develop, and to preserve financial options available to help the area develop carefully with the rest of Salt Lake City.

Work Plan:

Topic 1:

- **Ongoing** – Continue to monitor legislative action pertaining to construction of a new prison and potential effects on Salt Lake City.
- **Upcoming** – Work with the new Administration to determine its position and how the City's Legislative and Executive branches can work together to address issues



involving the prison, including the Utah Legislature's 2016 session. Staff also will monitor the Prison Development Commission and Legislature to stay abreast of action pertaining to building a new prison.

Topic 2

- **Ongoing** – Continue to work with City Council and communications staff to inform Salt Lake City residents about building the new prison.



COUNCIL QUARTERLY PROJECT REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council Members

FROM: Ben Luedtke and Allison Rowland
Budget & Policy Analysts

DATE: December 29, 2015

RE: **Police Use of Force Active Project**

Active Project Name: Police Use of Force

Goal: The Council wishes to support efforts to minimize the use of lethal force by City police officers. *Note: There were three incidents of police use of lethal force in 2015. The first took place in January after an officer was hit with a shovel. The second involved a threatened stabbing; the assailant was shot but survived. The third incident occurred during a home invasion and knife attack in September. All three were ruled justified by the Salt Lake County District Attorney.*

Objective: This project includes a variety of potential Council actions, including budget items.

Work Plan:

Topic 1: **Schedule a briefing with the Police Department to help understand current practices. Provide direction to staff regarding next steps and research options.**

Topic 2: **Police Department training**

- *Ongoing – Some Council Members expressed interest in integrating a specific type of training into the police training curriculum. Staff work on this issue will depend on Council direction. Note: In FY 2014-15, Budget Amendment #1, the Council appropriated \$38,000 for use-of-force and sexual assault response training. The Police Department used some of this appropriation last fiscal year and plans to use the remainder in 2016.*





COUNCIL Quarterly PROJECT REPORT

CITY COUNCIL of SALT LAKE CITY

Attachment: 10 - Dog off-leash Active Proj. - December (1445 : Introductory Review: Council Priorities and Active Projects)

TO: City Council Members

FROM: Jan Aramaki and Allison Rowland
Budget & Policy Analysts

DATE: ~~December 30, 2015~~ ~~November 23, 2015~~ at ~~5:36 PM~~ ~~3:03 PM~~

RE: Dogs Off-Leash Active Project

Active Project Name: Dogs Off-Leash

- Goal:** The Council seeks to expand opportunities for residents to enjoy outdoor activities with their off-leash dogs while minimizing impacts on other people, health and safety, parks and open space, nature and wildlife, and Salt Lake City's budget.
- Objective:** Depending on Council decisions on remaining policy questions—including whether to retain an ordinance that establishes new off-leash areas, evaluation of the City's current dog off-leash designation process (Resolution 52), and a policy to define the role of community off-leash sponsors—staff will be able to set more specific milestones for this project. *Note: Some policy issues were addressed in 2015, but several remain.*
- Narrative:** In early 2014, the Council raised a number of policy questions during the Administration's briefing about potential options for dog off-leash areas. The Council agreed upon policy statements¹ in mid-2014 and the Administration prepared a new transmittal, which was received near the end of that year. The Council straw polled policy questions on three occasions, as noted below.²

¹ Refer to Attachment I for Council's agreed-upon policy statements

² Refer to Attachment II for a summary of Council's straw polls.



Work Plan:

1. **Complete.** The Council took a number of straw polls at the March 17 briefing that helped clarify policy direction for staff.
2. **Complete.** The Council took straw polls during the FY 2015-16 budget discussions.
3. **Complete.** The Council took several additional straw polls at the October 13, 2015 work session briefing that helped clarify policy direction for staff.
4. **Ongoing.** The following items remain pending based upon the October 13, 2015 briefing:
 - **Administration actions**
 - a. Provide a cost estimate in a fiscal year 2015-16 budget opening for setting up one-year test periods for Rosewood, Rotary Glen and Fairmont Park off-leash areas.
 - b. Develop evaluation criteria for measuring test period results of dog off-leash areas for Rosewood, Rotary Glen and Fairmont Parks.
 - c. Gather information relevant to the City's current dog off-leash area designation process (Resolution 52) during these test periods to help inform potential changes.
 - d. Provide a schedule of staggered start dates for seven new part-time test areas (morning/evening hours), one in each Council District. The staggered start dates are designed to maximize Public Services' personnel resources.
 - e. Collaborate with the County, including potentially applying for Zoo, Arts and Parks (ZAP) funds to support a joint regional-level dog off-leash project.
 - f. Follow the current dog off-leash designation process (Resolution 52) for a proposed new area in the upper Avenues, which was initiated in April 2014 by a community group.
 - g. Explore all options to collaborate with community groups and seek input from these groups during public processes to that consider adoption of new off-leash areas.
 - h. Identify ways that the Parks, Natural Lands, Trails and Urban Forestry (PNUT) board can be involved in monitoring and evaluating off-leash areas.
 - **Council staff actions**
 - a. Receive Council direction to formalize policy statements (Attachment I) through a resolution.

Attachment I

Council's agreed dog off-leash policy goal and policy statements for formal consideration.

Also includes additional statements captured from the Council discussions that could be included in any formal statement

1. Council's agreed policy goal

To expand opportunities for residents to enjoy outdoor activities with their off-leash dogs while minimizing impacts on other people, on health and safety, on parks and open space, on nature and wildlife, and on Salt Lake City's budget.

2. Agreed policy statements from the July 15, 2014 work session

- a. City parks and open spaces could change over time and adapt to appropriate new uses while considering historic assets, traditional uses, the natural environment and the surrounding communities. Education efforts are particularly important during any transitions to new uses.
- b. Every City park and trail is different. While some can include space for both unstructured activities and specialized uses, not all parks can encompass all uses. For example, while off-leash dogs are compatible with some parks and some open spaces, they are not compatible with all of them.
- c. People should not have to be exposed to off-leash dogs in all public spaces at all times. Predictability is important: people should be able to know when and where they are likely to encounter off-leash dogs in City parks and open spaces. Clearly established and communicated rules can help individuals adapt to variations in park and trail uses.
- d. City policy should consider dedicated areas for certain park uses at different times of year and times of day. For example, the City could allow golf courses to be used for off-leash dogs during the off-season or during certain hours.
- e. Peer education and reminders of the rules encourage dog owners to be responsible for their dogs.
- f. Even the best trained dogs may react in unexpected ways to changes around them.
- g. To protect children, dogs should be prohibited from playgrounds. The City should consider accommodations for tethering dogs adjacent to playgrounds while their families use those areas.
- h. The City must consider a variety of public safety issues, including dog bites. The City must balance its obligations regarding public safety with residents' desire to enjoy outdoor activities with dogs in public spaces.
- i. The City should offer most park and open space opportunities to SLC residents for no charge.
- j. To resolve most complaints related to off-leash dogs, a balance of enforcement and education for pet owners, as well as community members who are not pet owners is needed. Education can come from a variety of sources, including special events, signage, peers, and enforcement officers. Everyone deserves expectations of compliance.

- k. The City should explore and create opportunities for dog off-leash areas in neighborhoods within existing parks to conform to the goal of a walkable Salt Lake City. This includes taking advantage of part-time and unfenced options.
- l. The City should explore opportunities for water recreation features.
- m. To minimize impacts from off-leash use, the City should carefully design off-leash areas and consider their placement in relationship to other areas within parks and open spaces.

3. Additional statements captured from the Council discussions that could be included in any formal statement

- a. The success of each dog off-leash area depends on building collaborative relationships with interested community members and organizations.
- b. Education and peer-to-peer enforcement should take precedence over increased enforcement by City employees and designees.
- c. A community group sponsor is desired for each off-leash area, but it is not *required* for each off-leash area.
 - i. These groups can help the City by identifying potential new off-leash areas, monitoring conditions in off-leash areas, and educating users about the benefits and responsibilities of off-leash areas.
 - ii. These groups can also provide valuable support to the City through volunteer maintenance activities, fund-raising for supplies and amenities, and peer-to-peer rule enforcement.
- d. Community members are allowed to propose additional new dog off-leash areas by way of a petition that includes at least twenty-five signatures from Salt Lake City residents.
- e. A new dog off-leash area may be terminated before the end of its pilot period should it lead to unexpected and significant deterioration in the quality of existing park or open space amenities. Should such termination occur, the area will not be reconsidered for dog off-leash use for the next **XXXXX** years.
- f. Clear, frequent, and well-placed signs remind users of the rules and encourage dog owners to be responsible for their dogs. It can also support peer-to-peer enforcement and help minimize potential conflict among different user groups.
- g. The City should prioritize needed maintenance work at Jordan Park's existing off-leash area.
- h. The City should explore opening Parley's Historic Nature Park to off-leash dogs only on alternating days.

Attachment II

Summary of Council Straw Polls with Majority Support Dog Off-Leash Policy

March 17, 2015 Work Session Briefing

- implement a pilot program for morning and evening dog off-leash times;
- explore pilot programs for off-leash areas in Wasatch Hollow, Rotary Glen, Jordan River Par-3 and Bonneville Shoreline Trail;
- explore off-leash areas in Fairmont Park, Jordan Park, and Rosewood Park;
- pursue discussion with Salt Lake County regarding potential partnerships for new dog off-leash areas and shared funding;
- consider winter shifts in the location of some off-leash parks under icy conditions;
- maintain a regular inventory of all parks and open space; and
- explore dog off-leash use during off-hours at golf courses.

Fiscal Year 2015-16 Budget Briefing

allocate \$10,500 for signage and dog waste supplies to support a pilot program of morning and evening dog off-leash times in on existing neighborhood park in each Council District.

October 13, 2015 Work Session Briefing

- conduct a pilot program for morning and evening dog off-leash times in all seven Council Districts;
- receive cost estimates for setting up one year- tests for Rosewood, Rotary Glen and Fairmont Park areas in a budget amendment for fiscal year 2015-16;
- receive a schedule that maximizes Public Services' personnel resources by staggering the start date for seven limited-hour pilot areas (one in each Council District); and
- apply for Zoo, Arts and Parks (ZAP) funds for regional level off-leash areas.



COUNCIL QUARTERLY PROJECT REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council Members

FROM: Sean Murphy
Budget & Policy Analyst

DATE: December 30, 2015 at 5:36 PM

RE: Housing – Active Project

Council Priority / Active Project Name:

Goal: The Council seeks to revise the current Citywide Housing Policy before a new Housing Plan is crafted by the Administration. This will ensure that the Council's interests in housing are clearly delineated before that work begins.

Objective: The Council provided strong guidance to staff during the July 21 work session. Staff will be presenting a draft revision to the Housing Policy based on the stated concerns and will include language that highlights special considerations that will require further development. "Tools" has been of particular interest in the recent past and staff will continue to work with the Administration to discern which "tools" meet the Council's concerns and match the city's housing needs.

Work Plan:

Topic 1:

- **Complete** – Understanding the Council's interests
 - During the July 21 work session, the Council fully demonstrated its concerns and interests related to housing in the city. Staff have direction to review the current Housing Policy and suggest modifications that match the Council's interests.

Topic 2:

- **Ongoing** – Revise the Housing Policy & Conduct Research
 - Council staff have reviewed and updated the City's Housing Policy based on specific input from Council Members that were confirmed in straw polls. Updates include specific areas of concern the Council has raised and a focus on developing "Housing Tools."



- Staff arranged a Fact Finding night to unpack specific concerns: demographic shifts, unstable market conditions, development pressures, and more are currently being considered. Both Jim Wood and Pam Perlich were available to make presentations on the city’s changing needs and offered assistance into the future. Dr. Perlich is coordinating research through HAND and is available to assist with specific Council interests.
- *NOTE: During the November 17 work session, the Council indicated that its near-term priority for housing is understanding the work that the City and County have conducted on homeless issues. The specific concern is how emergency and permanent supportive housing needs are being addressed through the Homeless Commission’s work. The Council anticipates an update on this from the Administration before the end of the year.*

Topic 3:

- **Upcoming** – Continued Coordination with the Administration
 - Staff will plan to continually hold update meetings with the Administration to ensure the Council’s concerns are being addressed in the upcoming Housing Plan.
 - Staff will continue to work with the Administration to ensure that the City has the correct “tools” to create affordable housing.
 - With the Council’s direction, a full review of the Citywide Housing Plan will be conducted. To date, additions have been made to the policy, but there may be a need to remove aspects of the policy as well. Staff will continue to look into those issues.



COUNCIL QUARTERLY PROJECT REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council Members

FROM: Sean Murphy, Russell Weeks
Public Policy Analysts

DATE: December 30, 2015 at 5:36 PM

RE: **Homeless – Active Project**

PROJECT TIMELINE:

1st Quarter Report:
2nd Quarter Report: August 18, 2015
3rd Quarter Report: October 6, 2015
4th Quarter Report: December 8, 2015

Active Project Name: Homeless

Goal: **The City Council is interested in staying involved and aware of developments with Homeless issues in the City.**

Objective: Working with fellow staff members to monitor the Mayor's Homeless Services Site Evaluation Committee, its merger with the Salt Lake County Collective Impact Steering Committee, and other efforts that relate to homeless services to help determine ways to help the City's homeless people.

Work Plan:

Topic 1:

- **Ongoing** – Continue to monitor efforts by the Mayor's Committee and the Collective Impact Steering Committee including attending small group meetings with the Mayor's Committee co-chairs, and the November 23 presentation on potential massing and general location of sites for homeless shelters and services.
- **Upcoming** – Determine how best to work with new Administration to address issues involving homeless people. This item will require direction from the City Council, including new Council Members.

Topic 2:

- **Ongoing** – Remain engaged with Salt Lake City Library System Board of Directors and administrators on a potential two-year pilot program to open the Main Library twenty-four hours a day.



- ***Upcoming***– Determine whether the new Administration and new Council Members share the existing Administration’s interest in addressing panhandling.



COUNCIL QUARTERLY PROJECT REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council Members

FROM: Lehua Weaver
Budget & Policy Analyst

DATE: December 30, 2015

RE: **Disposition of City Owned Property – Active Project**

Active Project Name: Disposition of Real Property

Goal: The Council voiced interest in researching inventory of City-owned property, examining uses and opportunities.

Objective: Consider the inventory of city-owned property and identify opportunities to maximize the City's holdings through possible re-purposing, sales, maintenance improvements, etc. Review could address the number of holdings, types of uses, levels of development and opportunities for what can be done with vacant properties, rental or leasing arrangements, role with City policy initiatives, and minimize budget impact to the City.

Work Plan:

Topic 1: Review inventory

- **In progress** – Review inventory of City properties from the Housing & Neighborhood Development Division and the City's Risk Manager and other sources, review map of properties once it is available in Accela/GIS.

Topic 2: Opportunities to maximize properties (rental/leasing, support of housing plans, maintenance budget opportunities), minimize budget impacts to the City,

- **Upcoming**– Offer a meeting to Council Members and staff in order to review the City inventory and/or individual properties of interest
 - **Upcoming** - Review inventory and consider what opportunities exist for the City owned properties



- **Upcoming** – Identify properties that are available for sale and / or development
- **Upcoming** - Hold a briefing with the Administration to gain a better understanding of the City office of Property Management, resources, and schedule a briefing on court cases associated with legislative / executive separation of powers, and the options for roles the Council can play in disposition of property.



COUNCIL QUARTERLY PROJECT REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council Members

FROM: Sean Murphy
Budget & Policy Analyst

DATE: December 30, 2015 at 5:36 PM

RE: Campaign Finance – Active Project

Campaign Finance:

Goal: The Council seeks to explore options for reforming the City's campaign contribution structure for both Mayoral and City Council races.

Objective: Council staff have organized presentations before the Council from a national campaign finance expert in conjunction with ongoing support from the City Attorney's Office. Upon direction from the Council as established through straw polls, Council staff have analyzed data from the last 10 years and are coordinating with the Attorney's Office on further research and drafting of ordinances.

Work Plan:

Topic 1:

- **Complete** – Establish ability to set new campaign contribution limits
With help of the City Attorney's Office and national campaign finance experts, Council staff have clearly defined both the Council's legal ability to limit contributions and outlined the most legally-defensible position in doing so.

Topic 2:

- **Completed & Ongoing** – Conducting quantitative and qualitative study of contribution limits
 - Staff has analyzed Salt Lake City campaign data from 2003-2013 using a research methodology that was developed by staff, recommended by the Council's campaign law consultant, and approved by the Council during the April 28 work session. This process will help establish a "reasonable" limit for the Council's consideration. The current study considers the following:



- calculating the average level of contribution across campaigns, back to FY 2000
 - assess of the "cost of campaigning" to understand what funding levels are necessary to win elections in Salt Lake City
 - assess the impact of proposed ordinance changes; specifically, the impact of eliminating for-profit and not-for-profit corporate contributions
- Staff has researched practices conducted by municipalities around the country that have recently revised their own campaign finance structures. This will help staff fully understand the complexities of this issue and allow staff to present the Council with a complete list of considerations. Comparative research includes, but is not limited to:
 - strategies to regulate contributions and expenditures
 - studies conducted by other municipalities to justify
 - methods to handle different types of contributions
 - evidence of "corrupting influence" studies
 - requirements for reporting contributions and expenditures
 - evidence of decreasing competition in races
 - evidence of decreasing public participation in electoral process
 - NOTE: much of this research is currently in preliminary stages – more time can be spent looking into any of these items, if the Council provides such guidance
- If the Council is interested, staff will include the most current election data (2015) in the analysis. This could provide a more robust data set. For example, the sample set for the mayoral race analysis would increase by 25% if the 2015 data is included.
- Staff received feedback about the data analysis from the Council's consultant, Paul Ryan. Mr. Ryan was very supportive of the study's methodology and approach. He also made suggestions that could be incorporated into any future draft.

Topic 3:

- **Upcoming** – Follow-up research and ordinances
 - Based on the Council's input during the November 17 meeting, staff and the Attorney's Office are coordinating research for a brief on December 1. At that time, the Council may request either (1) additional research and a follow-up brief, (2) the drafting of an ordinance, or (3) a combination at the two.

Policy Questions:

1) Do Council Members have specific questions they would like answered related to campaign finance issues? For instance, the question “how much does it cost to win in Salt Lake City?” was a very useful question in guiding how staff framed the data analysis.

There are a variety of ways to look at the data we have. If the Council wants to continue with this analysis, any similar questions would be very helpful.

2) Does the Council want staff to continue with the data analysis? This would include adding the 2015 election data and possibly adding research questions based on the current proposal to limit contributions or any other questions the Council poses.



COUNCIL QUARTERLY PROJECT REPORT

CITY COUNCIL of SALT LAKE CITY

Attachment: 15 - Accessory Dwelling Units Active Proj. - December (1445 : Introductory Review: Council Priorities and Active Projects)

TO: City Council Members

FROM: Nick Tarbet
Policy Analyst

DATE: December 30, 2015

RE: **Accessory Dwelling Unit (ADU)
Active Project Update**

PROJECT TIMELINE:

1st Quarter Report:
2nd Quarter Report: August 18, 2015
3rd Quarter Report: October 6, 2015
4th Quarter Report: December 1, 2015

Council Active Project – Accessory Dwelling Unit:

- Goal:** The Council is interested in amending the City's Accessory Dwelling Unit ordinance so that it can become a usable tool to help increase the City's housing stock.
- Objective:** Ensure that Council Member's suggestions for the ADU revision are provided in a timely manner, so that the suggestions can be meaningfully incorporated into the final draft.
- Narrative:** In June of 2014, the Mayor initiated a petition to review the City's ADU ordinance. Currently, Planning is processing the petition.

Work Plan:

- **Topic 1: Identify current action being taken on the ADU ordinance:**
 - Planning Division held an Open House on May 21, 2015.
 - The Planning Commission held a public hearing on September 23, 2015
 - The discussion was continued to a future Planning Commission meeting and the public hearing was left open so that additional public input could be received.
 - Once the Planning Commission makes a recommendation, it will be forwarded to the Council for consideration.
 - The attached Planning Commission staff report from September 23 outlines the aspects of the ADU ordinance that are being reviewed. The proposed amendments include:
 - Removal of requirement to be within 1/2 mile of a fixed transit stop
 - Limit of 25 permits per year



- Additional height: (ADU may not be taller than principal dwelling)
 - pitched roof - 24 ft
 - flat roof - 20 ft
- Maximum square footage:
 - Attached - 50% of principal dwelling
 - Detached - 50% of principal dwelling or 650 sf, whichever is less
- No minimum lot area requirement – however lot coverage restrictions apply
- One parking stall per ADU
- Entrance may be allowed on front or corner façade if screened by architectural or landscaping features
- Windows may be retained if not compliant with ADU regulations
- Owner occupied still required

○

• **Topic 2: Coordinate with Administration to ensure Council concerns are addressed in the revised ordinance**

- Council Staff forwarded comments of the Council to Planning
- Once the ordinance is transmitted to the Council Office; arrange a briefing or small group meetings for Council Members to talk with Planning staff about the ADU revisions.
- The following items are ideas that some Council Members have mentioned, that could be potentially included in the ADU review process.
 - Expansion of the areas where ADUs are allowed
 - Consider changing the “within 1/2 mile” radius of Fixed Transit Stop requirement.
 - Alleyways – increase maintenance, pave alleyways with 1/4 mile of TSA to facilitate ADUs.
 - Attached fee to ADU to pay for alley maintenance
 - Find neighborhoods that desire ADUs
 - Expand TSA definition to allow ADU in business nodes
 - Include business nodes, bus lines, etc.



Staff Report

PLANNING DIVISION
COMMUNITY & ECONOMIC DEVELOPMENT

To: Salt Lake City Planning Commission
From: Michael Maloy, AICP, Senior Planner, (801) 535-7118 or michael.maloy@slcgov.com
Date: September 23, 2015
Re: PLNPCM2014-00447 Accessory Dwelling Units Amendment

ZONING TEXT AMENDMENT

PROPERTY ADDRESS: Not Applicable

PARCEL IDENTIFICATION: Not Applicable

MASTER PLAN: Not Applicable

ZONING DISTRICT: FR-1/43,560, FR-2/21,780, FR-3/12,000, R-1/12,000, R-1/7,000, R-1/5,000, SR-1, SR-3, R-2, RMF-30, RMF-35, RMF-45, RMF-75, RB, R-MU-35, R-MU-45, R-MU, RO, FP, AG, AG-2, AG-5, AG-20, MU, FB-UN1, and FB-UN2.

REQUEST: Salt Lake City Mayor Ralph Becker has requested the existing regulations for accessory dwelling units be amended to simplify, clarify, and broaden the ordinance (see Attachment A – Petition to Initiate). In response, the Planning Division is proposing amendments that would expand the ability to develop accessory dwelling units and detached dwelling units within the city. The proposed regulation changes will affect FR-1/43,560, FR-2/21,780, FR-3/12,000, R-1/12,000, R-1/7,000, R-1/5,000, SR-1, SR-3, R-2, RMF-30, RMF-35, RMF-45, RMF-75, RB, R-MU-35, R-MU-45, R-MU, RO, FP, AG, AG-2, AG-5, AG-20, MU, FB-UN1, and FB-UN2 zoning districts. Related provisions of title 21A-Zoning may also be amended as part of this petition.

RECOMMENDATION: Based on information contained within the staff report, Planning Division staff finds the proposed amendment adequately meets the standards for general text amendments, as summarized in Attachment B – Analysis of Standards, and therefore recommends the Planning Commission transmit a positive recommendation to the City Council to adopt the proposed zoning text amendment related to accessory dwelling units and detached dwelling units.

The following motion is provided in support of the recommendation:

Based on the findings and analysis in the staff report, testimony received, and discussion at the public hearing, I move that the Planning Commission transmit a positive recommendation to the City Council to adopt the proposed zoning text amendment related to accessory dwelling units and detached dwelling units in districts that permit single-family dwellings.

ATTACHMENTS:

- A. Petition to Initiate
- B. Analysis of Standards
- C. Current Zoning Ordinance
- D. Current Zoning Map for ADUs
- E. Proposed Zoning Amendments
- F. Public Process & Comments
- G. Department Comments
- H. Proposed Zoning Map for ADUs
- I. Quick Notes on ADUs
- J. Motions

PROJECT DESCRIPTION

On September 18, 2012, the City Council approved Ordinance 62 of 2012, which established Section 21A.40.200 Accessory Dwelling Units within Salt Lake City Code (see Attachment C – Current Zoning Ordinance). The ordinance was part of a series of administrative policies and legislative petitions known as the “Sustainability City Code Initiative” to encourage sustainable land use within Salt Lake City. Mayor Ralph Becker, in cooperation with the City Council, promoted the initiative.

An accessory dwelling unit (ADU) is a residential unit that is established on the same lot as a single-family dwelling unit, and may be located within a single-family dwelling, attached to a single-family dwelling (such as in an addition), or in a detached structure (such as in a garage or separate accessory structure). The accessory dwelling unit must be a complete housekeeping unit with a separate kitchen, sleeping area, closet space, bathroom facilities, and a shared or separate entrance.

Following approval of the accessory dwelling unit ordinance, Planning Division and Building Services staff responded to dozens of inquiries from residents interested in establishing an ADU—however, the city has not permitted a single ADU to date.

Staff found that the primary reason the ordinance failed to achieve its purpose is the requirement to locate ADUs within one-half mile of an operational fixed transit stop, which narrows the applicability of the ordinance (see Attachment D – Current Zoning Map for ADUs). While there are other regulations that limit development of ADUs, the one-half mile requirement is preclusive and counter-productive to the broader purpose of the ordinance.

In response to a petition initiated by Mayor Becker on June 25, 2014, to amend regulations for accessory dwelling units, staff drafted a zoning text amendment for review and consideration (see Attachment E – Proposed Zoning Amendments).

The proposed ordinance was reviewed during an Open House meeting held on May 21, 2015 (see Attachment F – Public Process & Comments). The petition was also routed to all pertinent City Departments and Divisions for review and comment on September 1, 2015 (see Attachment G – Department Comments).

The proposed ordinance still requires owner occupancy of the principal or accessory dwelling and compliance with current building codes. And to ensure an accessory dwelling unit is subordinate to the principal dwelling, the amendment limits building square footage, building height, building setbacks, and lot coverage. The proposed ordinance also contains design requirements that regulate placement of doors, to maintain single-family development patterns, and windows, to protect privacy.

To assist members of the general public—and the Planning Commission—who are interested in reviewing the proposal, the Planning Division has prepared the following table of primary regulations within the existing and proposed accessory dwelling unit ordinance:

Regulation	Existing	Proposed
Location	ADU must be located within ½ mile of operational fixed rail station, and within a permitted residential zoning district	ADU must be located within a permitted residential or special purpose zoning district
Permit Limit	None	25 permits per year
Building Height	Underlying zoning district standards apply, however ADU may not be taller than principal dwelling	Up to 24 feet for pitched roof, and 20 feet for flat roof, however ADU may not be taller than principal dwelling
Maximum Square Footage	50% of principal dwelling, or 650 square feet, whichever is less	50% of principal dwelling for attached ADU 50% of principal dwelling, or 650 square feet, whichever is less, for detached ADU
Lot Area	Minimum 5,000 square feet for detached ADU, no minimum for attached ADU, however lot coverage restrictions apply	No minimum lot area requirement, however lot coverage restrictions apply
Parking	One parking stall for one bedroom ADU, and two parking stalls for two (or more) bedroom ADU	One parking stall for ADU
Entrance Requirements	Additional entrance not allowed on front façade unless setback 20 feet from front façade	Additional entrance may be allowed on front or corner façade if screened from view by architectural or landscaping features
Existing windows	Must be removed if not compliant with ADU regulation	May be retained if not compliant with ADU regulation
Owner Occupancy	Owner occupancy required in either principal or accessory dwelling	Owner occupancy required in either principal or accessory dwelling

KEY ISSUES

Through analysis of the project, community input, and departmental review, staff identified the following key issues:

Issue 1 – Master Plan Compliance. Within the *Salt Lake City Community Housing Plan*, which was prepared by the Housing and Neighborhood Division of Community and Economic Development Department and adopted by the Salt Lake City Council in April of 2000, the following policy statements and implementation strategies are applicable:

- **City Council Policy Statement.** The City Council supports a citywide variety of housing units, including affordable housing and supports accommodating different types and intensities of residential development (page 8).
- **City Council Policy Statement.** The City Council supports mixed use and mixed income concepts and projects that achieve vibrant, safe, integrated, walkable neighborhoods through a diverse mix of uses and incomes in areas with established services... (page 19).
- **Affordable and Transitional Housing Implementation Strategy 1.** Review “Best Practices” from other cities and establish new programs or expand existing programs that meet housing needs and maximize housing opportunities for all residents within Salt Lake City (page 24).
- **City Council Policy Statement.** On a citywide basis, the City Council endorses accessory housing units in single-family zones, subject to restrictions designed to limit impacts and protect neighborhood character (page 32).

- **Action Step for Implementation Strategy 5.** Define accessory housing units. Determine residential zones that could support such changes. Prepare necessary criteria and amendments for future ordinances on accessory units (page 33).

In another policy document entitled *Creating Tomorrow Together: Final Report of the Salt Lake City Futures Commission*, which was commissioned in February 1996 by former Mayor Ted Wilson and delivered to the City Council in March 1998 the following assertions, goals, and recommendations are applicable:

- **Assertion M: There is a mix of housing types, densities, and costs so that people of various economic groups can co-exist. Services for those less fortunate are seen as a positive attribute and are nurtured within our community.**
 - Recommendation 1: Amend zoning laws to encourage mixed use in appropriate areas.
 - Proposed Action: Adopt amendments to city zoning ordinances that allow mixed-use development in designated areas of the city. Identify areas to be included in ordinances, define types of mixed uses allowed (page 13).
- **Goal B: The ideal neighborhood will be diverse.** Neighborhoods will encourage persons of different incomes, ages, cultures, races, religions, genders, lifestyles, and familial statuses to be active community stakeholders. Families of various size and composition can be well served through a variety of programs and services. Service organizations will also be available to special-needs populations (page 41).
- **Goal D: The ideal neighborhood will be well maintained.** Landlords, tenants, and homeowners will share responsibility for keeping properties in good condition. Home ownership will be encouraged where possible. Neighborhoods should contain a variety of housing types, but more units should be owner occupied than renter occupied. This leads to longer term residents and stabilizes property values. Owners of rental units will be responsible and will maintain their properties. Mechanisms need to be in place to address problems caused by owners/renters who fail to maintain their properties. Landlords must screen tenants to ensure that they will be responsible renters. Landlords must also make repairs to their housing units to keep them as viable assets in the neighborhood. Housing should be designed for the changing needs of our current and future population (page 43).

Within national and local historic districts, the final draft of the *Community Preservation Plan*, dated October 2012, stated the following:

Policy 6.5e: Allow the development of additional dwelling units as an incentive for preservation of historic structures (page VI-22).

More recently, the *West Side Master Plan* addressed accessory dwelling units as a potential infill tool:

Determine unique and compatible ways to add incremental density through infill development.

Accessory Dwelling Units. Salt Lake City should expand the geographic area where accessory dwelling units are permitted to include the single-family districts in the Westside. Application of the accessory dwelling unit ordinance in this community would provide opportunities for additional density and a wider variety of housing choices without impacting the predominant development pattern (page 34).

Although not an approved master plan of the city, the *Mayoral Agenda: Livability in Salt Lake City* (2012-2016) by Mayor Ralph Becker includes the following supportive statement:

Increasing Housing Options for Residents

Enable moderate density increases in existing neighborhoods—with an emphasis on those served well by transit—by permitting accessory dwelling units and moderate-density attached single-family (and) multi-family developments (page 11).

Based on a review of the *Salt Lake City Community Housing Plan*, the *Creating Tomorrow Together: Final Report of the Salt Lake City Futures Commission*—which documents are applicable citywide—and the *Community Preservation Plan*, and *West Side Master Plan*, staff finds the proposal is consistent with the purposes, goals, objectives, and policies of the adopted general plan of Salt Lake City.

Issue 2 – Zoning Ordinance Compliance. Chapter 21A.02.030 of the Zoning Ordinance states:

Purpose and Intent: The purpose of this title is to promote the health, safety, morals, convenience, order, prosperity and welfare of the present and future inhabitants of Salt Lake City, to implement the adopted plans of the city, and to carry out the purposes of the municipal land use development and management act, title 10, chapter 9, of the Utah Code Annotated or its successor, and other relevant statutes. This title is, in addition, intended to:

- a. Lessen congestion in the streets or roads;
- b. Secure safety from fire and other dangers;
- c. Provide adequate light and air;
- d. Classify land uses and distribute land development and utilization;
- e. Protect the tax base;
- f. Secure economy in governmental expenditures;
- g. Foster the city's industrial, business and residential development; and
- h. Protect the environment.

Additionally, Section 21A.24.010 of the Zoning Ordinance provides the following “general provision” for all residential districts:

Statement of Intent: The residential districts are intended to provide a range of housing choices to meet the needs of Salt Lake City's citizens, to offer a balance of housing types and densities, to preserve and maintain the city's neighborhoods as safe and convenient places to live, to promote the harmonious development of residential communities, to ensure compatible infill development, and to help implement adopted plans.

Although accessory dwelling units may marginally increase congestion and parking on neighborhood streets, permitting accessory dwelling units will:

- Improve viability of public transit;
- Improve property values;
- Is an economical use of public and private infrastructure;
- Protect the environment through reduction of vehicle miles driven within the region;
- Provide a range of housing choices;
- Preserve and maintain neighborhoods as safe and convenient places to live;
- Increase walkability; and
- Support small neighborhood business districts.

Therefore, staff finds the proposal furthers the specific purpose statements of the zoning ordinance.

Issue 3 – Location Restrictions. As stated previously, prior to publication of the September 23, 2015, Planning Commission Staff Report, Salt Lake City has not issued any permits for an accessory dwelling unit under the provisions of Section 21A.40.200, as adopted by the Salt Lake City Council on September 18, 2012. Based on observation, Staff has concluded that the current requirement to

locate accessory dwelling units within a “one-half (1/2) mile radius of an operational fixed transit stop” is the primary obstacle to ADU development. In response to this issue, staff recommends removal of the ½-mile location restriction. Planning Division staff also recommends the ADU ordinance be extended to additional zoning districts where single-family dwellings are permitted, which includes: RB, R-MU-35, R-MU-45, R-MU, RO, FP, AG, AG-2, AG-5, AG-20, and MU Districts (see Attachment H – Proposed Zoning Map for ADUs).

Issue – Annual Limitation. To address concerns with the impact of ADUs, staff recommends the ordinance include an annual limitation of 25 permits, with the following two exceptions requested by other divisions within the City:

- Accessory dwelling units located within a Redevelopment Agency (RDA) of Salt Lake City project area, or funded in part by RDA housing funds, shall be exempt from annual permit allocation limits.
- Accessory dwelling units that comply with all accessibility standards for Type B units, as specified in American National Standards Institute A117.1 (2009) Accessible and Usable Buildings and Facilities, shall be exempt from annual permit allocation limits.

The annual permit limitation was originally recommended by the Planning Commission on June 22, 2011, but later removed by the City Council in favor of the ½-mile restriction. If this provision is adopted, the Planning Division intends to study the effectiveness—and impacts—of the ordinance, and recommend future amendments if warranted. Once the city is satisfied with the effectiveness of the ordinance, the Planning Division will likely recommend removal of the annual limitation.

Issue 4 – Building Height. During development of the existing ordinance, the City retained the services of Clarion Associates, a private land use and real estate consulting firm, to draft the ordinance. The original draft included a provision to allow additional height for an ADU over an accessory structure, such as a garage. Due to privacy concerns, the Planning Commission modified the draft and recommended reducing the height of detached ADUs. However, during City Council review, additional window regulations were added to address privacy concerns, which also mitigate some concerns with ADU height.

The current ADU regulation requires compliance with the underlying zoning district, including the height of an accessory structure. In most residential districts, the maximum height of an accessory structure is 17 feet to the ridge of a pitched roof, and 12 feet for a flat roof. The existing height restriction does not provide sufficient height to develop an ADU over an accessory structure. To address this issue, staff recommends increasing the height of detached ADUs to 24 feet for a pitched roof structure, and 20 feet for a flat roof structure.

Issue 5 – Simplify and Clarify Regulation. In response to Mayor Becker’s petition to amend the accessory dwelling unit regulation, Planning Division staff sought to simplify and clarify the regulation to improve use and administration. Although the City has not permitted any ADUs, staff has discussed the intent, interpretation, and application of the regulation with dozens of individuals. Based on these conversations, and significant feedback from Building Services staff, Planning Division staff recommends the ordinance be simplified where feasible, and clarified where warranted. Although the proposed ordinance includes additional provisions, the overall length of the ordinance has been reduced by approximately 20 percent. However, due to the extent of the proposed amendments, and reorganization of the ordinance, staff proposes to completely strike the existing code and replace it with the proposed amendment (see Attachment E – Proposed Zoning Amendments).

Issue 6 – Form Based Amendment. Within the FB-UN1 and FB-UN2 Form Based Urban Neighborhood Districts, a similar—but much simpler regulation—currently allows development of a “detached dwelling unit.” Recently, during the review of a building permit for a detached dwelling unit, staff determined that the following minor amendments were warranted:

- Reduce building setback for detached dwelling units from 5 feet to 4 feet;
- Clarify applicability of the ordinance in Form Based Urban Neighborhood Districts; and
- Expand the pedestrian entry regulation from a public alley.

See page 6 of Attachment E to review proposed text amendments.

NEXT STEPS

Following the public hearing, the Planning Commission shall recommend approval or denial of the proposed amendment—or the approval of some modification of the amendment—and shall then submit its recommendation to the City Council (see Attachment J – Motions).

The City Council shall schedule and hold a public hearing to consider the proposed amendment in accordance with the standards and procedures for conduct of a public hearing as set forth in Chapter 21A.10, which is entitled "General Application and Public Hearing Procedures" of the Zoning Title.

Following the hearing, the City Council may adopt the proposed amendment, adopt the proposed amendment with modifications, or deny the proposed amendment. However, no additional zoning districts may be included within the proposed amendment without a new notice and hearing.

ATTACHMENT A: PETITION TO INITIATE

JUN 25 2014

Salt Lake City Mayor



Petition Initiation

**Planning Division
Community & Economic Development Department**

SCANNED TO: *lagu*
SCANNED BY: *Paula*
DATE: *6/26/14*

To: Wilf Sommerkorn, Planning Director *WS*

From: Mayor Ralph Becker

Date: June 25, 2014

CC: David Everitt, Chief of Staff
Eric Shaw, Community & Economic Development Director
Mary De La Mare-Schaefer, Community & Economic Development Deputy Director
Cheri Coffey, Assistant Planning Director

RE: **Amendment of Accessory Dwelling Units Ordinance**

This memo is to request that you initiate a petition directing the Planning Division to analyze the appropriateness of amending various sections of the Zoning Ordinance to facilitate the development of Accessory Dwelling Units in appropriate zoning districts within Salt Lake City.

On September 18, 2012, the City Council approved Ordinance 62 of 2012, which established Chapter 21A.40.200 Accessory Dwelling Units (ADU) within Salt Lake City Code. Following approval of this ordinance, Planning Division and Building Services staff has responded to dozens of residents interested in establishing an ADU. However, the City has not permitted a single ADU to date.

According to reports, the primary reason the ordinance has failed to achieve its purpose is the requirement to locate ADUs within one-half mile of an operational fixed transit stop, which narrows the applicability of the ordinance.

The analysis relating to the proposed amendments will address the following:

1. Simplify or reduce language within the ADU ordinance to remove redundant purpose statements and methods of creation. This language may be unnecessary or overstated (see 21A.40.200.A and 21A.40.200.D.1).
2. Clarify applicability of the underlying zoning district as described in 21A.40.200.D.2.d to improve administration. This may include the requirement to record a deed restriction in the registration process outlined in 21A.40.200.D.10.
3. In addition to single-family detached structures, allow ADUs to be located within owner occupied single-family attached dwellings, such as town-houses, in specified residential districts (21A.40.200.B).
4. Eliminate the "Number of Residents" per ADU; this provision is unnecessary given the applicability of existing ordinances that prohibit overcrowding (see 21A.40.200.D.6).
5. Eliminate minimum lot area requirements for detached ADUs; this regulation is unnecessary, due to existing lot coverage and setback restrictions (see 21A.40.200.D.2.g.3).
6. Insert language from the original draft ordinance produced by Clarion Associates that allowed additional height for ADUs in accessory structures. The current height limit of 17 feet (in most residential districts) is insufficient to construct an ADU over a garage (21.A40.200.D.2.d).

7. Reduce parking requirement to 1 stall per ADU; the ordinance currently requires 2 stalls for units with 2 or more bedrooms. The original draft required only 1 parking stall, but was amended in response to public comment. However additional parking diminishes landscaping, and increases storm water runoff, which impacts are contrary to sustainability objectives (see 21A.40.200.D.7).
8. Review regulations on location of ADU entrance, and consider allowance for screened or below grade entries on or near front façade (see 21A.40.200.D.8).
9. Review and consider regulatory modifications of “detached dwelling units” in Form Based Urban Neighborhood Districts (see 21A.27.050.L.5.a).
10. With respect to the one-half mile radius restriction as stated in 21A.40.200.D.2.o, the following options should be considered:
 - a. Include parcels located within one-half mile of bus stops on arterial streets (see Attachment C – Roadway Functional Classification Map); or
 - b. In addition to the one-half mile regulation, establish an overlay that permits ADUs in prescribed neighborhoods that favor ADUs—such as Capitol Hill, Rose Park, Fairpark, and Sugar House (see Attachment D – Community Council Districts Map); or
 - c. Eliminate the one-half mile restriction and revert to an earlier draft that allowed 25 ADU permits per year; or
 - d. Allow ADUs outside the one-half mile restriction as a special exception or conditional use.

As part of the process, the Planning Division shall follow the City adoption processes including citizen input and public hearings with the Planning Commission and City Council.

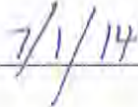
If you have any questions, please contact me.

Thank you.

Concurrence to initiate the zoning text amendment petition as noted above.



Ralph Becker, Mayor



Date

ATTACHMENT B: ANALYSIS OF STANDARDS

ZONING TEXT AMENDMENT STANDARDS

21A.50.050: A decision to amend the text of this title or the zoning map by general amendment is a matter committed to the legislative discretion of the city council and is not controlled by any one standard. In making its decision concerning a proposed text amendment, the city council (and planning commission) should consider the following factors:

Factor	Finding	Rationale
1. Whether a proposed text amendment is consistent with the purposes, goals, objectives, and policies of the city as stated through its various adopted planning documents;	Complies	As discussed on pages three through five of the September 23, 2015, Planning Commission Staff Report, the proposed text amendment is consistent with the purposes, goals, objectives, and policies of the city as stated through its various adopted planning documents.
2. Whether a proposed text amendment furthers the specific purpose statements of the zoning ordinance;	Complies	As discussed on page five of the September 23, 2015, Planning Commission Staff Report, the proposed text amendment furthers the specific purpose statements of the zoning ordinance.
3. Whether a proposed text amendment is consistent with the purposes and provisions of any applicable overlay zoning districts which may impose additional standards; and	Complies	The proposed text amendment is subordinate to the purposes and provisions of any applicable overlay zoning districts that may impose additional standards, such as the H Historic Preservation Overlay District.
4. The extent to which a proposed text amendment implements best current, professional practices of urban planning and design.	Complies	<p>The proposed text amendment was originally crafted after reviewing “best practices” of various cities, such as Portland, OR; Santa Cruz and Chula Vista, CA; Seattle, WA; Lexington, MA; and Aspen, CO. As stated within Attachment I of the September 23, 2015, Planning Commission Staff Report, the American Planning Association (APA) recommends that “...communities would do well to seriously consider adopting an approach that ... allows ADUs by right with clear written conditions; does not require owner occupancy; prohibits condominium ownership on the basis that a condo could not be considered accessory; provides a simple procedure for legalizing preexisting or formerly illegal apartments provided the unit is inspected; provides a generous size standard; and provides a water and sewer adequacy standard.”</p> <p>Although the proposed text amendment does not strictly achieve all of the recommendations of the American Planning Association, the proposal does reflect best practices tempered by local concerns, such as preference for owner occupancy requirements.</p> <p>Furthermore staff, routed the proposed text amendment to all pertinent Departments and Divisions of the City for review. Salt Lake City’s Engineering Division, Fire Department, Planning Division, Police Department, Public Utilities Department, and Transportation Division, reviewed the proposed amendment and recommended approval.</p> <p>Based on the above information, staff finds the proposal is consistent with this factor.</p>

ATTACHMENT C: CURRENT ZONING ORDINANCE

21A.40.200: ACCESSORY DWELLING UNITS:

Accessory dwelling units, as defined in chapter 21A.62 of this title, shall be subject to the following:

- A. Purpose Statement: The purposes of the accessory dwelling unit provisions are to:
1. Create new housing units while respecting the look and scale of single-dwelling development;
 2. Increase the housing stock of existing neighborhoods in a manner that is less intense than alternatives;
 3. Allow more efficient use of existing housing stock, public infrastructure, and the embodied energy contained within existing structures;
 4. Provide a mix of housing options that responds to changing family needs and smaller households;
 5. Offer a means for residents, particularly seniors, single parents, and families with grown children, to remain in their homes and neighborhoods, and obtain extra income, security, companionship, and services;
 6. Promote a broader range of affordable housing;
 7. Provide opportunity for work force housing in developed and new neighborhoods, close to places of work, thus reducing greenhouse gas emissions and reducing fossil fuel consumption through less car commuting;
 8. Support transit oriented development and reduce auto usage by increasing density near transit stops; and
 9. Support the economic viability of historic properties and the city's historic preservation goals by allowing accessory residential uses in historic structures.
- B. Applicability: An accessory dwelling unit may be incorporated within or added onto an existing house, garage, or other accessory structure, or may be built as a separate, detached structure on a lot where a single-family dwelling exists. Accessory dwelling units are allowed in the following residential zone districts: FR-1/43,560, FR-2/21,780, FR-3/12,000, R-1/12,000, R-1/7,000, R-1/5,000, SR-1, SR-1A, SR-2, SR-3, R-2, RMF-30, RMF-35, RMF-45, and RMF-75 subject to the provisions of this section.
- C. Owner Occupant: For the purposes of this title, "owner occupant" shall mean the following:
1. An individual who:
 - a. Possesses, as shown by a recorded deed, fifty percent (50%) or more ownership in a dwelling unit; and
 - b. Occupies the dwelling unit with a bona fide intent to make it his or her primary residence; or
 2. An individual who:
 - a. Is a trustor of a family trust which:
 - (1) Possesses fee title ownership to a dwelling unit;
 - (2) Was created for estate planning purposes by one or more trustors of the trust; and
 - b. Occupies the dwelling unit owned by the family trust with a bona fide intent to make it his or her primary residence. Each living trustor of the trust shall so occupy the dwelling unit except for a trustor who temporarily resides elsewhere due to a

- disability or infirmity. In such event, the dwelling unit shall nevertheless be the domicile of the trustor during the trustor's temporary absence.
3. Even if a person meets the requirements of subsection C1 or C2 of this section, such person shall not be deemed an owner occupant if the property on which the dwelling unit is located has more than one owner and all owners of the property do not occupy the dwelling unit with a bona fide intent to make the dwelling unit their primary residence.
 - a. A claim by the city that a person is not an owner occupant may be rebutted only by documentation, submitted to the community and economic development department, showing such person has a bona fide intent to make the dwelling unit his or her primary residence. Such intent shall be shown by:
 - (1) Documents for any loan presently applicable to the property where the dwelling unit is located which name the person as a borrower;
 - (2) Tax returns which show the person has claimed income, deductions, or depreciation from the property;
 - (3) Rental documents and agreements with any tenant who occupies the dwelling unit, including an accessory apartment;
 - (4) Insurance, utility, appraisal, or other contractual documents related to the property which name the person as the property owner; and
 - (5) Documents which show the person is a full time resident of Utah for Utah state income tax purposes.
 - b. Any person who fails, upon request of the community and economic development department, to provide any of the documents set forth in subsection C3a of this section or who provides a document showing that ownership of a dwelling unit is shared among persons who do not all occupy the dwelling unit shall mean for the purpose of this title that such person shall not be deemed an "owner occupant" of the dwelling unit in question.
 4. The provisions of subsection C3 of this section shall apply to any person who began a period of owner occupancy after September 1, 2012, regardless of when the person purchased the property.
- D. Standards: Accessory dwelling units shall conform to the following purpose statement and requirements:
1. Purpose: These design and development standards are intended to ensure that accessory dwelling units are:
 - a. Compatible with the desired character and livability of the residential zoning districts;
 - b. Compatible with the historic district and landmark resources of the city;
 - c. Compatible with the general building scales and placement of structures to allow sharing of common space on the lot, such as yards and driveways; and
 - d. Smaller in size than the principal dwelling on the site.
 2. General Requirements:
 - a. Owner Occupant Requirement: Accessory dwelling units shall only be permitted when an owner occupant lives on the property within either the principal dwelling or accessory dwelling unit. Owner occupancy shall not be required when:
 - (1) The owner has a bona fide, temporary absence of three (3) years or less for activities such as military service, temporary job assignments, sabbaticals, or

- voluntary service (indefinite periods of absence from the dwelling shall not qualify for this exception); or
- (2) The owner is placed in a hospital, nursing home, assisted living facility or other similar facility that provides regular medical care, excluding retirement living facilities or communities.
- b. Deed Restriction: A lot approved for development with an accessory dwelling unit shall have a deed restriction, the form of which shall be approved by the city attorney, filed with the county recorder's office indicating such owner occupied requirement of the property prior to issuance of a final certificate of occupancy for the accessory dwelling unit by the city. Such deed restriction shall run with the land until the accessory dwelling unit is abandoned or revoked.
- c. One per Lot: One accessory dwelling unit is permitted per residential lot.
- d. Underlying Zoning Applies: Unless specifically provided otherwise in this section, accessory dwelling units are subject to the regulations for a principal building of the underlying zoning district with regard to lot and bulk standards, such as building and wall height, setbacks, yard requirements, and building coverage.
- (1) The requirements of section 21A.40.050 of this chapter, which govern all nonresidential accessory structures, do not apply to accessory dwelling units; and
- (2) Accessory dwelling units may have the same building setbacks as that allowed in the zoning district for the principal dwelling on the property. An existing accessory structure whose setbacks do not meet the setback requirements for a dwelling as noted above may be converted into an accessory dwelling unit but any noncomplying setbacks may not become more noncomplying.
- e. Existing Development on Lot: A single-family dwelling shall exist on the lot or will be constructed in conjunction with the accessory dwelling unit.
- f. Internal, Attached, Or Detached: While accessory dwelling units are allowed only in conjunction with a principal dwelling on a lot, the unit may be built internal to, attached to, or as a separate unit detached from the principal dwelling.
- g. Minimum Lot Area: Within permissible zoning districts, the minimum lot area required for an accessory dwelling unit shall be:
- (1) Internal: For accessory dwelling units located within the principal single-family structure, no minimum lot area is required;
- (2) Attached: For accessory dwelling units located within an addition to the single-family structure, no minimum lot area is required; or
- (3) Detached: For accessory dwelling units located within a detached structure, a minimum lot area of five thousand (5,000) square feet is required.
- h. Building Code Compliance: Accessory dwelling units are subject to compliance with current building code at time of permit approval.
- i. Public Utilities: No structure that is not connected to the public water and sanitary sewer systems shall have an accessory dwelling unit.
- j. Multi-Family Districts With Single-Family Dwelling On Lot: A lot located within a multi-family zoning district that is currently built out with a single-family detached dwelling and does not have the required minimum amount of land to add additional units pursuant to the multi-family zoning district requirement, one accessory dwelling unit may be permitted.

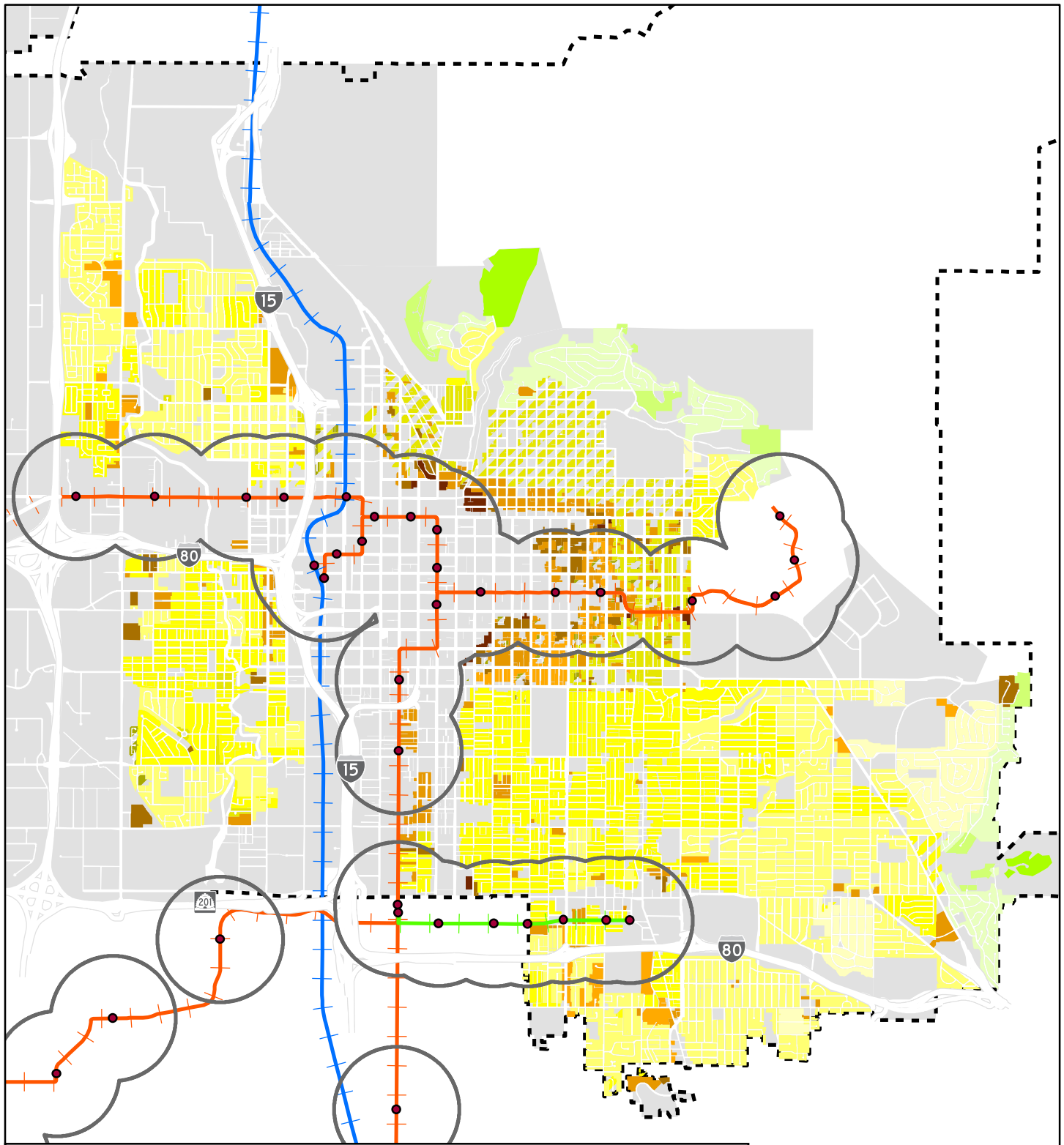
- k. Not a Unit of Density: Accessory dwelling units are not considered a unit of density and therefore are not included in the density calculation for residential property.
 - l. Rooming House: Neither dwelling unit may be used as a "dwelling, rooming (boarding) house" as defined by section 21A.62.040 of this title.
 - m. Home Occupations: Home occupations may be conducted in an accessory dwelling unit as per section 21A.36.030 of this title.
 - n. Historic Preservation Overlay District: Accessory dwelling units located in an H historic preservation overlay district are subject to the applicable regulations and review processes of section 21A.34.020 of this title, including the related guidelines and standards as adopted by Salt Lake City to ensure compatible building and preservation of historic resources.
 - o. Fixed Transit Stop: The property on which an accessory dwelling unit is permitted shall be located in whole or in part within a one-half ($\frac{1}{2}$) mile radius of an operational fixed transit stop (i.e., commuter rail, light rail, streetcar, etc.).
 - p. Windows: In an accessory dwelling unit that does not comply with the setback regulations for a single-family dwelling, the placement of windows within the accessory dwelling unit shall not be allowed within ten feet (10') of a side yard or rear yard property line, except under the following conditions:
 - (1) Windows adjacent to a rear yard property line may be allowed within ten feet (10') of the rear yard property line if the rear yard abuts an alley, or
 - (2) Windows located within ten feet (10') of a property line may be allowed if the bottom of the windowsill is located at least six feet (6') above the corresponding floor plate.
3. Methods of Creation: An accessory dwelling unit may only be created through one or more of the following methods:
 - a. Converting existing living area within a principal structure, such as a basement or attic space;
 - b. Adding floor area to a principal structure;
 - c. Constructing a new single-family detached dwelling unit structure with an internal or detached accessory dwelling unit;
 - d. Converting or adding onto an existing accessory structure on a lot, such as to a garage or other outbuilding, where no required parking for the principal dwelling is eliminated by the accessory dwelling unit; or
 - e. Constructing a new accessory dwelling unit within a separate detached structure in compliance with applicable lot coverage regulations.
 4. Size of Accessory Dwelling Unit: The maximum size of an accessory dwelling unit may be no more than fifty percent (50%) of the gross square footage of the principal dwelling unit or six hundred fifty (650) square feet whichever is less. The minimum size of an accessory dwelling unit is that size specified and required by the adopted building code of the city.
 5. Ownership: An accessory dwelling unit shall not be sold separately or subdivided from the principal dwelling unit or lot.
 6. Number of Residents: The total number of residents that may reside in an accessory dwelling unit may not exceed the number that is allowed for a "family" as defined in section 21A.62.040, "Definitions Of Terms", of this title.
 7. Parking:

- a. An accessory dwelling unit that contains a studio or single bedroom, one additional on site parking space is required.
 - b. An accessory dwelling unit that contains two (2) or more bedrooms, two (2) additional on site parking spaces are required.
 - c. The city transportation director may approve a request to waive, or modify the dimensions of, the accessory dwelling unit parking space upon finding that the parking requirement for the principal dwelling is met, and
 - (1) Adequate on street parking in the immediate vicinity is available to serve the accessory dwelling unit and will not cause congestion in the area; or
 - (2) The accessory dwelling unit is located within one-fourth ($\frac{1}{4}$) mile of a fixed transit line or an arterial street with a designated bus route.
 - d. The city transportation director may allow tandem parking, within a legal location behind an existing on site parking space, to meet the accessory dwelling unit parking requirement so long as the parking space requirement is met for the principal dwelling.
8. Location of Entrance To Accessory Dwelling Unit:
- a. Internal Or Attached Units: Accessory dwelling units that are internal to or attached to a principal dwelling may take access from an existing entrance on a street-facing front facade of the principal dwelling. No new entrances may be added to the front facade of a principal dwelling for an accessory dwelling unit unless such access is located at least twenty feet (20') behind the front facade of the principal dwelling unit.
 - b. Detached Units: Accessory dwelling units that are detached from the principal dwelling:
 - (1) May utilize an existing street-facing front facade entrance as long as the entrance is located a minimum of twenty feet (20') behind the front facade of the principal dwelling, or install a new entrance to the existing or new detached structure for the purpose of serving the accessory dwelling unit as long as the entrance is facing the rear or side of lot.
 - (2) Shall be located no closer than thirty feet (30') from the front property line and shall take access from an alley when one is present and accessible.
 - c. Corner Lots: On corner lots, existing entrances on the street-facing sides may be used for an accessory dwelling unit, but any new entrance shall be located facing toward the rear property line or interior side yard, or toward the back of the principal dwelling.
 - d. H Historic Preservation Overlay District: When accessory dwelling units are proposed in an H historic preservation overlay district, the regulations and design guidelines governing these properties in section 21A.34.020 of this title shall take precedence over the location of entrance provisions above.
 - e. Side Entrance Exemption: Side entrance for an accessory dwelling unit shall not be subject to compliance with subsection 21A.24.010H, "Side Entry Buildings", of this title.
9. Exterior Design:
- a. Within An H Historic Preservation Overlay District: Accessory dwelling units located within an H historic preservation overlay district shall meet the process, regulations, and applicable design guidelines in section 21A.34.020 of this title.

- b. Outside H Historic Preservation Overlay District Or Historic Landmark Site: Accessory dwelling units shall be regulated by the following exterior design standards:
 - (1) The maximum height of a detached accessory dwelling unit shall not exceed the principal structure; and
 - (2) An accessory dwelling unit shall be designed and constructed to be compatible with the principal structure.
10. Registration: Accessory dwelling units shall be registered with the city to evaluate whether the accessory dwelling unit initially meets applicable requirements; to ensure that the accessory dwelling unit meets health and safety requirements; to ensure that the property owner is aware of all city regulations governing accessory dwelling units; to ensure that the distribution and location of accessory dwelling units is known, to assist the city in assessing housing supply and demand; and to fulfill the accessory dwelling units purpose statement listed above. To accomplish this, property owners seeking to establish an accessory dwelling unit shall comply with the following:
- a. Building Permit: Apply for and obtain a building permit for the proposed accessory dwelling unit, regardless of method of creation;
 - b. Inspection: Ensure accessory dwelling unit is constructed, inspected, and approved in compliance with current building code; and
 - c. Business License: Apply for and obtain an annual business license for the accessory dwelling unit in accordance with the applicable provisions of the city.
11. Occupancy: No accessory dwelling unit shall be occupied until the property owner obtains a business license for the accessory dwelling unit from the city.

ATTACHMENT D: CURRENT ZONING MAP FOR ADUs

Current Zoning Map for ADUs



Legend		Rail Transit Lines	
Half-Mile Buffer From Rail Transit Stop	R-2	FrontRunner	S-Line
Rail Transit Stop	RMF-30	TRAX	
Zoning Districts Proposed to Allow ADUs	RMF-35		
FR-1/43,560 <i>Foothills Estate Residential</i>	RMF-45		
FR-2/21,780 <i>Foothills Residential</i>	RMF-75		
FR-3/12,000 <i>Foothills Residential</i>	SR-1		
R-1/12,000 <i>Single-Family Residential</i>	SR-1A		
R-1/7,000 <i>Single-Family Residential</i>	SR-3		
R-1/5,000 <i>Single-Family Residential</i>		<i>Single- and Two-Family Residential</i>	
		<i>Low Density Multi-Family Residential</i>	
		<i>Moderate Density Multi-Family Residential</i>	
		<i>Moderate/High Density Multi-Family Residential</i>	
		<i>High Density Multi-Family Residential</i>	
		<i>Special Development Pattern Residential</i>	
		<i>Special Development Pattern Residential</i>	
		<i>Special Development Pattern Residential</i>	

Attachment: 15a - ADU Zoning Text Amendment (1445 : Introductory Review: Council Priorities and Active Projects)

ATTACHMENT E: PROPOSED ZONING AMENDMENTS

21A.40.200: ACCESSORY DWELLING UNITS:

- A. Purpose Statement: The regulatory intentions of this section are to:
1. Create new housing units while respecting the appearance and scale of single-family residential development;
 2. Provide more housing choices in residential districts;
 3. Allow for more efficient use of existing housing stock, public infrastructure, and the embodied energy contained within existing structures;
 4. Provide housing options for family caregivers, adult children, aging parents, and families seeking smaller households;
 5. Offer a means for residents, particularly seniors, single parents, and families with grown children, to remain in their homes and neighborhoods, and obtain extra income, security, companionship, and services;
 6. Broaden the range of affordable housing throughout the city;
 7. Support sustainability objectives by increasing housing close to jobs, schools, and services, thereby reducing greenhouse gas emissions and fossil fuel consumption;
 8. Support transit oriented development and reduce auto usage by increasing density near transit; and
 9. Support the economic viability of historic properties and the city's historic preservation goals by allowing accessory dwellings in historic structures.
- B. Owner Occupant: For the purposes of this title, "owner occupant" shall mean the following:
1. An individual who:
 - a. Possesses, as shown by a recorded deed, fifty percent (50%) or more ownership in a dwelling unit; and
 - b. Occupies the dwelling unit with a bona fide intent to make it his or her primary residence; or
 2. An individual who:
 - a. Is a trustor of a family trust which:
 - (1) Possesses fee title ownership to a dwelling unit;
 - (2) Was created for estate planning purposes by one or more trustors of the trust; and
 - b. Occupies the dwelling unit owned by the family trust with a bona fide intent to make it his or her primary residence. Each living trustor of the trust shall so occupy the dwelling unit except for a trustor who temporarily resides elsewhere due to a disability or infirmity. In such event, the dwelling unit shall nevertheless be the domicile of the trustor during the trustor's temporary absence.
 3. Even if a person meets the requirements of subsection B1 or B2 of this section, such person shall not be deemed an owner occupant if the property on which the dwelling unit is located has more than one owner and all owners of the property do not occupy the dwelling unit with a bona fide intent to make the dwelling unit their primary residence.
 - a. A claim by the city that a person is not an owner occupant may be rebutted only by documentation, submitted to the community and economic development department, showing such person has a bona fide intent to make the dwelling unit his or her primary residence. Such intent shall be shown by:
 - (1) Documents for any loan presently applicable to the property where the dwelling unit is located which name the person as a borrower;

- (2) Tax returns which show the person has claimed income, deductions, or depreciation from the property;
 - (3) Rental documents and agreements with any tenant who occupies the dwelling unit, including an accessory apartment;
 - (4) Insurance, utility, appraisal, or other contractual documents related to the property which name the person as the property owner; and
 - (5) Documents which show the person is a full time resident of Utah for Utah state income tax purposes.
- b. Any person who fails, upon request of the community and economic development department, to provide any of the documents set forth in subsection B3a of this section or who provides a document showing that ownership of a dwelling unit is shared among persons who do not all occupy the dwelling unit shall mean for the purpose of this title that such person shall not be deemed an "owner occupant" of the dwelling unit in question.
4. The provisions of subsection B3 of this section shall apply to any person who began a period of owner occupancy after September 18, 2012, regardless of when the person purchased the property.
- C. Applicability: Accessory dwelling units are permitted in districts specified in Chapter 21A.33 Land Use Tables.
- D. Methods of Creation: An accessory dwelling unit may be created through, but not limited to, the following methods:
- 1. Converting existing living area within a principal dwelling, such as a basement, attic space, or enclosed porch;
 - 2. Adding floor area to a principal dwelling;
 - 3. Constructing a new single-family attached or detached dwelling with an internal or detached accessory dwelling unit;
 - 4. Converting or adding onto an existing accessory structure, such as a garage or other outbuilding, on a lot where no required parking for the principal dwelling is eliminated by the accessory dwelling unit; or
 - 5. Constructing a new accessory dwelling unit within a separate detached structure in compliance with applicable lot coverage and setback regulations.
- E. Standards: Accessory dwelling units shall conform to the following requirements:
- 1. General Requirements:
 - a. One per Lot: City may permit one accessory dwelling unit for each lot that contains a single-family dwelling.
 - b. Not a Unit of Density: Accessory dwelling units are not considered a unit of density and therefore are not included in the density calculation for residential property.
 - c. Ownership: An accessory dwelling unit shall not be sold separately or subdivided from the principal dwelling unit or lot unless compliant with subdivision regulations.

- d. Owner Occupancy: The city shall only permit an accessory dwelling unit when an owner occupant lives on the property within either the principal or accessory dwelling unit. Owner occupancy shall not be required when:
- (1) The owner has a bona fide, temporary absence of three (3) years or less for activities such as military service, temporary job assignments, sabbaticals, or voluntary service (indefinite periods of absence from the dwelling shall not qualify for this exception); or
 - (2) The owner is placed in a hospital, nursing home, assisted living facility or other similar facility that provides regular medical care, excluding retirement living facilities or communities.
- e. Number of Residents: The total number of residents that reside in an accessory dwelling unit may not exceed the number allowed for a "family" as defined in section 21A.62.040, "Definitions of Terms", of this title.
- f. Home Occupations: Home occupations may be conducted in an accessory dwelling unit as per section 21A.36.030 of this title.
2. Design Requirements:
- a. An accessory dwelling unit shall be designed and constructed to be compatible with the principal dwelling.
 - b. Underlying Zoning Applies: Unless specifically provided in this section, accessory dwelling units are subject to the regulations of the underlying zoning district with regard to lot and bulk standards, including building and wall height, setbacks, yard requirements, and building coverage.
 - (1) Accessory dwelling units may have the same building setbacks as that allowed in the zoning district for the principal dwelling on the property. An existing accessory structure whose setbacks do not meet the setback requirements for a dwelling as noted above may be converted into an accessory dwelling unit but any noncomplying setbacks may not become more noncomplying.
 - c. Area of Accessory Dwelling Unit:
 - (1) The maximum gross floor area of an attached accessory dwelling unit may not exceed fifty percent (50%) of the gross floor area of the principal dwelling.
 - (2) The maximum gross floor area of a detached accessory dwelling unit may not exceed fifty percent (50%) of the gross floor area of the principal dwelling or six hundred fifty (650) square feet, whichever is less.
 - (3) The minimum gross floor area of an accessory dwelling unit is that size specified and required by the adopted building code of the city.
 - d. Height of Accessory Dwelling Unit:
 - (1) Maximum height of an accessory dwelling unit shall not exceed the principal dwelling; and
 - (2) Maximum height of a detached accessory dwelling unit located over an accessory use, such as parking or storage, may not exceed 24'-0" measured to the ridge of a pitched roof building, and 20'-0" of a flat roof building.

- e. Location of Entrance to Accessory Dwelling Unit:
- (1) Internal or Attached Units: Accessory dwelling units that are internal or attached to a principal dwelling may be accessible from the following:
 - (a) An existing entrance to the principal dwelling.
 - (b) An additional entrance on a street-facing facade provided:
 - i. Entrance is located at least twenty feet (20') behind the front facade of the principal dwelling; or
 - ii. Entrance is screened from public view by landscaping or architectural feature that is compatible with the design of the principal dwelling.
 - (c) An existing or additional entrance that faces the interior side yard or rear yard of lot.
 - (2) Detached Units: Accessory dwelling units that are detached from the principal dwelling may be accessible from an:
 - (a) Entrance located at least twenty feet (20') behind the front facade of the principal dwelling; or
 - (b) Entrance that faces the interior side yard or rear yard of lot.
 - (3) Side Entrance Exemption: Side entrance for an accessory dwelling unit shall not be subject to compliance with subsection 21A.24.010H, "Side Entry Buildings", of this title.
- f. Windows: In an accessory dwelling unit that does not comply with the setback regulations for a single-family dwelling, windows shall not be allowed within ten feet (10') of a side yard or rear yard property line except under the following conditions:
- (1) Windows adjacent to a rear yard property line may be allowed if the rear yard abuts an alley.
 - (2) Windows adjacent to a side yard or rear yard property line may be allowed if the bottom of the windowsill is located at least six feet (6') above the corresponding floor plate.
 - (3) Windows located within an existing structure, whether conforming or non-conforming with setback regulations, may be retained.
- g. Parking:
- (1) An accessory dwelling unit requires one on-site parking space.
 - (2) The planning director, in consultation with the transportation director, may approve a request to waive, or modify the dimensions of, the accessory dwelling unit parking space upon finding that the parking requirement for the principal dwelling is met, and:
 - (a) Adequate on street parking in the immediate vicinity is available to serve the accessory dwelling unit and will not cause congestion in the area; or
 - (b) The lot or parcel containing the accessory dwelling unit is located within a one-fourth ($\frac{1}{4}$) mile radius from a fixed transit line or an arterial street with a designated bus route.

- (3) The planning director, in consultation with the transportation director, may allow tandem parking, located in front of or behind existing on-site parking, to meet the accessory dwelling unit parking requirement so long as the parking space requirement is met for the principal dwelling.
3. Historic Preservation Overlay District: Accessory dwelling units located in an H historic preservation overlay district are subject to the applicable regulations and review processes of section 21A.34.020 of this title, including related guidelines and standards adopted by Salt Lake City to ensure compatible building and preservation of historic resources.
- F. Registration Process: Property owners seeking to establish an accessory dwelling unit shall comply with the following:
- a. Building Permit: Apply for and obtain a building permit for the proposed accessory dwelling unit, regardless of method of creation.
 - (1) Building Code Compliance: Accessory dwelling units are subject to compliance with current building code at time of permit application.
 - (2) Permit Allocation: The city shall limit the establishment of accessory dwelling units to twenty-five (25) units per calendar year, with the following exceptions:
 - i. Accessory dwelling units located within a Redevelopment Agency (RDA) of Salt Lake City project area, or funded in part by RDA housing funds, shall be exempt from annual permit allocation limits.
 - ii. Accessory dwelling units that comply with all accessibility standards for Type B units, as specified in American National Standards Institute A117.1 (2009) Accessible and Usable Buildings and Facilities, shall be exempt from annual permit allocation limits.
 - (3) The City shall process building permit applications in order received; however building permit issuance shall be in order of compliance with current building code.
 - b. Inspection: City shall ensure the accessory dwelling unit is constructed, inspected, and approved in compliance with current building code.
 - c. Deed Restriction: A lot approved for development with an accessory dwelling unit shall have a deed restriction, the form of which shall be approved by the city attorney, filed with the county recorder's office indicating such owner occupied requirement of the property prior to issuance of a final certificate of occupancy for the accessory dwelling unit by the city. Such deed restriction shall run with the land until the accessory dwelling unit is abandoned or revoked.
 - d. Business License: In accordance with the applicable provisions of the city, apply for and obtain an annual business license for the accessory dwelling unit.
 - e. Certificate of Occupancy: No accessory dwelling unit shall receive a certificate of occupancy or be occupied until the property owner completes the registration process outlined in this section.
- G. Abandonment: If an owner is unable or unwilling to fulfill the requirements of this section, the owner shall remove those features of the accessory dwelling unit that make it a dwelling unit. Failure to do so will constitute a violation of this section.

21A.62.040: DEFINITIONS OF TERMS:

For the purposes of this title, the following terms shall have the following meanings:

DWELLING, ACCESSORY UNIT: A residential unit that is located on the same lot as a single-family attached or detached dwelling unit, either internal to or attached to the single-family unit or in a detached structure. The accessory dwelling unit shall be a complete housekeeping unit with a shared or separate entrance, and separate kitchen, sleeping area, closet space, and bathroom facilities.

Chapter 21A.27 Form Based Districts**Section 21A.27.030 Building Configuration and Design Standards****C. Other Applicable Development Standards**

1. Landscaping. Any applicable standard listed in 21A.48 Landscaping shall be complied with.
2. Signs. All signs shall comply with the standards found in 21A.46.096.
3. Accessory Uses, Building and Structures. All accessory uses, buildings and structures shall comply with the applicable standards in 21A.40, except as noted below:
 - a. Form Based Urban Neighborhood District Specific Standards for Detached Dwelling Units:
 - (1) Detached dwelling units may be built in a required yard as a stand-alone unit or attached to an accessory building, such as a garage.
 - (2) Detached dwelling units are only permitted with the urban house, two-family dwelling, and row house building forms.
 - (3) No accessory structure containing a detached dwelling unit shall exceed twenty-five feet (25') in height.
 - (4) If a detached dwelling unit is built as a second level, the minimum setback from property line shall be a minimum of ~~five~~ four feet (~~54~~').
 - (5) All building configuration standards that apply to the primary building form shall also apply to the detached dwelling unit, with the exceptions listed below:
 - (A) The detached dwelling unit shall have an entry feature that faces or is accessible from a public alley when present;
 - (B) The entry feature may be a stoop that has a minimum dimension of four feet by four feet (4' x 4'); and
 - (C) The ground floor transparency requirement does not apply to detached dwelling units located on the second floor of an accessory structure.

21A.33.020: TABLE OF PERMITTED AND CONDITIONAL USES FOR RESIDENTIAL DISTRICTS:

Legend: C = Conditional P = Permitted

Permitted And Conditional Uses By District																			
Use	FR-1/ 43,560	FR-2/ 21,780	FR-3/ 12,000	R-1/ 12,000	R-1/ 7,000	R-1/ 5,000	SR- 1	SR- 2	SR- 3	R- 2	RMF- 30	RMF- 35	RMF- 45	RMF- 75	RB	R-MU- 35	R-MU- 45	R- MU	RO
Dwelling, accessory unit	P	P	P	P	P	P	P		P	P	P	P	P	P	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>

21A.33.070: TABLE OF PERMITTED AND CONDITIONAL USES FOR SPECIAL PURPOSE DISTRICTS:

Legend: C = Conditional P = Permitted

Permitted And Conditional Uses By District																			
Use	RP	BP	FP	AG	AG-2	AG-5	AG-20	OS	NOS	A	PL	PL-2	I	UI	MH	EI	MU		
Dwelling, accessory unit			<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>										<u>P</u>		

Attachment: 15a - ADU Zoning Text Amendment (1445 : Introductory Review: Council Priorities and

ATTACHMENT F: PUBLIC PROCESS & COMMENTS

Attachment: 15a - ADU Zoning Text Amendment (1445 : Introductory Review: Council Priorities and Active Projects)

PUBLIC NOTICE, MEETINGS, AND COMMENTS

The following is a list of public meetings, and other public input opportunities, that the City coordinated for the proposed master plan and zoning map amendments.

Open House:

The Salt Lake City Planning Division held an Open House meeting at the City County Building on May 21, 2015. Approximately three people attended the meeting; however, none provided written comments. Based on comments received, attendees favored the proposed amendment.

Notice of Public Hearing:

- Public hearing notice posted on City and State websites on September 10, 2015
- Public hearing notice emailed to Planning Division list serve on September 10, 2015
- Public hearing notice published in the Salt Lake Tribune and Deseret News on September 11, 2015

ATTACHMENT G: DEPARTMENT COMMENTS



DEPARTMENT REVIEW COMMENTS

ACCESSORY DWELLING UNITS ZONING TEXT AMENDMENT

PLNPCM2014-00447

Date	Task	Status	Action By	Comments
8/31/2015	Planning Review	Complete	Maloy, Michael	Recommend approval as proposed.
9/2/2015	Fire Code Review	Complete	Itchon, Edward	Review completed. No comments or concerns noted.
9/3/2015	Police Review	Complete	Teerlink, Scott	Police has no comments. Scott Teerlink Police Lieutenant
9/15/2015	Engineering Review	Complete	Weiler, Scott	No comment.
9/17/2015	Transportation Review	Complete	Vaterlaus, Scott	Transportation Division has no issues with the proposed zoning amendment petition.
9/21/2015	Public Utilities	Complete	Draper, Jason	No public utilities issues with the proposed amendment.

ATTACHMENT H: PROPOSED ZONING MAP FOR ADUs

Attachment: 15a - ADU Zoning Text Amendment (1445 : Introductory Review: Council Priorities and Active Projects)

ATTACHMENT I: QUICK NOTES ON ADUs

Planning fundamentals
for public officials and
engaged citizens

This PAS QuickNotes was prepared by APA research staff with contributions from Elisa L. Paster and Evan D. Fieldman, associates at the Paul Hastings law firm.

QUICKNOTES

Accessory Dwelling Units

Accessory dwelling units (ADUs) are small, self-contained living units that typically have their own kitchen, bedroom(s), and bathroom space. Often called granny flats, elder cottage housing opportunities (ECHO), mother-daughter residences, or secondary dwelling units, ADUs are apartments that can be located within the walls of an existing or newly constructed single-family home or can be an addition to an existing home. They can also be freestanding cottages on the same lot as the principal dwelling unit or a conversion of a garage or barn.

The benefits to the home owner and the ADU occupant are many. For the home owner, ADUs provide the opportunity to offer an affordable and independent housing option to the owner's grown son or daughter just starting out or to an elderly parent or two who might need a helping hand nearby. The unit could also be leased to unrelated individuals or newly established families, which would provide the dual benefit of providing affordable housing to the ADU occupant and supplemental rental income to the owner. Supplemental income could offset the high cost of a home mortgage, utilities, and real estate taxes. Finally, leasing an ADU to a young person or family can provide an elderly home owner with a sense of security and an opportunity to exchange needed work around the house and yard for a discount on rent.

Despite the benefits, some communities resist allowing ADUs, or allow them only after time-consuming and costly review procedures and requirements. Public resistance to ADUs usually takes the form of a perceived concern that they might transform the character of the neighborhood, increase density, add to traffic, make parking on the street more difficult, increase school enrollment, and put additional pressure on fire and police service, parks, or water and wastewater. However, communities that have allowed ADUs find that these perceived fears are mostly unfounded or overstated when ADUs are actually built.

ADUs are a particularly desirable option for many communities today considering the current economic climate, changes in household size, increasing numbers of aging baby boomers, and the shortage of affordable housing choices. They provide a low-impact way for a community to expand its range of housing choices.

LOCALITIES AND STATES GET INTO THE ACT

Towns, cities, and counties across the country have done the right thing by proactively amending local zoning ordinances to allow ADUs. This is typically done either as a matter of right or as a special or conditional use. In either case, reasonable conditions may be imposed. Some states, including California, have enacted legislation that limits the ability of localities to zone out ADUs.

In 2001 AARP retained APA's Research Department to write a guidance report for citizens interested in convincing local and state officials of the benefits of allowing ADUs and showing them how to do it. *Entitled Accessory Dwelling Units: Model State Act and Model Local Ordinance*, the monograph provides alternative statute and ordinance language useful to implementing all forms of ADUs.

The Model Local Ordinance suggests recommendations for communities. Additionally, the intent of the ordinance describes the permitting process for eligibility and approval, and further outlines standards for ADU approval pertaining to lot size, occupancy, building standards, parking and traffic, public health, and how to deal with nonconforming ADUs. *The Model State Act* provides findings and policies encouraging the approval of ADUs and names local governments as the entities entitled to authorize

"Towns, cities, and counties across the country have done the right thing by proactively amending local zoning ordinances to allow ADUs."



American Planning Association

Making Great Communities Happen

adoption of an ADU statute. It specifies the limits to which local governments may prohibit ADUs and outlines default permitting provisions if a locality does not adopt an ADU ordinance. It details optional approaches for adopting ADU ordinances, certifying local ADU ordinances, gathering data on ADU efforts, preparing reports and recommendations, and forming a statewide board overseeing ADUs.

WHAT ISSUES ARISE WHEN A PROPOSED ADU ORDINANCE IS CONSIDERED?

ADU ordinances offer a variety of benefits to local communities but the road to implementation may not be an easy process. While ADUs are more widely accepted now than in years past, skeptics still remain and some still oppose ADU zoning. The following describes some issues or decision points that communities must address in order to successfully navigate the perilous waters of public acceptance. The approach that is right for your city or town will be unique, based on local physical, political, social, and economic conditions.

By-right Permitting. Should permits for ADUs be issued as a matter of right (with clear standards built into the ordinance) or should they be allowed by discretion as a special or conditional use after a public hearing?

Occupancy. Should ordinance language allow an ADU only on the condition that the owner of the property lives in one of the units?

Form of Ownership. Should the ordinance prohibit converting the ADU unit into a condominium?

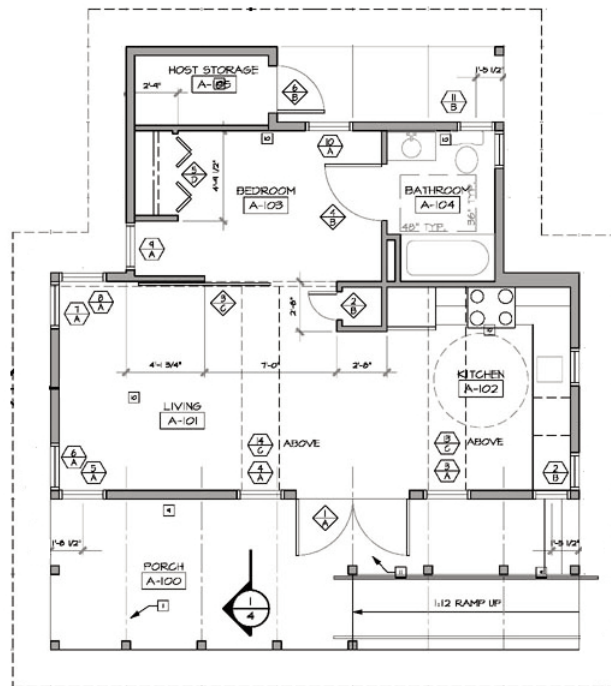
Preexisting, nonconforming ADUs. How should the ordinance treat grandfathered ADUs? How do you treat illegal apartments that want to apply for an ADU permit?

Unit Size: Should the ordinance limit the square footage of the ADU to assure that the unit is truly accessory to the principal dwelling on the property?

Adequacy of Water and Sewer Services. How do you guarantee there is enough capacity in sewer lines, pumping stations, and treatment facilities to accommodate ADUs?

These are not easy issues. However, communities would do well to seriously consider adopting an approach that: allows ADUs by right with clear written conditions; does not require owner occupancy; prohibits condominium ownership on the basis that a condo could not be considered accessory; provides a simple procedure for legalizing preexisting or formerly illegal apartments provided the unit is inspected; provides a generous size standard; and provides a water and sewer adequacy standard. □

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Single story ADU floor plan.

For a complete list of references visit <http://www.planning.org/pas/quicknotes>

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For more information on this topic visit www.planning.org.

ATTACHMENT J: MOTIONS

POTENTIAL MOTIONS FOR THE SALT LAKE CITY PLANNING COMMISSION

Staff Recommendation:

Based on the findings and analysis in the staff report, testimony received, and discussion at the public hearing, I move that the Planning Commission transmit a positive recommendation to the City Council to adopt the proposed zoning text amendment related to accessory dwelling units and detached dwelling units in districts that permit single-family dwellings.

Not Consistent with Staff Recommendation:

Based on the findings and analysis in the staff report, testimony received, and discussion at the public hearing, I move that the Planning Commission transmit a negative recommendation to the City Council to adopt the proposed zoning text amendment related to accessory dwelling units and detached dwelling units in districts that permit single-family dwellings.

Zoning Amendment Standards:

If motion is to recommend denial, the Planning Commission shall make findings based on the following zoning amendment standards and specifically state which standard or standards are not compliant:

City Code 21A.50.050 Standards for general (zoning) amendments. A decision to amend the text of this title or the zoning map by general amendment is a matter committed to the legislative discretion of the city council and is not controlled by any one standard. In making a decision to amend the zoning map, the city council (and planning commission) should consider the following factors:

1. Whether a proposed text amendment is consistent with the purposes, goals, objectives, and policies of the city as stated through its various adopted planning documents;
2. Whether a proposed text amendment furthers the specific purpose statements of the zoning ordinance;
3. Whether a proposed text amendment is consistent with the purposes and provisions of any applicable overlay zoning districts which may impose additional standards; and
4. The extent to which a proposed text amendment implements best current, professional practices of urban planning and design.



COUNCIL QUARTERLY PROJECT REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council Members

FROM: Allison Rowland
Budget & Policy Analyst

DATE: December 30, 2015 at 5:36 PM

RE: **Parking Active Project**

PROJECT TIMELINE:

1st Quarter Report:
2nd Quarter Report: Sept 1, 2015
3rd Quarter Report: October 6, 2015
4th Quarter Report: December 8, 2015

Active Project Name: Parking

Goal: The Council seeks to reduce complaints about parking and parking enforcement.
Note: A Work Session on this item did not take place in 2015.

Objective: This project includes a variety of potential Council actions, including proposed ordinance changes, policy discussions, and next steps. Three proposed ordinance changes are ready for Council action. Staff will need Council direction to continue work toward this goal.

Narrative: The total number of complaints by the public about parking and parking enforcement dropped sharply between 2014 and 2015. Two changes in the Administration's approach—which corresponded with Council discussions of parking complaints—seem to be responsible for much of this improvement:

1. the switch to a new electronic meter service vendor in late 2014. This appears to have resolved the functionality problems that plagued the system in 2013 and 2014. The Administration reported the results of this change in an August 13 transmittal.
2. changes to how enforcement is scheduled – these changes have included setting up shifts for enforcement patrol that focus on either zones or areas of the City or types of violation (residential parking permit, etc.), the enforcement division has also periodically postponed enforcement to address the parking meter complaints.

Staff is prepared with a number of specific parking-related items for Council discussion as briefing time allows. These items are summarized below.



Work Plan:

Topic 1: Ordinance amendments that are ready for Council action.

- **Pending.** The Council requested draft parking ordinances from staff in late 2014. These changes would include: a) ensuring that meters are operational and usable at least one hour before parking time limitations take effect; b) removing the time limits at meters between 8pm and 8am, as well as all day on Sundays; c) considering changes to the 48-hour parking limit (the Council may consider allowing more time for on-street parking in order to encourage residents to choose alternate modes of transportation). Note: Staff's understanding is that the new meter services vendor makes the meters operational at 7 am.

Topic 2: Issues for Council discussion and straw polls.

- **Upcoming.** Staff seeks Council direction on a variety of topics, including additional potential ordinance changes, as follows:
 - Parking rules in dead ends and cul-de-sacs. Since the Council's last conversation about parking restrictions in cul-de-sacs to accommodate fire response vehicles, staff has met with the current Fire Marshal. The Fire Marshal is willing to consider more lenient restrictions without compromising the access and maneuvering of fire vehicles. In areas where parking is in high demand, the Council still may want to consider reducing the no-parking zone on each side of driveways to less than five feet.
 - The feasibility of allowing parking in "aprons."
 - The number of ADA on-street parking spots available and unmet needs.
 - Options for bike, scooter, motorcycle parking in unoccupied cement spaces in the center of 300 South in Downtown.

Topic 3: Options for a future round of parking discussions

- **Upcoming.** Some Council Members have expressed interest in establishing a Parking Authority for Downtown, and possibly for Sugar House as well. Staff would need substantial additional time to research the options for a change of this magnitude. Alternatively, the Council might choose to make this a priority issue in future years. In the past, the Redevelopment Agency has looked at this issue.

Related Projects / Information:

- The RDA funded a technical study of supply and demand for parking spaces in Downtown and Sugar House, with some recommendations for the 9th and 9th area, as well. The consultants have completed an "existing conditions report," and the Administration would like an opportunity for them to brief the Council in a work session in the coming months once paperwork has been transmitted.

SALT LAKE CITY

PHILOSOPHY STATEMENTS

Over the past year, the Salt Lake City Council has refined and adopted several guiding philosophy statements to set a vision for HISTORIC PRESERVATION, HOUSING, *the ECONOMIC HEALTH of the CITY*, ARTS *and* CULTURE, NEIGHBORHOOD QUALITY *of* LIFE, TRANSPARENCY, TRANSPORTATION *and* MOBILITY, PARKS *and* OPEN SPACE, SUSTAINABILITY, *and* EDUCATION.

Each philosophy statement was developed with the intent to support our residents, and will be used to shape and respond to important elements of living in Salt Lake City.

The vision to develop these philosophy statements truly started several years ago, as the Council identified priorities each year to focus energies and resources. As the priorities were set, and confirmed year after year, a desire emerged to set a clear vision for each of the topics. Through the philosophy statements, the Council gives specificity and aspiration to each topic area.

It is the Council's intent that this collection of philosophy statements will provide a direction and communicate a vision that can be used and built upon by City residents, business owners, developers, and City employees.

The Council looks forward to the coming months to see how these philosophy statements help guide daily interactions that the public has with the City, and they will shape the larger PLAN SALT LAKE development efforts. This is an exciting time for Salt Lake City, when the philosophy statements and PLAN SALT LAKE will foster a clear vision and identity for the future of our great City.

Sincerely,

2012 SALT LAKE CITY COUNCIL

CARLTON CHRISTENSEN – *District One*

STAN PENFOLD – *District Three*

JILL REMINGTON LOVE – *District Five*

SØREN SIMONSEN – *Chair, District Seven*

KYLE LAMALFA – *District Two*

LUKE GARROTT – *District Four*

CHARLIE LUKE – *Vice Chair, District Six*

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HISTORIC PRESERVATION PROGRAM PHILOSOPHY

What is **HISTORIC PRESERVATION?**

Historic preservation is a process of protecting local history through identification of unique places that tell our “story.” One can read this history by observing the historic fabric made up of specific cultural and archaeological resources, character defining features expressed in architecture and architectural details, landscapes and significant spaces. This process may include the survey and evaluation of historical, architectural, archaeological and cultural resources; development of appropriate measures to protect these resource; identification of public and private funding sources; design for the restoration, rehabilitation, and/or adaptive re-use and review of ongoing maintenance.

Why **HISTORIC PRESERVATION is IMPORTANT**

Historic resources are tangible evidence of the past, helping us to know where we have come from and who we are today. When historic resources are lost or allowed to deteriorate, a part of our history disappears. Historic preservation provides opportunities for residents and visitors to experience and learn about the importance of our past, to live and work in surroundings that provide a sense of place anchored by collections of older buildings, residential neighborhoods, commercial areas and landscapes. This sense of place drives community pride, encourages neighborhood and commercial reinvestment and results in a sustainable community with cultural vitality.

How we **PRACTICE HISTORIC PRESERVATION in SALT LAKE CITY**

Salt Lake City takes pride in its history. The City Council and the Mayor consider historic preservation a priority and commit to improving the array of tools, programs and incentives available to protect the best examples of the City’s architecture, commercial and residential development, cultural landscapes and archaeology to preserve our history for future generations. Historic preservation policies will be considered when developing an appropriate course of action when multiple City policies are involved.

The City Council and the Mayor have directed the Historic Landmark Commission and Staff to:

- Achieve a successful city-wide historic preservation program by clearly conveying historic preservation objectives, opportunities, and benefits while consistently interpreting and applying the City’s adopted standards and efficiently administering the process.
- Support the designation of new National Register historic districts which provide property owners a significant financial incentive for appropriate re-investment.
- Ensure the boundaries of new local historic districts focus on protecting the best examples of an element of the City’s history, development patterns and architecture. Local historic districts should have logical boundaries based on subdivision plats, physical and / or cultural features and significant character defining features where possible.
- The Historic Preservation Overlay District standards are to be used as the basis for decision making when considering applications for Certificates of Appropriateness. Apply standards in a reasonable manner, taking into consideration economic and technical feasibility.
- Adopted design guidelines are intended to help decision makers interpret the Historic Preservation Overlay District standards and to provide the public with design advise.
- Respect that change is part of history and that appropriate additions and alterations must be considered as part of a natural evolution of historic properties and districts. Allow greater

flexibility on secondary facades where alterations are less likely to negatively affect the significant character-defining features of the site or historic district.

- Allow greater flexibility when considering alterations to non-contributing buildings.
- Develop and maintain a public outreach program and continue providing training for the Historic Landmark Commission and Planning Staff to ensure that the City's Historic Preservation program remains up-to-date on historic preservation practice and philosophy to meet the goals of Salt Lake City.

Adopted by Ordinance, November 22, 2011

ECONOMIC HEALTH *of the CITY*

VISION

In recognition of the importance of Economic Health to the City, the City Council aspires to advance the City's position as a preeminent commercial center in the Intermountain West and to promote and encourage the qualities of Salt Lake City living that support our City's vibrancy and Economic Health.

Salt Lake City's unique and valued characteristics are the basis for the City's current economic health, such as the strength of the residential population, the commercial enterprise and various industries; our flexibility to trends and markets; and stakeholders' willingness to invest in the City's future.

To protect the City's valuable economic health, now and in the future, it is necessary to remain alert in guarding commercial interests, enabling residential populations to thrive and grow, and encouraging the daytime population to engage in after-work events and activities.

VALUES

- We support the Economic Health of the City and encourage:
 - the role of the City as a leader for the State's economic development,
 - the pursuit of large, quality projects, and
 - opportunities to attract visitors, long-term residents, corporate development, and both local and non-local business
 - The promotion of policies that help businesses, particularly local businesses, thrive in the City.
 - The promotion of policies to help address poverty and homeless issues.
 - Educational opportunities that target populations in need, and help grow and broaden the City's workforce.
- We support working collaboratively with other entities to identify the regional benefit of the City's Economic Health, and to solicit support for the City's goals of preserving our role in the State and region as an economic hub.
- We support encouraging and enhancing our local neighborhood business nodes, which in turn strengthen and serve our neighborhoods.
- We support fostering greater population growth through density opportunities, annexation opportunities and improving the sustainable quality of life of Salt Lake City.
- We support working with the State to encourage economic development projects that meet the City's overall goals and are located to maximize the City's existing infrastructure, transit options, and housing.
- We believe that it is worthwhile to track our progress in this area, identifying successes and areas needing improvement. We will measure our progress with a variety of metrics as the years go by.

ARTS *and* CULTURE

VISION

Vibrant, diverse, and accessible artistic and cultural events in Salt Lake City add to the City's Quality of Life for residents and visitors. The Council wants the City to maintain and enhance its longstanding role as a focal point of arts, culture, and entertainment within the Salt Lake Valley and the broader region, and to ensure access to a variety of events for all residents and visitors.

The Council embraces a wide variety of artistic expressions, such as:

- i. Celebrations of cultural diversity, celebrating all communities, including neighborhoods
- ii. Diverse types of visual or performance art ranging from casual or impromptu performances to
- iii. formal pre-planned events in venues around the City
- iv. Public Art pieces
- v. Community art projects
- vi. Musical events – concerts, symphonies, festivals, many genres, sizes, locations (paid and free)
- vii. Independent film
- viii. Educational opportunities
- ix. Sporting events, amateur and professional, that also define Salt Lake City's cultural identity.

VALUES

- We encourage events that celebrate cultural diversity & celebrate all communities.
- We value cultural events, such as neighborhood street fairs, that help communities cohere, create, and re-create their identities.
- We value all genres of music, art, and performance and want it to be accessible to all of our communities – not only Downtown, but city-wide.
- We want to create an environment where a wide range of theater options and performance venues can thrive.
- We support quality public art that complements its surroundings and is strategically placed throughout the City.
- We support local talents and artists and educational opportunities.
- We support making Salt Lake City a place where people work together to create new art, and new experiences from new ideas.
- We value arts and culture as necessary activities that improve Salt Lake City's quality of life and encourage people to live here.

NEIGHBORHOOD QUALITY *of* LIFE

VISION

The Quality of Life in neighborhoods is dependent on access to a wide variety of housing types for all income levels, and is enhanced by a balance and network of uses and services that includes opportunity for neighborly / social interaction; a safe environment to play and engage in the community; access to grocery and retail services; access to entertainment; supporting elements such as schools; and a variety of nearby businesses to thrive.

Many of the elements that increase the quality of life within neighborhoods are related to several of the other Council's priority interests, such as a reduction in the ecological footprint of households through closer access to services and a variety of transportation options, including a priority on walkability.

VALUES

- We support policy and budget changes that promote growth of neighborhood businesses, institutions and other developments in order to provide conveniently located and physically accessible retail services to residents and provide more places for neighbors to socially interact.
- We support efforts to establish an effective historic preservation process that is consistent with the City's adopted Preservation Program Philosophy Statement.
- We value a balance of residential types in the City including housing for all income levels, ages and accessibility needs.
- We value a broad definition of what "neighborhoods" entail – a neighborhood is a place a community calls home which includes shelter, sense of belonging, resources, and connections.
- We support programs and services for neighborhoods that enhance walkability, cleanliness and a well-maintained community, historic preservation, and community building.
- We embrace the values and quality of life that attract residents (homeowners/renters) and businesses to a neighborhood.
- We value transit options for neighborhoods.
- We value open space that creates a place for social gathering, interaction and community building within neighborhoods.
- We support the ownership of buildings for small neighborhood businesses.
- We support schools within walking distance in our neighborhoods.
- We value how schools contribute to neighborhood quality of life.
- We support neighborhoods in creating a process to develop their own identity.
- We encourage collaboration and partnerships with neighborhood and non-profit organizations in assisting to communicate their initiatives that relate to Council policies.
- We support efforts of emergency preparedness and value the safety of citizens in Salt Lake City.
- We value a well-maintained infrastructure.
- We support neighborhood scale agriculture and encourage the production, marketing and consumption of local food.

TRANSPARENCY

RESOLUTION ENDORSING IN PRINCIPLE FIVE TRANSPARENCY BEST PRACTICES FOR SALT LAKE CITY

- WHEREAS, on January 6, 2009, Salt Lake City launched a formal transparency initiative and committed to continue reporting on progress to promote greater transparency and openness; and*
- WHEREAS, on November 20, 2009, Salt Lake City adopted its Open Government Policy in Resolution No. 62 of 2009 wherein the Salt Lake City Mayor and Council recognized the value of transparency in government in building the public's trust and confidence in government and elected officials, by making government more accountable to taxpayers and facilitating greater efficiencies; and*
- WHEREAS, transparency in government is a key element in achieving greater public engagement in the operations of government and participation in our democratic processes because government transparency, at its most basic, is open, current and conveniently accessible information in a usable format that can help the public make informed decisions, provide meaningful oversight and give valuable input to public officials; and*
- WHEREAS, the digitization of information, the ubiquity of the Internet and the availability of various online tools have ushered in a new era of affordable public access to government operations, services and information; and*
- WHEREAS, in March 2012, Salt Lake City earned a 2012 Sunny Award that recognizes governments that do an exemplary job at transparency; and*
- WHEREAS, a University of Utah Honors College Student Think Tank recently completed a year-long study of the issues surrounding transparency in government and has published a report of its findings and formulated a recommended set of five transparency best practices for local governments to follow.*
- NOW, THEREFORE, BE IT RESOLVED**
that the Salt Lake City Council and Mayor endorse the attached five transparency best practices developed by a University of Utah Honors College Student Think Tank, and commit to continuing the City's efforts to implement these five transparency best practices when possible.
- BE IT FURTHER RESOLVED**
that the Salt Lake City Council and Mayor recognize and commend the students at the University of Utah Honors College for their year-long study of an important public policy issue and for applying their classroom learning in a constructive and practical way to improve our community and the transparency of Salt Lake City government: Alex Boren, Marianne Carpenter, Isabelle Ghabash, Tanner Gould, Lindsay Gren, Niki Harris, Theresa Krause, Candace Oman, Allie Tripp, Tianna Tu, and Think Tank Professors, Randy L. Dryer and Corper James.

TRANSPORTATION *and* MOBILITY

VISION

Salt Lake City residents should have choices in modes of transportation which are safe, reliable, affordable, and sustainable. Residents should reap the value of well-designed transportation systems that connect residents to neighborhoods and the rest of the region.

The City encourages alternatives to motorized-vehicular transportation and making those options more appealing and accessible to visitors and residents.

VALUES

- We support maximizing the accessibility, affordability, and reliability of transportation options into and around the City and support increasing accommodations for non-automotive transportation options.
- We support educational efforts that will help residents make informed choices about the types of transportation they use.
- We support reducing the environmental and health impacts created by vehicle emissions.
- We support efforts that will reduce the need for people to drive alone in vehicles.
- We value the social, economic and health benefits that come from active transportation options such as bicycling and walking.
- Pedestrian and bicycle safety are a high priority and we believe they can be compatible with other modes of transportation.
- We support establishing and maintaining safe routes to schools.
- We value coordinating with transportation agencies and other municipalities to improve the movement of people throughout the city.
- As the population of Salt Lake City and the region increases, land use design decisions should reflect the intention to better accommodate all modes of transportation and focus on the movement of people.

SUSTAINABILITY

VISION

The Council embraces a view of sustainability that measurably changes habits and patterns to use only what is minimally needed for our generation so resources are readily available and, where possible, replenished for future generations. As a City we can affect the amount of natural resources our residents and visitors use, and provide programs or systems that make it possible for visitors and residents to reduce their ecological footprint.

VALUES

- The Council supports establishing greater efficiency in transportation and energy use, expanded choice accessibility of housing options, and reduction of waste.
- The Council supports setting specific, measurable goals to reduce the ecological footprint of the City in areas such as transportation, food, housing and energy.
- The Council supports initiatives that expand a local food economy, create new sources of affordable energy such as wind and solar, and reduce environmental impacts from pollution.
- The Council supports policies that move Salt Lake City and the region ahead in the preservation of natural resources, as well as efforts that improve alternatives to wasteful habits that deplete resources from future generations.
- The Council values efforts that efficiently utilize natural resources, focus on social and human capital, and support biologically-inspired systems to develop solutions.
- The Council values planning for future growth using tools such as land use planning, zoning, acquisition of land, setting growth targets, expanding housing choices and transferring development opportunities within the City that enhance and measurably increase the use of sustainable practices.
- The Council supports efforts to improve the City's infrastructure and educate the public about modifying residential and non-residential structures, in preparation for potential future natural disasters.

PARKS *and* OPEN SPACE

VISION

Salt Lake City is located in a scenic and delicate environment. The City's proximity to the natural environment allows for many active (programmed) and natural (non-programmed) recreational opportunities, including use of parks, trails, gardens and open spaces for its residents and visitors. The City Council strives to balance the desire to provide access to a variety of outdoor open space opportunities throughout the City with the need to be responsible for the protection and management of the City's natural open lands, established ecosystems, wetlands and watershed areas.

VALUES

We value:

- The natural setting that surrounds us, which is as beautiful as it is essential to life. We recognize the delicate balance that exists between humans and nature. The wildlife, habitats, and ecological systems of the mountains, canyons, the Great Salt Lake and its tributaries, including important urban buffers, should be protected.
- The City's proximity to places where people of all ages and abilities can enjoy a variety of outdoor education and recreation opportunities in a variety of settings.
- The preservation of natural areas, accessibility to parks, and enhancement of trail and open space connectivity throughout the City.
- Natural and man-made open space environments that contribute to and promote healthy lifestyles, including air quality, fitness, and overall well-being of residents and visitors.
- Visions and plans which set aside, preserve and protect the many green spaces, parks, trails and natural open space areas we enjoy.
- Input and collaboration of ideas, knowledge, and innovations from the public, scientific and natural resource management stakeholders when acquiring, developing and caring for the City's green spaces.
- High quality maintenance of natural and man-made open spaces that allow SLC residents to continue to enjoy first-rate recreational experiences.
- Maintaining high quality, aesthetically pleasing public spaces, including transportation corridor streetscapes and landscapes. Park strips, medians, and land bordering roads, highways, railway lines, utility corridors and waterways contribute to safer, cleaner, and greener communities.

EDUCATION

VISION

Education is a central building block of strong and stable neighborhoods. The City values education, at all levels, in order to sustain the City's position as the Capital City and center for commerce, supported by strong, stable and vibrant neighborhoods. Education plays a crucial role in providing opportunities for members of the community. The City benefits economically and culturally from educated, lifelong learners who become active, engaged, and positive members of the community.

VALUES

- We value schools and recognize their importance within the existing residential fabric of the neighborhoods within our City.
- We value the need for a partnership between the community, parents, students and educators to foster a learning process that is authentic, interactive, inclusive, continuous, and empowers students to become active and engaged members of the community.
- We value a model of education that cultivates a college, career, and civic-ready environment in Salt Lake City by relying on investment from a variety of sources, and building on resources of family, government, and public and higher education.
- We value the full spectrum of education, from pre-school to higher education, as well as other forms of vocational and professional development and apprenticeship programs. We believe in supporting members of the community in educational pursuits from infancy to adulthood and providing a variety of opportunities for different skill sets.
- We value excellence at every level of our education system and opportunities for every child, regardless of socioeconomic status, from early learning through post-secondary education. We believe that this is key to close the attainment gap and fight systemic poverty in our communities.
- We value educational institutions as centers of innovation for our community, and as central building blocks for neighborhood identity.
- We support collaboration between Salt Lake City government and educational institutions to enhance and improve the delivery of City services to residents, visitors and workers in the Capital City.
- We value providing access for children of all ages to participate in recreational sports, as physical activity is a key component of academic development and promotes healthy, active lifestyles.
- We value partnering with the SLC School District to maximize limited resources and over-crowded City facilities. Utilizing school facilities that may not otherwise be in use at night or on weekends provides greater access to communities for recreational activities.
- We value partnering with various local organizations to provide children of all ages access to and participation in the cultural arts.

(continued on next page)

- We support opportunities for educational growth that bridge the high school-to expert-gap by supporting business-labor apprenticeship programs that provide skills and opportunity to members of our community.
- We value closing the gender achievement gap that exists in higher education in the state, and support programs that would help reduce this gap, including improved counseling services for women, higher education mentoring programs and flexible course offerings and schedules.
- We recognize the value and role of sex education.
- We support the creation and maintenance of safe and reliable routes for a variety of means of transportation, to all levels of educational institutions.
- We recognize our responsibility as a municipal government to partner with educational institutions to provide services such as public safety and quality transportation infrastructure to these institutions.
- We recognize the important contributions that city facilities can provide in fostering educational opportunities for all ages.
- We value the safety and welfare of all students and support the partnering of SLC City government, SLC School District and various local organizations to prevent bullying in our community.

COMPREHENSIVE HOUSING POLICY

INTRODUCTION

As the largest city in Utah and the economic hub of the state, Salt Lake City faces significant housing and population issues. Precipitous increases in land values over the last decade, volatile financial and lending conditions, and escalating construction costs are some of the factors that create barriers to the development of affordable housing. At the same time, a renewed interest in walkable neighborhood commercial centers, increased residential development downtown, and an emphasis on dense, transit-oriented residential projects throughout Salt Lake City offer opportunities for policymakers to capitalize upon as they seek to provide a range of housing choices to meet the desires and needs of residents.

Demographics in the United States are rapidly changing, and Salt Lake City is no exception. Populations are aging, minority communities are growing, and there are more single-parent households and households without children. These seismic shifts require changes in Salt Lake City's housing policies to effectively address today's realities.

PURPOSE

By establishing the Salt Lake City Housing Policy, the Mayor and City Council seek to:

- Foster and celebrate the urban residential tradition;
- Respect the character and charm of predominantly residential districts, including those with historic character and qualities, while also providing opportunities for the provision of local goods and services easily accessed by neighborhoods;
- Promote a diverse and balanced community by ensuring that a wide range of housing types and choices exist for all income levels, age groups, and types of households;
- Develop new housing opportunities throughout the City;
- Ensure that affordable housing is available in all neighborhoods and not concentrated in a few areas of the City;
- Emphasize the value of transit-oriented development, transit accessibility and proximity to services;
- Recognize that residents, business owners, and local government all have a role to play in creating and sustaining healthy neighborhoods;
- Create an appropriate balance of rental and ownership opportunities in neighborhoods without jeopardizing an adequate supply of affordable housing; and
- Strongly incentivize or require the use of green building techniques and sustainability practices in public and private housing developments.

The Mayor and City Council expect this Housing Policy to be considered whenever the City Administration engages in the following activities:

- City and Redevelopment Agency funding assistance
- Zoning and land use planning
- Master planning of neighborhoods
- The creation of economic development incentives

The Housing Policy is a combination of 13 Policy Statements that are detailed below.

POLICY STATEMENTS

1. New Development

New housing development in Salt Lake City should meet the following criteria:

- Be consistent with requirements of the Federal Americans with Disabilities Act, Fair Housing Amendments Act (FHAA), Section 504 of the Rehabilitation Act and the International Building Code.
- Encourage for sale and rental mixed-use and mixed-income projects in areas with established transportation, public infrastructure, and related public services. Encourage mixed-use projects to include some affordable housing units.
- Encourage single-family infill housing, in single-family neighborhoods, to attract middle-income families where appropriate:
- Require architectural designs that are contextually compatible with the surrounding structures and overall fabric of the neighborhood. These designs should:
 - a. Preserve and incorporate open space, even minimal amounts.
 - b. Interface well with public spaces.
 - c. Incorporate energy efficient technologies and design.
 - d. Create quality living environments.
- Provide for realistic parking needs in the least intrusive manner possible in single family neighborhoods.
- Provide aesthetically pleasing and attractive public spaces, such as designated common areas, community centers, community parks, trail networks, bikeways, resident gathering places, and resident/community gardens.

Action items:

- a. Ensure better compatibility with existing neighborhoods for new infill development.
- b. Review the residential and mixed-use zoning regulations for redundancy and consistency to ensure they accurately reflect this policy.
- c. Revise the permitted and conditional use tables to reflect a stronger emphasis on mixed-use development and to limit or prohibit uses that are incompatible with the neighborhood.
- d. Consider developing design standards for buildings in residential and mixed-use zones.
- e. Establish, strengthen and enforce City ordinances mitigating the loss of affordable housing due to development of higher end housing and other facilities.

2. Affordable Housing

Provide affordable housing and homeownership opportunities for residents who make 80% or less of the area median income in Salt Lake City. The City should strive to ensure that affordable housing is available for purchase in Salt Lake City.

Provide affordable rental housing in Salt Lake City for residents who make 80% or less of the area median income. The City should strive to ensure that affordable rental housing is available in Salt Lake City.

A primary purpose of Salt Lake City's Housing Policy is to foster a diverse and balanced community with housing that offers a wide range of choices for all income levels. Accordingly, affordable housing should be available in all neighborhoods and not concentrated in a few areas of the City. Encouraging a variety of low, medium and high density housing developments for all income levels will help to enhance, maintain and sustain livable, viable neighborhoods.

The Council and Mayor recognize that there is a segment of the City's population whose income level and other circumstances may make it difficult to qualify for established housing programs. The City should address housing for this population.

The City, through the Redevelopment Agency (RDA), the Housing and Neighborhood Development division, the Housing Authority of Salt Lake City and successful housing development nonprofit organizations should provide examples of how affordable housing can be built or rehabilitated.

Action items:

- a. Analyze the impacts of fees and current zoning on affordable housing.
- b. Develop an incentive program for housing developers to provide a percentage of affordable housing as part of their overall development.
- c. Preserve and expand, as appropriate, the amount of subsidized and Section 8 housing in the City.
- d. Continue to provide funding for homeownership and affordable rental housing projects with federal funds and housing trust funds.
- e. Investigate inclusionary zoning practices which encourage development of affordable housing.

3. Housing Stock Preservation and Rehabilitation

The City should support the preservation, rehabilitation, and adaptive reuse of existing housing stock to the most practical degree possible.

Action items:

- a. Adequately fund the City's apartment inspection program to promote housing safety and quality.
- b. Adequately fund programs that assist home and apartment owners in rehabilitating and maintaining housing units.
- c. Support reinvestment in existing urban and inner suburban areas.

4. Transit-Oriented Development

The City should support transit-oriented development as well as adequate, reliable public transportation so that residents may easily access employment, goods and services, and housing.

The City should support housing densities, mixed-use and mixed-income projects, parking policies, and pedestrian-oriented urban designs that encourage walking and the use of alternative and public transportation.

Action Items:

- a. Review the residential and mixed-use zoning regulations for redundancy and consistency to ensure they accurately reflect this policy.
- b. Continue to review the permitted and conditional use tables to reflect a stronger emphasis on mixed-use and mixed-income development on an on-going basis.

5. Zoning

The City should evolve its zoning regulations to effectively address the City's changing housing needs.

While the City supports mixed-use development, it also recognizes that there are some zones that are not conducive to residential development.

Action items:

- a. Allow for higher densities and building height, in the form of density bonuses, in affordable multi-family, mixed-income and mixed-use housing developments if the developer incorporates features to minimize potential negative impacts such as buffer landscaping, usable open space, on-site amenities, support services, preservation of existing structures, and underground vehicle parking.
- b. Provide opportunities for the development of newly adopted residential densities.
- c. Allow neighborhood anchor areas or commercial uses that enhance the function of residential neighborhoods and/or are compatible with residential activity.
- d. Allow the flexible application of zoning standards to encourage innovation and creative problem solving in new developments.
- e. Research and adopt an ordinance to allow the Director of Community and Economic Development or the Planning Director the authority to administratively modify zoning requirements up to 10% when specific criteria have been met.
- f. Research inclusionary zoning options that encourage and enhance mixed-use and mixed-income development and rehabilitation.

6. Permitting

The City should review and evaluate the impacts of the building permitting process on proposed residential development.

Action items:

- a. Provide expedited plan review for projects designed as sustainable, high performance buildings, including designs that impact neighborhoods in a positive manner and meets the Mayor's Executive Order, Expedited Plan Review for New Construction and Major Renovation Projects that Meet Certain Sustainable Building Criteria, dated August 22, 2008.
- b. Complete the City's One Stop Shop initiative, which will streamline the permitting process for development and provide seamless customer service at the City and County Building for development related customers. The goal remains co-location of staff responsible for core plan review, thus creating a true One-Stop-Shop for development-related customers. To accomplish this level of customer service, a representative from each of the six groups conducting plan review must be represented in Room 215 at the City and County Building. Space issues and staffing levels must be resolved to realize this goal. Electronic plan review and digitized submittals/records will aid toward this accomplishment.

7. Downtown Housing

Permanent residences in downtown Salt Lake City are a critical part of creating a vibrant, safe, and sustainable Capital City. The urban core should be considered a neighborhood for purposes of housing planning, and the City should expect housing to be available to all income levels downtown.

Action Items:

- a. Conduct an inventory and zoning review of land within the Downtown that could be used for housing sites, and study the feasibility of developing the sites for housing uses.
- b. Explore options for protecting multi-family housing units east of 200 East between South Temple and 400 South and encourage infill development housing east of 200 East.

- c. Permit and encourage retail support services that promote increased residential population and support downtown workers.
- d. Continue pursuit of official City commitment to provide more single room only (SRO) housing to complete spectrum of housing needs.

8. Homeless, Transitional and Special Needs

The provision of temporary and permanent housing options for those who have no other option is a fundamental responsibility of government in modern day society. The City will work with Salt Lake County, the State of Utah, and community partners to assist in providing temporary and permanent housing options to city residents.

Action Items:

- a. Collaborate with the providers of homeless services, neighborhood residents and business owners to create an environment to ensure that a mix of income populations can live, work, flourish together while still providing services to those in need.
- b. Utilize the efforts of the “Long Range Planning for Sheltering Needs of Homeless Persons Committee” in implementing the Countywide ten-year plan to end chronic homelessness.
- c. Continue to support the development of scattered site affordable housing projects with appropriate case management as needed.
- d. Include temporary dwellings, excluding tents, in the definition of transitional housing.

9. Historic Preservation

The City should preserve valued historic structures designated as significant to the cultural or architectural heritage of the City based on an up-to-date historic resource survey.

Action Items:

- a. Complete a City-wide historic resource survey.
- b. Develop a Preservation Plan.
- c. Reevaluate infill ordinances and revise them accordingly.

10. Funding Mechanisms

Housing development is funded through a combination of private and public funds. The City should continue to use best practices to efficiently fund the development of a variety of housing.

Action items:

- a. Increase the housing stock through non-profit and/or for profit partnerships.
- b. Maintain the Salt Lake City Community Housing Plan that outlines annual sources and uses of funds for housing and housing programs.
- c. Maintain public reviews and input relating to use of City housing monies through the City’s Housing Trust Fund Advisory Board, Redevelopment Advisory Committee and the Redevelopment Agency Board.
- d. Establish a permanent funding source for the Housing Trust Fund. Examine options for increasing City resources available to assist in affordable housing development.
- e. Evaluate opportunities to efficiently deliver housing services among service providers.
- f. Fund projects that create quality living environments.

11. Marketing and Education on Housing in Salt Lake City

Residents, developers, government, and social service providers all play a role in educating the public (and each other) about the availability of housing types and the gaps in the housing spectrum. The City can take the lead to ensure that accurate information is conveyed to all stakeholders.

Action Items:

- a. Develop educational programs for developers, community councils, and the public to dispel myths and stereotypes about high density and affordable housing. Topics to be covered in these programs include: density, accessibility and visitability design concepts; affordable housing; and home buyer issues for developers.
- b. Develop public/private partnerships to market housing and educate the public on housing issues.
- c. Invest in marketing programs to highlight Salt Lake City's housing strengths and opportunities.
- d. Utilize market research for the development of aggressive public marketing campaigns to entice area residents to live in Salt Lake City; and to provide guidance for the City, the Redevelopment Agency and the development community in their efforts to develop housing within the city.
- e. Prepare educational information to distribute to the public regarding when a building permit is required.
- f. Continue the development advisory forum that brings together all stakeholders in the development process, including applicants, Housing, Planning, Building, Fire, Engineering, Public Utilities and Transportation Divisions.
 1. Review new/proposed programs and processes.
 2. Offer presentations from specific City department/divisions that may affect the industry and stakeholders.
 3. Provide training in current best practices.
 4. Review changes and additions to city processes that regulate and control development of the built environment.
 5. Include question and answer dialogues.

12. Growth Targets

Salt Lake City's goals for growth are predicated upon the orderly development of additional housing. Accordingly, the City's housing policies must be consistent with overall growth goals.

Action items:

- a. Develop and maintain a citywide plan for attracting population growth in Salt Lake City.
- b. Set and achieve 5-, 10-, and 20-year growth targets that will help maintain the City's status as Utah's largest city. The City should use all available tools to achieve these growth targets including zoning, permitting, marketing, fees and incentives.
- c. Set growth targets for different housing types.

13. City Funded Projects

The preservation and creation of affordable housing are high priorities. The City will continue to provide financial assistance to projects that meet the goals of the Housing Policy.

Requests for City funding will be evaluated based on their consistency with this Housing Policy.



COUNCIL STAFF REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council

FROM: Russell Weeks, Senior Public Policy Analyst

DATE: December 30, 2015 10:37 AM

RE: **Airport Terminal Redevelopment Program Update**

Legislative Sponsor: **Not Required - Informational Only**

PROJECT TIMELINE:
Briefing: Tuesday, January 5, 2016
Public Hearing:
Potential Action:

Council analysis was intentionally not included. Please refer to the Administrative Transmittal.

ATTACHMENTS:

- Administrative Transmittal - Update on the Terminal Redevelopment Program (PDF)
- a1 Update on the Terminal Redevelopment Program (PDF)



SALT LAKE CITY CORPORATION
Airports

CITY COUNCIL TRANSMITTAL

Handwritten signature of David Everitt in blue ink.

David Everitt, Chief of Staff 12/22/2015

Date Received: 12/22/2015
Date Sent to Council: 12/22/2015

TO: City Council
Luke Garrott - Chair

FROM:

SUBJECT: Update on the Terminal Redevelopment Program

STAFF CONTACT: Maureen Riley Maureen.Riley@slcgov.com

COUNCIL SPONSOR:

DOCUMENT TYPE: Information Item

BACKGROUND/DISCUSSION: The Salt Lake City Department of Airports has initiated a \$1.8 billion capital improvement program - the Terminal Redevelopment Program (TRP). The TRP includes a new consolidated terminal, concourses, parking garage, rental car facilities, improved access roadways, a new central utility plant, and other related infrastructure. A Program Management Team (PMT) consisting of about 40 professionals will be engaged under contract to manage the project. As master architect, HOK has overall design responsibility for the TRP and its integrated design team.

Airport staff will provide an update on the progress of the planning and implementation of the TRP.

{LinkedItems}

ATTACHMENTS:

- a1 Update on the Terminal Redevelopment Program (PDF)

Attachment: Administrative Transmittal - Update on the Terminal Redevelopment Program (1507) : Airport Terminal Redevelopment Program

SLC Terminal Redevelopment Program



Overview of Rental Car Facilities Site



**Salt Lake City International Airport
Terminal Redevelopment Program**

December 2, 2015

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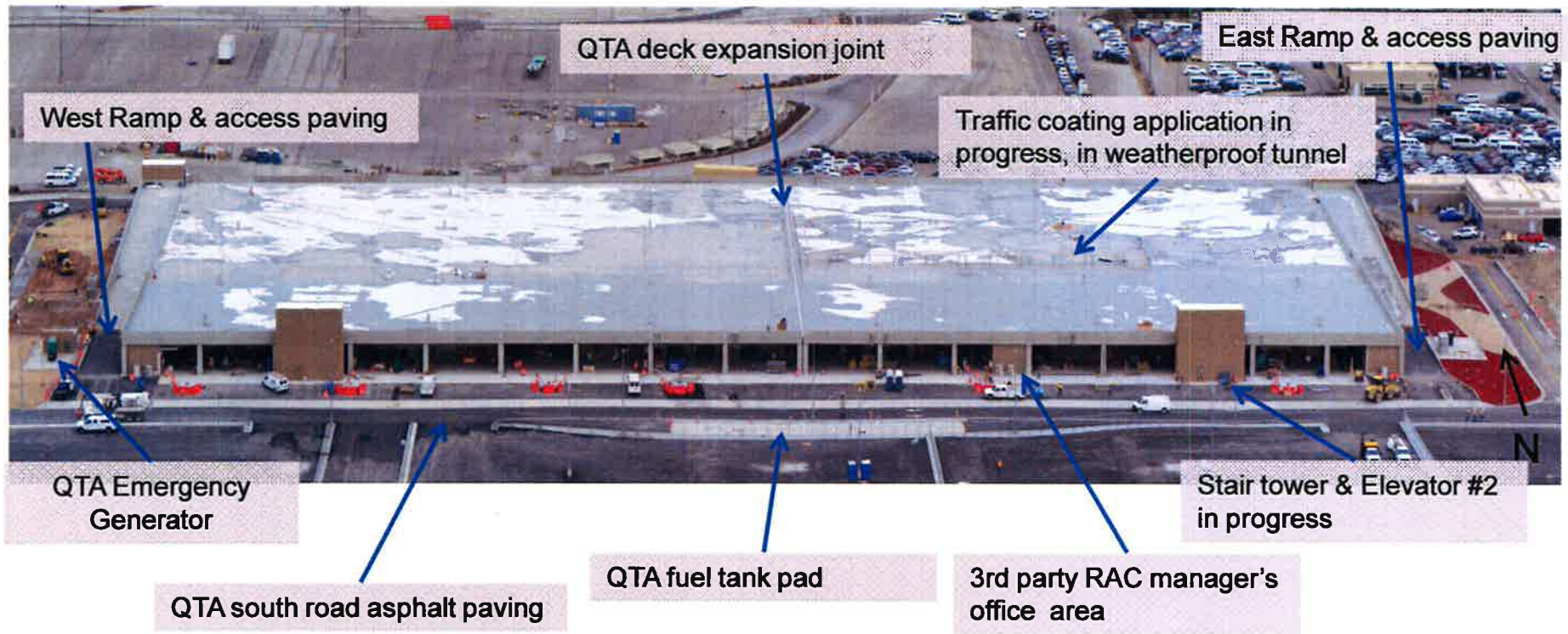
A.7.b

Job Progress Photos

QTA

Completed Scope: QTA ramps pours, Stair installs, sheetrock, Deck and Ramp barrier walls, asphalt paving, IT Room floor tile, emergency generator, RMP permanent power connection.

Ongoing: Deck traffic coating at pour back strips, HVAC and ventilation ductwork, under-deck MEP and fire protection, med. voltage power equipment, elevator installation, car washes, vacuum system, washer fluid fueling system, compressed air systems, restroom ceramic tiling and restroom fixtures, painting, and lighting. IT work.



QTA Site

Job Progress Photos

Completed Scope: RMP permanent power, landscaping.

Ongoing: MEP panel wiring, FP, restroom tiling and fixtures, painting, doors, glass and glazing, doors, ceiling grid and security fencing, site lighting, IT Room network and communications.

RSS "A"



RSS "A" Site

Job Progress Photos

RSS "B"

Completed Scope: RMP permanent power, landscaping.

Ongoing: MEP panel wiring, FP, restroom tiling and fixtures, painting, doors, glass and glazing, doors, ceiling grid and security fencing, site lighting, IT Room network and communications.



RSS "B" Site

Job Progress Photos

RSS "C"

Completed Scope: Roofing, metal wall framing, insulation, sheetrock, paving, and work bay roll-up doors.

Ongoing: MEP panel wiring, FP, restroom tiling and fixtures, painting, doors, glass and glazing, doors, ceiling grid and security fencing, site lighting, IT Room network and communications.



RSS "C" Site

Job Progress Photos – Inside the RSS Buildings



RSS SLDCA IT Room Fiber Splicing



Interior Progress in RSS 'A' Admin Area



Interior Progress in RSS 'B' Admin Area



Work Bay Progress in RSS 'C'

Job Progress Photos – Beneath the QTA Deck



Installing Ceramic Tile in QTA West Locker Room/Restroom



QTA Carwash Equipment Installation in the Westernmost Bay



QTA Admin Build-out, HVAC Ducts & Returns, and Lighting



Pre-Functional Check for Fueling System

Job Progress Photos – Site



QTA East Ramp Completed and Approach Road Paved.



Asphalt Paving at RSS 'A' Parking Area.

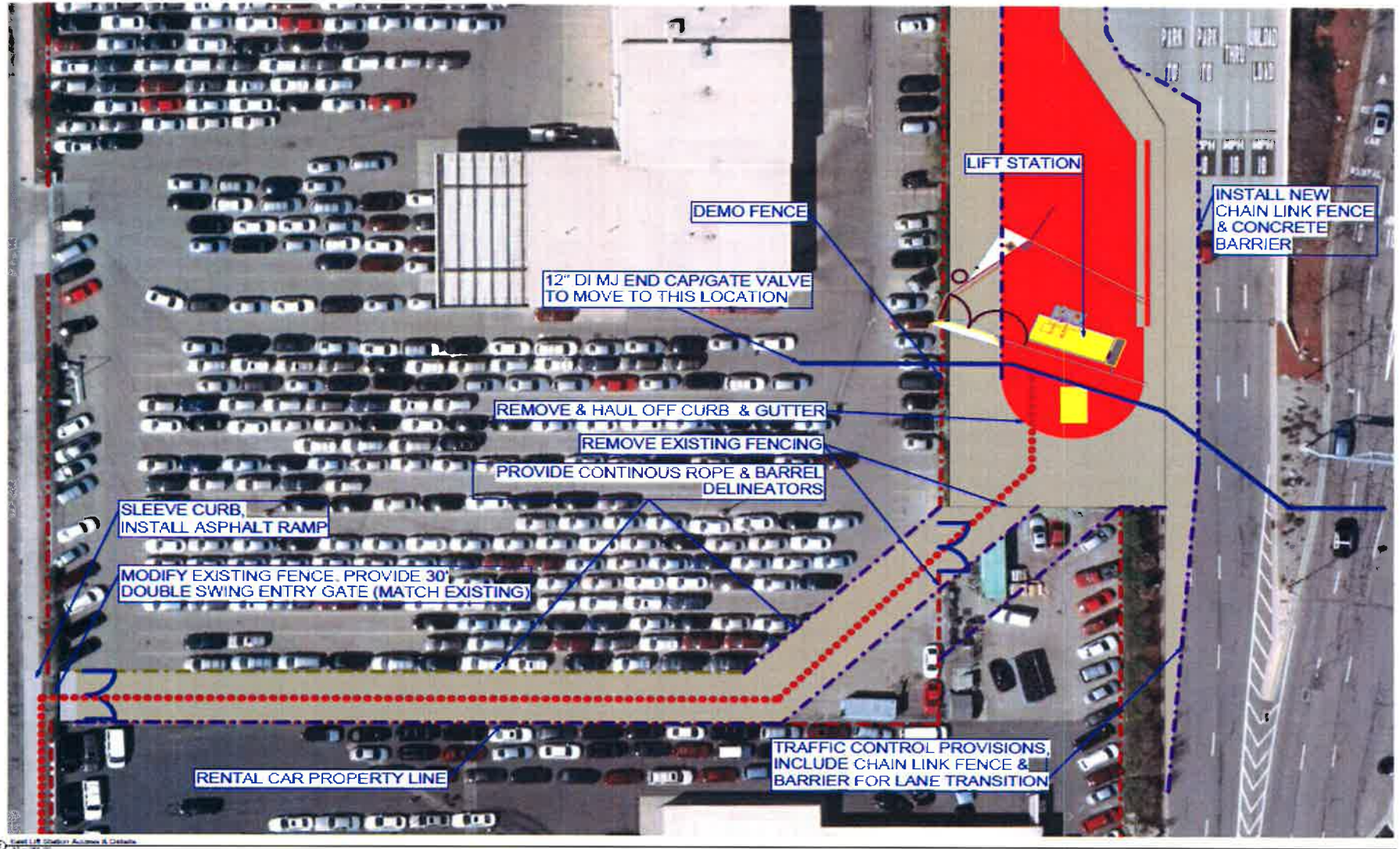


East Lift Station Piping across the Entrance Road.

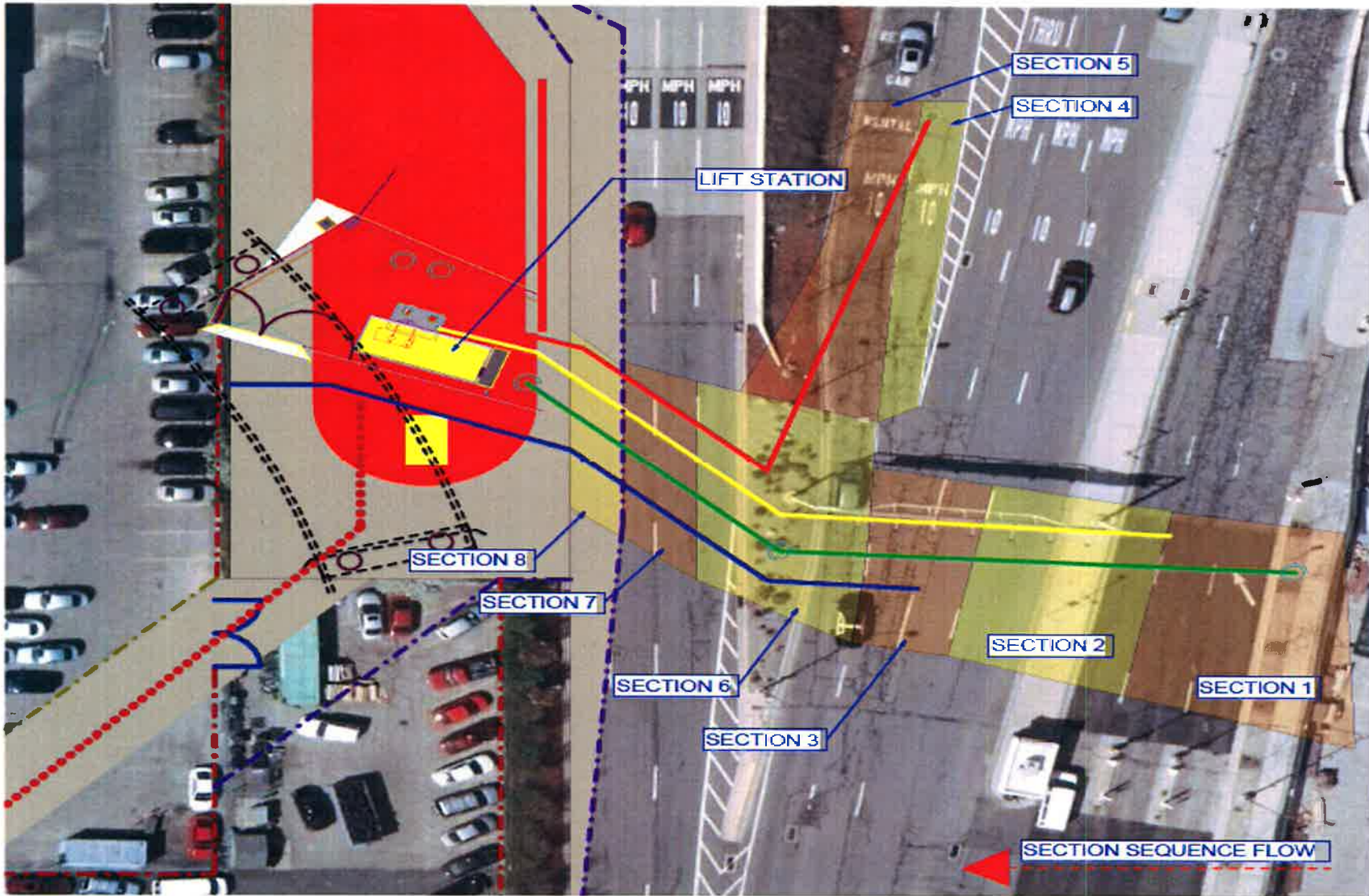


QTA East Side Landscaping Complete.

Current and Near Term Phasing East Lift Station



Current and Near Term Phasing East Lift Station



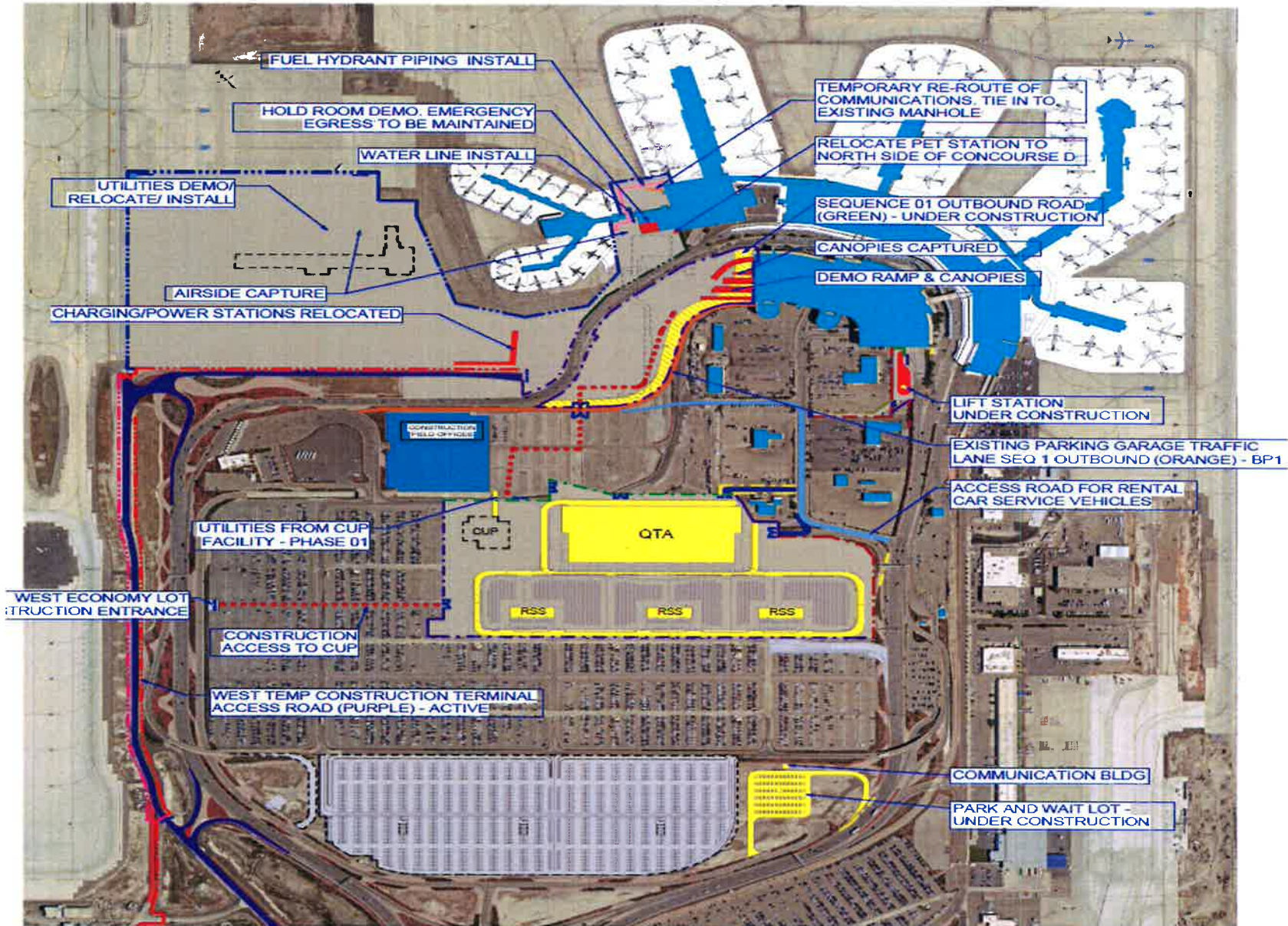
Terminal Drive / Airport Road Crossing
1118' x 124'



Next Phase – Early Activities



Current and Near Term Phasing East Lift Station





COUNCIL STAFF REPORT

CITY COUNCIL *of* SALT LAKE CITY

TO: City Council

FROM:

DATE: December 29, 2015 12:05 PM

RE: **Utah Open Meetings Law Training**

Legislative Sponsor: **Not Required -
Informational Only**

PROJECT TIMELINE:
**Briefing: Tuesday, January 5,
 2016**
Public Hearing:
Potential Action:

Council analysis was intentionally not included. Please refer to the Attorney's Office presentation.

CITY COUNCIL OF SALT LAKE CITY
 451 SOUTH STATE STREET, ROOM 304
 P.O. BOX 145476, SALT LAKE CITY, UTAH 84114-5476

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 Updated: 12/29/2015 12:05 PM

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 KYLE LAMALFA | DISTRICT 2 || STAN PENFOLD | DISTRICT 3 || ERIN MENDENHALL | DISTRICT 5 ||
 CHARLIE LUKE | DISTRICT 6 || LISA R. ADAMS | DISTRICT 7 ||

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COUNCIL STAFF REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council

FROM:

DATE: December 30, 2015 5:23 PM

RE: **Government Records Access and Management Act (GRAMA) Training**

Legislative Sponsor: **Not Required - Informational Only**

PROJECT TIMELINE:
Briefing: Tuesday, January 5, 2016
Public Hearing:
Potential Action:

Council analysis was intentionally not included. Please refer to the Recorder's Office presentation.

ATTACHMENTS:

- Council Meeting GRAMA PowerPoint Presentation (Jan 5, 2016) (PDF)
- GRAMA Presentation (PDF)
- Email Management Chart (PDF)
- E-Mail Best Practices Article (PDF)
- Meeting Changing Information (PDF)

CITY COUNCIL OF SALT LAKE CITY
 451 SOUTH STATE STREET, ROOM 304
 P.O. BOX 145476, SALT LAKE CITY, UTAH 84114-5476

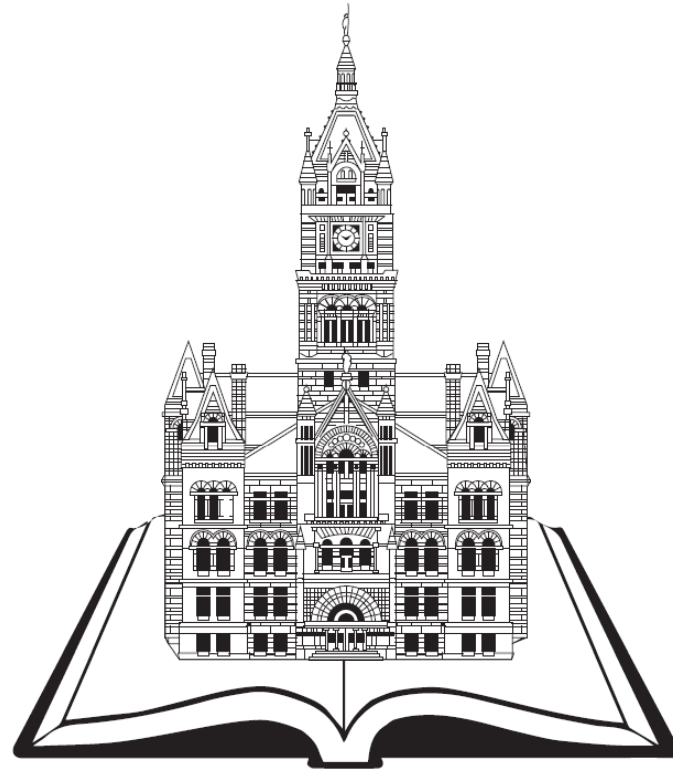
www.slccouncil.com/agenda
 TEL 801-535-7600 FAX 801-535-7651
 Updated: 12/30/2015 5:23 PM

LUKE GARROTT | DISTRICT 4 | COUNCIL CHAIR || JAMES ROGERS | DISTRICT 1 | COUNCIL VICE CHAIR ||
 KYLE LAMALFA | DISTRICT 2 || STAN PENFOLD | DISTRICT 3 || ERIN MENDENHALL | DISTRICT 5 ||
 CHARLIE LUKE | DISTRICT 6 || LISA R. ADAMS | DISTRICT 7 ||

Item 9 Page 1 of 1

Packet Pg. 185

Government Records Access Management Act (GRAMA)



Salt Lake City Council Meeting January 5, 2016



Office of the
City Recorder

Government Records Access Management Act (GRAMA)

Utah Enacted GRAMA Law in 1991

Legislative Intent

1. The Public's right of access to information
2. The individuals right to privacy



Office of the
City Recorder

Government Records Access Management Act (GRAMA)

Classifications

- Public
- Private
- Controlled
- Protected



Office of the
City Recorder

Government Records Access Management Act (GRAMA)




Recorder's Office - Public Records System


Recorder

- Recorder Home
- Local Opinion Question
- Records Information
- Mutual Commitment Registry
- Recognized Community Organizations
- Contact Us
- Public Records System

My Quick Links

- Online Jobs Center
- Court Payments
- Pay Water Bill
- Citizen Access Portal
- + LINK - LINK

Search Existing Information Sites 
Search for records available online before submitting a request

Search Information About GRAMA 
Click to view top questions

Submit Records Request (GRAMA) 
Any request for information is considered a public record and your request may be made public

View My Records Requests
Check status of your previously submitted requests

View Public Records Archive
Review past published requests

Powered by 



Salt Lake City GRAMA Request Procedure

Government Records Access Management Act (GRAMA)

City's Response Procedure

- **10 Business Days**

all requests

- **5 Business Days**

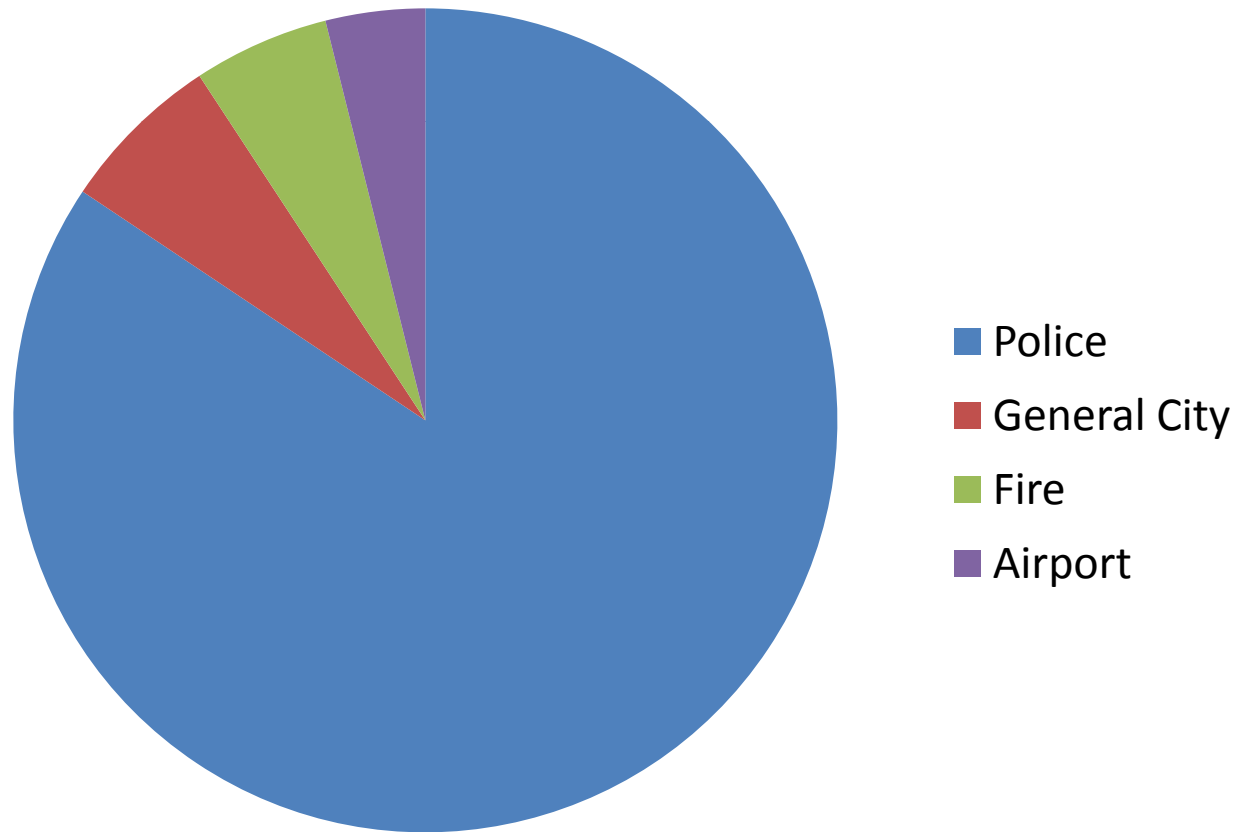
expedited from the media



Office of the
City Recorder

Government Records Access Management Act (GRAMA)

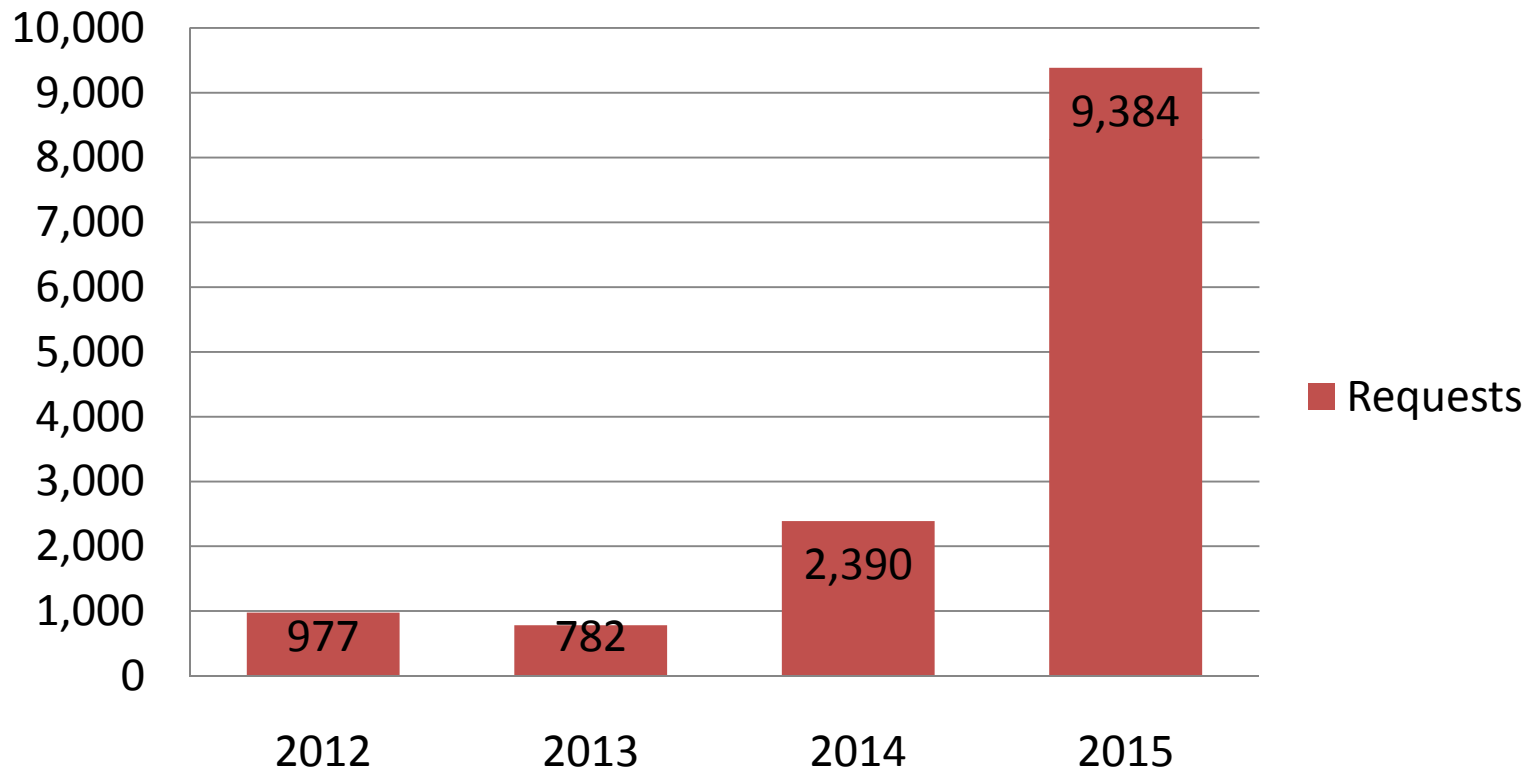
2015 GRAMA Requests Total 9,384



Office of the
City Recorder

Government Records Access Management Act (GRAMA)

GRAMA Requests Increasing



Office of the
City Recorder

Government Records Access Management Act (GRAMA)

CITY RECORDS		
For questions regarding Records fees contact: 801.535.7671		
Service	Fee	Additional Information
Copies of Records		
Employee time	Not more than \$11.00	Per hour minus the first 15 minutes, compiling records as listed in Section 2.64.040
Paper photocopies	Not more than \$0.10	Per copy
Copy to Computer readable format	Not more than \$11.00	No more than cost of recording media and hourly staff time.
Size C blueprint	Not more than \$1.00	Per copy
Produced on a microfilm printer (silver paper)	Not more than \$2.00	Per copy
From microfilm (plain paper)	Not more than \$0.10	Per copy
From a photograph	Not more than \$5.00	Per copy
Tapes or discs	Media cost \$1.25, plus \$11.00/hour for employee time	Media plus employee time
Traffic accident reports	\$5.09	Not more than the fee charged by the State of Utah for similar reports
Mylar or Vellum Prints		
24" x 36"	Not more than \$6.00	
Larger than 24" x 36"	Not more than \$2.00 per square foot	
National Fire Incident Report (NFIR)	\$16.00	Per request, form, or property incident search report.
EMS Medical Report	\$16.00	Per Quantity (2 per month)
Police Reports	\$5.09	Per Report
Dispatch Recordings/ Video Footage	\$12.20	Per Report/per Disc May include additional charge for Media and employee time if over 1 hour (\$11.00 + \$1.25)
Police Photos CD	\$10.17	Media plus employee time
Justice Court		
Employee time	\$21.00	Per hour minus the first 15 minutes
Paper photocopies	Not more than \$0.25	Per copy



Office of the
City Recorder

Government Records Access Management Act (GRAMA)

Denials and Appeals

- *30 business days to appeal a denial*
- *5 business days once notice of appeal is received*
- *Requester may appeal decision to:*
 - *State Records Committee*
 - *District Court*



Office of the
City Recorder

Government Records Access Management Act (GRAMA)

Benefits of a Retention Schedule

- *Cornerstone of any successful records management program*
- *Defines the record & states how long the record is to be kept*
- *Sanctioned by the State*
- *Reduces number of records stored*
- *Reduces costs associated with litigation*
- *Controls the volume of records*
- *Improves speed and accuracy of records retrieval*
- *Facilitate access to valuable information*



Office of the
City Recorder

Government Records Access Management Act (GRAMA)



Office of the
City Recorder

Government Records Access Management Act (GRAMA)

E-mail










- Delete junk/non-record mail immediately
- Sort through business related e-mail often
- Create a filing system within your inbox
- Use a meaningful subject line



Office of the
City Recorder

Government Records Access Management Act (GRAMA)

Theoretical file configuration

	HISTORICAL (Council Biography, City History)	Perm
	PUBLICATIONS (Council Policy & Procedures, Surveys, Project Studies, etc.)	Perm
	EXECUTIVE CORRESPONDENCE	Perm
	TRANSITORY CORRESPONDENCE	1 year or until need ends
	ADMINISTRATIVE CORRESPONDENCE	7 years
	CITY COUNCIL AGENDAS & PACKETS	Perm
	COUNCIL BUSINESS FILES	10 years or until need ends
	OFFICE INFORMATION	1 year or until need ends
	OTHER	Until need ends



Office of the
City Recorder

Government Records Access Management Act (GRAMA)

What does success look like?

- Making Records & Information awareness a Citywide priority
- Frequent Education/Communication
- Maintaining up-to-date & business-applicable retention schedule
- Collaborate to understand concerns about records management
 - IMS
 - Legal
 - Compliance
 - Risk
- Realize Cost Savings & efficiency opportunities
- Improved searching and sharing with our citizens
- Metrics to measure compliance with City Policy



Office of the
City Recorder

Government Records Access Management Act (GRAMA)



Questions/Feedback



Office of the
City Recorder

63G-2 Government Records Access Management Act (GRAMA)

Defines what information is accessible to the public and what information can be restricted.

Background

The Legislative intent of the Government Records Access and Management Act recognizes two constitutional rights:

- The public's right of access to information concerning the conduct of the public's business; and
- The right of privacy in relation to personal data gathered by governmental entities.

GRAMA specifies that "all records are public unless otherwise expressly provided by statute."

GRAMA categorizes information found in government records into four areas and stated that records that *are not public* are designated as either "*private*", "*protected*," or "*controlled*."

63G-2-103(22) What is a Record?

"Record" is defined very broadly, to include almost any documents or electronic records prepared or possessed by the City.



63G-2-201 Right to inspect records and receive copies of records

Persons have the right to inspect (free of charge) and take a copy of a public "record". The City may not use the physical form, electronic or otherwise, of a record to deny, or unreasonably hinder the rights of a person to inspect and receive a copy of a record.

Providing Records in a Particular Format

Upon request, the City must provide a record in a particular format if:

- The City is able to do so without unreasonably interfering with its duties and responsibilities;
- The requester agrees to pay the City for providing the record in the requested format.

Electronic copies

Under some circumstances, the City may provide access to an electronic copy of a record in lieu of providing access to its paper equivalent.

Things the City is Not Required to Do

- create a record;
- compile, format, manipulate, package, summarize, or tailor information;
- provide a record in a particular format not currently maintained by the City;
- unreasonably duplicate prior records requests from that person; or
- fill a person's records request if the record is publically accessible

63G-2-202 Providing Private, Controlled, or Protected Records

Under some circumstances, the City must disclose private, controlled, or protected records.

63G-2-302 Records are classified into four different areas:



Public Records that must be Disclosed (this list is not exhaustive and should not be used to limit access to records).

- Names, gross compensation, job title, job description, business address, business e-mail address, business telephone number, number of hours worked per pay period, dates of employment, relevant education, previous employment, and similar job qualifications of a current or former City Employee
- Final interpretations of Statutes or Rules
- Police Initial Contact Reports (usually)
- Contracts (usually)
- Minutes or report of the open portion of a public meeting
- Administrative staff manuals and Statements of policy
- Records of the receipt or expenditure of funds by the City
- Drafts that are circulated outside of City government or other governments
- Arrest warrants
- Search warrants
- Records relating to fromal charges or disciplinary actions against a past or present City employee if:
 - *The disciplinary action has been completed and all administrative appeals periods have expired; and*
 - *The charges were sustained.*
- Final audit reports
- Business licenses

CONFIDENTIAL

Classes of Non-Public Records

63G-2-302 Private

- Medical information;
- Records about past or current City Employees (or applicants for City employment) that would reveal home address or telephone number, social security number, insurance coverage, marital status, or payroll deductions;
- Employment records concerning past or current City employees;
- Records concerning an individual's finances (with some exceptions); and
- Data on individuals if disclosure would constitute a "clearly unwarranted invasion of personal privacy."

63G-2-304 Controlled

Contain personal information (limited to records which contain medical, psychiatric, or psychological data).

63G-2-305 Protected

Contain information that is restricted in the public interest.

- Trade secrets (if the person makes a claim of business confidentiality)
- Certain commercial or non-individual financial information
- Records, the disclosure of which, would impair City procurement proceedings (except that bids are public after they have been awarded and the contract signed)
- Records that would identify real property (or its appraised or estimated value) under consideration for acquisition by the City (with some exceptions)
- Records related to the sale, exchange, lease, or rental of property that would reveal its appraised or estimated value (with some exceptions)
- Records maintained for civil, criminal, or enforcement purposes, or audit purposes, or for discipline purposes if disclosure would interfere with investigations or reasonably could be expected to disclose the identity of confidential sources
- Records subject to attorney-client privilege.
- Records, the disclosure of which, could jeopardize the life or safety of a person or the security of government property
- Drafts (unless otherwise classified as public)
- Minutes or reports of the closed portion of the meeting of the public body
- Settlement negotiations (not final settlements)
- Names of donors to the City who want to remain anonymous
- An individual's home address, home telephone number, and personal mobile phone number (under certain circumstances).

63G-2-204(1)-(2) Request Procedure

Records requests must be in writing and must contain the requester's:

- Name
- Mailing address
- Daytime telephone number (if available); and
- A description of the record that identifies the record with reasonable specificity.

Salt Lake City has a specific GRAMA Request Form and an on-line submittal/payment/receive portal (<http://www.slcgov.com/recorder/recorders-office-public-records-system>). Other than the portal, these requests are commonly received by letter, in-person, or via fax.

Most commonly, requests not directed to a particular department go to the City Recorder's Office, which then forwards them to the correct departments. When requests come in on-line, there is workflow established to route the request to the appropriate area of the City based on the "Public Record Desired" content identifier.

63G-2-204(3) City's Response Procedure

Generally, the City must grant or deny the request *within 10 business days*.

- The City must respond within five business days if the requester demonstrates that an expedited response benefits the public rather than the requester.
- If a requester asks for an expedited response, the City must review the request, and within five business days notify the requester if the City has determined that the request does not benefit the public and therefore the response will not be expedited.
- Requests from the media are presumed to be for the benefit of the public.

63G-2-204 Under “extraordinary circumstances”

The City may delay approval or denial for an additional period. Some of those circumstances include:

- The request is for a voluminous quantity of records.
- The requester seeks a substantial number of records in requests filed within five working days of each other.
- The City is currently processing a large number of records requests.
- The request requires the City to review a large number of records to locate the records requested.

63G-2-204(8) Failure to provide the records or issue a denial on time is the equivalent of a denial of access.

63G-2-205 Denials

If the City denies the request, it must provide a notice of denial to the requester.

The notice of denial must contain the following:

- A description of the record or portions of the record to which access was denied (without disclosing private, controlled, or protected information);
- Citations to the provisions of GRAMA or other law that exempt the record from disclosure;
- A statement that the requester has the right to appeal the denial to the City’s Chief Administrative Officer; and
- The time limits for filing an appeal, and the name and business address of the City’s Chief Administrative Officer.

63G-2-206 Sharing Records

Under certain circumstances, the City may share nonpublic records with other governmental entities. Such other entities must treat the documents with the same level of confidentiality as does the City.

63G-2-401; 2.64.050) Appeals

Any person aggrieved by the City’s access determination, may, within 30 calendar days, appeal the determination to the City’s Chief Administrative Officer (currently, the Mayor’s Chief of Staff) by filing a Notice of Appeal.

This includes an appeal of the City’s claim of a right to delay a response due to extraordinary circumstances.

The Chief Administrative Officer is required to make a decision within five business days. A failure to make a determination within that time frame constitutes a denial of the appeal.

The requester may make a further appeal to the State Records Committee or State District Court.

63G-2-801 Criminal Penalties

It is a Class B misdemeanor to either:

- Intentionally disclose a record that shouldn’t be disclosed, or
- Intentionally refuse to disclose a record that is required by law to be disclosed.

63G-2-203; 2.64.040 Charges and Fees

The City may impose the following charges on the requester of a record:

(Consolidated Fee Schedule)

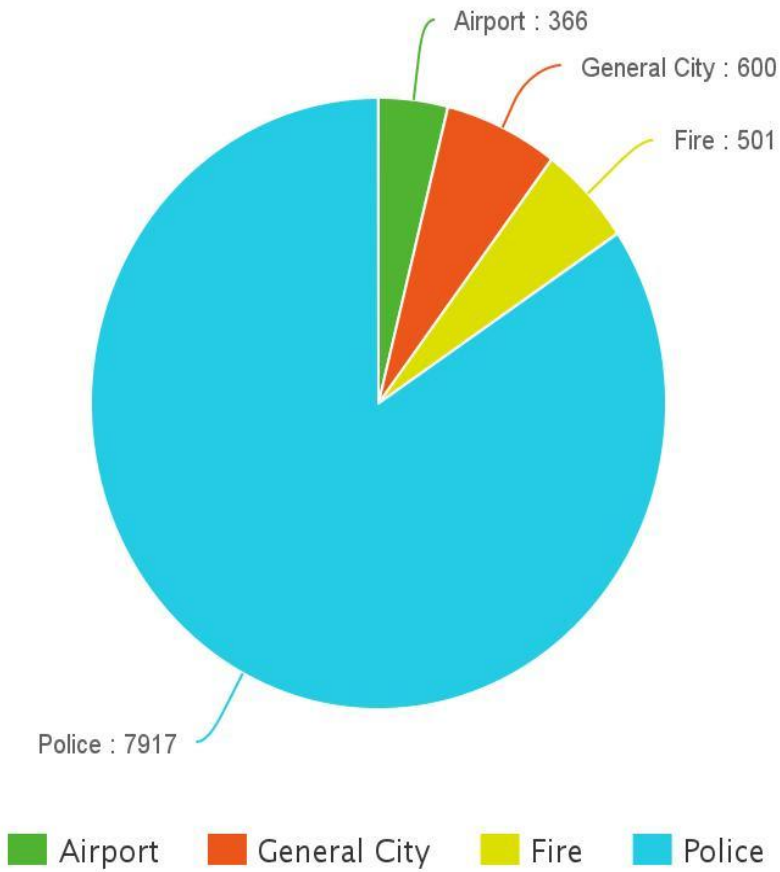
CITY RECORDS		
For questions regarding Records fees contact: 801.535.7671		
Service	Fee	Additional Information
Copies of Records		
Employee time	Not more than \$11.00	Per hour minus the first 15 minutes, compiling records as listed in Section 2.64.040
Paper photocopies	Not more than \$0.10	Per copy
Copy to Computer readable format	Not more than \$11.00	No more than cost of recording media and hourly staff time.
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From a photograph	Not more than \$5.00	Per copy
Tapes or discs	Media cost \$1.25, plus \$11.00/hour for employee time	Media plus employee time
Traffic accident reports	\$5.09	Not more than the fee charged by the State of Utah for similar reports
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Police Photos CD	\$10.17	Media plus employee time
Justice Court		
Employee time	\$21.00	Per hour minus the first 15 minutes
Paper photocopies	Not more than \$0.25	Per copy

The City may not charge a fee for reviewing a record to determine whether it is subject to disclosure; and inspecting a record.

The City may require payment of past fees and future estimated fees before beginning to process a GRAMA request if: the fees are expected to exceed \$50; or the requester has not paid fees from previous requests.

GRAMA INFORMATION

2015 YTD GRAMA REQUESTS BY TYPE
TOTAL 9,384



meta-chart.com

INTERESTING GRAMA STATISTICS:

2012 – 977 requests	8% provided past the 10-day requirement.
2013 – 782 requests	3% provided past due.
2014 – 2,390 requests	39% provided past due.
2015 – 9,384 YTD	14% provided past due.

- **The increase in requests and increase in information Terabytes has slowed the ability to easily respond to these requests.**
- **About 50% of City GRAMA requests go to Police, with Airport, Fire, and General City each sharing the remaining 50% almost evenly.**

Attachment: GRAMA Presentation (1515 : Government Records Access and Management Act (GRAMA) Training)

Salt Lake City Ordinance

Amended Salt Lake City Code Chapter 2.64 to replace provisions relating to access to City Records with direct applicability of Utah's Government Records Access & Management Act.

What this did:

- Scheduling for retention shall be conducted under the supervision of the City Recorder, who shall be assisted, as necessary, by the Records Committee.
- Retention guidelines shall be prepared and promulgated by the Records Committee.
- Fees shall be charged according to the Salt Lake City consolidated Fee Schedule.
- If the City denies a request for City records in whole or in part, the requester has the right to appeal the denial within thirty (30) days to the City's Chief Administrative Officer.
- Each department and the City Council Office shall appoint a records representative to assist with and be directly responsible for their records.
- The office of the City Recorder shall be considered the formal and official repository of City records, including historical records.

2013 All City (formerly unique) Records Retention Schedules UPDATED

A retention schedule is a listing of the types of records kept by the City and the period of time the records are kept.

Schedules are based on the **value** as an *administrative, fiscal, legal, or historic* record.

Salt Lake City originally created its own unique retention schedule. The Retention Schedule was updated to conform with the Utah State Archives Municipal General Retention Schedule. There were only a handful of "unique" records series remaining after this review that could deviate from the referenced schedule.

Chapter 2.64 - CITY RECORDS

2.64.010: PURPOSE:

2.64.020: ACCESS TO PUBLIC RECORDS:

2.64.030: RETENTION OF RECORDS:

2.64.040: FEES OR CHARGES FOR RECORDS SERVICES:

2.64.050: APPEALS TO CITY'S CHIEF ADMINISTRATIVE OFFICER:

2.64.060: CITY'S RECORDS COMMITTEE:

2.64.070: DEVELOPMENT OF POLICIES AND GUIDELINES RELATING TO RETENTION AND MAINTENANCE OF CITY RECORDS:

2.64.080: RECEIVING, STORING AND PRESERVING CITY RECORDS:

2.64.090: COMPUTERIZED RECORDS:

2.64.100: ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:

2.64.110: DISCIPLINARY ACTION FOR KNOWING VIOLATION OF THIS CHAPTER:

2.64.010: PURPOSE:

- A. The purpose of this chapter is to provide, consistent with applicable state and federal law, criteria and procedures relating to the records practices of the city including: management and retention of city records and amendment to city records.
- B. The city has decided not to adopt an ordinance relating to classification, designation, access, denials, and appeals concerning city records as permitted by Utah code section 63G-2-701(1)(a). The provisions of the Utah government records access and management act, Utah code section 63G-2-101 et seq., or its successor provision directly govern.
- C. It is the intent of the city to:
1. Maintain and preserve accurate records;
 2. Provide, on request, access, within a reasonable time and at a reasonable cost, to city records which are defined by law as open to the public; and
 3. Retain the security of city records; and records to which access is restricted pursuant to a court rule, Utah statute, federal statute, or federal regulation. (Ord. 13-13, 2013)

2.64.020: ACCESS TO PUBLIC RECORDS:

Access to city records is governed by the Utah government records access and management act, Utah code section 63G-2-101 et seq., or its successor provisions. (Ord. 13-13, 2013)

2.64.030: RETENTION OF RECORDS:

All city records and records series shall be evaluated, designated, classified and scheduled for retention consistent with the provisions of this chapter, the Utah public records management act, Utah code section 63A-12-100 et seq., or its successor provision, and applicable state and federal law. Scheduling for retention shall be conducted under the supervision of the city recorder, who shall be assisted, as necessary, by the records committee which is established in section [2.64.060](#) of this chapter, or its successor. Retention guidelines shall be prepared and promulgated by the records committee. (Ord. 13-13, 2013)

2.64.040: FEES OR CHARGES FOR RECORDS SERVICES:  

A. A fee, as shown on the Salt Lake City consolidated fee schedule, may be charged for paper to paper photocopying.

A fee, as shown on the Salt Lake City consolidated fee schedule, may be charged for the following employee's time; however, no charge may be made for the first quarter hour of said time:

1. The staff time incurred for summarizing or compiling the record into an organization or media to meet the person's request;
 2. The staff time incurred for search, retrieval, and other direct administrative time incurred for complying with a request; and
 3. In the case of a record that is the result of computer output other than word processing, the actual incremental staff time incurred in providing the electronic services and products together with a reasonable portion of the staff time associated with formatting or interfacing the information for particular users, and the administrative time as set forth in subsections A1 and A2 of this section or its successor.
- B. 1. A fee, as shown on the Salt Lake City consolidated fee schedule, may be charged for copies of traffic accident reports of not more than the fee charge for similar reports by the state of Utah.
2. A fee, as shown on the Salt Lake City consolidated fee schedule, may be charged for mylar or vellum prints twenty four inches by thirty six inches (24" x 36").
 3. A fee, as shown on the Salt Lake City consolidated fee schedule, per square foot may be charged for prints made on mylar or vellum sheets larger than twenty four inches by thirty six inches (24" x 36").
 4. A fee, as shown on the Salt Lake City consolidated fee schedule, may be charged for a copy of a size C blueprint.
 5. A fee, as shown on the Salt Lake City consolidated fee schedule, may be charged for a copy produced on a microfilm printer which utilizes silver paper.
 6. A fee, as shown on the Salt Lake City consolidated fee schedule, may be charged for a copy made from microfilm utilizing a plain paper printer.
 7. A fee, as shown on the Salt Lake City consolidated fee schedule, may be charged for a copy from a photograph.
 8. A fee, as shown on the Salt Lake City consolidated fee schedule, may be charged to copy recording tapes or, to copy computer readable records to a computer readable form (e.g., disks). (Ord. 13-13, 2013)

2.64.050: APPEALS TO CITY'S CHIEF ADMINISTRATIVE OFFICER:  

Pursuant to Utah code sections 63G-2-205(2)(c) and 63G-2-401 or their successor provisions, if the city denies a request for city records in whole or in part, the requestor has the right to appeal the denial within thirty (30) days to the city's chief administrative officer. (Ord. 13-13, 2013)

2.64.060: CITY'S RECORDS COMMITTEE:  

- A. The city recorder's office shall oversee and coordinate the city's records management and archives activities in compliance with the Utah public records management act, Utah code section 63A-12-100 et seq., or its successor provisions and other applicable state and federal laws.
- B. There is created the records committee, to be chaired by the city recorder or designee. Members of the records committee shall include, but not be limited to, the city recorder or designee, a representative from each department, a representative from the mayor's office and a representative from the city council office. The records committee shall meet periodically, as determined by the records committee, and the city recorder or designee. Records of the records committee shall be maintained by the city recorder's office.
- C. Each department and the city council office shall appoint a records representative to assist with and be directly responsible for the implementation of this chapter regarding their records. Regular training shall be coordinated under the direction of the records committee.
- D. The records committee shall develop, as needed, records management policies and procedures to govern and implement the provisions of this chapter, the Utah public records management act, Utah code section 63A-12-100 et seq., or its successor provisions and other applicable state and federal laws. Approval and promulgation of records policies and procedures shall be in accordance with the provisions of this chapter, the Utah public records management act, Utah code section 63A-12-100 et seq., or its successor provisions and other applicable state and federal laws. Copies of all rules and policies promulgated under this chapter shall be forwarded to the Utah state division of archives. (Ord. 13-13, 2013)

2.64.070: DEVELOPMENT OF POLICIES AND GUIDELINES RELATING TO RETENTION AND MAINTENANCE OF CITY RECORDS:  

- A. The records committee shall develop implementation policies and guidelines relating to the retention and maintenance of city records. Records maintenance policies and procedures shall be developed to ensure that due care is taken to maintain and preserve city records. Policies and regulations regarding types and formats of papers, inks, electronic media, and other records and information storage media, materials, equipment and techniques shall be developed and promulgated by the records committee.
- B. Property rights to city records may not be permanently transferred from the city to any private individual or entity, including those legally disposable as obsolete city records. This prohibition does not include the providing of copies of city records otherwise produced for release or distribution under this chapter. (Ord. 13-13, 2013)

2.64.080: RECEIVING, STORING AND PRESERVING CITY RECORDS:  

It is the responsibility of the city recorder to receive, store and preserve city records and to store in compliance with this chapter. Policies and guidelines regarding the nature of records and record series which are to be received and stored by the city shall be developed and promulgated by the city recorder. The office of the city recorder shall be considered the formal and official repository of city records including historical records. (Ord. 13-13, 2013)

2.64.090: COMPUTERIZED RECORDS:  

- A. The city retains and reserves to itself the right to use any type of nonverbal or nonwritten formats to store, maintain or retrieve city records which are not prohibited by state statute, and does not compromise legal requirements for record storage, retrieval, security and maintenance.
- B. All data retained on computer, data processing or electronic information systems shall be kept and maintained with due diligence to protect the security of any record which is considered nonpublic under this chapter. The records committee shall develop policies and regulations regarding the nature and duration of the storage of any public or nonpublic record, contained or stored upon nonwritten formats or data processing systems. (Ord. 13-13, 2013)

2.64.100: ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:  

Reasonable accommodations regarding access to city records shall be provided to persons with disabilities in accordance with policies developed under this chapter. (Ord. 13-13, 2013: Ord. 85-94, 1994)

2.64.110: DISCIPLINARY ACTION FOR KNOWING VIOLATION OF THIS CHAPTER:  

A city employee who knowingly refuses to permit access to records in accordance with the act and this chapter, or who permits access to nonpublic records knowing that such access is prohibited, or who knowingly, without authorization or legal authority, disposes of, alters, or removes records or allows other persons to do so in violation of the provisions of the act, this chapter, or other law or regulation, may, in addition to the penalties established in the act, be subject to disciplinary action, including termination. (Ord. 13-13, 2013: Ord. 85-94, 1994)

The intent of this briefing is to review the basics of GRAMA as well as go over Records in general and share helpful information and tips.

The City Council requested information about managing E-mails.

Salt Lake City has a duty to ensure that documents are retained and destroyed in a legal and responsible manner. Keep in mind that an e-mail “is not a record unto itself” and an e-mail system “is not a records management system or a filing system”. Records retention does not apply to the e-mail system, *what counts are the records within*.

E-mail should be managed the same way we manage our paper records...by subject, contract, project, program, policy, or other business function.

The method of delivery (i.e. media) is irrelevant (remember these rules apply to text messaging, personal e-mail accounts, and any device on which City business is conducted).

Recommended Best Practices

1. Some things go straight to the trash, and if we did not discard items, soon our offices would be overrun with useless stacks of mail that you are not even interested in and do not even remember that you have.
 - a. Separate out junk mail/non-record mail and delete immediately.
 - b. Sort through your business-related e-mail often.
2. Non-record e-mail consists of correspondence that has no government business-related content. This includes such messages as personal messages, listserv messages, and spam.
3. Create a filing system within your own individual in-box for items you need or care about (i.e. that retention applies to).
4. To promote accessibility and transparency, give each e-mail message a meaningful subject line that clearly reflects the content of the e-mail on outgoing e-mails related to City business.
 - a. A key point is also when an e-mail subject line with consistent and meaningful information, it makes it easier to sort, file, and retrieve.
5. E-mail records include work-function related messages that have administrative, legal, fiscal, or historical value and are subject to legal retention scheduled based on e-mail content.
6. Metadata and attachments are a necessary part of the record and must be included, along with the text, in an unaltered state. Both sent and received e-mail can be records.
7. E-mail records are disposed of according to their respective series retention schedule.



Legal Considerations

- ***Remember that everything you do on City property is subject to review, including if there is litigation or a threat of litigation. Be mindful of wording and refrain from opinions or personal information.***
- ***Regardless of a retention schedule, an employee may NOT destroy e-mails that are part of a GRAMA request until the appeals process is completed or expired.***
- ***An employee may NOT destroy e-mails that have a litigation hold or might be subject to discovery.***
- ***While personal information on City resources is not subject for disclosure under GRAMA, they may be subject to review under GRAMA and litigation.***
- ***In other words, what we do not review and dispose of, regardless of whether it is classified as a record or not – may be subject to GRAMA or discovery.***

***NEW* now included in individual Retention Schedules for Correspondence that may assist in categorizing e-mail and other records.**

POLICY RECOMMENDATION PER THE UTAH STATE ARCHIVES:

The Utah State Archives has recently come forward with 3 new correspondence classifications **that may assist in categorizing e-mail and other records**; they further delineate the importance of a mailbox based on position and have offered the following procedures:

- Business e-mails should not be stored in a silo inaccessible to users and records managers.
- Determine if the e-mail is a record; Delete the non-records.
- Forward personal e-mail to a personal account or delete it.
- Identify e-mails that are transitory and delete if administrative need has been met.
- Identify e-mail critical to your entity function and mission. These e-mails should have their own record series and follow an approved retention schedule.
- Identify historical and permanent e-mail records. Examples could be records that document policy; provide documentation of legal rights; and document the major transactions, services, and programs are historical.

Correspondence is divided into three categories:

- **SRS 1-61 - EXECUTIVE CORRESPONDENCE:** Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures, or programs of an agency. These records document executive decisions made regarding agency interests. Executive Decision Makers may include the Director, Chief Administrative Officer, Public Information Officer, or other internal administrators as identified by the executive office. **Permanent Retention**
- **SRS 1-63 - ADMINISTRATIVE CORRESPONDENCE:** Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence document work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated retention schedule should follow the associated schedule.
7-year Retention
- **SRS 1-73 - TRANSITORY CORRESPONDENCE:** Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence between individuals, departments, or external parties containing no final contractual, financial, or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose. The information in transitory correspondence is short-term and should be destroyed as soon as the matter is addressed. A lot of in-office correspondence such as “meeting today” or “please review this draft” would fall under this schedule.
Retain until Administrative need ends and then destroy.

Potential File Set-up










Outlined below is an example of how to manage e-mail files.

E-mail and file shares are best coordinated by business function rather than content types.

Just because a content type is entitled “Publication”, this can entail numerous types of records.


























***City Recorder assistance is always available to help an individual user catalogue or architect their own record holdings.**

COUNCIL DOCUMENT TYPES ACCORDING TO RETENTION SCHEDULE FLAT EXAMPLE

	HISTORICAL (Council Biography, City History)	Perm
	PUBLICATIONS (Council Policy & Procedures, Surveys, Project Studies, etc.)	Perm
	EXECUTIVE CORRESPONDENCE	Perm
	TRANSITORY CORRESPONDENCE	1 year or until need ends
	ADMINISTRATIVE CORRESPONDENCE	7 years
	CITY COUNCIL AGENDAS & PACKETS	Perm
	COUNCIL BUSINESS FILES	10 years or until need ends
	OFFICE INFORMATION	1 year or until need ends
	OTHER	Until need ends

EXPANDED E-MAIL INBOX

Could be used to organize e-mail by series name and/or content type

-  BUDGET
-  COUNCIL AGENDAS
-  COUNCIL BUSINESS FILES
 -  BY YEAR
-  CORRESPONDENCE
 -  ADMINISTRATIVE (7 years)
 -  EXECUTIVE (Permanent)
 -  TRANSITORY (Temporary)
-  COUNCIL MEMBERS
 -  LISA ADAMS
 -  BIOGRAPHY
 -  BUDGET
 -  CORRESPONDENCE
 -  ANDREW JOHNSTON
 -  DEREK KITCHEN
 -  CHARLIE LUKE
 -  ERIN MENDENHALL
 -  STAN PENFOLD
 -  JAMES ROGERS
-  FORMER COUNCIL MEMBERS
-  ELECTION INFORMATION
-  OFFICE INFORMATION
-  PERSONAL
-  JUNK
-  OTHER

Real Life Example of a Closed E-mail Account Case Study:

- The City Recorder undertook a high-level review of a closed e-mail account.
- The holdings were approximately 50,000 individual e-mails totaling 6.5 Gigabytes (average page per GB 64,782) or a total of just under 500,000 pages of documentation.
- These messages were all copied to multiple recipients; there were no “single” e-mail recipients for items that may potentially be kept (i.e. transitory or administrative correspondence).
- I would identify the mailbox of record to be that of the Department Director, as I have yet to come across an e-mail on which they were not copied or listed as a recipient.
- I would estimate every e-mail in these holdings to be duplicative in nature.
- Upon verification of some of these items, below is a list of what was deleted or retained.

Items that were immediately identified to delete included:

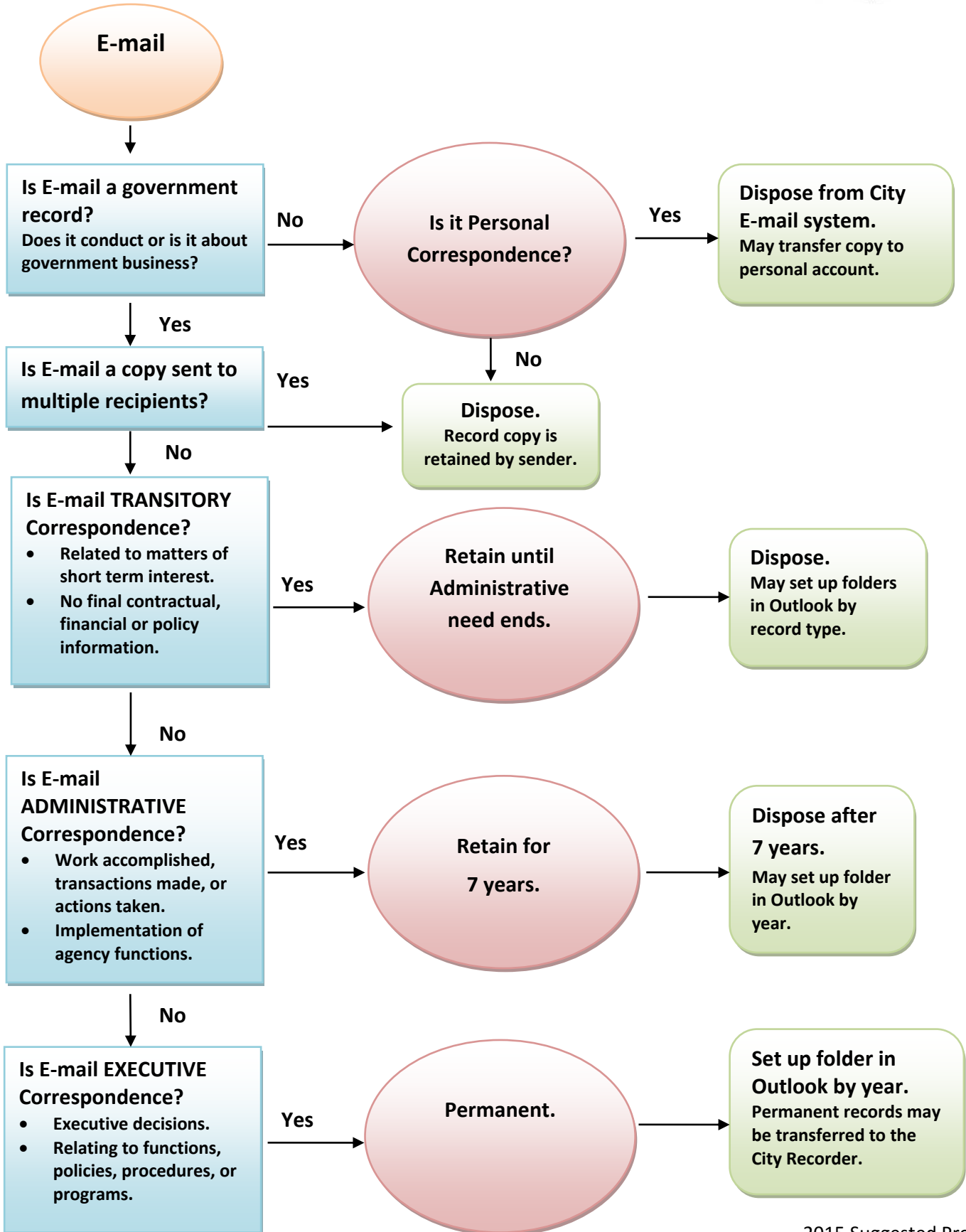
- Newsletters (If they were a City publication, ensure retained elsewhere)
- Outside company newsletters or advertisements
- E-mails that were sent to all City Council
- Retirement Flyers
- Invitations
- Calendar communications/Scheduling/Save the date
- Training Announcements
- Daily, weekly, monthly various departmental reports (identify holdings elsewhere)
- Mayor’s Budget Speech
- Media Releases/Reminders (maintained elsewhere)
- Special Invites
- Solicitations
- Pay Stubs (private in nature and should be retained in personal e-mail)
- CES Confidential Information (official copy maintained elsewhere)
- Café Daily specials
- Parking information
- Building/Permit Event information
- Delegation of Authority (official copy maintained elsewhere)
- Publications (verify archives holding)
- Outside publications or correspondence of interest
- Weekly e-mail copies of publications, newsletters, letters, or information received in Council Office.
- Citizen Complaint Correspondence (maintained elsewhere)
- Undeliverable e-mail notifications
- Draft letters
- Internal coordination for events or meetings (transitory by nature/done after event)
- Notice of Council Agenda, Packet, Announcement, or Information Items (retained elsewhere)
- Notice of Planning Commission, Administrative Hearing, or other Board information (elsewhere)
- SLCTV Schedule
- Kronos Information/Training
- Mailbox synchronization log
- Messages in a Foreign Language or including symbols **Subject: Занятия теннисом!**
- Utah Policy Daily
- Notification of potential spam/virus/quarantine messages
- Open Enrollment/Healthy Utah/other Personnel System/Program Notifications
- IMS Notification of Maintenance
- Unread messages after a length of time (no longer important)
- Personal Notes

Items to potentially keep could be identified as:

- ✓ Legal Opinions (typically copied to others)
- ✓ Attorney-client correspondence (again these were all copied to the Director)
- ✓ Citizen correspondence (subject & content would determine)
- ✓ Internal City Staff correspondence (subject & content would determine)
- ✓ Notice of Litigation Hold (possibly the original notice – however, this is tracked within the Access Data Litigation Hold system maintained by Legal).



Managing E-mail Records Salt Lake City Recorder's Office



Attachment: Email Management Chart (1515 : Government Records Access and Management Act (GRAMA) Training)

Implications of E-Mail Mismanagement and Best Practices for Preventing It

John Isaza, Esq.

E-mail mismanagement continues to make headlines almost daily. In this article, California-based attorney John Isaza answers several questions about e-mail best practices and the legal repercussions of poor e-mail management in the United States – because bad press can be costly to any organization.

In the United States, could a person really go to jail for destruction of e-mails?

In short, yes. However, at the U.S. federal level, the punitive provisions under the Sarbanes-Oxley Act are rarely cited or used, and even so, they are limited to federal investigations and don't apply to court cases.

Should the courts ever choose to entertain it more regularly, culprits could face jail time or millions of dollars in sanctions under the little-utilized 18 USC Section 1519 (Destruction, alteration, or falsification of records in Federal investigations and bankruptcy), which states:

Whoever knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any mat-

ter within the jurisdiction of any department or agency of the United States or any case filed under title 11, or in relation to or contemplation of any such matter or case, shall be fined under this title, imprisoned not more than 20 years, or both.

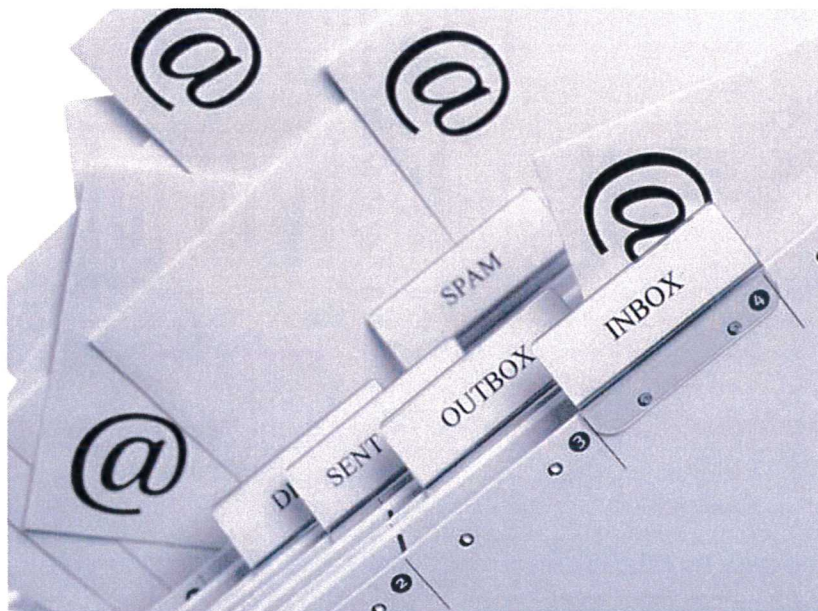
Fines in the millions and the specter of 20 years in jail are serious business. The questions, thus, become:

- To what extent can an organization destroy information if it knows it is not relevant to an in-

vestigation?

- Should the organization, instead, preserve information to avoid the appearance of impropriety?

Ultimately, the choice to delete e-mails during pending or threatened litigation or agency investigations is a risk-based decision that organizations with multiple legal holds have to entertain on a daily basis. Among the questions to ponder is “Can an organization delete, say, disaster recovery tapes that include e-mails, even if there is pending or threatened litigation?” To answer that question



affirmatively, the organization must be absolutely certain that the tapes are purely redundant for disaster recovery only and don't constitute their *de facto* records management system.

With the above as a backdrop, following are some related areas of concern.

What are some best practices in encouraging – or compelling – the deletion of old e-mails?

All these issues go to the core tension between records retention and the need to dispose of expired data. If the information exists and is relevant to the subject matter of a lawsuit or investigation – even if it is merely anticipated or foreseeable litigation – it is discoverable. Therefore, it behooves organizations to dispose of needless e-mails and data *before* litigation/investigation ensues or becomes credibly probable.

If a *record* – which ARMA defines as “any recorded information, regardless of medium or characteristics, made or received and retained by an organization in pursuance of legal obligations or in the transaction of business” – has expired according to the organization's retention schedule, it should be disposed of immediately, unless, of course, it is subject to a legal hold at the time. Otherwise, the organization opens itself up for liability and discoverability of e-mails that could be read out of context.

The real trick for organizations is to determine which e-mails are *records* that must be retained per the retention policy, versus all other non-record data that can be disposed of at any time as long as it is not subject to a legal hold.

Are there any cybersecurity repercussions for comingling personal and work e-mail accounts?

Attempted breaches of mobile devices are on the rise, especially considering that most mobile devices include

e-mail accounts. In the first quarter of 2012, for instance, McAfee Labs recorded more than 8,000 mobile malware strands, with the vast majority seeking to penetrate Android systems. This was a 400% increase over the previous year, according to Visage Mobile's white paper “Lighting the Path to Successful BYOD Programs.”

Thus, the seriousness of a potential breach is palpable, especially in the case of a government official or corporate officer accessing personal e-mails on a mobile device, which could have less secure connections than official state business accounts.

If an e-mail account is hacked, does it put all the people in the organization using the server at risk?

Not necessarily. The security risk depends entirely on such things as the type of hacking, the target, its breadth, and the content accessed. Hacking into a person's e-mail account does not necessarily mean access to his or her e-mail contacts, though it could be damaging to the extent that any of the contents could be discerned from the e-mail account. It would depend on how the account is configured and what kind of integration it has with other devices, such as the person's laptop, office computer, iPad, and cloud-based servers.

Is there required self-reporting if an e-mail account is hacked?

Depending on the organization's industry, a hacking incident may be subject to requirements to notify government authorities, third-party associates, and customers. Basically any organization housing personally identifiable information (PII) or payment card industry (PCI) regulated data could be subject to disclosure requirements and, by extension, so would the individuals of that company.

In the healthcare sector, for instance, data breaches are a serious

event that would trigger all kinds of regulatory scrutiny. On the opposite end of the spectrum, even organizations that are not in a highly regulated PII or PCI environment need to vet all breaches.

All organizations' BYOD policies should include language requiring employees to notify them about any breach of their personal devices. Depending on the size and industry of the organization, it might also provide a reporting hotline.

How can organizations find out if an executive is using personal e-mail accounts for business?

Typically, the use of personal e-mail accounts is discovered during routine audits. However, since audits may be infrequent or audit recommendations ignored, it may take an embarrassing event to bring attention to the issue for some organizations. At its core, the biggest problems arise from the ever-increasing use of personal devices in the workplace and with employees logging into work from their home computers or laptops.

Although the BYOD issue has been on the radar of most large organizations for the last three to five years, they are succeeding in setting policies around it only to varying degrees.

Presumably, the BYOD policy will stress that personal e-mail accounts are never to be used for business. In practicality, though, this can be a challenge to prevent. When a device has both business and personal accounts attached to it, for example, it is easy to erroneously send a work-related e-mail from a personal account. Once that happens, if the recipient replies to all, the stage is set for a breach in the BYOD protocol.

What are some good tips for an organization to prevent use of personal e-mails or applications for business purposes?

All organizations should have BYOD policy, procedures, and guide-

lines that include five core elements:

1. Guidance on acceptable uses of personal devices to transact official business, including instructions on distinguishing personal e-mail account usage from official business accounts
 2. A list of the types of sanctioned devices (e.g., iPad, Blackberry, iPhone) and rules of engagement with IT
 3. Policies around logistics, such as whether the company will reimburse for usage of the personal device
 4. Security information that addresses encryption and other features that must be enabled to protect the data in the event of a loss or breach
 5. A section on risks, liabilities, and disclaimers to help protect the organization against the employee misuse of the device
- Armed with the BYOD policy,

other organizational documents (e.g., policies for password usage, cloud computing, social networking) could get into the specifics of training and auditing for compliance, including the frequency for these.

Who is at fault for user violation of e-mail protocols?

Ultimately, progress and the competition to stay on top of the competition are at fault for e-mail protocol violations. The adoption of technology has far outpaced the ability of organizations to keep up with the implications of using it. Consumers and customers demand the immediacy facilitated by technology, so people, processes, and procedures take a back seat in favor of adoption.

In the ideal scenario, before organizations roll out or permit any new technology (e.g., e-mail tools, social media, content management), they need to vet their change management

process (i.e., a controlled roll-out that ensures proper user adoption and compliance), as well as their ability to audit and monitor compliance with their policies and procedures. In today's fast-paced world, constant auditing and monitoring are required.

Those looking for "fault" are looking at those who do not learn from their experiences. In those instances, those in charge of the program roll-out are at fault for not paying attention to system failures.

All that said, a corporate leader confronted with a systematic policy failure, coupled with high-level customer demands to keep up with technology, faces a losing battle. The key is to strike a balance between controls and business needs. **END**

John Isaza, Esq., can be contacted at *John.Isaza@InfoGovSolutions.com* or *John.Isaza@RimonLaw.com*. See his bio on page 47.

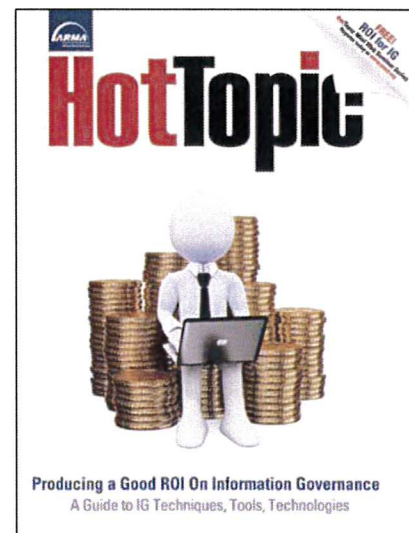


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Meeting Changing Information Management Needs with Next-Generation Email Archiving



Introduction

Email archiving is evolving beyond pure storage to form the backbone of an overall information management strategy. In a business environment where content is created at an increasingly rapid pace, the need for archiving is more important now than ever. Email archiving solutions are changing to accommodate the new realities of the digital workplace. The scope of corporate communications is growing to encompass technologies including, but not limited to IM, social media, and fileshares. Today, organizations are beginning to see the importance of not only archiving these data sources, but making it easy for users to locate that data in the future.

As the corporate information environment evolves and expands, so too do the needs of organizations seeking solutions to manage that content. This whitepaper provides a research-backed analysis of the email archiving industry as it stands today and addresses features present in next-generation email archiving solutions. While each organization has differing factors driving their push for information management, many of the same common elements must be considered.

Market Overview

Market History

- Archiving capabilities that were once cutting edge become default as the market evolves to encompass information management
- Expanded regulatory oversight has put pressure on organizations to control and audit the corporate owned information sources
- Especially in the case of email archiving, rapidly accessing information has become more crucial to an organization than merely storing it

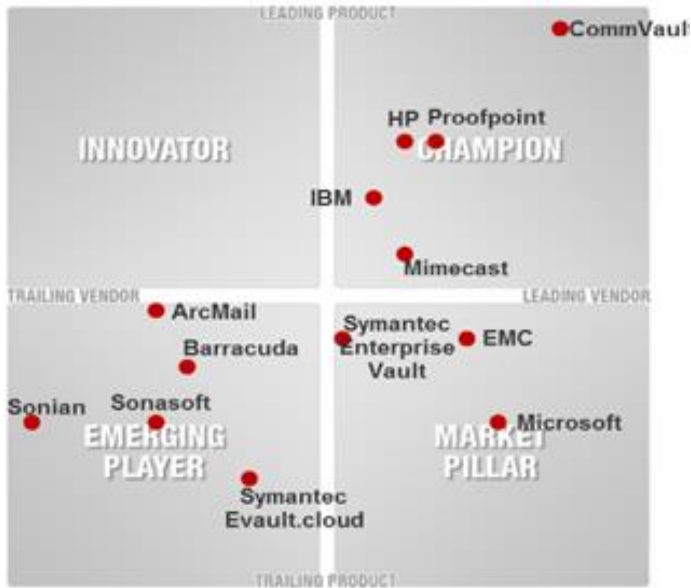
Market Trends

- Archiving vendors are adding encryption to their offerings to allow organizations to securely store content in the cloud
- Employee-owned storage of corporate information becoming commonplace – this is a compliance nightmare.
- Customers are looking to vendors to provide an integrated set of storage and information management tools to control content growth.

Vendor Landscape

In their review of the email and content archiving marketplace, Info-Tech Research Group categorized vendors as either Emerging Players, Market Pillars, Innovators, or Champions (Figure 1). See the Appendix for more information on the evaluation criteria.

Figure 1: Info-Tech Vendor Landscape



Attachment: Meeting Changing Information (1515 : Government Records Access and Management Act (GRAMA) Training)



Table Stakes and Advanced Features

Table Stakes

Table stakes represent the minimum functionality that a vendor must deliver through its email archiving offerings. The four base requirements of any email archiving solution are:

- **Exchange archiving:** journaling and the option to delete email from the database for Exchange on premise.
- **Full email search:** the ability to search email content, based on using full text searches as well as MIME fields.
- **Additional content types:** support for archiving other content, including social content
- **Storage control:** the ability to tier content and automate the disposition of low value content

Advanced Features

There are a number of advanced features above and beyond the three table stakes that are found in many next-generation solutions. While not always necessary from a pure email archiving standpoint, these features allow an organization’s archiving solution to become an integral part of its information management strategy. The ten advanced features that Info-Tech evaluates can be seen in Figure 2. These next-generation offerings will become more commonplace as archiving requirements grow in complexity for many organizations.

Aligning Archiving Strategy to Special Requirements

Regulation and Litigation

Any information generated within an organization may be subject to regulatory or litigation requests. Especially in the last decade, public and political pressure has driven finance reform and privacy requirements in jurisdictions around the world. Enterprises may even be responsible for employee-owned communications when subject to litigation or a regulatory inquiry. As a result, organizations are developing robust plans for the deletion and retention of enterprise controlled information. Next-generation email archiving solutions need features above and beyond simple storage and search. In the modern regulatory and legal landscape, information must be:

- **Findable** – confidently find or prove that a document doesn’t exist
- **Immutable** – not corrupted by human error
- **Traceable** – know who has accessed each file

Figure 2: List of advanced features

Advanced Features	
Feature	What we looked for:
Content Archive	The ability to intelligently archive additional file types such as fileshares, social, and SharePoint.
Storage Management	Ability to manage additional off-site storage locations as part of the archive storage.
eDiscovery tools	A portal that can be used by Compliance team to own and perform all aspects of eDiscovery.
Classification tools	Granular control of email and content to control duplicates and access during eDiscovery.
Metadata reuse	The ability to take advantage of existing metadata from standard metadata types.
Advanced search	The ability to perform full text search as part of a larger search-based ranking.
Application integration	The ability to enable a consolidated archive for typical applications (CRM, ECM, ERP, WCM).
Storage tools	The content is managed within the archive storage based on value and/or expiry.
Archive tools	Granular control of content compression and versioning for at least email.
Content Analytics	Tools to manage compliance and storage needs including archive size and capacity projections.

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Due to the changing requirements around regulation and litigation, features that enable journaling, indexing, and advanced search are becoming the industry standard. Both emails and their attached documents must be indexed and searchable by internal compliance and external regulatory and legal bodies. The key to compliance in the modern landscape is auditability; organizations must ensure an audit trail and metadata so that information is available to satisfy any internal or external eDiscovery request.

Information Governance

Developing a set of coherent information governance policies is crucial in ensuring that the archiving solution meets the organization's needs, especially those of regulation and litigation. By managing the people, processes, and technology associated with data, information will be handled consistently throughout the organization. Policies can be created that facilitate easy access to corporate-owned data, especially once the needs of end users are understood. When information is readily available, users are less likely to have secondary stores of potentially sensitive corporate-owned information.

Information governance has a wide variety of applications to an organization. But in the case of archiving, there are three core benefits:

- **Value creation:** data used for regulatory compliance, litigation, and business reporting is accurate and easily accessible by the right people
- **Operating cost reduction:** decreases the time and manual effort required by IT and legal to perform eDiscovery requests
- **Risk mitigation:** improves regulatory compliance, and sets appropriate security access levels

While IT may lead the archiving implementation, information governance cannot be an IT-only endeavor. The business owns the data and must be involved in the creation of policies governing its use. The goal of governance is to create workable definitions and business rules that address the needs of individual stakeholder groups. Coordinating data owners across different lines of business will ensure a common understanding of the policies created. Ideally, these will be the final voice when changes to data processes and data definitions are required. Therefore, any email archiving solution will need to adhere to the definitions and rules created. This increases the likelihood of business buy-in for the solution that is chosen.

Beyond establishing the basis for implementing an archiving solution, information governance is key for compliance with pertinent regulations. By building a set of policies that deliver consistency and accuracy, an organization can ensure that its data is **findable, immutable, and traceable**.

eDiscovery

The formalized process for satisfying information requests from regulation, litigation, or negotiations over intellectual property is known as eDiscovery. The grey boxes in Figure 3 demonstrate where an archiving solution can aid in the eDiscovery process once legal and IT have defined the principal documents to be archived and the policies governing their use.



By building eDiscovery into the email archiving solution, internal IT and legal departments can save both time and money in fulfilling information requests. Figure 4 illustrates the cost savings that can be achieved when performing eDiscovery through a dedicated archive and search process rather than manual review. As technology comprises a greater percentage of the discovery process, the total costs decrease dramatically.

Any request for information about employees or business transactions should be handled through an eDiscovery request. When selecting an archiving solution, organizations should consider the three main sources of information requests:

Regulatory: There is no flexibility in responding to regulators; there must be proof that proper procedures were followed. Requests can be made for communication and documents from all sensitive departments (e.g. HR, Finance, R&D, Legal, etc.). At a minimum, look for archiving solutions with audit quality reporting, encryption and search for all data sources/repositories.

Legal: Especially for organizations with multiple lawsuits each year, a system that can archive files as well as email is crucial. Maintain all attachments associated with emails in the archiving tool to ensure the completeness of corporate information.

Internal: Internal investigations are often initiated by HR when there is a need to terminate an employee *with cause*. In these cases, corporate ownership of email is crucial. By prohibiting personal storage of communications, internal compliance departments can limit risk. For internal investigations, basic email archiving functionality should suffice.

Figure 3: Sample eDiscovery process

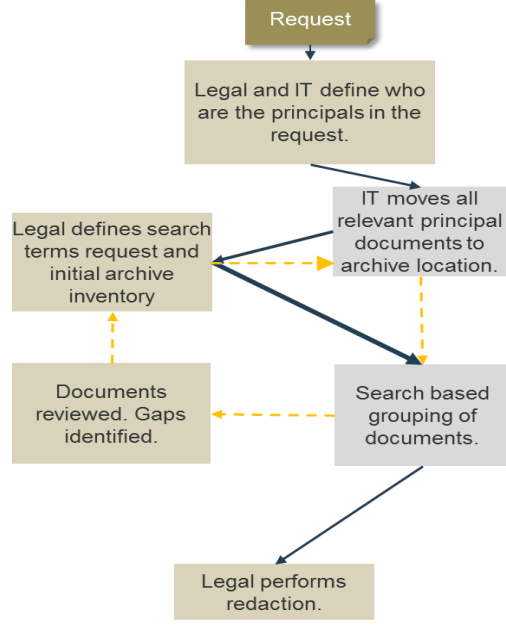
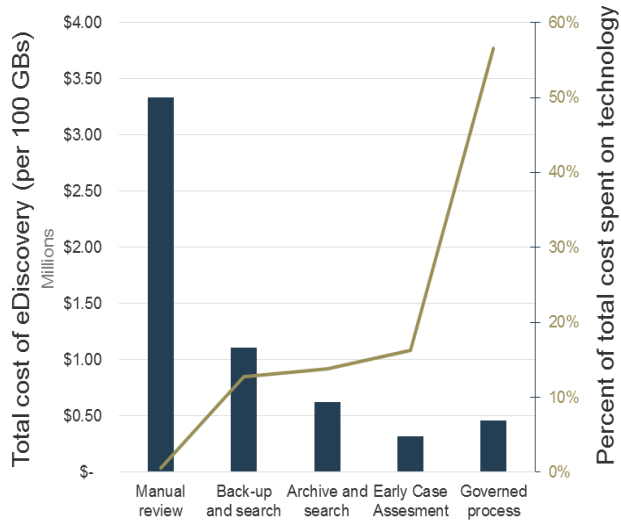


Figure 4: eDiscovery Costs



The starting point of any request is to find the author(s) of the original communication. Since most discovery requests will center on people; what they knew, what they communicated, and what they did, the core pieces of information being requested are data logs, audit trails, and document access. Even if the requests go beyond the “who” of a document, author names are often the most unique feature that can be searched against. At the very least, archiving metadata should contain as much information about the author(s) of a document as possible.

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The final key element to consider when utilizing the eDiscovery elements of an archiving solution is information security. When corporate-owned documents are being sent out for external review, an approval process must be put in place to ensure that all parties are aware that their documents have been reviewed. Taking advantage of electronic approval functionality decreases cycle time for IT and provides an audit trail of changes made to a document. Often, documents being reviewed externally are of a sensitive or privileged nature. Redaction allows an enterprise to disclose a higher percentage of sensitive documents to external legal or regulatory bodies, thus expediting the process.

Considerations and Common Issues

Content Growth

In its simplest form, email archiving is driven by the rapid growth of user generated content outpacing the cost and capability of local storage solutions. This explosion in data has created a need, now more than ever, for improved content archiving. Especially in the case of email, archiving is often ad hoc and employee owned. Organizations who have, or are in the process of implementing stricter information governance policies must seek out corporate-owned storage solutions. In this case, storage capacity is key. Organizations must calculate storage growth and plan against existing/future capacity when implementing any archiving solution.

Storage and Security

Once an organization assesses its storage capacity needs, it must evaluate the method by which this information will be stored. Traditionally, storage has been handled internally which can be expensive and cumbersome. However, cloud-based storage solutions are becoming increasingly prevalent. In adopting a subscription-based service model, organizations avoid a large capital outlay, converting storage to an operating expense. Once in the cloud, many providers will use multiple redundant sites, giving better uptime and disaster recovery than most customers could otherwise afford. Longer term, cloud storage allows organizations to adjust user licenses upwards or downwards to appropriately scale for content growth.

A potential drawback of cloud storage is the loss of local security and physical control over corporate-owned content. This requires organizations to be fully confident in the service provider and comfortable with their security strategy – including ownership of encryption keys. For many organizations, this loss of control is a big ask and may be difficult to reconcile for business and IT leaders. By outsourcing storage infrastructure however, IT leaders will be able to turn their focus to other strategic initiatives. This freedom alone may make cloud storage an attractive option, at least from an IT standpoint.

The first and perhaps most important cloud storage consideration is meeting IT and end-user expectations. If cloud storage cannot deliver on stakeholder requirements, then its adoption is a moot point. Closely following that are technology concerns; how well cloud interfaces with the existing environment. If the organization recently made a large storage investment or feels it cannot integrate with existing systems, then cloud storage may be less than ideal. Lastly are security concerns, which come down to a matter of trust. Can the organization trust the service provider to meet its security needs? Only when each of these concerns are met should an organization move forward with implementing cloud storage in its archiving solution.



Storage Analytics

Emails often come with attachments representing the “content” side of a communication. In these cases, archiving the attachment is as important as archiving the email itself. The true value of an archiving solution comes from the ability to establish a cross-functional link between communication (email) and content (attachment). Together, these documents should form a cohesive whole with defined access and disposal parameters for end users.

Storage analytics allow all elements of a communication to be grouped together and findable by end users, be they employees, internal compliance officers, or external bodies. Searching for an email will turn up any related pieces of content along with it. When easily discovered, the original attachment becomes the single version of truth for the organization. This mitigates the risk associated with multiple versions of a piece of content existing within the organization.

From the standpoint of litigation and regulation, storage analytics give an organization peace of mind about corporate-owned content. End users can determine what content exists within the organization before a discovery request is submitted. Meanwhile, a consistent set of rules are applied to all archived content wherein retention and disposition records of emails are linked to their attachments. An audit trail is created while deleting a communication ensures that all elements of that communication are deleted.

Content Archiving

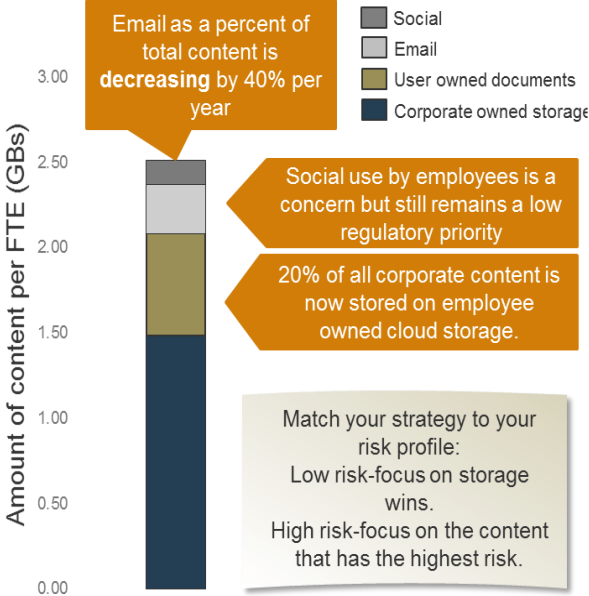
Most content archiving solutions are capable of handling a number of different information sources including:

- Email (both Exchange and cloud)
- Files (local, network, SharePoint)
- Instant messaging (Skype, Lync, AIM, etc.)
- External social media (LinkedIn, Twitter, Facebook, etc.)
- Internal social media (Yammer, Chatter, etc.)

Archiving these content sources may be useful or even necessary from an eDiscovery standpoint. They can be relevant to litigation and may be subpoenaed. Organizations who cannot present this information can face legal consequences. The archive strategy must account for each of these content sources as a form of enterprise communication.

Adding to the importance expanding the scope of content archiving is the fact that email is no longer the fastest growing content type. As can be seen in Figure 5, the sprawl of fileshares represent the biggest storage and information governance concern. Employee-owned cloud storage tools are decreasing corporate visibility into what information is outside of the corporate walls. If an organization truly wishes to mitigate enterprise risk, content archiving will need to expand beyond email.

Figure 5: Content Types



Source: Info-Tech Research Group analysis of available statistics from Facebook, Twitter, Radicati group, Internet Statistics Group, and EMC

Attachment: Meeting Changing Information (1515 : Government Records Access and Management Act (GRAMA) Training)

Applications

While email is still at the core of many organizations' archiving strategies, archiving applications are evolving to handle an increasingly complex variety of tasks. Ultimately, archived content needs to be replicated and accessible across the organization, tied into analytics, and searchable. All of these requirements need a suite of information management applications.

When adding regulatory compliance into the mix, it becomes clear that a basic solution is simply not viable for most organizations. Next-generation archiving applications offer a broad range of capabilities that can deliver on a wide variety of use cases. In today's environment, a content archiving solution must be able to solve an organization's key content archiving pain points.

Software Offerings

The more comprehensive email archiving offerings are usually not a single program, but a suite of related software that together address an organization's archiving needs. Given the broad range of offerings on the market, it is difficult to decide on the exact mix of software that is right for an organization. While the exact product mix will vary from solution to solution, the basic features that need to be addressed are the same. This is why it is important to assess a solution holistically when deciding on an archiving solution.

A more detailed analysis of vendor and software offerings in the email and content archiving marketplace can be found in Info-Tech's *Content and Email Archiving Vendor Landscape Storyboard*.

Conclusions and Recommendations

Conclusions

The specifics of the archiving solution will vary between organizations. Exact product mix, could vs. local storage, types of content to be archived will depend on your needs. These decisions require a deep understanding of your organization's specific business requirements. This whitepaper provides a lens through which to assess your organization's needs as they pertain to the overall email archiving landscape.

- Especially in mature businesses, email represents the bulk of communications into and out of an organization; archiving this communication remains a priority.
- As email archiving tools evolve to form the basis of a more comprehensive communication information management strategy, they must offer an ever growing selection of advanced features.
- Information governance policies are the key to ensuring that the information to be throughout the organization is **findable, immutable, and traceable**.
- This initiative should extend beyond IT and involve all business stakeholders that generate or need to access data on a regular basis.
- Regulatory, legal, and internal groups increasingly require access to corporate-owned data logs, audit trails, and other documents.
- By building eDiscovery functionality into the email archiving solution, internal IT departments can save time and money when fulfilling such requests for information.

Recommendations

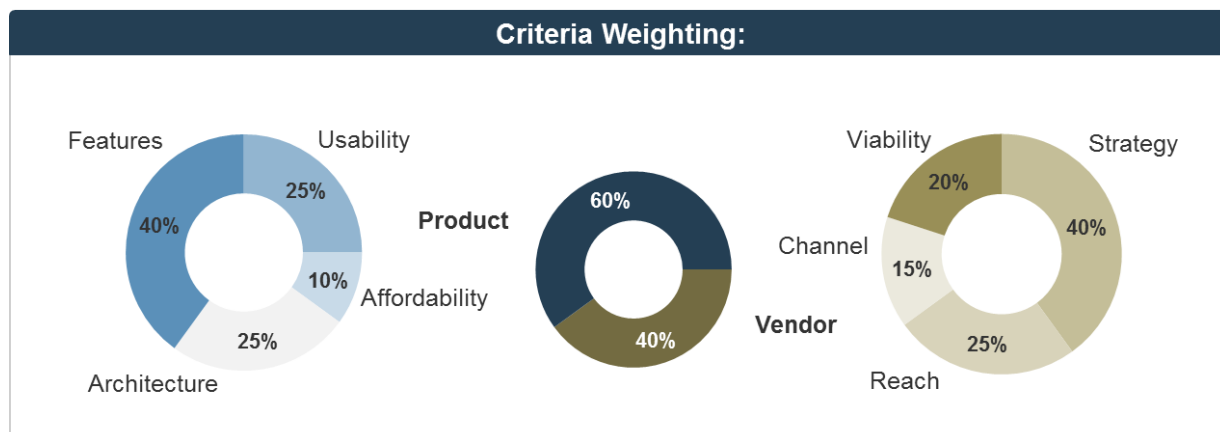
When evaluating the implementation of an email archiving solution, carefully consider the topics discussed in this whitepaper. Once you thoroughly understand the archiving needs of your organization, take a look at Info-Tech's *Content and Email Archiving Vendor Landscape* in order to assess the most appropriate vendor.

When you are finally ready to implement a solution, Info-Tech recommends the following steps:

1. **Prepare:**
 - a. attend product demos and pilot the solution with your IT and Helpdesk teams
 - b. Do one last back-up and purge the emails and other content that you don't need
 - c. Ensure that employee owned email and content stores will be migrated to the archive
2. **Policy Creation:**
 - a. Document and codify the Information Governance policies relevant to your archiving solution
 - b. Create rules in the system that adhere to your governance policies
 - c. Execute and test the rules to ensure that they work
3. **Train:**
 - a. Promote universal adoption of the solution through training
 - b. Select your training methodology (in-house, vendor, third party, etc.)
 - c. Build training materials for the end users that have special features (Discovery team, personal archives, etc.)
4. **Deployment:**
 - a. Select a deployment methodology. Will you use in-house resources or vendor services?
 - b. Integrate the solution with your email server
 - c. Migrate all relevant emails to the archive system
5. **Expand** the deployment to other content types:
 - a. Take advantage of pre-built integrations with other systems
 - b. Choose high risk content types over storage types
 - c. Migrate the data to the archive system

Appendix

The findings in this whitepaper are based on objective third party market research drawn from the following Info-Tech Research Group reports: *Content and Email Archiving Vendor Landscape*, *Ease Compliance through Repeatable Processes*, *Effectively Manage Data Governance*, and *Content Archiving Guided Implementation*. The vendor evaluations in Figures 1 and 6 are based on the following weighted criteria:



About Info-Tech

With more than 30,000 active members worldwide, Info-Tech Research Group (www.infotech.com) is the global leader in providing research and analysis in practical, tactical Information Technology. With seventeen years of history in delivering quality research and analysis, Info-Tech is the fastest growing full service IT firm in North America.

Info-Tech's products and services combine practical and tactical guidance and ready-to-use tools and templates that cover the full spectrum of IT concerns. Our practical approach is designed to create a clear and measurable positive impact on the bottom line of our member organizations.

About CommVault

A singular vision – a belief in a better way to address current and future information management needs – guides CommVault in the development of Singular Information Management® solutions for high performance protection, simplified management and universal access to business critical information. CommVault's exclusive single platform architecture gives unprecedented control over data growth, cost and risk. More companies every day join those who have discovered the unparalleled efficiency, performance, reliability and control only CommVault can offer. More information can be found at www.commvault.com. CommVault's corporate headquarters is located in Oceanport, NJ, in the United States.

City Council Announcement January 5, 2016

City Council Announcements January 5, 2016

Information Needed by Council Staff

A. Financial Disclosure Announcement (Attachment A)

During January of each year, Council Members are given an annual reminder to submit financial disclosure form statement if the Council Member's position in his/her business entity has changed or if the value of such Council Member's interest in the entity has materially increased since last disclosure ([SLC Code 2.44.050](#))

- *Please let staff know if you need the documents to update your disclosure forms.*

B. Central Business Improvement Assessment Area Board of Equalization

A resolution the City Council adopted in December included three meeting dates for the Central Business Improvement Assessment Area Board of Equalization. The board is authorized to hear objections to property assessments within the Assessment Area's boundaries and make recommendations to the City Council before the Council takes the final steps at the end of March to assess properties within the proposed area. The resolution included the names of the entire City Council and one staff member to serve as a pool of candidates to serve on the Board of Equalization.

There are three meetings, but only one Council Member needs to serve at each meeting. The other Board members will be a representative of the City Treasurer's Office and a representative of the City Engineer's Office.

The three meeting dates and times are:

- January 25, a Monday, from 9 a.m. to 10 a.m.
- January 26, a Tuesday, from 10 a.m. to 11 a.m.
- January 27, a Wednesday, from 1 p.m. to 2 p.m.

The meetings were held in the City Engineer's Office the last time the assessment area was renewed three years ago.

- *Is anyone interested in serving on the Board?*

C. **2016 Annual Calendar (Attachment B)**

Each year, an annual calendar of the Council Meeting dates must be posted for the public. The times or meetings may change throughout the year as unexpected needs arise. Below is a list of general questions for the months where holidays or a conference may pose options for the Council. The month-by-month calendar includes potential meeting dates, but can be changed based on the Council's preferences. This will be posted once the Council approves it and then reviewed with the new Council after the first of the year.

General Questions / Double Checking:

1. The Council may want to review the holidays for 2016 (listed in red on the calendar - Attachment B) to see if they pose any conflicts for Council Meetings or preparation.

January:

2. The Council generally holds a retreat toward the beginning of the year. Some years, it has been held on a fourth Tuesday or day in addition to the Council's typical three meetings. Other years, the Council has chosen to take one of the three Tuesday meetings and use the time for the retreat.

February: (None)

March:

3. In March, the National League of Cities (NLC) conference conflicts with the second Tuesday of the month (March 8). To accommodate this, does the Council want to add a third meeting on the fourth week? If so, the meetings would be March 1, 15, and 22. (Please note- The U of U Spring Break is March 12 -19.)

April:

4. In April, the American Planning Association (APA) conference conflicts with the first Tuesday of the month (April 5).
 - i. To accommodate this, does the Council want to hold a third meeting the fourth week? If so, the meetings would be April 12, 19 and 26.
 - ii. If the Council elects to have three meetings, when would you prefer to hold the formal meetings? Should one be scheduled earlier, on the RDA meeting night (April 12)? Or at the two later meetings?

May / June:

5. Typically, the Council meets every Tuesday in May and early June to allow adequate time for budget briefings and discussion before the adoption deadline of June 22. Does the Council also want to designate some Thursdays in May and June as placeholders in case additional briefing or discussion time is needed?

July / August:

6. The Council generally holds two meetings in each July and August to recognize the summer months. To support the Council's summer schedules,

when should meetings be scheduled? The calendar below anticipates avoiding holidays and Night Out Against Crime.

i. It should be noted that we will also need to coordinate with Salt Lake County on a placeholder for Truth in Taxation. Should that count as one of the two August meetings or shall a third meeting be scheduled?

September:

7. In some years, the Council has held a second retreat later in the year. Would the Council like to put a placeholder date on the calendar for a fall retreat?

October:

8. In October, the Rail-Volution conference conflicts with the second Tuesday of the month (October 11). Does the Council want to avoid holding a Council Meeting that night? And if so, does the Council want to schedule a third meeting on the fourth week of the month? If so, the meetings would be October 4, 18, and 25.

November:

9. In November, no meeting is scheduled on November 8 in observance of elections. In addition, the NLC conference in Pittsburgh begins on Wednesday, November 16. Does the Council want to avoid holding a Council Meeting on November 15 to allow for travel time for anyone interested in attending the conference? If so, a second meeting date would fall on the Tuesday of Thanksgiving week. Meetings would be either November 1 and 15 or November 1 and 22.

December: (None)

D. Opening for Council Member on the Salt Lake County Council of Governments

Council Member Kyle LaMalfa served on the Salt Lake County Council of Governments. His seat on the Council of Governments is reserved for a Salt Lake City Council Member because the city is a city of the first class – a legislative term for cities with more than 100,000 residents.

All meetings are held the 1st Thursday of each month at 2:00 p.m. in the Salt Lake County Government Center N2003: 2001 S State Street, Salt Lake City, UT 84190. The first meeting of the Council of Governments for 2016 is January 7.

Here is a brief description of the Council of Governments:

The Salt Lake County Council of Governments is made up of the mayors of each municipality in the county as well as a city council representative from each of the cities of the first class. There are also two county council members and the County mayor who are members of the COG. This group has historically been a group that dealt with issues that cross city boundaries, such as transportation, watershed, air quality, public safety, etc. In 2006, as a result of legislative action, a local transportation corridor preservation

fund was created and the COG was charged with coordinating property purchases for future roads in the county. The Council of Governments has subcommittees that deal with Air Quality, Transportation, Public Safety, Human Services, Arts and Humanities, Intergovernmental Relations.

- Does any Council Members want to succeed Council Member LaMalfa on the Salt Lake County Council of Governements?

E. Annual Housing Report Scheduling Question (Attachment C)

The Council office has received the Annual Housing Report 2014/2015. Previously, the Council has received quarterly housing reports from HAND. This is the first report to provide a year-in-review style retrospective on the city's housing market and the Administration's accomplishments.

- Does the Council want to schedule a briefing?

ATTACHMENTS:

- c1 - Financial Disclosure Form (PDF)
- c2 - Draft Annual Meeting Calendar 2016 (PDF)
- c3- Annual Housing Report 2014/2015 (PDF)

SALT LAKE CITY CORPORATION CONFLICT OF INTEREST DISCLOSURE STATEMENT

Salt Lake City Code Sections 2.44.050 and 2.44.060 require you to disclose **outside employment** and **outside business interests**, and prohibit you from holding outside employment that is incompatible with your City duties. For more information, please refer to those sections on the City's Internet site: www.slccgov.com.

This statement must be filed by all employees, elected officials, and volunteer members of regular or special committees, boards, authorities, agencies and commissions of the City. **After you file, if your position in a business entity changes, or the value of your interest in a business entity materially increases, you must file a new disclosure statement in January of the next year.** For purposes of the questions below, a "business entity" is a sole proprietorship (such as a consulting business or ownership of real estate held for rental or other business purposes), partnership, association, joint venture, corporation, limited liability company, firm, trust, foundation, or other organization or entity used in carrying on a business. You may answer "No" to any question below if the value of your interest is **\$2,000 or less.**

I, _____, certify that I hold the position of _____ with Salt Lake City Corporation, in the Department of _____ and that the following information is true and correct to the best of my knowledge:

1. Are you currently employed by any business entity other than Salt Lake City Corporation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are you presently an officer, director, agent, owner or employer of any business entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do you, your spouse, or your minor children own stock in any corporation which, when considered in any combination comprises ten percent (10%) ownership of the outstanding shares of that corporation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you, your spouse, or your minor children have any interests in any limited partnership or other business entity which, when considered in any combination, exceed a ten percent (10%) interest in that business entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. If you answered "Yes" to question 1, 2, 3, or 4, is the business entity required to have a regulatory license issued by Salt Lake City Corporation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Do you, your spouse, or your minor children have any sole proprietorships, such as a consulting business or ownership of real estate held for rental or any other business purpose?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. If you answered "Yes" to any of the above questions, please provide the following information for each business interest:	
(a) The name of the business entity: _____	
(b) The address of the business entity: _____	
(c) The principal activity engaged in by the business entity: _____	
(d) The nature of your position or the interest held in the business entity: _____	
(e) Is the value of the interest in the business entity greater than \$15,000?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Attach additional sheets if necessary

I swear that the information provided by me in this disclosure statement is true and that no conflicts of interest exist or that all conflicts have been disclosed in writing on this statement.

DATED this _____ day of _____, _____
Signature

The foregoing instrument was acknowledged before me this _____ day of _____, _____ by _____

 NOTARY PUBLIC, residing in
 Salt Lake County, Utah
 My Commission Expires: _____

This is a financial disclosure statement only. Additional disclosures or restrictions may apply if your financial, business or professional activities conflict with your City responsibilities.

Reviewed by _____ Date _____

2016 COUNCIL MEETINGS

(Updated: 11/10/2015)

Public Notice is hereby given that the 2016 Annual Meeting Schedule of the City Council of Salt Lake City, Utah, shall be as follows:

Council Meetings are held in the City and County Building, 451 South State Street, Room 326, Salt Lake City, Utah.

Council Meetings usually include a WORK SESSION and a FORMAL SESSION unless otherwise noted. Work Sessions normally begin at 2:00 p.m. and Formal Sessions normally begin at 7:00 p.m.

All meetings of the City Council are open to the public unless closed pursuant to Sections 52-4-204, 52-4-205 and 78B-1-137, Utah Code Annotated. Notice of each Council meeting is given at least 24 hours in advance of the meeting as required by State law. An agenda of each meeting is posted at:

- Salt Lake City website and <http://slcgov.igm2.com/citizens/default.aspx>
- State of Utah Public Notice website www.utah.gov/pmn/index.html

Meetings in addition to those listed below may be held or canceled as circumstances may require, subject to applicable public notice requirements.

Notice:

- The City & County Building is an accessible facility with a street-level entrance located on the east side of the building. People with disabilities may make requests for reasonable accommodation, which may include alternate formats, interpreters, and other auxiliary aids, and services. Please make requests at least two business days in advance. To make a request, please contact the City Council Office at council.comments@slcgov.com, 801-535-7600, or relay service 711.
- In accordance with State statute, City ordinance, and Council policy, one or more Council Members may be connected via speakerphone.

2016 Council Meeting Dates:

January 2016

- Monday, January 4, Salt Lake City Mayoral & Council Oath of Office Ceremony & Reception
- Tuesday, January 5, Council Work Session & Formal Meeting
- Tuesday, January 12, RDA Meeting, Council Work Session & Formal Meeting
- Monday, January 18, Martin Luther King Jr. Holiday
- Tuesday, January 19, Council Retreat
- Tuesday, January 26, No Meeting

February 2016

- Tuesday, February 2, Council Work Session & Formal Meeting
- Tuesday, February 9, RDA Meeting & Council Work Session Only
- Monday, February 15, Presidents' Day Holiday
- Tuesday, February 16, Council Work Session & Formal Meeting
- Tuesday, February 23, No Meeting

March 2016

- Tuesday, March 1, Council Work Session & Formal Meeting
- Saturday - Wednesday, March 5-9, National League of Cities Congressional City Conference, Washington, D.C.
- Tuesday, March 8 - No Meeting
- Tuesday, March 15, RDA Meeting & Council Work Session Only
- Tuesday, March 22, Council Work Session & Formal Meeting
- Tuesday, March 29, No Meeting

April 2016

- Saturday - Tuesday, April 2-5, American Planning Association National Planning Conference, Phoenix, AZ
- Tuesday, April 5 - No Meeting
- Tuesday, April 12, RDA Meeting & Council Work Session Only
- Wednesday - Friday, April 13-15, Utah Leagues of Cities and Towns Mid-Year Conference, St. George, UT
- Tuesday, April 19, Council Work Session & Formal Meeting
- Tuesday, April 26, Council Work Session & Formal Meeting

December 2016

- Tuesday, December 6, Council Work Session & Formal Meeting
- Tuesday, December 13, RDA Meeting, Council Work Session & Formal Meeting
- Tuesday, December 20, No Meeting
- Monday, December 26, Christmas Day **Holiday**
- Tuesday, December 27, No Meeting

January 2017 – (Tentative, FYI)

- Monday, January 2, New Year's Day **Holiday**
- Tuesday, January 3, Council Work Session & Formal Meeting
- Tuesday, January 10, RDA Meeting, Council Work Session & Formal Meeting
- Monday, January 16, Martin Luther King Day **Holiday**
- Tuesday, January 17, No Meeting
- Tuesday, January 24, Council Retreat
- Tuesday, January 31, No Meeting



SALT LAKE CITY CORPORATION
Community and Economic Development

CITY COUNCIL TRANSMITTAL

Handwritten signature of David Everitt in blue ink.

David Everitt, Chief of Staff 12/16/2015

Date Received: 12/15/2015
Date Sent to Council: 12/17/2015

TO: City Council
Luke Garrott - Chair

FROM:

Handwritten signature of Jill Love in blue ink.
Jill Love, Director 12/16/2015

SUBJECT: Annual Housing Report 2014/2015

STAFF CONTACT: Michael Akerlow Michael.Akerlow@slcgov.com
HAND Director

COUNCIL SPONSOR: Not Required - Informational Only

DOCUMENT TYPE: Information Item

RECOMMENDATION: No action necessary

BACKGROUND/DISCUSSION:

Housing and Neighborhood Development has prepared the first edition of the Salt Lake City Annual Housing Report for FY 2014-2015. The report provides and in depth look at the city's current housing market conditions, changing demographics, and housing affordability gaps for those on fixed incomes. It also addresses the impact from various housing programs such as the City's Housing Trust Fund, NeighborhoodLIFT, and federal grants and provides an overview and update on the 5000 Doors Housing Initiative.

Attachment: c3- Annual Housing Report 2014/2015 (1495 : Report and Announcements from the Executive Director)

ATTACHMENTS:

- a1 AnnualHousingReport_FY14_15(PDF)



SALT LAKE CITY ANNUAL HOUSING REPORT FY2015

Attachment: c3- Annual Housing Report 2014/2015 (1495 : Report and Announcements from the Executive Director)



1 TABLE OF CONTENTS

- 2 INTRODUCTION
- 3 HOUSING MARKET
- 6 MARKET SHORTCOMINGS
- 7 SUMMARY & RESPONSE
- 8 5000 DOORS
- 9 PROGRAMS
- 13 IMPACT



Attachment: c3- Annual Housing Report 2014/2015 (1495 : Report and Announcements from the Executive Director)

INTRODUCTION

The mission of Housing and Neighborhood Development (HAND) is to develop and enhance livable, healthy, and sustainable neighborhoods. Over the past year we have realized this mission through several strategic efforts, including the development and implementation of the 5000 DOORS Housing Initiative and the 2015-2019 Consolidated Plan, *Neighborhoods of Opportunity*.

As we work to close the gap in the supply and demand for affordable housing, we are faced with increasing challenges, including rising housing and land costs, decreasing federal funding, concentration of poverty and historically low vacancy rates. In conjunction with the City Council, development partners, housing advocates, funding institutions, and others we are making great strides to strengthen and enhance the city's neighborhoods in light of these challenges.

Michael Akerlow
Director
Housing & Neighborhood Development

Attachment: c3- Annual Housing Report 2014/2015 (1495 : Report and Announcements from the Executive Director)

YEAR AT A GLANCE

This year's highlights include:

1,903 units were permitted, up from 780 units the previous year.

The Salt Lake City Housing Trust fund allocated **\$1,715,000** in funding to 3 projects to support the development of **124 affordable units**.

The **5000 DOORS Housing Initiative** supported the investment of **\$4,329,616** to develop, preserve, and assist **797 Doors**, which is 16% of the way towards our goal of 5000 Doors over five years. The initiative has supported the following:

Development:	332
Preservation:	229
Assistance:	236
TOTAL:	797 DOORS

\$2,558,444 in federal funding was allocated to housing activities, with the following outcomes:

Community Development Block Grant (CDBG):	266 households assisted
Home Investment Partnership (HOME):	127 households assisted
Emergency Solutions Grant (ESG):	221 households assisted
Housing Opportunities For Persons With Aids (HOPWA):	7 households assisted

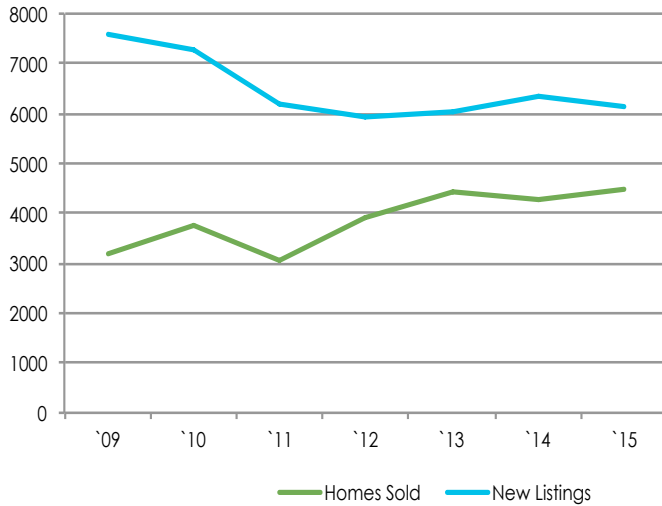
Note: For more information on the City's federal grant programs please visit www.slcgov.com/hand

HOUSING MARKET

SALES AND RENTAL TRENDS

OWNERSHIP

HOMES SOLD & NEW LISTINGS

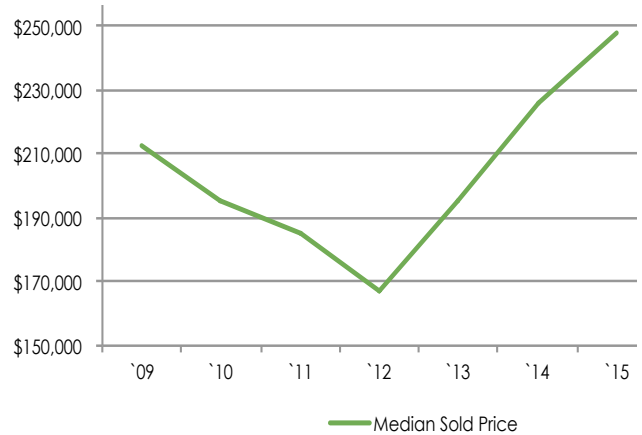


4,472
Homes Sold
In Salt Lake City

Median Sales Price
All Time High for Salt Lake City

\$247,950

MEDIAN SALES PRICE



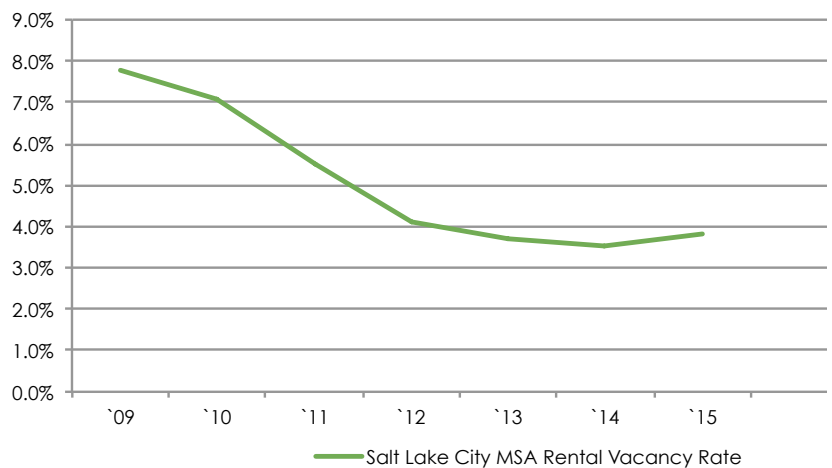
RENTAL

CITYWIDE HOUSING TENURE

OWNERS
49%

RENTERS
51%

VACANCY RATES



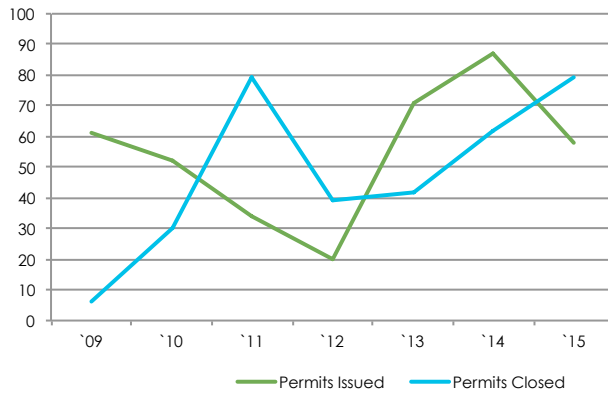
Note: All sales data was obtained from the Utah Multiple Listing Service and is Salt Lake City specific. Vacancy Rates are the 4th quarter vacancy rates from each year as reported in the HUD Quarterly PD& R Reports and represent the vacancy for the entire Metropolitan Study Area (Salt Lake, Summit, and Tooele Counties)



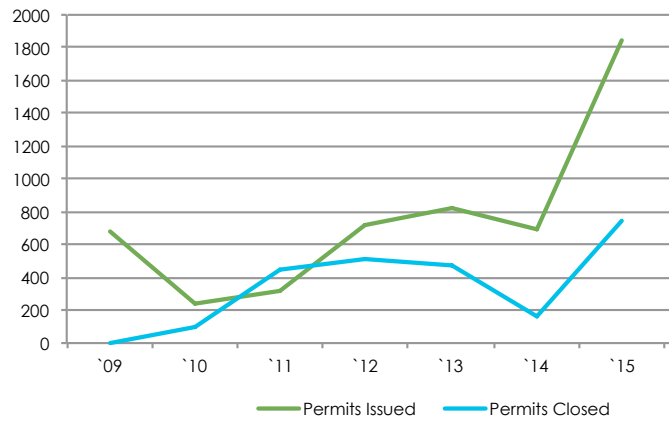
HOUSING MARKET

HOUSING STARTS & NEW INVENTORY

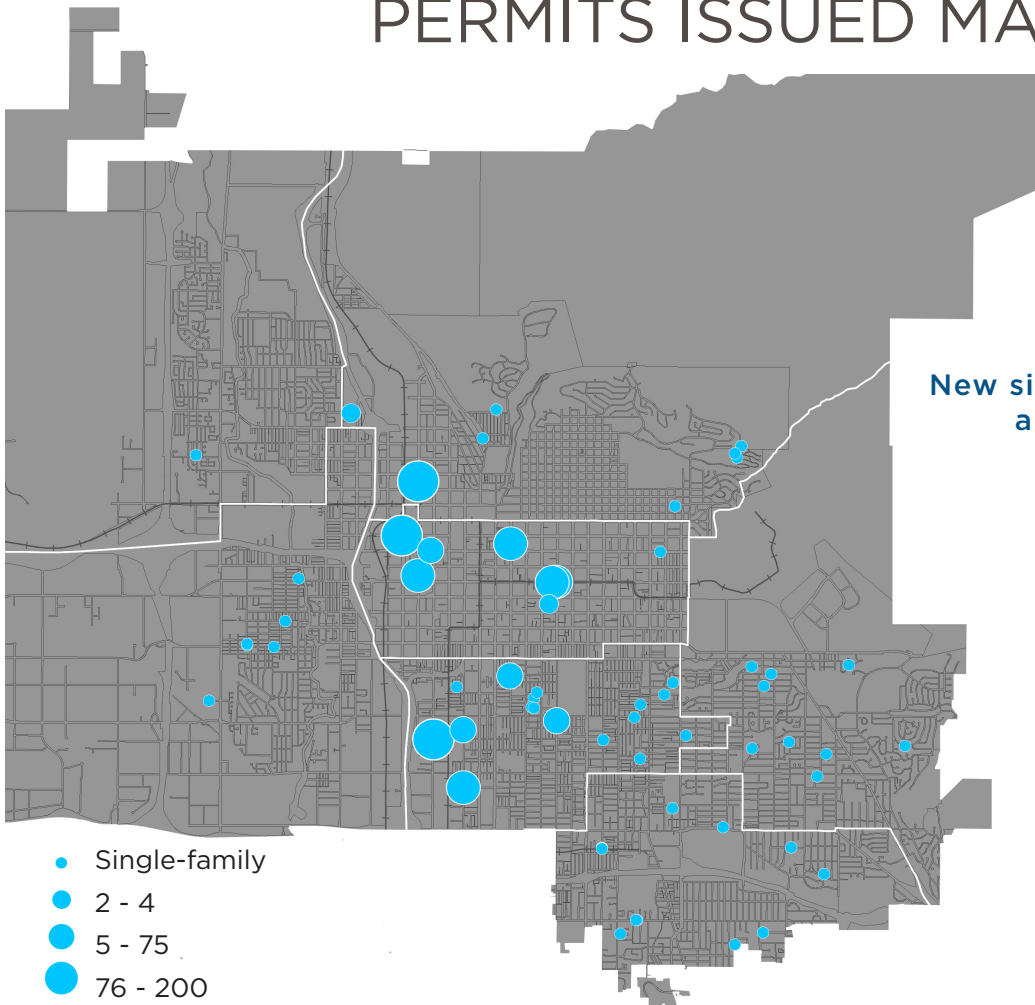
1 to 4 FAMILY BUILDINGS
FY2015 UNITS PERMITTED VS. CLOSED



BUILDINGS WITH GREATER THAN 4 FAMILIES
FY2015 UNITS PERMITTED VS. CLOSED



PERMITS ISSUED MAP



59
New single-family, duplex,
and town home units

1,844
New multi-family
apartment and
condominium units

- Single-family
- 2 - 4
- 5 - 75
- 76 - 200
- 200 - 493



HOUSING MARKET

SIGNIFICANT PROJECTS

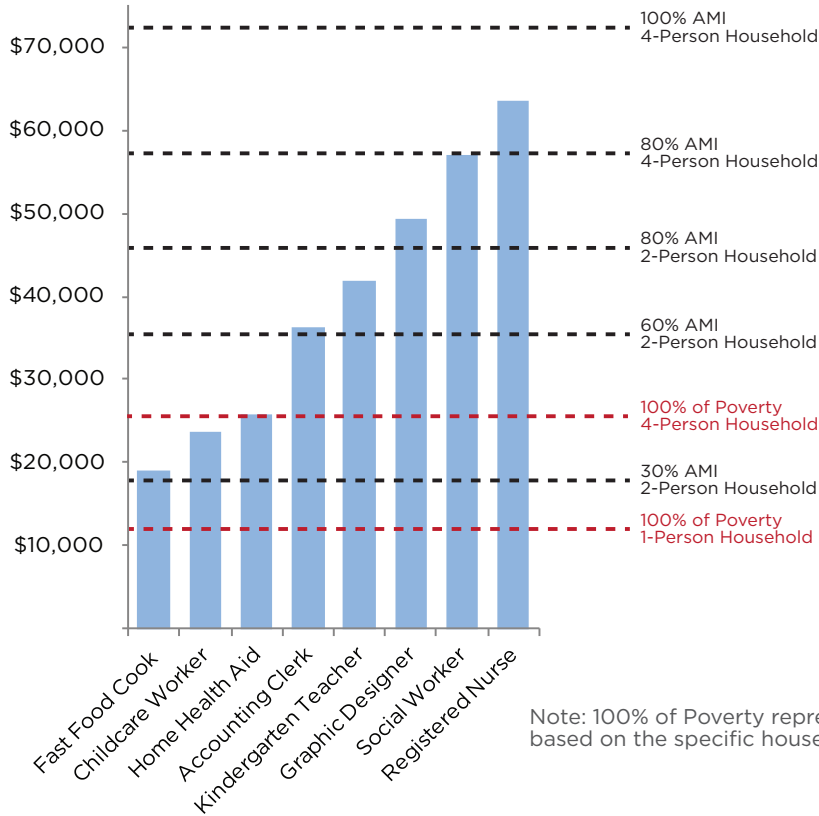
PROJECT	ADDRESS	TOTAL UNITS	INCOME RESTRICTED UNITS	DEVELOPER
RECENTLY COMPLETED:				
Bridges at Citifront	49 & 59 N 600 W	91		Bridge Investment Group
Broadway Park Lofts Phase II	360 W 300 S	51		Clearwater Homes
Liberty Village	2124 S McClelland Street	171	35	Cowboy Partners
North Sixth	50 N 600 W	115	86	Giv Holdings
Seasons at Library Square	310 E 500 S	119		Paul Willey
Newhouse	550 E 500 S	61		Strategic Capital
The Vue at Sugar House Crossing	2130 S 1100 E	212		Mecham Development
Wilmington Flats	1215 E Wilmington Ave.	112		Colmena Capital
IN PROCESS:				
Ball Park	1380 S West Temple	62	62	Summit Housing Group
Enclave at 1400	1445 S 300 W	210	210	Wasatch Advantage Group
West Station	1750 W Gertie Ave.	145		H&P Development
Element 31	1245 E Brickyard Road	208		Ritchie Group
Liberty Crest	150 S 200 E	177		Cowboy Partners
Seasons on the Boulevard	460 E 400 S	92		Paul Willey
Encore	489 E 400 S	189		Wasatch Advantage Group
9th East Lofts	444 S 900 E	68	68	Housing Authority of Salt Lake City
Steve Black (Sizzler)	400 E 400 S	99		
Taylor Gardens	1790 S West Temple	112	66	Housing Authority of Salt Lake City
360	360 S 400 W	151		Garbett Homes
Liberty Center	600 E 500 S	158	TBD	Cowboy Partners
Alta Gateway	505 W 100 S	264		Wood Partners
4th West Apartments	255 N 400 W	493		SALT Development
616 Lofts	616 S State Street	274	274	Wasatch Advantage Group

Attachment: c3- Annual Housing Report 2014/2015 (1495 : Report and Announcements from the Executive Director)



MARKET SHORTCOMINGS

HOUSING COSTS VS. INCOME

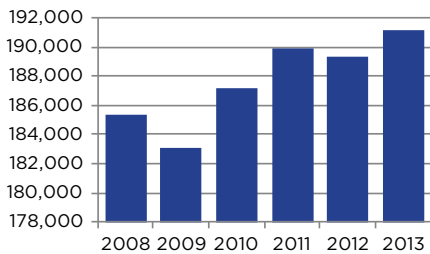


19%
Increase in median renter household income has not kept pace with a **32%** increase in median gross rent since 2005

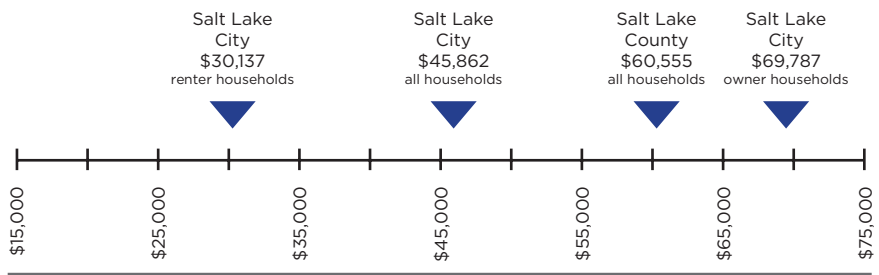
Note: 100% of Poverty represents the HUD income threshold for poverty based on the specific household size. AMI is area median income.

DEMOGRAPHICS

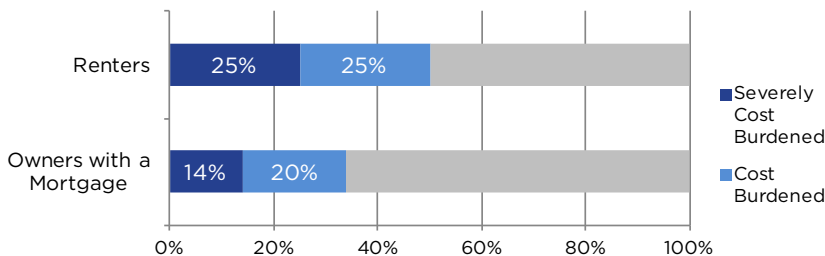
POPULATION GROWTH



MEDIAN HOUSEHOLD INCOME BY TENURE



COST BURDENED HOUSEHOLDS



POVERTY

19.9% of all residents
24.3% of children
38.7% of single-mother families with children



SUMMARY & RESPONSE

As demonstrated in the Housing Market section of this report, current home sales and prices are now ahead of the pre-recession years of 2007 and 2008. Though citywide home prices are at an all time high they have remained generally affordable because of record low interest rates. This leaves the home ownership market in a very vulnerable position as an increase in interest rates would quickly price many home buyers out of the market.

The rental housing market throughout the city appears to have experienced its first renaissance since the 60's. Even with unprecedented building of new apartment units vacancy rates have remained at an all time low. Low vacancy rates have in turn led to an increase in citywide rental costs, which are also at an all time high.

All indicators seem to point to a very strong Salt Lake City economy, however, incomes have not kept pace with the increasing housing costs and the number of cost burdened households has continued to rise.

Current market trends have only reaffirmed our commitment to developing, preserving, and assisting high quality affordable housing throughout the city thus ensuring the Mayor's vision that Salt Lake City remains a place where everyone can have an affordable place to call home. The remainder of this report will demonstrate our efforts towards achieving the Mayor's vision and our goals as a city, including:

5000 DOORS
FEDERAL FUNDING
HOUSING TRUST FUND
HOMELESS SERVICES
NEIGHBORHOODLIFT

5000 DOORS

THE LAUNCH OF 5000 DOORS

On January 29, 2015, Mayor Becker launched the 5000 Doors Housing Initiative to address Salt Lake City’s lack of housing options affordable to low-wage workers and moderate income families, persons with disabilities and those on fixed incomes. Through education and partnership building, the 5000 Doors Housing Initiative is a call-to-action to ensure that Salt Lake City is an accessible and sustainable place to live today and for future generations. Visit www.SLC5000DOORS.com for more information.

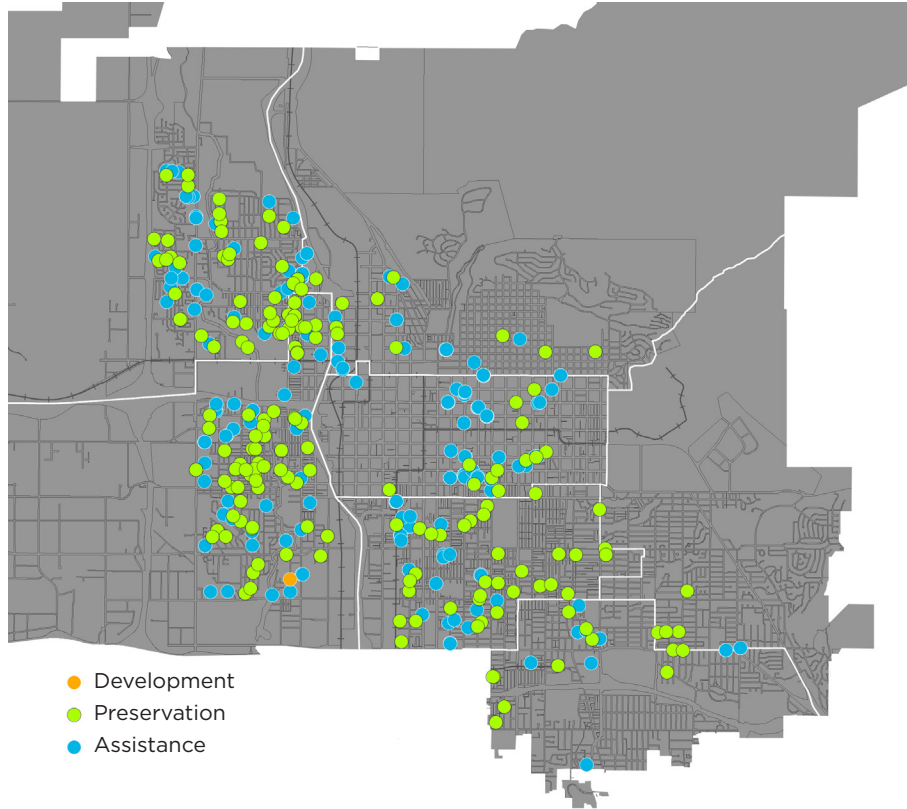


YEAR 1 ACCOMPLISHMENTS

TYPE	AMI 0-25%	AMI 26-40%	AMI 41-60%	AMI 61-80%	TOTAL DOORS YTD	% OF GOAL	\$ FUNDED
NEW DEVELOPMENT:							
Multifamily Rental	0	0	331	0	331	21%	\$ 750,000
Permanent Supportive Housing	0	0	0	0	0	0%	\$ 0
Home Ownership	0	0	0	1	1	0%	\$ 121,380
TOTAL: NEW DEVELOPMENT	0	0	331	1	332	15%	\$ 871,380
PRESERVATION:							
Multifamily Acquisition & Rehab	32	1	20	0	53	11%	\$ 297,680
Single Family Rehab	12	4	14	25	55	7%	\$ 712,227
Emergency Home Repair/Accessibility	55	43	19	4	121	17%	\$ 134,826
TOTAL: PRESERVATION	99	48	53	29	229	12%	\$ 1,144,733
HOUSING ASSISTANCE:							
Low-Interest Home Buyer Loans	0	0	4	3	7	7%	\$ 1,047,218
Down payment Assistance Grants	1	8	22	45	76	152%	\$ 985,725
Rental Assistance	136	16	1	0	153	20%	\$ 280,560
TOTAL: HOUSING ASSISTANCE	137	24	27	48	236	26%	\$ 2,0313,503
TOTAL AFFORDABLE UNITS:	236	72	411	78	797	16%	\$ 4,329,616

PROGRAMS

5000 DOORS IMPACT MAP



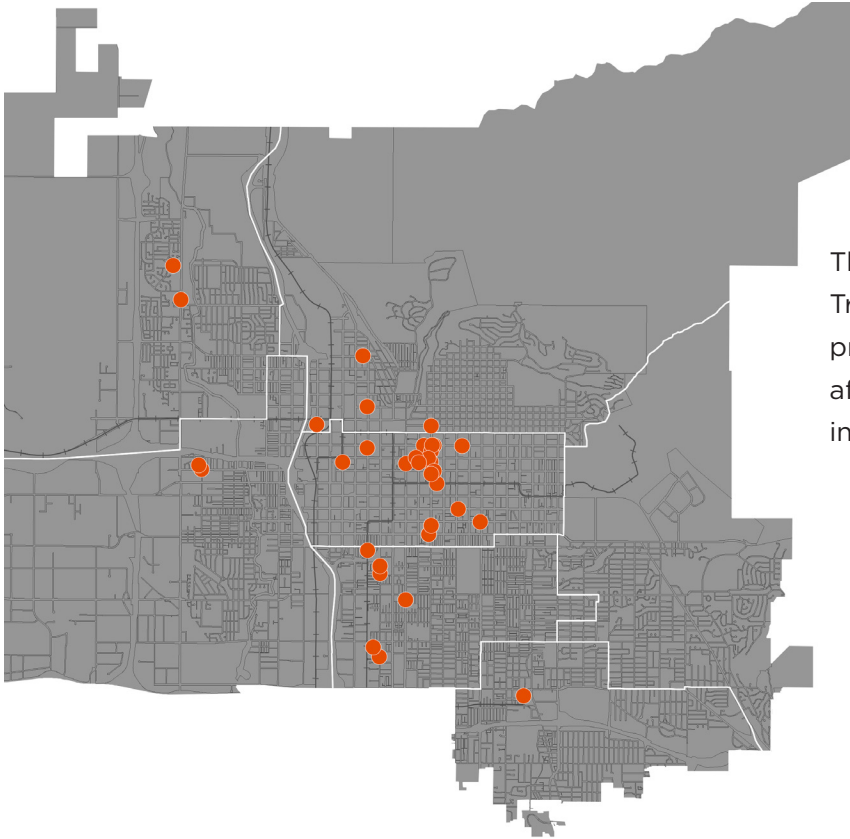
2014-2015 FEDERAL GRANT AWARDS

PROJECT		FUNDING AWARD	HOUSEHOLDS ASSISTED
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)			
ASSIST	Emergency Home Repair, Accessibility	\$350,000	120
Community Development Corporation of Utah	Affordable Housing and Revitalization	\$70,000	11
NeighborWorks Salt Lake	Revolving Loan Fund	\$100,000	4
SLC Division of Housing and Neighborhood Dev.	Rehabilitation and LMI Home Buyer	\$600,000	131
HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)			
Salt Lake Community Action Program	Tenant-Based Rental Assistance	\$70,000	55
Community Development Corporation of Utah	Down Payment Assistance	\$85,000	18
NeighborWorks Salt Lake	Revitalize and Rebuild Blight	\$333,643	3
The Road Home	Tenant-Based Rental Assistance	\$110,000	43
SLC Division of Housing and Neighborhood Dev.	Rehabilitation and LMI Home Buyer	\$483,291	8
EMERGENCY SOLUTIONS GRANT (ESG)			
The Road Home	Rapid Re-Housing	\$93,014	221
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)			
Housing Authority of the County of Salt Lake	Project and Tenant-Based Rental Assistance	\$211,496	36
Housing Authority of West Valley City	Tenant-Based Rental Assistance	\$52,000	11



PROGRAMS 10

HOUSING TRUST FUND

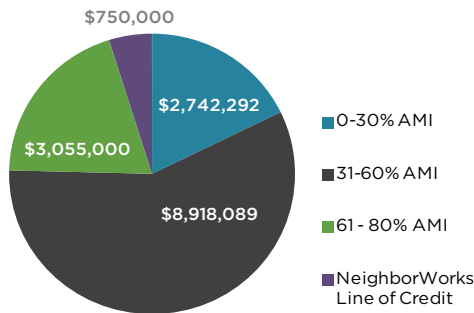


The Current Salt Lake City Housing Trust Fund portfolio consists of **37** properties with a total of **2,282** units of affordable and special needs housing in Salt Lake City.

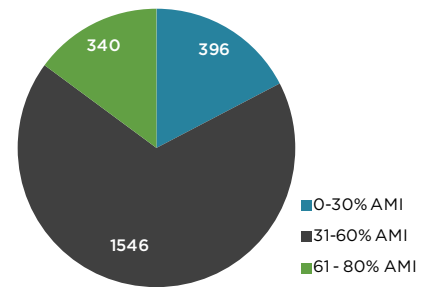
PORTFOLIO OVERVIEW

LOANS	37
LINE of CREDIT	1
TOTAL LOANED	\$15,465,381
OUTSTANDING BALANCE	\$13,743,917
REPAYMENTS PER YEAR (ESTIMATE)	\$500,000
ANNUAL BUDGET	\$6,500,000

TOTAL LOANED: \$15,465,381



TOTAL AFFORDABLE UNITS: 2,282



2014-2015 NEW PROJECTS:

PROJECT NAME	APPLICANT	TYPE	AFFORDABLE UNITS	HTF AWARD
Treatment and Transitional Housing Facility	First Step House	Transitional Housing	26	\$700,000
Wendell Apartments	The Road Home	Supportive Housing	32	\$265,000
Revolving Line of Credit	NeighborWorks Salt Lake	Single-Family Housing	TBD	\$750,000
Taylor Gardens	Housing Authority of Salt Lake City	Multifamily, 55+	66	\$750,000

PROGRAMS

HOMELESS SERVICES 6-POINT STRATEGY


Salt Lake City's Community and Economic Development (CED) Department worked with internal and external partners to develop a six-point strategy to balance the unique needs of those experiencing homelessness and the needs of the community. Since 2014, CED has been collaborating with community partners on the following six major goals:

- 1. HOUSE 20:** Provide housing for the top 20 service users.
- 2. HOUSING FIRST:** Develop 300 new permanent supportive housing units.
- 3. DAY SERVICES:** Financially support the expansion of services at the Weigand Homeless Resource Center.
- 4. LOCATION:** Conduct an evaluation of shelter locations in Salt Lake City that includes zoning issues, environmental limitations, costs, partnerships, and viability.
- 5. SAFETY:** The Metro Support Bureau will continue to work with key partners - the Prosecutors Office, District Attorney's Office, Justice Courts, Salt Lake County Jail - on homelessness related issues.
- 6. PIONEER PARK:** Enhance the Pioneer Park neighborhood for the homeless and non-homeless populations.

6 - POINT STRATEGY PROGRESS UPDATE


① HOUSE 20

In partnership with Salt Lake City, Wells Fargo's NeighborhoodLIFT program awarded The Road Home \$300,000 to provide rental assistance and case management for the top 20 user of homeless services.




② HOUSING FIRST

HAND is working with community partners to coordinate the development of new permanent supportive housing units. In addition, HAND has released an RFP for the former PSB which will include at least 50 units of permanent supportive housing. HAND continues to evaluate other suitable city-owned properties for development.




③ DAY SERVICES

Salt Lake City funded additional hours in the evenings and weekends at the Weigand Center to allow individuals a place to go throughout the week.




④ LOCATION

The Homeless Services Site Evaluation Commission began meeting in January to determine the location and configuration of emergency homeless services in the city. Chaired by Gail Miller and Palmer DePaulis, the 28 Commission members represent homeless individuals, service providers, public safety, private business, residents and government agencies.




⑤ SAFETY

The HOST program introduced weekly resource meetings for homeless individuals, a job-a-day program, and weekly breakfasts to encourage program participation.



⑥ PIONEER PARK

A design charette for Pioneer Park resulted in four designs that were provided for public review.



Attachment: c3- Annual Housing Report 2014/2015 (1495 : Report and Announcements from the Executive Director)

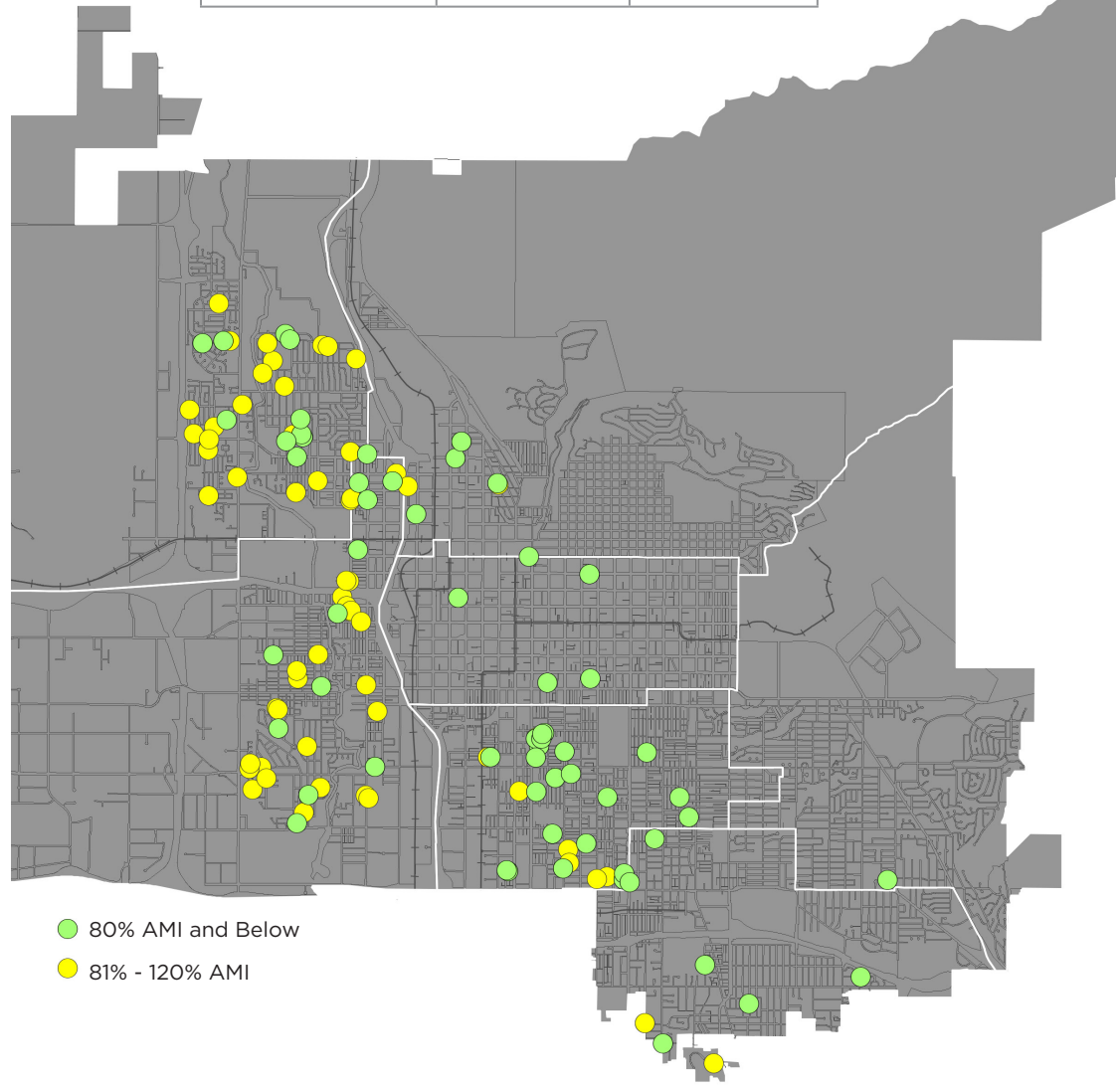
PROGRAMS

NEIGHBORHOOD LIFT

The Wells Fargo NeighborhoodLIFT program is investing \$5 million to expand homeownership opportunities and revitalize Salt Lake City neighborhoods. The program will benefit up to 220 prospective homebuyers earning up to 120% AMI, which equates to an annual household income of up to \$86,640 for a family of four. In collaboration with NeighborWorks Salt Lake, the program has provided an investment of \$1,845,000 with 123 \$15,000 grants provided to new homebuyers.

2014-2015 LIFT OUTCOMES:

AMI	HOUSEHOLDS ASSISTED	INVESTMENT
80% and Below	61	\$915,000
81% - 120%	62	\$930,000
TOTAL	123	\$1,845,000



- 80% AMI and Below
- 81% - 120% AMI

IMPACT

Project Highlight:

The Wendell Apartments

204 West 200 North



Program: Salt Lake City Housing Trust Fund
Applicant: The Road Home

The 32-unit Wendell apartment building rehabilitation project to preserve affordable housing units targeted at chronically homeless and special needs individuals at 40% AMI and below was completed in February 2015.

Utilizing the Housing First model, The Road Home is prioritizing the most vulnerable and chronically homeless individuals for these apartment units.

The project included transforming one of the original 33 units into a property and case management office to provide on-site access to services. Rehabilitation efforts also included upgrades to the electrical, mechanical, fire suppression, and air handling systems, as well as interior upgrades.

Project Highlight:

First Step House Residential Treatment and Transitional Housing Facility

440 South 500 East

The First Step House Residential Treatment and Transitional Housing Facility will provide 26 housing units for formerly homeless and extremely low-income individuals in the process of recovery.

Eight of the 26 units will be used for intensive treatment purposes, the other 18 units will provide for transitional housing for those continuing treatment with FSH.

The 8 treatment units will be comprised of 32 beds designed in quad rooms, while the other 18 are SROs for a total of 50 beds.

The remainder of the facility will provide operational space for supportive services and a commercial kitchen that will be used for job training opportunities as well as providing over 157,000 meals per year to existing FSH clients.



Program: Salt Lake City Housing Trust Fund
Applicant: First Step House



Project Highlight:

Patsy - Ball Park Homeowner



Program: Salt Lake City Housing Rehabilitation Program
 Funding Source: CDBG

"I have wanted to update my home so that I would be able to remain independent. Every detail of the renovation process was carefully supervised and completed with careful attention to every detail! My home is now updated, safe, more accessible and so beautiful!"

The scope of the project included:

- Kitchen redesign and rehabilitation
- Full plumbing and electrical upgrade
- Window replacement
- Lead remediation
- Stairwell reconstruction

For more information please contact us at:

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