

CITY OF SOUTH SALT LAKE
CITY COUNCIL WORK MEETING

COUNCIL MEETING

Wednesday February 22, 2023
6:00 p.m.

CITY OFFICES

220 East Morris Avenue
South Salt Lake, Utah 84115

PRESIDING:

Council Chair Sharla Bynum

CONDUCTING:

Council Member Corey Thomas

COUNCIL MEMBERS PRESENT:

Sharla Bynum (via Zoom), LeAnne Huff,
Natalie Pinkney (via Zoom), Shane Siwik, Corey Thomas, Clarissa Williams

COUNCIL MEMBERS EXCUSED:

Portia Mila

STAFF PRESENT:

Mayor Cherie Wood
Josh Collins, City Attorney (via Zoom)
Terry Addison, Fire Chief (via Zoom)
Jonathan Weidenhamer, Community and Economic Development Director
Crystal Makin, Finance Director (via Zoom)
Sharen Hauri, Neighborhoods Director (via Zoom)
Julie Taylor, Communications and Outreach Manager (via Zoom)
Eliza Ungricht, Deputy Community Development Director
Jen Hill, Public Outreach Coordinator (via Zoom)
Hanna Tuia, City Planner
Danielle Croyle, Public Information Officer (via Zoom)
Jessica Potter, Executive Assistant (via Zoom)
Ariel Andrus, City Recorder
Sara Ramirez, Deputy City Recorder (via Zoom)

Matters for Discussion

1. City Website Update

Communications and Outreach Manager, Julie Taylor, showed the Council an overview of the City's new website and features. She highlighted the graphic buttons that are seen on the home screen and how they help to draw attention to important items. The News Flash section can be useful for days like today with announcing weather events or garbage delays to keep residents up to date on current events. The Calendar now has two sections. The Meetings tab will display all meetings that are publicly noticed. This would include meetings that have a formal agenda or minutes. The Events tab be regular City events that don't have a formal agenda or fall under the Open Meetings Act. She also went over the 'Create a Website Account' feature, that's located on the top left of the website. It only requires a first name, last name, and an email to sign up

and a person can customize what sort of notifications they want to sign up for. Moving forward, agendas for formal meetings will be sent out this way. She noted that this won't replace the Public Notice Website but will just be another localized way that residents can sign up for formal notices, City events, News Flash items, or the City Newsletter.

Council Member Siwik wanted to know the number of people that have signed up since the website's launch.

Ms. Taylor said that it varies by specific items but shared that when they started the temporary triage website last September, which was a smaller build with only 25 pages, they got about 50-75 people who signed up without any prompting. Another option that will be available on the website is emergency alerts that will allow the City to create a banner on the homepage and have information sent through texts or emails for those that sign up for them. She also highlighted Civic Rec, which will be one place for residents to register and pay for sports and art classes, park reservations, Co-Op room reservation, and dumpster rentals.

2. Open Meetings Training

City Recorder, Ariel Andrus, gave her presentation on an overview of the Open and Public Meetings Act which is an annual training required by State Law. A copy of the materials she reviewed is attached and incorporated by this reference.

She highlighted several definitions and terms. A 'meeting' is defined as a 'convening of a public body in which a quorum is present, whether in person or by means of electronic communication, for the purpose of discussing, receiving comments from the public about or acting upon a matter over which the public body has jurisdiction or advisory power.' It does not mean a chance or social gathering. A 'quorum' is 'a simple majority of the membership of a public body.'

She went over the proper reasons and requirements in which a meeting can be closed to the public under Sections 52-4-204, 52-4-205 and 52-4-206.

Noticing requirements, set by the State Code, are met by posting an agenda which has the date, time, and place of where the meeting will take place and is to be done within 24 hours of a meeting. The City posts their City Council agendas on the Friday before any scheduled Council meeting and the Recorders have up to 24 hours to amend the agenda if needed. They are posted at City Hall, the Utah Public Notice Website, the City website, and with an email sent to a local newspaper.

Emergency meetings are defined as 'when unforeseen circumstances occur, and it's necessary for the public body to hold an emergency meeting to consider matters of an urgent nature.' General noticing requirements may be disregarded in these circumstances and the best notice practicable given. An emergency meeting may not be held unless an attempt has been made to notify all the members of the body and a majority of them approve the meeting.

Written minutes and recordings must be kept of all open meetings. Pending minutes and recordings are considered public records. Approved minutes are the official record of a meeting. Additionally, a person may make their own recording of the meeting if it doesn't interfere with the conduct of the meeting. Information that's required in meeting minutes is the date, time,

and location of the meeting, the names of the members present and absent, the substance of all matters discussed and voted on, the record of the individual votes, the names of the people who made public comments, and any information requested by any member to be included in the minutes.

An audio recording is to be made available to the public within three business days. Pending minutes are to be made available within 30 days. Approved minutes must be posted within 3 business days of approval and are posted to the Public Notice Website and the City's website.

3. Townhome Ordinance Discussion

Deputy Community Development Director, Eliza Ungricht, and City Planner, Hanna Tuia, were both in attendance to present the following information on the City's Townhome Overlay to the Council, copy of which is attached and incorporated by this reference.

Ms. Ungricht first gave the Council a brief rundown on a few things that the Community Development staff is currently working on. The staff's priority is to incorporate the Downtown and East Streetcar form-based codes into Title 17. Doing this would make it easier for developers to find all the information for requirements in one place. Staff will then work on looking at the TOD (Transit-Oriented Development) zoning that hasn't been updated in a while and ensure that it remains effective.

Regarding tonight's agenda discussion, Ms. Tuia addressed the Council and explained that there are applicants that have addressed some of the City's Townhome Overlay requirements.

Ms. Ungricht said that what they want to know is if the Council is supportive of changing some things in the Townhome Overlay which would make smaller developments easier. Currently, in the Commercial Corridor and TOD zoning, the requirement is a two-acre minimum for apartments, and one-acre for townhomes. If changes were made to these requirements, the City would shift away from getting larger multifamily apartments that are denser.

Council Member Williams brought up her concerns on how this would affect parking and access for the Fire Department on those streets given that they're already small areas.

Ms. Tuia went over the things that the current Townhome Overlay regulates. First, are minimal site requirements like acreage, open space, lot width, setbacks, street access. Second, are design requirements like minimal window percentages, materials, building height and width. Third, are infrastructure requirements that include road width, landscaping, and parking.

The concerns that have been voiced from applicants have been about the lot width, minimum window percentage, number of connected units, open space, and parking requirements. She showed the Council visual examples of some of the concerns.

The Council had the most discussion on the applicants' concerns over lot width requirements.

Council Member Williams reinstated her concerns about how many cars she already sees in the areas where these projects exist or are under application review that are parked along both sides of the street and mentioned firetruck access and pedestrian safety as possible issues.

It was clarified that the Fire Marshal approves development projects in accordance with public safety and street access requirements and that the Council is the Land Use Authority for every townhome project.

Changing the lot width requirements would potentially affect new and some current projects but Ms. Ungricht said that there are different ways that staff could word the distinguishments based on major roads and include language for a road for access in smaller areas.

Council Chair Bynum shared that she is supportive and does want the City to be flexible so projects can continue to come and provide growth for the City.

Council Member Pinkney wanted to know if the townhome project that was being referenced would be for lease or for sale, and if that question is asked during the application process.

Ms. Ungricht said that they don't ask that question because of how the market changes and so often times developers don't even know if project will be for rent or for sale until the project is built out. She also explained that under State Code, it's something that the City cannot regulate or use to deny or approve as part of the application process.

Ms. Ungricht and Ms. Tuia asked the Council some more questions about changing requirements like the minimum window percentages, the number of connected units per building, and went over pros and cons that could come from reducing the number of Townhome Overlay requirements.

They said that based on the conversation and feedback they would work on bringing back an Ordinance amendment with proposed changes and examples of what other cities are doing.

The meeting adjourned at 6:58 pm.

Sharla Bynum, Council Chair

Ariel Andrus, City Recorder